

Southwest Georgia STEM Charter Board of Directors Meeting

July 22, 2021 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.**

Call to Order - 5:30 pm by Chairman Tony Lee

Recognition of All Members in Attendance/Note Those Not Present - Members Present Were Chairman, Tony Lee, Vice Chair – Chris Weathersby, Russell Nuti, Lisa Jones, Patricia Goodman, Grant Ward, School Leader – Ginger Almon, CFO – Lori Wilson, Elisa Falco – Guest

Approval of June Minutes - Motion made by Patricia Goodman, 2nd by Russell Nuti, all were in Favor.

Recite the current SGSC Mission Statement

- The mission of Southwest Georgia S.T.E.M. Charter School is to foster in its students the passion and curiosity to become life-long learners. Students will develop the ability and motivation to think independently, communicate effectively, and excel academically. Through an innovative curriculum, saturated in the sciences, technology, engineering, our students will become managers of their education.

Public Comment - None

School Leader's Report - Information Items

- **20-21 Charter Contract Amendment** - Information Item
 - The Charter Contract Amendment has been signed and executed to include the 10th grade in the 2021-2022 school year. We have not heard from the SCSC about any stipulations or probation at this time. We will continue and move toward renewal this year.
- **SIP and CLIP** - Information Item
 - The School Improvement Plan and the Consolidated LEA Improvement Plan have both been submitted ahead of their due dates. We will wait for feedback from the GaDOE and respond to the CAP as needed.
- **Parking for the 9th and 10th grade students** - Information Item
 - Mr. Crittenden has agreed to allow the students from SGSC that are driving to be able to park on his property that adjoins the school. He only asks that the property be kept clean.
- **Route for the new bus** - Information Item
 - The new route will begin in Ft. Gaines, run through Coleman, and pick up in Cuthbert before heading back to the school. The route will reverse on the afternoon drop. Mrs. Celestine Peterson will be driving the bus route.
- **Walkway for the school (update)** - Information Item
 - The walkway for the school has begun with the pouring of the concrete. The covered portion will be added before school begins. The money from the 50/50 raffle will be used to pay for most of this addition.
- **COVID Measures for the 21-22 School Year** - Information Item
 - There are many measures in place at this time that include the following:
 - School: Face masks are encouraged, but are not required at this time
 - Bus: Face masks will be required on the bus at this time
 - We will not require temperature checks for students at this time
 - We will strive to keep students distanced at least 3 feet apart at all times, but cannot always guarantee that this will be an option
 - Students will eat breakfast and lunch in the classrooms - exception of Pre-K and Kindergarten
 - Sanitizing stations will continue to be available in classrooms, hallways, and restrooms and other highly trafficked areas
 - Fogging of the classrooms will continue to be implemented each week

- Students will remain in their homeroom classrooms throughout the day with the exception of special areas. Teachers will rotate into the classrooms to provide instruction
- Lockers will not be used at this time
- Touchless water stations are being installed throughout different areas of the school
- Visitors will be required to have their temperature checked and wear a mask while in the building at this time
- All protocols and procedures - including a mask mandate - all subject to change depending on the needs of the school at the time
- **Open House - Information Item**
 - We will continue with the Open House on August 2nd and make any changes that need to be made depending on the COVID situation in our area. Open House will be held from 6:00 pm - 7:30 pm.

Academic - Information Items

- **STEM Camp - Information Item**
 - Students and teachers thoroughly enjoyed the STEM Camp that was offered this year. We will continue to offer this camp each year as we move forward. We had over 50 students in attendance each day - with the exception of the last day. It was a successful event for all.
- **Summer Learning Program - Information Item**
 - Students benefited greatly from the Summer Learning Program. It was not a traditional Summer School to use to promote those students who were failing to the next grade level if they met requirements - Instead, it was a tailored learning experience based on the unique needs of the students that were signed up by their teachers. Attendance varied daily which was hard to compete with. Next year, we will have to address this issue.
- **Pre-Planning - Information Item**
 - Lots of professional development has been scheduled for the 5 days of pre-planning for teachers and other staff. Engineering is Elementary will do two days of training on the new STEM program, MyView Literacy will provide a half day of training, Eureka math will provide a half day of training, CPR training will take place, the PSC Code of Ethics training will be held, and iLit training will be held as well. The teachers have lots to do in a short amount of time. We are excited for their return!
- **School Improvement Support - Information Item**
 - SGSC will have a new School Improvement Specialist visiting the school and helping with the coaches in the school - Mr. Jimmy Kennedy. Mrs. Bari Geeslin will still be joining in from time to time. Mr. Kennedy is excited to join our team! He is a resident of Richland, Georgia and will fit right into our school environment.

