

## **Southwest Georgia STEM Charter Board of Directors Meeting**

**October 22, 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, Lisa Jones, Patricia Goodman, Russell Nuti, Ginger Almon - School Leader

**Visitors:** Grant Ward, Kadie Phillips

**Call to Order** - By Chairman Tony Lee @ 5:32 pm

**Approval of September Minutes** - Motion to Approve: Lisa Jones , 2nd -Chris Weathersby, Board Vote: All Yea

**Approval of Agenda** - Motion to Approve: -Patricia Goodman, 2nd - Lisa Jones, Board Vote: All Yea

**Public Comment** -Grant Ward came to the meeting to express his desire to become a member of the board. He has returned to Shellman after completing his degree at the University of Georgia and working for a few years elsewhere. He is currently employed in Chemical Retail and would like to see the younger generation become more involved in the community growth and to be a part of that growth.

### **School Leader's Report - Information Items**

#### **20-21 Monitoring Visit from SCSC**

- Recap the Virtual Monitoring Visit with SCSC - all requested data was turned in on time. We were able to answer all questions that were asked. SCSC is pleased with the amount of effort and turnaround that our school is making. We understand that this monitoring is related to the 2019-2020 school year, but hope to make many gains in points on the Comprehensive Performance Frameworks.
- The SCSC will produce the CPF score at the beginning of 2021. Any findings will be answered by Southwest Georgia STEM Charter School in the form of a Corrective Action Plan that will allow us to receive partial points from SCSC.

#### **Upcoming Due Dates -**

- October 26, 2020 - FTE information is submitted. Nicole has been working hard on getting all of the data for this submission.
- October 30, 2020 - School Improvement budget and Facilities Grant budgets are due. We are currently working on these. Two teachers have accepted the positions for and the school improvement grant will cover these salaries. For the Facilities Grant, main focus will be on updating the restroom in the teacher copy room to a handicapped bathroom. Next would another HVAC unit for the Computer Lab room.
- October 30, 2020 - All Board Member Training information is due in the portal - All of our board members have completed the training. We are needing re-prints of certificates, but we are working on this. The new training dates have been sent in an email for year
- November 1, 2020 - Annual Report to the SCSC - including audit information - Per Bill our audit will not be complete. He is going to request information from Maulding and Jenkins for a statement from why this is not completed. This is what DOE is stating that we do.

#### **20-21 School Return to School Plan**

- Discuss when Full Distance Learning opportunities are suspended - only offer during quarantine - would love to do this now, but not everyone is ready to return. We have about 15 returning on Monday. Several parents have also said that they will be sending their children back to school once Flu Season is over. As of today we only have 56 students still on distance learning

### **Accreditation Update**

- Discuss the process for ensuring that we are accredited before the end of the 20-21 school year - Ginger stated that she is still compiling all of the information that has been requested. She should be done with this next week hopefully.

## **Academic - Information Items**

### **20-21 Beginning of the Year Data Review for STAR Early Literacy, STAR Reading, and STAR Math**

- Where we are - We have issues in all grades. 4th grade seems to be the worst right now.
- Where we are going - we want to see all kids reading on grade level or above, as well as performing math skills at or above grade level expectations. We would like for all content areas to increase by 3% or more on the GMAs.
- How will we get there - putting focus on small groups, evaluating lesson plans, professional development, observations and feedback, collaboration, planning, effective leadership, shared leadership

### **Report Cards will be sent home on October 26, 2020**

- All grades will be input by October 23, 2020 at 12:00 pm
- Allowing time for Full Distance Learners to submit missing assignments will allow for an override of grades to 60%. Students who have done no work and are not making up the assignments will keep the grade that they have earned.
- During the second quarter, all students failing at the time of progress reports must attend a parent-teacher conference to address the failing grades/missing assignments.

## **Finance - Action Items and Information Items**

- **Approval of September Financial Report** - Action Item Motion to Approve: Chris Weathersby, 2nd-Lisa Jones, Board Vote: All Yea
- **Update on Mauldin and Jenkins Audit** - Bill Cooling accepts responsibility for not getting the items submitted for the audit in time. Mr. Cooling claims that he did not fully understand that all of the information had to be submitted so soon after closing out the books for the year. The audit will be late. We will receive deduction of points on the Comprehensive Performance Frameworks.
- **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.
    - Current Ratio -10, PPP forgiveness will change this to 15
    - Unrestricted Days Cash - 15 - we are good
    - Enrollment Variance remains the same based off of the previous FTE count. Maximum Points available - 10, we scored 0 \*\* This should change due to being able to enter information about FTE Numbers and PPE Loan being paid .
    - Default - 10 - good in this area
    - Debt to Asset Ratio - 0 - again the PPP Forgiveness is affecting this area
    - Debt to Income Ratio - 15 - good

