

Southwest Georgia STEM Charter Board of Directors Meeting
December 17, 2020 at 5:30 P.M. - Media Center at SGSC

MINUTES

Meeting also offered through Teleconference Option due to COVID-19:

Dial-in Number 978-990-5080: Access Code: 6521665

advertised on the School Website as well.

Members in Attendance: Tony Lee - Chair, Chris Weathersby - Vice-Chair, Board Members - Lisa Jones, Patricia Goodman, Russell Nuti, Grant Ward, Kadie Phillips, Federal Programs(called in), Ginger Almon - School Leader and Lori Wilson, CFO.

Call to Order - 5:30 pm

Chairman Lee informed the board that he wanted to put the motion before the board to have the agenda amended to include the addition and approval of the Deficit Elimination Plan. Motion made to approve addition of the Deficit Elimination Plan by Patricia Goodman, seconded by Russell Nuti, all board members were in favor of the motion to approve. This will be added to the end of the meeting.

Approval of November Minutes - Copies of the minutes were available. Chairman Lee asked if everyone had a chance to review and if there were any corrections or questions. None were stated. Motion to approve made by Chris Weathersby, seconded by Patricia Goodman and all board members were in favor of this motion to approve

Approval of Agenda - Agenda have been available for review. Copies were also available at the meeting. Chairman Lee asked if all had a chance to review the agenda. He also asked if there was any discussion needed for the agenda. So noted that no discussion was needed and motion to approve the agenda was made by Russell Nuti, seconded by Lisa Jones, all board members were in favor of the motion.

Public Comment - Mrs. Falco, from GCSA, who has been assigned to our school as a liaison to help the board with the Strategic Plan and the other board duties, introduced herself. She stated that she was present on the last call in board meeting, but that in January she would be attending in person as long as COVID permits. She has verbally met several people at the school and is excited about working with us to continue moving forward. She was thanked by Chairman Lee and School Leader Almon for joining the team and helping us to achieve our goals.

School Leader's Report - Information Items

20-21 Charter Contract Amendment - Information Item

● **Discuss the addition of grade levels for the 21-22 school year** - We are still working on information to present to the charter commission on the request to add the 10th grade. As long as the scores from the assessment test are improved from the last testing we will move forward with the request. The Board of Directors is considering a meeting with all current 9th grade parents on January 21, 2021 to be transparent - prior to the Board Meeting. More information will follow.

● **Plan for offering Full Distance Learning** - School Leader Almon stated that we have planned out semesters to be 7-7 1/2 weeks long. The students will be returning on January 6th and the semester will end on January the 14th. This will give the students time when they get back to school to adjust and get things settled in. We will be requesting that all students return to school on January 19th, this is a Tuesday - Monday is a holiday (Martin Luther King, Jr. Day). The teachers asked if the middle school would be able to start switching classes and School Leader Almon has stated that nothing will change with the current plan we have in place. Students will continue to remain in their rooms. Teachers will continue to change classes and lunches will still be eating in their room. This two week period will also give the parents of the students with medical conditions time to get the information needed to excuse them from school and get it approved. These will be approved on a case by case situation. Right now we have 53 virtual students and as of today, 11 have committed to returning to school. This leaves 42 students to address the returning issues.

● **Letter to parents** - School Leader Almon presented a letter to the board for them to review. This is a letter present to the parents of Full Distance Learners. School Leader Almon stated that she also thinks that the letters need to be certified return receipt due to the nature of the letter. We want no excuses and to be able to verify that everyone was notified. The expense of this will be \$124.86. The board reviewed the letter and board member

Grant Ward asked School Leader Almon if she could add something to the letter to inform the parents of all of the safety precautions we have in place at school.

20-21 STAR Data - Copies of the math and reading STAR data, along with the Lexile information for each grade level has been provided for you to review. These huge ranges of scores have proven that the teachers are not going to be able to teach the classroom as a group. This is why the implementation of small group instruction is being implemented in each classroom and subject.

- **Discussion of Data** - This data starts out with the BOY (beginning of the year data) We have been testing monthly but we are focusing on the BOY, MOY, and EOY. The teachers have viewed the scores for their classes and have come up with Middle of the Year projected goals for their students. From the data we have viewed many seem to be well on the way to achieving their goals.

- **Lexile Scores** - This looks at reading levels from the 1st through the 9th grade. Our scores indicate that we are all over the map with scores in each class room. We have extremely high and extremely low all in one class.

- **Focus on small group instruction** - Again due to the high ranges of scores, small groups are the best way that the instruction is going to get to all the students. In 6th grade, the lowest level student is scoring a BR120L, this is a very low level reader and this is not a special education student. The middle level student is a 770L. The highest level is 1320L. There is no way that instruction can be taught to the kids all at the same level. Patricia Goodman asked what the average student in this class should be testing? School Leader Almon stated that it should be around 900-1000. Chris Weathersby asked if the scores are better lower or higher. School Leader Almon stated that in the Beginning Reader (BR) level that goes from 400 to zero. The levels past BL are scored from lowest to highest. School Leader Almon stated, the biggest thing that needs to be taken from this is: We are moving the school to focus on small groups to move up. These scores along with other issues are what got the school on the CSI List in the first place. The focus on small groups is also being served by the two LLI teachers that are 49% teachers that focus on the needed reading skills in small groups. Russell Nuti asked if the goals of the teachers are realistic and School Leader Almon stated that all the goals are achievable and several are already obtained. Ideally we would love to see 75% of the kids be in the 50% or higher.

STEM Endorsement - One of the things that we did with the CSI money is set each teacher up with Chatt-Flint RESA to obtain their STEM endorsement. The first semester of the two-semester course is complete.

