

Southwest Georgia STEM Charter Board of Directors Meeting

April 13, 2020 at 5:30 P.M.

Board Meeting Minutes

This board meeting was a video conference on Zoom due to COVID-19 and the shelter in place from Governor Brian Kemp.

Those in attendance via zoom were: Tony Lee – Chairman, Chris Weathersby – Vice-Chairman; Angela Graham – Sec./Treas.; Lisa Jones – Board member; Bill Cooling – CFO; Ginger Almon – Principal, Toni Avera – Teacher Representative; Kadie Phillips – Federal Programs Director; Jeff Homan – Charter Association Representative

- Call to Order – 5:32 p.m. by Chairman, Tony Lee
- Approval of March Minutes - Action Item: Motion to Approval - Lisa Jones, 2nd – Angela Graham. All others were in favor
- Approval of Agenda and the Approval of Finance Action Item by Bill Cooling - Motion to approval – Michelle Graham – 2nd by Lisa Jones. All others were in favor.
- Public Comment – No Comments

School Leader's Report - Information Items

- CSI update - Working with Steve Olive to submit information for distance learning grant. This would give the school the ability to purchase Chromebook to have for students to be able to check out for the entire school year to work on more distance learning. This should be submitted by Friday on 4/17/2020.
- COVID-19 Plan and updates – Today 4/13/2020 was the first day of pushing out the platform. Pre-K – 2nd grades are still working from packets. These are available on the website for parents to download or copies were requested and picked up from the school. 3rd – 9th grade launched Google Classrooms and those who chose not to do this format could print packets at home or requested them from the school for pick-up. The schedule for all classes are to have content specific areas each day. Schedules is:
 - Monday – Math
 - Tuesday – ELA
 - Wednesday – Science
 - Thursday – Social Studies
 - Friday – make sure all areas are competed and make sure work is submitted. These can be submitted online via google classroom, email, dojo, or any other way the teacher has specifically set up the classroom.

Packets may also be dropped off at the school and left in the secure drop box that has been placed outside the front door.

Each of the teachers were able to take a training that was offered by Chattahoochee Flint RESA on google classrooms prior to setting up their classrooms.

Academic - Action and Information Items

- Updates from teachers regarding COVID-19 Plan - Google Classroom for grades 3rd – 9th grades were a success with the majority of the students that had signed up in attendance. The families that requested packages and 75% of those were picked up and many of those contacted the school to say they were able to print them at home. We were also pleased with the Special Education Assignments, we pushed those back to the Special Education teachers for those students. They are working with these students and the positive feedback from those parents.
- Approval of Calendar for the 20-21 School Year – The calendar that was presented and an alternate calendar in the event that shelter in place is still in order when school should begin was approved. Motion to approved by: Lisa Jones and the second was by: Michelle Graham. All others were in favor.

Finance - Action Item

- Approval of March's Financial Report - Action Item – Motion to approve by Michelle Graham; 2nd was by Chris Weathersby. All were in favor;
- Discuss plans for upcoming budget – Bill stated no new information at this time.
- Changing the meeting dates to the Wednesday before upcoming board meetings – The was approved to be effective after meeting on 04/14/2020. Motion to approve – Lisa Jones; 2nd by Michelle Graham. All were in favor.

Governance - Action Item

- Present the resume for potential new board member - received resume for Mr. Russell Nuti for review. If there are questions for Mr. Nuti, please send them to Tony Lee and he will make sure that these questions are answered and presented at the next board meeting. will be voted and questioned at next board meeting.

Presentation of the certified staff members who will receive contracts for 20-21.

Returning Certified Staff for Approval 20-21

- ✓ Pre-K - Julie Jackson, Mackenzie Knights
- ✓ Kin- Alex Lovering
- ✓ 1st - Mary Martha Ivey, Jordan Scarborough
- ✓ 2nd - Taylor Moore, Toni Avera
- ✓ 3rd - Connie Wilson, Ashley Perryman
- ✓ 4th - Tabitha Sapp, Amy Greene
- ✓ 5th - Michael Duke
- ✓ 6th - Tonya Germany, Shawn Banks
- ✓ 7th - Jennifer Nelms
- ✓ 8th - Michelle Horne, Cindy Fincher
- ✓ 9th - Teresa Banks

- ✓ PE - Christopher Rumble, Sandi Henson
- ✓ STEM - Kim Moore
- ✓ Specials - Heather Page
- ✓ EIP - Pat Wilkerson 49 %, Xatavius Hardwick
- ✓ SPED - Natalie Zajac 49%, Katy Jackson, Kim Wilburn 49%, Lisa Harry - replacing Danielle VanHousen
- ✓ Gifted - Cindy Carlson 49%

List was approved. These contracts will be presented to the teachers via electronic copy on Wednesday, 4/15/2020, and appointment times will be set up for hard copies to be signed. Once the Department of Education approves the budget to if there will be a salary increase the salary sheets will be dispersed and signed off on at this time.

Motion to approve was made by Chris Weathersby; 2nd by Michelle Graham. All were in favor.

- Discussion of Ms. Kadie Phillips job description and title of Federal Programs Director/District Office Administrative Assistant. Detailed job description was discussed. The board agreed with the job title and job duties. Nothing else to be added at this time.
- Approval of the new crest for the rebranding of Southwest Georgia STEM Charter School - pictures from Global Graphics were shown. Motion to approve by Chris Weathersby; 2nd – Lisa Jones. All were in favor.

ACTION ITEM: request for an action item to be added to the agenda by Bill Cooling, CFO. Motion to approve amended action item Michelle Graham; 2nd Lisa Jones.

Bill Cooling, CFO, is requesting permission to get Board Chair, Tony Lee, to sign Form 990 for the FY19 tax year. This form was received by accountants, Mauldin and Jenkins, on 4/14/2020. Bill Cooling stated that he has reviewed Form 990 and it was accurate and ready for Tony Lee to sign off for approval to e-file. Motion to approve made by Michelle Graham, 2nd by Lisa Jones. Tony Lee stated he would come to the office to sign off on in the morning.

Adjourn Meeting -

Motion to end meeting made by Michelle Graham and 2nd by Lisa Jones.

Meeting Adjourned at 6:02 p.m. 4/13/2020