



Libertas Academy Charter School

Board Meeting

Published on September 22, 2021 at 3:47 PM EDT

Date and Time

Tuesday April 27, 2021 at 5:00 PM EDT

Location

Zoom Meeting

<https://us04web.zoom.us/j/5069946767?pwd=QXEvbzlhb0tYZWE4VHI6MctrVFIGUT09>

Meeting ID: 506 994 6767

Password: 12345

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 PM
Opening Items			
A. Board Chair Welcome		Lauren Davis	2 m
B. Record Attendance and Guests		Kari Diamond Kayiatos	1 m
C. Call the Meeting to Order		Lauren Davis	1 m
D. Approve Minutes - March Mtg	Approve Minutes	Lauren Davis	2 m
Please review minutes in advance and note any adjustments			
E. Public Comment	Discuss		
II. Management Report			5:06 PM

	Purpose	Presenter	Time
A. Management Report	Discuss	Modesto Montero	40 m

- Modesto will provide an update on LACS happenings and highlights

III. Committee Reports **5:46 PM**

A. Academic Achievement Committee	FYI	Tiffani Curtis	5 m
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- Tiffani will update the Board on AAC work

B. Finance Committee	Vote	Anthony Surrette	5 m
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- We will vote to approve March Financials

C. Development Committee	FYI	Dana Barrows	5 m
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- Dana will update the Board on DC work

D. Governance Committee	FYI	Lauren Davis	2 m
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- Lauren will provide an update on GC work
- Board Giving Push!

E. ED Evaluation Committee	Discuss	Lauren Davis	2 m
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IV. Other Business **6:05 PM**

A. Approve Succession Plan	Vote	Modesto Montero	10 m
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Vote to approve LACS Succession Plan. Please review in advance :
[LACS Succession Plan](#)

B. Professional Development Tuition Reimbursement	Vote	Lauren Davis	7 m
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Vote : tuition reimbursement to help cover Modesto's continued education @ Harvard Graduate School of Education

C. FY22 Budget Proposal for review	Discuss	Modesto Montero	10 m
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*Modesto will walk us through this drafted FY22 budget. We will vote to approve the final budget at our May meeting.

D. Shorter School Day Amendment Request	Vote	Modesto Montero	7 m
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Purpose Presenter Time

- Vote to approve a shorter school day (7:30-3:30 vs 7:30-4:30). Please review request letter and accompanying materials (family survey to be completed by 4/26 and will be presented at the meeting)

V. Closing Items

6:39 PM

A. Next meeting	FYI	Lauren Davis	1 m
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Our next board meeting is scheduled for May 27th @ 5 pm via ZOOM .

B. Adjourn Meeting	Vote	Lauren Davis	
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Coversheet

Approve Minutes - March Mtg

Section: I. Opening Items
Item: D. Approve Minutes - March Mtg
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting on March 16, 2021

APPROVED



Libertas Academy Charter School

Minutes

Board Meeting

Date and Time

Tuesday March 16, 2021 at 5:00 PM

Location

Zoom Meeting

<https://us04web.zoom.us/j/5069946767?pwd=QXEvbzlhb0tYZWE4VHI6MCtrVFIGUT09>

Meeting ID: 506 994 6767

Password: 12345

Trustees Present

D. Barrows (remote), H. Zavala (remote), J. Lauren (remote), K. Diamond Kayiatos (remote), L. Davis (remote), N. Barker (remote), T. Curtis (remote)

Trustees Absent

A. Seymour, A. Surrette, L. Flynn, S. Williams

I. Opening Items

A. Board Chair Welcome

Thank you to all who was able to join us this morning for the peek into the school and conversation with school leaders. It was a wonderful hour and reminder of why we do what we do. The staff and students were very impressive especially in the virtual learning.

Sad news that Josh will be leaving the board as of June 2021 as he and his family will be moving to Baltimore.

B. Record Attendance and Guests

C. Call the Meeting to Order

L. Davis called a meeting of the board of trustees of Libertas Academy Charter School to order on Tuesday Mar 16, 2021 at 5:04 PM.

D. Approve Minutes - Feb Mtg

D. Barrows made a motion to approve the minutes from Board Meeting on 02-23-21.

H. Zavala seconded the motion.

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

E. Public Comment

No public in attendance

II. Management Report

A. Management Report

Thank you for joining us for a virtual tour this morning.