- **First Semester Complete - School Leader Almon reported** - This is the ending of the first semester. We will have the course completed at the end of the school year. Grant Ward asked how much extra do they have to do to gain this endorsement. The teachers have the class each monday from 4:30-7:30. They then have various projects that are due each week. They have been working very hard on this and we are very proud of each of them.

GATAPP - This is the program where people who have already completed their four year degree. They take this program and between 1 ½-2 years they will have the program completed. This will allow them to become certified educators.

- **Three teachers** - Page - in Instructional Technology; Nelms - middle/9th grade Social Studies, and Germany - middle grades Math.

- **Title II-A** - These are the funds that will be paying for this program and also for the substitutes for them as they are needed.

Finance - Action Items and Information Items

- **Approval of November Financial Report** - This report was reviewed at the Financial Committee meeting. Motion to approve the November Financial Report was made by Chris Weathersby, seconded by Russell Nuti, all of the board members approved.

- **Approval of the November School Food Report** - This report was reviewed at the Financial Committee meeting. Motion to approve the November School Food Report was made by Chris Weathersby, seconded by Patricia Goodman and all the board members approved.

- **Update on Mauldin and Jenkins Audit** - School Leader Almon emailed Josh Carroll with M&J to check on the audit and the possibility of it being completed by the end of the year. He stated that he did not think that it would be, but that it will be completed by early January. As of today we are 89% completed with the audit and they have received all the information that is needed from the school. They are just still preparing for their part to be completed.

● **Update on PPP Loan** - All information has been submitted to SBA and we are waiting on the answer. Hopefully we will have in the next week, but should have by the end of the year.

● **CPF Point Calculation at this time -**

○ Based on this Financial Performance report There are specific points in each section that you are available to receive. We currently have a **90 out of 100** points based on calculations.

■ **Current Ratio - 15**

■ **Unrestricted Days Cash - 15**

■ **Enrollment Variance - 10**

■ **Default - 10**

■ **Debt to Asset Ratio - 10**

■ **Efficiency Margin - 15**

■ **Debt to Income Ratio - 15**

Governance -

● **Approval to purchase floor scrubber** - The options of these presented at the finance meeting have been reviewed. At the board meeting, the different machines were discussed in length. Chairman Lee asked if there was any additional information to be discussed. Kadie Phillips stated that she has reached out to Mrs. Lois Murphy to verify that she would be purchasing the additional supplies needed after purchasing. We have not received an answer. Chairman Lee stated that option #2 was the machine that the board approved. Chairman Lee stated that he needed a motion to approve the purchase of option #2 electrical Floor cleaner. Motion to approve the floor scrubber was made by Patricia Goodman, second by Russell Nuti and all board members were in favor of this motion.

● **Approval to enter into agreement with Harris-Brown for fire alarm repair and service -**

Quote from Alpha Technologies of SWGA, LLC for the fixing of the fire system and the addition to add the Special Ed room has been reviewed at several board meetings. The last question was if the 79.00 was included in the initial quote or if this will be a monthly charge. Contact was made to verify. The 79 will be a monthly charge. This payment can be made quarterly, bi-yearly, or yearly. Chairman Lee asked if there was any additional information that needed to be discussed before requesting a motion to approve. No other questions were asked and motion to approve was made by Chris Weathersby, seconded by Patricia Goodman, and all board members voted in favor of the motion.

● **Approval to have the electricity work completed for aquaponics with Majors Electric -**

Chairman Lee stated that he had spoken with Majors Electric again and that he has been and looked at the materials that we have to make sure he had everything to complete the job. He also stated that Mr. Majors said it seems as though all the material in the aquaponics to complete the project. The projected price is less than \$5000, unless there are some unforeseeable mishaps that arise. HE stated that he would call before any expenses other than what the contract currently entails. Chair Lee asked for a motion to approve. Motion to approve the use of Majors Electric made by Chris Weathersby, seconded by Russell Nuti, all other board members are in favor of the contract with Majors Electric.

● **Discuss the Operational CPF Prediction Summary** - Right now we are sitting at a 90 for Operational. The area we are lacking points is due to the audit being not completed in a time frame for the commission and the lack of the PPP not being forgiven at this point. Our scores improved because of the enrollment variance. We are finally able to start counting the information for this year. Last year they guessed enrollment would be 40 more students than those that are enrolled. This year we projected 336 and we actually have 345. We are very pleased with this

● **Discuss upcoming Board Member training opportunities** - This is the board training that is mandatory for the board members. Below are the two dates that are left available. All members state that they have signed up a training date at this time. Most of the remaining have chosen the upcoming date of February 2, 2021

○ **February 2nd from 8:30am- 12:30pm**

○ **April 13th from 8:30am- 12:30pm**

● **Discuss the school leader's performance related to LKES - Information Item**

○ **Standard 7 - Professionalism** - The leader fosters the success of students by demonstrating professional standards and ethics, engaging in continuous professional development, and contributing to the profession.

Chairman Lee stated that he has talked with School Leader Almon and feels she is accomplishing this standard.

Amendment to the Agenda - Deficit Elimination Plan -

Approval of the Deficit Elimination Plan. This was introduced at the December financial meeting. The addition of the nutrition program has been done. This is stating that we are aware there is a deficit and that our plan is to have it cleared in two years. Chairman Lee asked each board member individually if they had any new or additional questions or information to discuss on this issue. After no discussion was requested, he asked for a motion to approve. **Patricia Goodman made a motion to approve the plan, seconded by Lisa Jones, and all other board members are in favor of this motion. All Board members signed the document, as well as the School Leader.**

Adjourn Meeting - Chairman Lee stated if there were no other issues to discuss, he asked for a motion to adjourn the meeting. Motion to adjourn the meeting was made by Chris Weathersby at 6:18 p.m., seconded by Patricia Goodman, and all other board members were in favor of this motion.