

SOUTHWEST GEORGIA S.T.E.M. CHARTER SCHOOL

SCHEDULED Governance MEETING Minutes

Media Center in Main Building

July 8, 2020 - 5:30 PM

CALL TO ORDER - @ 5:31 pm by Chris Weathersby, committee lead

ITEM 1. APPROVAL OF June 3, 2020 minutes:

Motion: _Tony Lee _ Second: _Lisa Jones_ Vote: all yes

ITEM 2. APPROVAL OF AGENDA FOR July 8, 2020

Motion: _Tony Lee Second: _Lisa Jones_ Vote: all yes

ITEM 3. PUBLIC COMMENT - none

ITEM 4. **Georgia Cyber Academy Partnership** - A letter was created and mailed to all parents of upcoming 10th grade students on July 1, 2020 that states that Southwest Georgia STEM Charter School will not be able to provide use of their facilities for the students to complete their instruction/assignments through Georgia Cyber Academy due to the liabilities. This decision was made after careful consideration from the Board of Directors and the school's attorney.

ITEM 5. **Transportation Department** -

- Discuss the bus that is in Macon for the repairs - The bus is currently in Macon for repairs covered under warranty and Yancey stated that it is due for servicing. The price quoted from Yancey was 685.79. Tony Lee stated that Scott Torbert would be able to cut the labor costs by approximately \$200 and he is located in Randolph County. Chris Weathersby is checking to ensure that Scott Torbert has the necessary insurance to complete the service of the bus.
- Discuss the upcoming school year expectations for transportation - There will be a meeting scheduled soon with the Lead Bus Driver to review the new times and protocols for the upcoming school year to make a plan. Also, the Board of Directors will make a decision regarding the mandatory use of masks for all staff on the school bus.

ITEM 6. **Maintenance** - Mr. Wayne Harrison has been offered the position on a 49% schedule. He is completing his fingerprints this week. Pending the results of those, Mr. Harrison may begin on July 13, 2020. Ginger Almon and Mr. Harrison will

work to develop his schedule and expectations for the summer. A new schedule and expectations will be developed once the students return to school.

ITEM 7. **Strategic Planning** - The Board of Directors will investigate what steps to take next since Jeff Homan is no longer with the GCSA. Mr. Homan could still provide the training to the Board of Directors at a reduced rate. A decision will be made concerning who delivers the Strategic Planning training once we receive more guidance from GCSA.

ITEM 8. **Potential Board Members** - Mrs. Patricia Goodman has submitted her resume to join the Board of Directors. She has an extensive background in public education. The Board will make a decision at the Board Meeting on July 15, 2020 to accept Mrs. Goodman onto the Board. Mr. Grant Ward has also submitted a resume to consider for joining the Board. He will be invited to attend the July 15th in order for the Board to pose any questions to him.

ITEM 9. **Comprehensive Performance Frameworks (Operations) -**

- The next 3 categories related to the CPF and what steps we are taking to improve
 - 1) *Is the school complying with all applicable open governance requirements?* On the monitoring we scored a 5 of 5. STEPS TO IMPROVE: Continue to follow the Georgia Open Meetings Act and open records request
 - 2) *Is the school following complying with all applicable governance training requirements?* On the monitoring we scored a 5 of 5. STEPS TO IMPROVE: Continue to ensure that all new and existing members of the Board of Directors attends the required training.
 - 3) *Is the school protecting the rights of all students?* On the monitoring we scored 4 of 4. STEPS TO IMPROVE: Continue to comply with all laws, rules, regulations, provisions, and policies related to students' rights.
- 2020-2021 Monitoring Cycle - On September 23, 2020, the SCSC staff members will visit Southwest Georgia STEM Charter School. A Monitoring Handbook has been printed and given to the CFO and Mrs. Chandler, the Federal Programs Director, the School Nutrition and Data Collection Clerk, and the Special Education Director. Ginger Almon is answering the required questionnaire and getting all necessary information uploaded into the SCSC portal. This is due by July 22, 2020.

ITEM 10. **Projects around the School -**

- Ginger Almon updated the members on the progression of aquaponics. Kim Moore's husband has been installing all plumbing needed for the aquaponics.

After they finish the plumbing, Mr. Russell French will be called back to tie in the electrical with the plumbing.

- The Board of Directors are still gathering bids for the walkway from the Pre-K/Kindergarten Building to the Main Building. Once we have three bids, the Board will vote on which to approve.

ITEM 11. Procedures for Board Office Staff -

- The Board Office staff - Kadie Phillips, Nicole Horn, and Bill Cooling - will use a paper-pencil sign in sheet and submit leave forms as needed. This practice has not happened in the Board Office to date.
- The Governance Committee has recommended that there be a Mail Log put into place. This would mean that Kadie Phillips will open the mail, stamp the mail, and record any bills or items that need a response onto the Mail Log. This will allow for an opportunity for follow-up to ensure that the bills and other items receive a timely response. Tony Lee and Chris Weathersby will meet with the CFO to review the MOA for the probationary period end of date to discuss plans for improving in this area.

ITEM 12. 2020-2021 Return to School - Ginger Almon presented all Governance Committee members with the 20-21 Return to School Plan for Southwest Georgia STEM Charter School. All members were familiar.

Adjourn

APPROVAL OF ADJOURNMENT OF MEETING

- Motion: _Tony Lee_ Second: _Lisa Jones Vote: all yes

TIME ADJOURNED: ____7:59 PM