

Southwest Georgia STEM Charter Board of Directors Meeting Minutes

May 11, 2020 at 5:30 P.M.

Media Center at SGSC

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

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

advertised on School Website as well

In attendance at the meeting were: Tony Lee - Board Chair, Chris Weathersby - Board Vice Chair, Angela Graham - Sec, Lisa Jones - Board Member, Ginger Almon- School Leader, Bill Colling - CFO, Kadie Phillips - Federal Programs Director, and GUEST: Russell Nuti. Jeff Homan - School Charter Liaison - Present by Phone into meeting.

- Call to Order - Tony Lee, Board Chair at 5:33p.m.
- Approval of April Minutes of regular and called board meetings -
 - Motion to Approve:Chris Weathersby, 2nd - Angela Graham, Board Vote: All Yea
- Approval of Amended Agenda - Agenda amended to add an additional action item to Governance - Getting items from former Superintendent.
 - Motion to Approve: Chris Weathersby, 2nd -Lisa Jones, Board Vote - All Yea
- Public Comment
 - Mr. Nuti spoke to the board about his interest in becoming a board member. He stated that he has been a resident of Randolph County since 2004. He stated that he is vested in the community. He has a son, Tommy, who is in Kindergarten and wants to be a part of the school and the growth in a positive direction. Questions asked of Mr. Nuti:
 - Ginger Almon - “ What would you bring to the school board?” Mr. Nuti replied, “ Although he did not grow-up here, he is now well established in the community. When he was in school he was in the gifted program. He has gone through the ups and downs in grades once he got older. He played sports when he was in school and understands the importance of a sports program along with a strong academic program. He has served on various leadership teams during highschool, college, and in his career. He said that he knows how much time and the commitment that you have to be on a board and he is willing to accept the challenge.
 - Ginger Almon - Once our high school is established, do you think that you would be able to help with the Career pathway for Agriculture? Mr. Nuti replied, “ I would really like to work on that and get that created. I also have experience in creating policies and procedures and have many

years experience working with the government entities and dealing with the policies, budgets and procedures.

Chairman Tony Lee asked if there were anymore questions, and there were not. Mr. Nuti Thanked everyone for the chance to speak.

School Leader's Report - Information Items - Presented by Ginger Almon - School Leader

- COVID-19 Plan and updates
 - This week the students are submitting missing assignments. The 15th will be the last day for assignments to be turned in. The teachers are reaching out to the students that have assignments missing. Chairman Tony Lee asked if we had more with packets or online with google classroom. School Leader Almon responded by stating that we have 60% of the students in grades 3rd-9th doing Google Classroom and 40% doing packets. We have 98% of the students in Pre-K - 2nd using packets. Google Classroom was not offered to these students. She stated that these were the results that we were expecting based on the distance learning survey that was conducted at the beginning of the transition of COVID-19 Learning. Chris Weathersby, Board Member asked how many parents completed the survey. School Leader Almon stated that 157 were completed and that about 120 were not. These are the numbers because many of our kids are in families.
 - Distance Learning Grant awarded for CSI Schools. We were awarded \$73,000. Chris Weathersby asked if we had done a budget for this and School Leader Almon confirmed that a budget for the grant had been completed in the application process. We are using the funds to purchase 240 Chromebooks and that our IT personnel, Mr. Jerry Floyd, has quotes from two of the companies and that we are still waiting on the 3rd quote. Angela Graham, Board Member asked what is the expected delivery time and Mr. Jerry has stated that the companies that we have quotes from are stating a 2-3 week turnaround from ordering. School Leader Almon went on to confirm that the remaining \$9400 has been designated to Chat - Flint RESA for k-9th distance learning training.
- Teachers return -
 - School Leader Almon stated that staff would be returning to the school next week with staggered dates for teachers to return. The front office staff will be at work daily along with the board office staff. Chris Weathersby asked if there were any teachers or staff that stated they would not be able to come due to COVID-19 issues and the reply was that no one has stated this. There were a few teachers that needed to reschedule the days they were attending, which has already been done. School Leader Almon said that she expressed to the teachers to please try and get child care for your children, but that if there is no way, the children must remain in the classroom with them. She stated that she is still working on the checklist for the teachers to close out at the end of the year. Lisa Jones - Board Member, asked if the hours for Summer have been decided and the

proposed hours from School Leader Almon are: Monday and Wednesday 8:00 am - 3:00 pm, with lunch from 12:00-12:30, Thursday 8:00 to 12:30 until all COVID-19 bans are lifted.

- Enrollment updates -
 - With the letters of intent and newly enrolled we have 321 and 349 when we add the Pre-K students. The teachers will be calling all parents on their current rooster to confirm the letters of intent and Mrs. Deborah and Amy will be calling all of the new applicants to confirm. On Wednesday 5/13/2020, Bill, Nicole, Ginger and Jan will be working to make sure that all information is in Infinite Campus. Tony asked if we will have all of this information before we submit the enrollment summary for forward funding to Terrance Washington? The enrollment numbers are due to Terrance by May 29th at noon, but we will have the number to him prior to this date.

