

## Southwest Georgia STEM Charter Board of Directors Meeting

November 19, 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 School  
Website as well.**

**Members in Attendance:** Tony Lee - Chair, Chris Weathersby - Vice-Chair, Lisa Jones, Patricia Goodman, Russell Nuti (called in), Ginger Almon - School Leader

**Call to Order** - 5:36 p.m.

**Approval of October Minutes** - Motion approved by Patricia Goodman, 2nd by Chris Weathersby - all in favor - Y

**Motion to approve the Agenda to include Voting of New Board Member** - Grant Ward

**Public Comment** - NONE

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

**20-21 Charter Contract Amendment** - Principal Almon stated that she reached out to Sara Beck with the Charter Commission about the process to petition to add the 10th grade for the 2021-22 school year. Ms. Beck stated that unless there was compelling evidence to change the opinion of the Commission board that their answer would remain as No for the addition. She also stated that Katie Manthey would be our contact for the process. Principal Almon stated that she has already reached out to her as well and that she has a phone conference set up with her on Monday, November 23, at 11:00 a.m. She stated that she would send all the board members notes from the meeting that she has and welcomed any of them that are available to attend.

**20-21 Second Semester of School** - School Leader Almon states that her plans are for all students, except those that have medical excuses, to go back to following the end of the 2nd semester which will be January 14. She stated that she has been in contact with our school attorney to draft a letter to the parents. This is if the COVID numbers are still low.

**20-21 CSI Update** - We had the monitoring report from the CSI group and we received excellent reviews. We meet with the state effective specialist and team every Friday and go over the short term plans.

#### **Academic - By School Leader Ginger Almon**

**20-21 Leadership Team Focus** - we meet every two weeks. Here are the areas that we have been working on:

- **High Impact Leadership Rubric Information** - This is the data that I have given you. It shows all the areas that we are working on as a leadership team. We have the results from the first survey - give the beginning of August - to compare with the 2nd survey - given the end of October. The Goal is to meet or exceed 80% exemplary in each area. We have greatly improved in all areas. There are two areas that we still need to put major focus on: 1.) School and Stakeholder Communication 2.) Developing Leadership Capacity. In the School and Stakeholder Communication, we are allowing the teachers to be more of the communications by sharing the information. This is with the other teachers and within their groups. In Developing Leadership Capacity, we have identified several lead teachers with great strengths and are going to allow them to show other teachers many of the examples that are working for them in the classroom. One of those being one teacher who has successfully implemented small groups. She will be presenting to all teachers on her techniques.
- **Data Monitoring** - We are using STAR data for all grade levels. Right now we have the beginning of the year data, October of data, and the middle of the year Goals of the teachers for their classrooms. Chairman Lee asked if these goals are achievable and how do the teachers set their goals. School Leader Almon replied, Through their collaborative meetings with the instructional coach, testing the students, reviewing the data, and working with the students, the teachers have actually set their own goals. Each goal does seem attainable. There were two that we did have to go in and work with to change their goal a little.

Overall we are pleased with the goals of each of the teachers. We are now working on strategies to best achieve these goals.

- Process for Improvement - this is the process where the instructional coach is working with each teacher individually and with groups. This is in the collaborative meetings which are held weekly. LLI and MTSS are also key programs that are being used to improve.

#### **9th Grade Opportunity - Information Item**

- Business Adventure - The 9th grade will be starting a “Hot Chocolate Bar”. With this small venture, the 9th grade will be working on figuring out the process of owning a business. In January, a parent that works at Five Star Bank is going to come out and work with the students on how to maintain checking accounts and working on budgets for a business. Right now the drinks will be available for sale to the staff.

**Finance** - With the termination of the CFO, we have a fill in CFO who is part-time and we do not have anyone that can present at the time with a detailed report.

- **Approval of October Financial Report** - Motion to Approve - Patricia Goodman, 2nd by Lisa Jones all in favor - Y
- **Update on Mauldin and Jenkins Audit** - Doug Irwin states that he will have all the information on the financials to Mauldin and Jenkins by the end of this week. Jan Chandler, who is working as the stand in CFO, has gotten several of the items to the firms, there are several more that have been received, and there is a small area of gray on the spreadsheet that they are waiting on. We are in the process of sending all the information. Mauldin and Jenkins state that they are pleased with getting the information as soon as it is requested. They also stated that if things keep at this rate they should have everything done by the end of the physical year.
- **CPF Point Calculation at this time** - Information Item
  - Based on this Financial Performance report There are specific points in each section that you are available to receive.

