

## Southwest Georgia STEM Charter Board of Directors Meeting

July 15, 2020 at 5:30 P.M. - Media Center at SGSC

### Meeting Minutes

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.

Those in attendance were board members: Chris Weathersby, Lisa Jones, and Russell Nuti. Chairman Tony Lee called in to the meeting. School Leader - Ginger Almon, CFO - Bill Cooling, and Federal Programs Director - Kadie Phillips. No visitors attended.

**Call to Order** by Tony Lee @ 5:30 p.m.

**Approval of May Minutes of regular and called board meetings** - Motion to Approve by Chris Weathersby; 2nd by Lisa Jones

**Approval of Amended Agenda** - Motion to approve by Lisa Jones; 2nd by Russell Nuti

**Public Comment** - none

### School Leader's Report - Information Items

**20-21 Monitoring Visit from SCSC** - This will be on 09/23/2020 @ 9:30am, a Wednesday, board members are welcome to drop by and meet the monitoring team.

#### Upcoming Due Dates -

- July 22nd @ 11:59 pm requested information is due to the SCSC. Ginger and Tony will be having phone meetings prior to the date to discuss policies that are in the middle of changing and creating new ones.
- July 24th Ginger will submit the return to school plan due to the commission.

**20-21 School Return to School Plan** - Concerns are increasing due to the large number of schools that are choosing complete virtual for the first 9 weeks. NO changes will be made at this time, this is more of a caution to warn board that with numbers rising so are concerns.

**Time/Leave Protocol for all Staff** - The state has issued that if a staff member is exposed or test positive for COVID that they have a 10 day period they will be able to use before they have to touch their own leave. This is a one time 10 day period. The staff will be notified of this at the next staff meeting on Monday, July 20, 2020.

**Transportation - Use of Masks for all staff on the bus** - The bus staff will be required to wear masks while on the bus run. Students will also be required to wear masks unless there is a medical excuse that is provided. There will be some disposable masks provided in case students do not bring one with them.

**Staff's return to work date** - Teachers return on August 3rd for preplanning and continue until August 11th. Students will start on August 12th. During these days we will be having a lot of professional development training each day. This will be on new instructional materials, google classrooms, paperwork, and policies and procedures.

### Academic - Information Item

- **Description/Discussion of the 20-21 Return to School Plan related to academics and testing** - as stated before our plan is not changing at this time. For the students who choose virtual learning, sign in by students will have to be done by noon each day for Attendance Purposes. All assignments will have to be turned in by Friday. Ginger will be recording the expectations and deadlines for all choosing the virtual optional. Right now the information signup forms have a 70% in class and a 30% on-line ratio. Cintas will be coming in and installing 29 sanitizing stations throughout the school. We are also having a chemical mixing station installed to make the cleaning mixture that kills the virus on surfaces. This will be used in the school and on the buses for cleaning. We have also worked with CIntas on reducing some of the pick-up dates to reduce the bill to offset the cost of the new installs. With the installs the bill should still be reduced by 2000 a year.

## Finance - Action Items and Information Items

- **Approval of June's Financial Report** - Motion by Chris Weathersby; 2nd by Russell Nuti.
- **Approval of Spending Resolution for August** - Motion by Chris Weathersby; 2nd by Russell Nuti
- **Presentation of the Draft Budget for FY21** -
  - Bill reviewed all numbers with the Board related to the draft budget for 20-21. The Board members are in agreement with the figures and are ready to move forward with the first Public Hearing - set for July 30, 2020 at 5:30 pm
- **Approval to move forward with advertising for the 1st Public Hearing related to Budget Adoption** - Advertisement will be sent on Friday, July 17, 2020 to the Southern Tribune (our legal organ) and the meeting will be July 30, 2020 at 5:30 pm in the Media Center. Motion approved by Chris Weathersby; 2nd - Lisa Jones
- **Approval of Agreement with Doug Erwin to assist in the Audit Process and provide support to CFO as needed** - This agreement was read and the board still had questions about the agreement. Ginger will modify the agreement to state "not to exceed \$6,000.00. Anything over this amount must be approved by the Board of Directors at Southwest Georgia STEM Charter School." The changes will be applied and the agreement will be sent to Doug Erwin on Thursday, July 16, 2020.
- **Approval of Amended Financial Policies to submit to SCSC for partial points** - Items that needed correction have been addressed. There is a new procedure for completing a deposit slip and the deposit that now requires the DOAA to complete the deposit slip, the CFO to count and verify accuracy, and the School Leader to carry the deposit. The check out and use of the school credit card for School Leader check out has been changed to the CFO to check out the card and removed the Chairman of the Board from checking out the card. The actions that will take place if the credit card policy is violated have also been addressed. These will be submitted to Sarah at the SCSC to try to get partial credit in these areas. Motion to approve - Chris Weathersby; 2nd by Russell Nuti.all voted yes
- **2018 IRS Information** - Bill is still working on the issue related to the 2018 non payment of 941 taxes and accrued penalties. He is going to contact the IRS about trying to stop the interest on the outstanding bill we currently have, as well as ask for forgiveness on the penalties. Bill stated that he will have the letter set to the IRS by the end of the week.
- **PPP Update** - PPP has been sent to the bank and Laurie at One South Bank said that the bank is in the process of completing a "good faith review" which they are doing to all PPP loans. After the review they will send the application to the Small Business Administration (SBA). There is a 90 day approval time. One South will notify Bill when the paperwork is received by the SBA.
- **CPF Point Calculation at this time** -
  - Based on this Financial Performance report (report that generates our current CPF score) we need to improve in many areas. This report is graded with a point system from the State Charter Commission. There are specific points in each section that you are available to receive.
    - o Current Ratio is 0.7 and to receive all points in this area ours should be a 3% or higher. Maximum Points available - 15, we scored 0
    - o Unrestricted Days Cash is 37 days and we want this to be greater than 75 days. Maximum Points available - 15, we scored 10.
    - o Enrollment Variance remains the same based off of the previous April FTE count. Maximum Points available - 10, we scored 0
    - o Default – We scored a 10 of 10 in this area. o Efficiency Margins - Net amount -6% and in this area we scored 10 of 15.
    - o Debt to Asset Ratio – Ours is 157% and we would like for it to be 25% or less. Maximum Points Available - 15 - we scored 0.
    - o Debt to Income Ratio - Ours is 11% and in this area we scored 10 of 15. Ideally, we would like to be less than 5% (This is a new area on the sheet)