## **Governance - Action Items and Information Items**

- **Approval of Amended and New Policies related to Southwest Georgia STEM Charter School - Action Item**
  - O1 - Parent Involvement - Motion to Approve: -Patricia Goodman, 2nd - Lisa Jones Board Vote: All Yea
  - O2 - Visitor Policy - Motion to Approve: -Patricia Goodman, 2nd - Lisa Jones Board Vote: All Yea
  - O3 - Building Maintenance - Motion to Approve: -Patricia Goodman, 2nd - Lisa Jones Board Vote: All Yea
  - O4 - Solicitation of Staff and Students Policy - Motion to Approve: -Patricia Goodman, 2nd - Lisa Jones Board Vote: All Yea
  - O5 - Media Program Policy - Motion to Approve: -Patricia Goodman, 2nd - Lisa Jones Board Vote: All Yea
  - O6 - Wellness Policy - Motion to Approve: -Patricia Goodman, 2nd - Lisa Jones Board Vote: All Yea
  - O7 - School Facilities Usage - Motion to Approve: -Patricia Goodman, 2nd - Lisa Jones Board Vote: All Yea
  - B3 - Public Comment (Board) - Motion to Approve: -Patricia Goodman, 2nd - Lisa Jones Board Vote: All Yea
  - B4 - Board Appointment and Officers Policy- Motion to Approve: -Patricia Goodman, 2nd - Lisa Jones Board Vote: All Yea
  - B5 - Board Conflicts of Interest Policy -Motion to Approve: -Patricia Goodman, 2nd - Lisa Jones Board Vote: All Yea
  - S24 - School Closures - Motion to Approve: -Patricia Goodman, 2nd - Lisa Jones Board Vote: All Yea
  - S25 - Communicable Diseases - Motion to Approve: -Patricia Goodman, 2nd - Lisa Jones Board Vote: All Yea
  - S26 - Diabetes Management - Motion to Approve: -Patricia Goodman, 2nd - Lisa Jones Board Vote: All Yea
  - S27 - ESOL - Motion to Approve: -Patricia Goodman, 2nd - Lisa Jones Board Vote: All Yea
  - S28 - Grading, Promotion, and Retention Policy - Motion to Approve: -Patricia Goodman, 2nd - Lisa Jones Board Vote: All Yea
  - S29 - Suicide Prevention Policy - Motion to Approve: -Patricia Goodman, 2nd - Lisa Jones Board Vote: All Yea
  - S30 - Concussion Management Policy - Motion to Approve: -Patricia Goodman, 2nd - Lisa Jones Board Vote: All Yea
  - S31 - Field Trips Policy - Motion to Approve: -Patricia Goodman, 2nd - Lisa Jones Board Vote: All Yea
  - S32 - Sex Education Policy - Motion to Approve: -Patricia Goodman, 2nd - Lisa Jones Board Vote: All Yea
  - P5 - Complaints and Grievance Policy - Motion to Approve: -Patricia Goodman, 2nd - Lisa Jones Board Vote: All Yea
  - P6 - Professional Learning Policy - Motion to Approve: -Patricia Goodman, 2nd - Lisa Jones Board Vote: All Yea
  - P7 - Conflicts of Interest Policy - Motion to Approve: -Patricia Goodman, 2nd - Lisa Jones Board Vote: All Yea
  - P8 - Infectious Disease Policy - Motion to Approve: -Patricia Goodman, 2nd - Lisa Jones Board Vote: All Yea
  - P9 - Criminal Background Check Policy - Motion to Approve: -Patricia Goodman, 2nd - Lisa Jones Board Vote: All Yea

- P10 - Drug Screening of Employees Policy - Motion to Approve: -Patricia Goodman, 2nd - Lisa Jones Board Vote: All Yea
- P11 - Recruitment Policy - Motion to Approve: -Patricia Goodman, 2nd - Lisa Jones Board Vote: All Yea
- P12 - Employee Attendance Policy - Motion to Approve: -Patricia Goodman, 2nd - Lisa Jones Board Vote: All Yea
- **Approval to enter into an agreement with Harris Brown for Fire Alarm support** - Action Item - No Quote received as of today - going to move this item off.
- **Discuss upcoming Board Member training opportunities**
  - November 10<sup>th</sup> from 8:30am- 12:30pm
  - February 2<sup>nd</sup> from 8:30am- 12:30pm
  - April 13<sup>th</sup> from 8:30am- 12:30pm

These are virtual and they are free. Everyone must sign up for a date.

- **Discuss the different items to use for budgeting related to the Facilities Grant** - We have been granted 39,043 and here are the items we need to address. I am going to put them in ranking order. We are awaiting proposed proposals for pricing.
  - HVAC units - 2
  - Hancapped Bathroom in the school. - 1
  - Roofing needs - 3
  - Keyless Entry system - 4
  - Items already purchased - 5
- **Discuss the school leader's performance related to LKES**
  - Standard 3 - Planning and Assessment - The leader gathers, analyzes, and uses a variety of data to inform planning and decision-making consistent with established guidelines, policies, and procedures. Tony Lee stated that Ginger does a great job in this area. She is always keeping everyone informed of the daily operations of the school. In the middle of re-vamping all policies. We are all very pleased with the direction that the school is now taking under her leadership
- **Approval for Federal Programs Director salary increase for performing extra duties** - Action Item
  - Federal Programs Director assumes many other roles and responsibilities as needed - Motion to Approve \$5,000.00 salary increase: Chris Weathersby, 2nd-Lisa Jones, Board Vote: All Yea
- **Discuss plans to improve the Comprehensive Performance Framework score related to Operations**
  - The next 2 categories related to the CPF and what steps we are taking to improve - The last two areas that we received a 0 in performance was related to submitting information in a timely manner. Also, submitting no CAP for the monitoring process. We are all working with deadlines in mind and accomplishing the goal of submitting all materials in a timely manner (with the exception of the audit).

Tony Lee thanked everyone for coming. He asked Grant Ward, guest, what he thought about the meeting and he stated that he was very impressed with how well things were going. He was also interested in joining the board and would get his information together. Mr. Lee then asked if there were any additional comments or questions.

**Adjourn Meeting - 6:28 p.m.**

- Motion to Adjourn: -Lisa Jones, 2nd Patricia Goodman , Board Vote: All Yea