- Current Ratio
- Unrestricted Days Cash
- Enrollment Variance
- Default
- Debt to Asset Ratio
- Debt to Income Ratio

The Enrollment Variance should improve now that we are working off of the new FTE numbers that were better calculated than the prior numbers. This area should have a major change. Due to the recent departure of our CFO, this will not be reported in detail at this meeting.

- **Governing Board Opportunities to Raise Money** - This area needs work. We as a school can manage to do small fundraisers, but we need to work on larger ones. Patricia Goodman stated that she would contact GA Power and Diverse Power to see if there were any donations they would like to make. She stated that they usually wanted a specific area or plan to donate to and asked if we had one we think would be best. School Leader Almon stated that the aquaponics needs to be completely re-wired and that the cost was going to be around \$5,000. Patricia stated that she would get the specifics and contact them to try to help. The other members stated that they would try to think of some places.

## Governance - Action Items and Information Items

- **Approval to enter into an agreement with Harris Brown for Fire Alarm support -** School Leader Almon stated that we are still working on this due to the issues with having to go through Data Com to get the business. Emails and phone calls have been made to give all information to complete the agreement.
- **Discuss upcoming Board Member training opportunities -**
  - Board Members Patricia Goodman and Rusell Nuti have completed the training. The others need to sign up to complete the training. These are the optional two dates that are left. Encouragement was given by Chairman Lee and School Leader Almon to go ahead and try to sign up for the February training.
  - February 2 from 8:30am- 12:30pm
  - April 13<sup>th</sup> from 8:30am- 12:30pm
- **Discuss the ADA compliant restroom (Facilities Grant) -** had the contract company come and look at the bathroom in the mail room. They stated that they were able to do the work. They would need a few weeks to complete. They think that the best time to complete the project would be after school is out for the summer. They will start working on the project and the drawings to be approved.
- **Professional Liability Coverage -** Board Member Chris Weathersby presented the details of the upcoming renewal of the insurance policy. The addition of the Professional Liability Coverage is needed to cover the board members and for additional policies that are needed. The increase of the price would be \$4000. There is also the opportunity to increase the coverage from one million to five million for an additional \$2000. This would be a total increase of \$6000. There is money in the budget to assume these costs. **Motion to Approve: Patricia Goodman**  
**2nd: Lisa Jones**  
All approved - yea
- **Approval to enter into agreement for speech services with JoAnna Floyd -** Due to the closure of the hospital, the therapist and a group of others have opened their own business. Prices are the exact same. Liability insurance has been provided with the agreement. Motion to approve is needed.  
**Motion to Approve: Patricia Goodman**  
**2nd: Lisa Jones**  
All approved - yea
- **Approval for K. Moore STEM Endorsement fee and stipend (same as other candidates) -** Mrs. Moore started her STEM work prior to the school endorsed program. She is the STEM teacher and we asked that she become certified. School Leader Almon is requesting that the program and the meeting of the stipend as the other teachers are receiving upon the completion of the program. Motion to approve is needed: **Motion to Approve: Chris Weathersby**  
**2nd: Patricia Goodman**  
All approved - yea
- **Discuss the school leader's performance related to LKES -** Information Item
  - Standard 6 - Teacher/Staff Evaluation - Tony and Ginger talk about teacher evaluations. She is doing all teachers using observations, monitoring, collaborative meetings, feedback from instructional coach, team meetings, and scores to gather information for her assessments.
- **Amended Agenda Item - Vote Grant Ward to the Board.** Chairman Lee presented to the board the vote to approve Grand Ward to become a member of the board.  
**Motion to Approve: Chris Weathersby**  
**2nd: Patricia Goodman**  
All approved - yea

**Adjourn Meeting - 7:11 pm      Motion to Approve:      Chris Weathersby**

**2nd:      Patricia Goodman**

All approved - yea