



Liberty Charter Academy

Board Meeting

Date and Time

Thursday June 12, 2025 at 6:00 PM EDT

Location

1701 Westchester Dr.

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
A. Record Attendance			1 m
B. Call the Meeting to Order			
C. Read the Mission Statement		John O'Day	1 m
D. Approve the agenda	Vote	John O'Day	2 m
E. Approval of Minutes 5.08.25	Approve Minutes	Mary Catherine Sauer	
F. Approval of Minutes 5.15.25	Approve Minutes	Mary Catherine Sauer	3 m

	Purpose	Presenter	Time
II. Principal's Report			6:07 PM
A. Principal's Report	FYI	Mary Catherine Sauer	10 m
B. PTO Recognition	Vote	Mary Catherine Sauer	6 m
III. RTO			6:23 PM
A. Revised EC Policies	Vote	Mary Catherine Sauer	4 m
3505 - Meeting All Students Needs			
3535 - Child Find			
3530 - Maintenance of Effort			
Full Continuum of Services Plan			
IV. Finance			6:27 PM
A. Budget Report	FYI	Mary Catherine Sauer	10 m
V. Closed Session			6:37 PM
A. Enter Closed Session	Vote	John O'Day	1 m
I make a motion to go into closed session pursuant to NCGS 143-318.11 to discuss privileged and confidential personnel information.			
B. Exit Closed Session	Vote	John O'Day	1 m
I make a motion to exit closed session.			
VI. Personnel			6:39 PM
A. Personnel Report	Vote	Mary Catherine Sauer	1 m
I make a motion to approve the new personnel.			
VII. Closing Items			6:40 PM

	Purpose	Presenter	Time
A. Adjourn Meeting	Vote		

Liberty Charter Academy will develop responsible and active citizens through a foundation of a challenging, classical academic program, character education, student responsibility, and strong parental partnerships.

Coversheet

Approval of Minutes 5.08.25

Section:	I. Opening Items
Item:	E. Approval of Minutes 5.08.25
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Board Meeting on May 8, 2025

APPROVED



Liberty Charter Academy

Minutes

Board Meeting

Date and Time

Thursday May 8, 2025 at 6:00 PM

Location

Hayes Law

Directors Present

A. Miller (remote), D. MacColl (remote), D. Williams, J. O'Day, M. Schneider, V. Jones (remote)

Directors Absent

None

Guests Present

D. English, J. Looney (remote), M. Hayes, M. Sauer

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

J. O'Day called a meeting of the board of directors of Liberty Charter Academy to order on Thursday May 8, 2025 at 6:00 PM.

C. Reading of the Mission Statement

J. O'Day read the mission statement.

D. Approve Agenda

M. Schneider made a motion to Approve Agenda.

J. O'Day seconded the motion.

The board **VOTED** unanimously to approve the motion.

E. Approve Minutes

D. Williams made a motion to approve the minutes from Board Meeting on 04-10-25.

M. Schneider seconded the motion.

The board **VOTED** unanimously to approve the motion.

II. Principal's Report

A. Principal's Report

Mary Catherine presented the principal's report.

III. Ready to Open

A. EC Policies

M. Schneider made a motion to Approve EC Policies.

J. O'Day seconded the motion.

The following policies below were approved:

Section 3000 - Instruction, Title: Security of EC files

Number: 3510.

Section 3000- Instruction, Title: Child find

Number 3535

Section 3000- Instruction Title: Meeting all students' needs

Number: 3505

Section 3000- Instruction Title Discipline

Number: 3515

Section 3000- Instruction, Title: Maintenance of Effort

Number: 3530

Section: 3000- Instruction, Accountability

Number 3525

Section 3000- Instruction, Confidentiality

Number: 3520

The board **VOTED** unanimously to approve the motion.

B. EC Plans

M. Schneider made a motion to Approve EC Plans as amended.

J. O'Day seconded the motion.

The following plans were approved:

EC and 504 Testing Accommodations Plan

EC Testing Accommodations Plan

EC Professional Development Plan

EC Student Identification Plan

EC Transportation Plan

EC Special Funding Streams Training

EC PD Plan for Full Staff

EC PD Plan for EC Staff

EC - Personnel (In-house & Related Services)

EC MTSS Plan

EC Full Continuum of Services Plan

EC Instructional Supports Plan

The board **VOTED** unanimously to approve the motion.