Finance - Action Items and Information Items

- **Approval of June Financial Report - Action Item - Motion made by Chris Weathersby, 2nd by Lisa Jones, all were in Favor.**
 - General Finance Report - The reports were reviewed. We continue to monitor the general fund, General Administration. June & July salary accruals were added to the general fund. The percentages are more accurately portrayed because of the addition of these entries. The state revenues were increased by a mandatory entry provided by GA DOE. This is to show the value of the GEMA & FEMA supplies received in FY21 as a monetary value. We ended the fiscal year with revenues totaling 112.93% of the amount initially budgeted. Our expenditures totalled 104.71% of the amount initially budgeted.
 - Monthly Cash Flow- This report was reviewed. We compared past months with July. In conclusion, the actual revenue reflects QBE and drawdowns that were requested the month prior. We did see a more normalization of our cash flow ranges with the addition of June & July QBE accruals. Expenditures were lower this month.
- **Approval of the June School Food Report - Action Item - Motion made by Russell Nuti, 2nd by Patricia Goodman, all were in Favor.**
 - School Food Finance Report - All items were reviewed. Federal Reimbursement decreased for Summer. We were able to receive some reimbursement because we had a

Summer Learning Program. As anticipated our deficit increased by roughly \$2400. Although we received some federal reimbursement, it did not cover the salary paid during this month.

- **CPF Point Calculation at this time** - Information Item
 - The Comprehensive Performance Frameworks Score Prediction was reviewed. The school has maintained their score of 95 points for this month. We anticipate a score of 100 in October when we can address the school count variance. There was very little change in all calculations.
- **Approval of Salary/Pay Scales for Nutrition Department, Transportation Department, and Paraprofessionals** - Action Item - **Motion made by Russell Nuti, 2nd by Lori Jones, all were in Favor.**
 - We reviewed our newly created pay scales for the nutrition department, transportation department, and paraprofessionals. It was decided that employees that work in these departments that are compensated above our scale will be grandfathered in and will not be lowered to meet the pay scale. Special Education Paraprofessionals do not have a separate category on the paraprofessional scale. It was decided that the same education and experience applies for this position as well. All pay scales were reviewed and approved.
- **Bathroom Remodel Quote** - Information Item
 - The bathroom remodel will begin next week and will be completed before the student's return. This remodel was written into the Facilities Grant Funding that we receive each year. This remodel will make the teacher's restroom handicapped accessible. After completing the bid process required by law and our financial policy for our restroom remodel, we received a quote from Whatley Plumbing & Repair. The quote was reviewed and approved by the members of the board when previously discussing the Facilities Grant Fund.
- **Approval of Debit Card (Petty Cash)** - Information Item
 - The topic of obtaining a debit card for our general fund account was discussed. The board chose to table this decision until we have more information. We will contact our auditors to make sure that this is an acceptable form of payment and look for any other helpful information that will be useful in making this decision before this is decided.
- **Approval of FY22 Budget** - Action Item - **Motion made by Chris Weathersby, 2nd by Russell Nuti, all were in Favor**
 - The board completed a final review of the FY22 Budget. We determined that under 80% of our expenditures are used to pay salaries. Discussion on revenue and expenditure projections were understood. The board of directors approved the FY22 Budget.

Governance - Action Items and Information Items

- **Discuss Board Training Requirements** - Information Item
 - All Board Members and school leader completed the requirements for the FY21 school year. Ginger Almon completed the application in the SCSC Portal to ensure that all requirements have been met.
- **Approval of New Hires for the 21-22 School Year** - Action Item
 - Ben Crowdis - Middle Grades Math/Athletic Director - **Motion made by Chris Weathersby, 2nd by Lisa Jones, all were in Favor.**
 - Kim Crowdis - Mathematics Instructional Coach - **Motion made by Chris Weathersby, 2nd by Lisa Jones, all were in Favor.**
 - Celestine Peterson - Bus Driver - **Motion made by Chris Weathersby, 2nd by Lisa Jones, all were in Favor.**
 - Christine Fulghum - Full-time Cafeteria Worker - **Motion made by Chris Weathersby, 2nd by Lisa Jones, all were in Favor.**
- **Strategic Planning** - Information Item
 - Elisa Falco, GCSA representative, met with the Board of Directors before the board meeting to review the results from the latest survey for Strategic Planning. She will

continue to work with us on this process and is expected to be completed by September's Board meeting.

- **Expansion of school grounds (update)** - Information Item
 - The topographical survey is almost complete. The survey will be sent off for review and compilation before being sent to the Architect to build the first 2D rendering for the school addition of a middle/high school.
- **Discuss the school leader's performance related to LKES** - Information Item
 - LKES Standard 1: Instructional Leadership was reviewed. The Board discussed the aspects of Mrs. Almon's performance related to creating a vision, sharing leadership, and leading a learning community. All members felt that the different components are being addressed at this time.

Adjourn Meeting - @ 6:49 pm - Motion made by Lisa Jones, 2nd by Patricia Goodman, all were in Favor.