



Liberty Charter Academy

Minutes

Board Meeting

Date and Time

Thursday February 20, 2025 at 6:00 PM

Location

Virtual

Directors Present

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

Directors Absent

V. Jones

Guests Present

D. English (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 Feb 20, 2025 at 6:03 PM.

C. Reading of the Mission Statement

D MacColl read the mission statement.

D. Approve Agenda

D. Williams made a motion to Doug Williams.

M. Schneider seconded the motion.

No Discussion

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

Roll Call

V. Jones Absent

D. Williams Aye

J. O'Day Aye

D. MacColl Aye

A. Miller Aye

M. Schneider Aye

E. Approve Minutes

J. O'Day made a motion to approve the 1/16/25 minutes.

M. Schneider seconded the motion.

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

F. Approve Minutes 1/22/25

J. O'Day made a motion to approve the minutes from Board Meeting on 01-22-25.

D. MacColl seconded the motion.

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

II. Principal's Report

A. Principal's Report

MC Sauer presented the principal's report.

III. Ready to Open

A. Instructional Policies

J. O'Day made a motion to Approve the following Instructional Policies: School Day, Report Cards, Student Retention, Student Promotion, Grading.

D. Williams seconded the motion.

J O'Day pointed out a mistake in the grading that MC Sauer will fix.

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

B. Participation in State Retirement Plan

J. O'Day made a motion to not participate in the state retirement system.

A. Miller seconded the motion.

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

C. Participation in State Health Plan

D. Williams made a motion to Not to participate in state health plan.

J. O'Day seconded the motion.

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

D. Approval of Audit Firm

D. Williams made a motion to approve Darrell Keller, CPA as the Liberty auditor.

D. MacColl seconded the motion.

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

E. Evaluation Tools

D. MacColl made a motion to approve the Principal and Board Evaluation Tools.

J. O'Day seconded the motion.

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

F. Student and Parent Handbook

D. Williams made a motion to approve the Student and Parent Handbook.

D. MacColl seconded the motion.

The board discussed various sections of the handbook including the uniform and electronic device sections. D MacColl pointed out a mistake that MC Sauer will fix. D MacColl suggested that the school look into adopting the NCHSAA concussion protocol.

MC Sauer said that they would explore that. He also suggested developing a Parent Code of Conduct. MC Sauer will bring back a draft later in the spring.

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

G. Records Retention Policy

J. O'Day made a motion to approve the Records Retention Policy.

D. Williams seconded the motion.

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

H. Student Records Policy

J. O'Day made a motion to approve the Records Policy.

D. Williams seconded the motion.

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

I. Test Security Policy

J. O'Day made a motion to approve the Test Security Policy.

D. MacColl seconded the motion.

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

J.

Lunch Services Policy

J. O'Day made a motion to approve the Lunch Services Policy.

D. Williams seconded the motion.

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

K. Employment Contract

J. O'Day made a motion to approve the Employment Contract with revision.

D. Williams seconded the motion.

D Williams thought the requirement to get approval for volunteering seemed too broad. J O'Day said that he understood the provision and liked that the school can determine what is appropriate. It was agreed that it would be revised to read "substantial volunteer position."

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

IV. Finance

A. Financial Reports

MC Sauer presented the January financial report.

B. Discussion and Approval of 2025-2026 and 3 Year Budgets

J. O'Day made a motion to approve the Year 1 budgets for all three ADM contingencies.

D. MacColl seconded the motion.

The board discussed the three Year 1 budgets. MC Sauer explained that each budget was for a different ADM depending on the enrolled students at the time. She explained that this will help prevent over hiring and over spending before the actual enrollments materialize. She said that she would start with the lower 464 budget to be conservative.

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

J. O'Day made a motion to approve the Year 2 - Year 5 budgets.

D. Williams seconded the motion.

The board discussed the budgets. MC Sauer explained that Year 4 and Year 5 budgets looked the same because the ADM will be the same so the revenue is budgeted the same. In actuality something will probably change to allow raises from Year 4 to Year 5.

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

C. Break-even Budget

M. Schneider made a motion to approve the Break-even budget with the discussed revisions.

J. O'Day seconded the motion.

MC Sauer explained that the Break-even number is so low because the payments on the bond do not start until March of the first year.

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

D.

Move Accounts to First Bank

J. O'Day made a motion to move the school's bank accounts to First Bank.

D. Williams seconded the motion.

MC Sauer explained that a requirement of the bond is a Deposit Account Control Agreement (DACA) and that the school's current bank does not have those. The school will need to change banks to proceed with the bond funding.

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

E. Amendment to the Management Agreement

MC Sauer explained that the board's attorney suggested some changes to some wording in the Management Agreement with ATA for the bond. ATA does not object but the amendment has not been completed yet, so MC Sauer will bring it to the next meeting.

V. 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 7:55 PM.

Respectfully Submitted,
D. English

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.