C. Required Plans

D. Williams made a motion to Approve Facility Contingency Plan.

M. Schneider seconded the motion.

The board **VOTED** unanimously to approve the motion.

M. Schneider made a motion to Approve School Mental Health Plan.

D. Williams seconded the motion.

The board **VOTED** unanimously to approve the motion.

J. O'Day made a motion to Approve Hiring and Licensure Plan Updated.

M. Schneider seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. Parents' Bill of Rights

M. Schneider made a motion to Approve Parents' Bill of Rights.

D. Williams seconded the motion.

The following Parents' Bill of Rights policies were approved.

Section 4000- Community, Title: Parent Information Requests,
Number: 4230

Section 4000- Community, Title: Parents' Bill of Rights,

Number: 4217

Section 4000- Community, Title: Parent Review of Instructional Materials, Number: 4235

Section 4000- Community, Title: Consent to Surveys,
Number: 4240

Section 4000- Community Title: Student Health Notifications,
Number: 4245

The board **VOTED** unanimously to approve the motion.

IV. Finance

A. Planning Year Budget Report with Revisions

M. Schneider made a motion to Approve Planning Year Budget Report with Revisions.

D. Williams seconded the motion.

MC Sauer presented the planning year budget with revisions. She explained that budget changes are being requested because of the unexpected \$16,000 LINQ expense.

The board **VOTED** unanimously to approve the motion.

B. 2025-26 Budgets

D. Williams made a motion to Approve the 2025-26 Budget with 300 ADM.

J. O'Day seconded the motion.

The board discussed both the 300 ADM and the 350 ADM budgets.

The board **VOTED** unanimously to approve the motion.

V. Closed Session

A. Enter Closed Session

J. O'Day made a motion to Enter Closed Session.

D. Williams seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Exit Closed Session

J. O'Day made a motion to Exit Closed Session.

D. Williams seconded the motion.

The board **VOTED** unanimously to approve the motion.

VI. Personnel

A. Approve New Personnel

D. Williams made a motion to Approve New Personnel.

M. Schneider seconded the motion.

The board **VOTED** unanimously to approve the motion.

VII. Closing Items

A. Adjourn Meeting

M. Schneider made a motion to Adjourn Meeting.

D. Williams seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:30 PM.

Respectfully Submitted,

D. English

Liberty Charter Academy will develop responsible and active citizens through a foundation of a challenging, classical academic program, character education, student responsibility, and strong parental partnerships.

Coversheet

Approval of Minutes 5.15.25

Section:	I. Opening Items
Item:	F. Approval of Minutes 5.15.25
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Board Meeting on May 15, 2025

APPROVED



Liberty Charter Academy

Minutes

Board Meeting

Date and Time

Thursday May 15, 2025 at 6:00 PM

Location

<https://us06web.zoom.us/j/86425717658?pwd=mNYExrM6pXOst2s1wxTHpz3muRkQ3v.1>

Directors Present

A. Miller (remote), D. MacColl (remote), D. Williams (remote), J. O'Day (remote), M. Schneider (remote)

Directors Absent

V. Jones

Directors who arrived after the meeting opened

A. Miller

Guests Present

J. Looney (remote), M. Sauer (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

J. O'Day called a meeting of the board of directors of Liberty Charter Academy to order on Thursday May 15, 2025 at 6:09 PM.

A quorum was present.

C. Read the Mission Statement

D. Approve the agenda

J. O'Day made a motion to approve the agenda.

D. Williams seconded the motion.

The board **VOTED** unanimously to approve the motion.

II. RTO

A. Budget for maximum ADM

D. Williams made a motion to approve the 500 ADM budget.

M. Schneider seconded the motion.

The board agreed that this budget will not be used until the enrollment reaches 500.

The board **VOTED** unanimously to approve the motion.

B. RTO III

M. Schneider made a motion to approve the revised EC and 504 Accommodation Plan.

D. MacColl seconded the motion.

The board **VOTED** unanimously to approve the motion.

III. Personnel

A. Personnel Report

A. Miller arrived.

J. O'Day made a motion to approve the personnel report.

D. Williams seconded the motion.

J Looney presented the candidates for hire.

The board **VOTED** unanimously to approve the motion.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:25 PM.

Respectfully Submitted,

M. Sauer

Documents used during the meeting

None

Liberty Charter Academy will develop responsible and active citizens through a foundation of a challenging, classical academic program, character education, student responsibility, and strong parental partnerships.