## Governance - Action Items and Information Items

- **Approval of Amended and New Policies related to Southwest Georgia STEM Charter School** - none are ready at this time
- **Approval to have Patricia Goodman become a Board of Directors' member** - all members have reviewed the resume. Questions were asked at the last meeting. Chairman of the Board, Tony Lee asked if anyone had any questions regarding Patricia Goodman. There were no questions for Patricia Goodman. Motion to approve by Chris Weathersby; 2nd by Lisa Jones.all voted yes
- **Approval to enter into an agreement with Perry and Walters for Policy Overhaul** - After reviewing the policies that are in place at this time the governance board decided that all policies need to be updated and the help of an education lawyer would be the best option for us to take as this has never been done. For location and suggested price, Hayden Hooks with Perry and Walters is the choice. Several copies have been talked with along with several schools. Hayden Hooks, our currently assigned lawyer, stated that be able to do the work we are looking to have completed. She stated that she thinks that it would be best if the personnel policies are completed prior to teachers starting school and the student policies will be next before they start school. She also will guarantee that all the policies are completed by the date of the Monitoring Visit by SCSC on Sept 23, 2020. Hayden will send over an agreement for the school to enter into with Walters and Perry, Hayden Hooks. MOTION TO ENTER INTO AN AGREEMENT WITH HAYDEN HOOKS IF THE COST IS LESS THAN 10,000 - MOTION MADE BY RUSSELL NUTI; 2ND BY LISA JONES all voted yes
- **Approval to hire Floyd Burks to build the walkway for the school** - agreement to build a walkway from the Kindergarten building to the main building. The total cost of the project is 5300. First installment is 2500.00. Motion to approve by Chris Weathersby; 2nd by Lisa Jones.all voted yes
- **Discuss the three different bids related to IT services.** Three bids have been received for the IT services at the school.
  - Quote 1 - NES - charges 75.00 per hour. Roughly comes once a week. Charges for the past year were 27,600.
  - Quote 2 - Crown Networking - 28,800/year for the services provided for the year. This would be with 8 hours per week provided in service. This does not include the set-up of the new Chromebooks that have been ordered for distance learning. This would be an additional cost of \$10,980.00
  - DataCom - with this company we will have to change to the BCIS fire monitoring system also, but this price is included in the price to Data Com. They do have PC Genesis Experience. Ginger has called the references and they checked out well. Need to check and see if there is an open contract with Johnson Control or not. They have not answered the email request at this time. Original contract will be looked for tomorrow and if not located tomorrow, a phone call to Johnson Controls will be made to get one sent to the office.

Decision was made to further investigate all open contracts to see where we stand and if we are in contracts with any other companies.

- **Discuss the school leader's performance related to LKES**
  - Tony and Ginger reviewed Standard 4 of LKES: Organizational Management. There is evidence to support that Ginger is doing the following (1) coordinating a safe and orderly school environment, daily operations, and facility maintenance; (2) using data in organizational management; (3) seeking and managing fiscal resources; and (4) organizing and managing technology resources.
- **Discuss plans to improve the Comprehensive Performance Framework score related to 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.
- **Approval to hire Special Education Middle/High Teacher**
  - Ginger recommends hiring Marilyn Graham for the middle/high school special education teacher position. Motion to approve by Chris Weathersby; 2nd by Lisa Jones.all voted yes

**Adjourn Meeting - Motion made by Lisa Jones; 2nd by Russell Nuti @  
7:07 p.m.**