Academic - Information Items

- Updates from teachers regarding COVID-19 Plan - decision was made to end assignments a week early. The overall feedback from the teachers is that parents and children are no longer engaging like they were in the beginning and that it is getting very hard to get up with the parents. The leadership team at the next meeting will be working on return to school plans other than the plans that we have already, beginning school on the scheduled school date and starting after labor day.
- CSI Updates -
 - The \$150,000 grant, which is already drawn down. Lisa Jones asked if we have a budget completed? School Leader Almon : We will be working on the budget and completing it on May 13th also.
- Discuss plans to improve Comprehensive Performance Framework score related to Academics
 - We have made growth in the 2018-2019 school year and were performing with the district that we are housed in. Due to no milestones data available for this year, we are not able to see what our scores are in comparison to other districts. Chris Weathersby asked what testing we would use for the 20-21 year if testing waivers were still in place. School Leader Almon confirmed that we have data testing through: Star Reading and Star Math for K-9th grade, USA test prep for social studies for grades 3-9th and Beacon is the most closely compared to the Milestones and we will be doing these test for beginning of the year, mid year and end of the year assessments for the upcoming school year for grades 3-8th and Quarterly EOCT for 9th grade.

Finance - Action Item and Information Items

- Approval of April's Financial Report -

- Bill Cooling spoke about April financial report and Tony Lee asked if he could explain the difference in the maintenance and operations accounts being so different from March to April has insurance payments in the amount of \$4,000 and power bill of \$8,000 that were extra and in 13,370 increase in transportation with an extra \$11,000 in bus expenses and paying some old bills. \$1500 of this is also insurance payment.
- The computer print out for finances shows spending at 3,404,000 and revenue at 3,173,000 which is a loss of 232,000. The balance sheet shows that liabilities and we have paid off our line of credit. Until the PPE loan that we received is forgiven, it will show up on as liability until this is done and can be cleaned off the books. Tony-Board Chair asked when we could expect this and Bill stated that it should be in 8 weeks which would be June 18th, if the SBA doesn't change things. This would also leave us with a positive balance at the end of the year. Tony - board chair, requested for a motion to approve the financial report. Motion made by Chris Weathersby, 2nd motion by Lisa Jones, Vote - all yea.
- Tony then asked Bill, We would like to get a weekly report that breaks out the weekly spending in each area. Is this something that could be sent out to all board members, Ginger, and the department heads. Decision was made to have this completed and emailed on Monday of each week for the prior week.
- Amended Agenda Item - The changes made in response to the CAP Findings - changes made to the Travel and Expense Reimbursement Policy, addition of the Travel Reimbursement uniform travel form, Credit Card information, and Cash Receipts Policy - Motion to approve the changes by Chris Weathersby, 2nd by Angela Graham and vote all yea
- Discuss High Risk status
 - Bill Cooling discussed the requirements from Terrance Washington on a monthly basis. This will continue through the FY 21 school year. These are due to Terrance by the 20th of each month. Along with these reports provided by Terrance to complete, he is also requesting a monthly copy of the bank statement to be sent to him.
- Discuss plans to improve the Comprehensive Performance Framework score related to Finances
 - Bill discussed the form that can be used to predict our CPF score for each month. We are at 35%. This is an increase from the past. There are a few areas that we are not going to improve on at all due to it being based on the projected students from last year which was off by a very large amount. This has affected not only

our scoring in this area, but our draws that we get each month. Once we are able to put in a new FTE number we should be able to improve in this area.

Governance -

- Vote on potential new board member - Motion to accept new board member - Motion made by Chris Weathersby, 2nd by Angela Graham, Vote - all Yea
- Amended Agenda Item - Change of Board Meeting Dates and Finance Committee - Bill Colling, CFO requested the change of the meeting dates to allow CFO more time to gather Financials - for the month of June the meeting date of the finance committee will be on June 10th and the next board meeting will be June 17th. Motion to change dates by Angela Graham, 2nd- Lisa Jones, Vote - all Yea
- Amended Agenda Item - Approve the Infectious Disease Policy in the current handbooks - Per the CFP the date in the handbook on the policy is incorrect. Motion to approve the date only by Chris Weathersby, 2nd by Lisa Jones, Vote - all yea.
- Discuss the school leader's performance related to LKES
 - Tony - Board Chair addresses the board: *"Ginger and I met and discussed LKES Standard 1 - Instructional Leadership. She has evidence that she is using data to find effective professional learning opportunities for not only the staff to attend, but for her to attend as well, along with many other things"*
- Response in the portal to SCSC about improvement plans
 - **Ginger** talked about the importance of the board asking questions and feedback during the meetings. That although we are improving and that the talk is daily, it needs to also be brought to the meetings. If the questions were asked today if this was being done the answer would have to be no. The bad thing is that there are only yes and no answers on the plan. So these are areas that we are going to have some deficiencies in at this time.
- Discuss plans to improve the Comprehensive Performance Framework score related to Operations
 - Review Measures 1a-1d from the Educational Program Compliance of the Comprehensive Performance Framework and discuss where we are and how we are going to improve. Our score is a total of 6 of 17 points earned.
 - 1a:** We scored 2 - we can easily change this to the max of 4.
 - 1b.** We scored a 4 of 4.
 - 1c,** We scored a 0 - we can also change this by becoming compliant in all requested areas.

1d. We scored a 0 in this area and this will not happen again. This section is about having items submitted on time.

With the way we are working now we should have no problem increasing the scores by at least 8 points next time.

- Amended Agenda Item - Plan to get school items from Former Superintendent - decision was made for Board Chair to call and request that the items be returned to the school. If this method is not possible, the next plan would be to have Perry and Walters, LLP Attorneys at Law office send a letter requesting the items that are still in her possession. These items are: 2 laptops, Free and Reduced lunch paperwork/manuals, a printer, and her school keys. Motion to approve contact by phone call made by Chris Weathersby, 2nd by Lisa Jones, Vote - all yea.

Adjourn Meeting at 7:23 pm