Coversheet

Principal's Report

Section:	II. Principal's Report
Item:	A. Principal's Report
Purpose:	FYI
Submitted by:	
Related Material:	Principal’s Report 6.12.25.pdf

PRINCIPAL'S REPORT

June 12, 2025

Facilities

Permanent Building	<ul style="list-style-type: none"> We have started office hours in the building The site plan is in review We expect official comments back on the TIA soon We expect permits by end of June We will start painting, pressure washing, and replacing the floors late next week
Alternate Location	<ul style="list-style-type: none"> Our ECO has been approved for the alternate location

RTO

Trainings	<ul style="list-style-type: none"> John and I attended the RTO Leadership Institute this week
Reports	<ul style="list-style-type: none"> We still have some enrollment reports that we have to submit in July and August We have the charter to sign and submit

Marketing

Social Media	<ul style="list-style-type: none"> We are continuing to post on Mondays, Wednesdays, and Fridays
Information Meetings	<ul style="list-style-type: none"> We will have an Information Meeting on June 18th at the school
Virtual Town Hall	<ul style="list-style-type: none"> Scheduled for Monday, June 23rd at 5:00 pm
Swag	<ul style="list-style-type: none"> Car magnets are available for all enrolled students T-shirts have been re-ordered and are available at the office Board shirts are in and available in the office

Community

Parents	<ul style="list-style-type: none"> PTO is organizing and already planning events, asking for official recognition at tonight's board meeting
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Enrollment

RTO Goal	75% of projected ADM (500) by June 1 Currently: 63%
Break Even	232

2025-2026											
Grade	K	1	2	3	4	5	6	7	8	9	Total
Applications	71	37	23	26	31	32	35	23	13		291
Spaces	84	42	28	28	29	28	28	28	28		323
Enrolled	66	32	22	26	26	25	26	21	12		256
Open Spots	13	5	5	2	0	0	0	5	15		45
Wait List	0	0	0	0	2	4	7	0	0		13

Employment	
Staff	<ul style="list-style-type: none">• Have 2 candidates for approval tonight, which puts us over 75% of staffing hired• 2 offers outstanding• Many candidates still to interview

Coversheet

Revised EC Policies

Section:	III. RTO
Item:	A. Revised EC Policies
Purpose:	Vote
Submitted by:	
Related Material:	Full Continuum of Services Plan Revised.pdf 3530 - Maintenance of Effort Revised.pdf 3535 - Child Find Revised.pdf 3505 - Meeting All Students' Needs Revised.pdf



Liberty Charter Academy Full Continuum of Services Plan

Liberty Charter Academy will work to provide a full continuum of services. Students with disabilities may receive co-teaching (inclusion), pull-out special education (one-on-one or small groups), self-contained settings for specific needs (where special needs students are grouped together for most or parts of the day), or homebound services (where a teacher visits the home to serve students.)

The decisions about what related services a student may need are made by the IEP Team with input from the parents and other professionals when appropriate. To the maximum extent appropriate, children with disabilities, are to be educated with children who are not disabled. In addition, to the maximum extent appropriate, children with disabilities are to participate with non-disabled peers in both non-academic and extracurricular activities.

Specially designed instruction is designed to meet the needs of all students with disabilities and consists of:

- Access to the general curriculum and intervention programs
- Full continuum of services that are provided in the least restrictive environment and may include: co-teaching (inclusion), small group classes, and self-contained settings
- Related services that may include speech, occupational and physical therapy
- Specialized instruction for students with hearing impairments, visual impairments and physical disabilities
- Modifications and accommodations
- Accessible space in schools to meet the needs of students with physical disabilities

As students with disabilities are identified and their specific needs are known there are plans for adjusting staffing, facility use, and budget allocations to accommodate each student's needs. Some potential staff members (including an EC teacher, an experienced para-pro, a teacher assistant) have been identified and are on stand-by to be hired very quickly should the need arise. The budget includes several areas that can be adjusted to add money to EC line items if necessary.

The EC Coordinator will help monitor and evaluate the services of any contract service providers.

The Student Support Specialist will work with the EC Coordinator to ensure that appropriate instruction and support are provided to students with a homebound placement. Usually, such instruction will be provided in-person by school personnel at the student's home.

Section: 3000 - Instruction

Title: Maintenance of Effort

Number: 3530

Adopted: 5/8/25

Revised

Liberty Charter Academy shall track and maintain effort on all programs for which there are maintenance of effort requirements. The Head of School, who is responsible for administering externally funded programs, should be familiar with any maintenance of effort requirements and shall conduct an annual maintenance of effort test, prior to determinations by the federal and state government, to ensure these requirements are met. The school will budget at least as much as was expended in the most recent year that MOE was met.

The Head of School will compare the preceding fiscal year's actual state and local funding levels to the second preceding fiscal year's actual state and local funding levels. For example, in order to receive federal funds at the start of FY 2026 (which begins July 2025), the Principal will compare FY 2025 to FY 2024. The MOE calculations are dependent on whether the school was compliant with MOE requirements in the previous year. For IDEA Grants, in May, the Head of School compares the current fiscal year's budget of state and local funding levels to the preceding year's actual state and local funding levels.

Section: 3000 - Instruction

Title: Child Find

Number: 3535

Adopted: 5/8/25

Revised

Liberty Charter Academy will assure that Child Identification activities are conducted in accordance with North Carolina's "Policies Governing Services for Children with Disabilities."

The School Administrator will ensure that parents are informed of the educational rights of exceptional children. Information on Child Find will be posted on the school's website, in the parent/student handbook, and throughout the school.

To help identify students who may be eligible for special education services, a School Support Team (SST) will be established. The SST will be made up of teachers and a representative from the contracted EC related services. Students may be referred to the SST by administrators, teachers, or parents. Administrators may refer students by asking the classroom teacher to initiate the SST process which includes obtaining parental permission. Parents who want to refer their students to the SST team may do so by contacting either the classroom teacher or the Student Support Specialist. If the Student Support Specialist receives a referral from a parent, the Student Support Specialist will contact the classroom teacher who will initiate the SST process.

Once referred, the SST will make a preliminary evaluation and, with the support and agreement of the parents, make recommendations for either research-based classroom interventions or further formal evaluation. The formal evaluations may be conducted by EC staff or qualified personnel contracted for such purposes. If classroom interventions put into place are found ineffective, the SST will re-evaluate and either put new interventions into place or determine if the student's needs will be best served by a referral to the EC department or other special education services.

Section: 3000 - Instruction

Title: Meeting All Students' Needs

Number: 3505

Adopted: 5/8/25

Revised

Liberty Charter Academy will comply with applicable state and federal laws concerning the education of students with disabilities, including the Individuals with Disabilities Education Act ("IDEA"). A free appropriate public education ("FAPE") will be made available to students with disabilities who attend the charter school. FAPE will include special education and related services delivered through an individualized education program ("IEP") that meets the requirements of state and federal laws. The provision of FAPE will include all related procedural protections for students and parents as required by law.

Liberty Charter Academy will ensure that the EC teachers and related service providers are ready to provide services beginning with the first day of school. The EC coordinator, at the direction of the Head of School, will take the following actions to ensure that all EC students get the instruction and accommodations in compliance with their IEPs and 504 plans:

1. Liberty Charter Academy will work to promptly obtain all available records and information regarding a student's prior special education services toward the goal of providing appropriate services on day one of instruction. The school will follow North Carolina Policies Governing Services for Children with Disabilities related to when IEPs must be in effect and the provision of FAPE for children transferring from other public agencies in North Carolina and from other states (NC 1503-4.4). Liberty will be prepared to provide a full continuum of services for students with disabilities consistent with these policies and will maintain contingency plans for service delivery including contracting with other agencies as needed.
2. When possible, EC teachers will meet with parents and students before school starts.
3. Each teacher will be informed about any EC students, their goals, and accommodations, in his or her class and will be prepared to make any accommodations that are a part of the student's IEP or 504 plan. Each teacher will also be provided instructions on proper documentation of accommodations.

4. Liberty will contract with an outside service provider to provide related services including SLP, OT, PT, HI and VI services. The service providers will be contracted and ready to provide services on day one.
5. The EC coordinator will serve as the initial point of contact for families with IEPs or 504 plans.
6. The EC Coordinator will work with the Student Support Specialist to ensure that appropriate instruction and services are provided to homebound students.

If, for any reason, Liberty is not able to provide the full continuum of services on day one, then the IEP team will meet to ensure that the appropriate services can be provided as soon as possible and to discuss any possible compensatory services.

Coversheet

Budget Report

Section:	IV. Finance
Item:	A. Budget Report
Purpose:	FYI
Submitted by:	
Related Material:	May 2025 Budget Liberty Start-up-.xlsx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

May 2025 Budget Liberty Start-up-.xlsx