Reopening Plan - Last board meeting before kids are onsite. Monday for "remote plus" - first large group of students in person. State has decided that middle schools be full time in person as of April 28th. We have asked for a waiver to push this to provide for a phase in as of May 17. Will shift to asynchronous week of 4/5 for a week of professional development prior to hybrid starting April 12. Parents can chose to participate in hybrid/in person or stay remote this year. Hoping that the numbers are balanced between hybrid and remote. Last survey (Feb) showed that 1/3 of families are not planning on sending students, 1/3 definitely and 1/3 not sure. This is inline with the state plan with a waiver but if it doesn't get approved, we will adjust the plan accordingly. Will have teachers and students trained and protocols in place so we could if had to. These plans have been communicated with the staff.

High School Planning - Talent: hired most key positions. Looking for 7 more people and all in active interviews or offers sent. Addition of Troy Jackson has enabled this to become a priority and make great progress in moving up the calendar. Goal to be fully staffed by June1.

Facilities - not much movement here. Working with landlord with an asbestos issue. Goal to have it ready for demo by end of the month to stay on track with calendar. Meting with landlord on a weekly basis to keep things moving. Thinking about adding a facilities committee to help with this.

Student Recruitment - having challenges with COVID to creatively reach families. A little behind where we've been in past years. Expanding strategies to increase marketing campaign: website, Mass Live, social media, etc.

Goals update - Attendance goal met (90%+) started dipping in Oct - Dec put strategies in place and accomplished them, Student Servicing (93%), ANET (ELA: 7th grade on track, 6th & 8th grade off track. Putting strategies to improve. MATH: all students falling short. Overall scores need to improve and looking closely at how to improve.)

Dana question: is the turnover in staff normal? Yes it is normal and not concerning. Modesto has passed many of these decisions to his leadership team this year as opposed to in the past.

III. Committee Reports

A. Academic Achievement Committee

Management Report covered what was discussed at last meeting

B. Finance Committee

Reviewed the financials for February. All looks good and same as last month.

Started with a preliminary presentation about 2021-22 budget. Next meeting they will bring forward a proposed budget to the board.

L. Davis made a motion to Approve February Financials.

H. Zavala seconded the motion.

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

C. Development Committee

Reached out to those who gave last year. Now at 48% of our dollar goal. Modesto working on a number of grants and bringing in great dollars

Modesto spoke with contacts at STCC, Elms and trying to learn about what a college/university may want by partnering with Libertas. Making progress on this idea.

Also looking at Mass Mutual to see if they will sponsor Libertas as they focus their support on the North End of Springfield. Working on making a connection with the Mass Mutual Foundation director. If you have a contact, let us know.

Reminder to board to make your own donation - any gift is a great gift! Please do it today!

D. Governance Committee

Focusing on adding 3 people to the board next year. Looking for someone in Finance since Tony is cycling off the board. Please send along any suggestions you may have.

Looking at a facilities committee for the future.

Also looking at adding a parent to the board now that Hectors child is no longer at the school.

Will be sending a board assessment - keep your eye out for it.

Will do training at our Board Retreat in June.

E. ED Evaluation Committee

Reviewed the matrix document to be used for evaluations. Not perfect - especially with the different scenario this year and putting it into place mid-year - but using as a benchmark for this year. Will be a starting point that we will collect feedback after and adjust as needed. Making steps toward improving over last year's evaluation.

H. Zavala made a motion to Approve the Evaluation the Template.

J. Lauren seconded the motion.

Noted that date needs to be updated in the document

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

IV. Other Business

A. June Retreat - June 25th

Will likely be virtual 8:30-2:00 but details are still to be finalized. Stay tuned.

V. Closing Items

A. Next meeting

Tuesday, April 27th at 5:00

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:02 PM.

Respectfully Submitted,

K. Diamond Kayiatos

Coversheet

Management Report

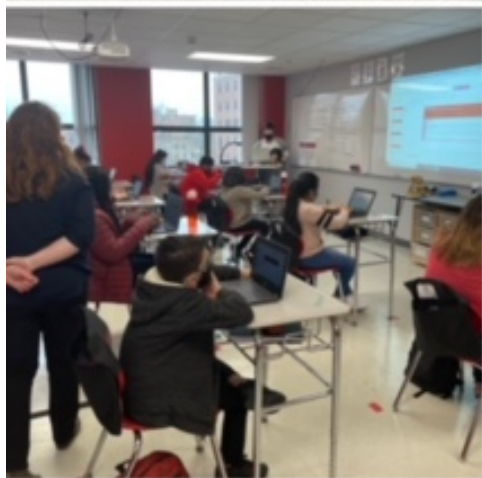
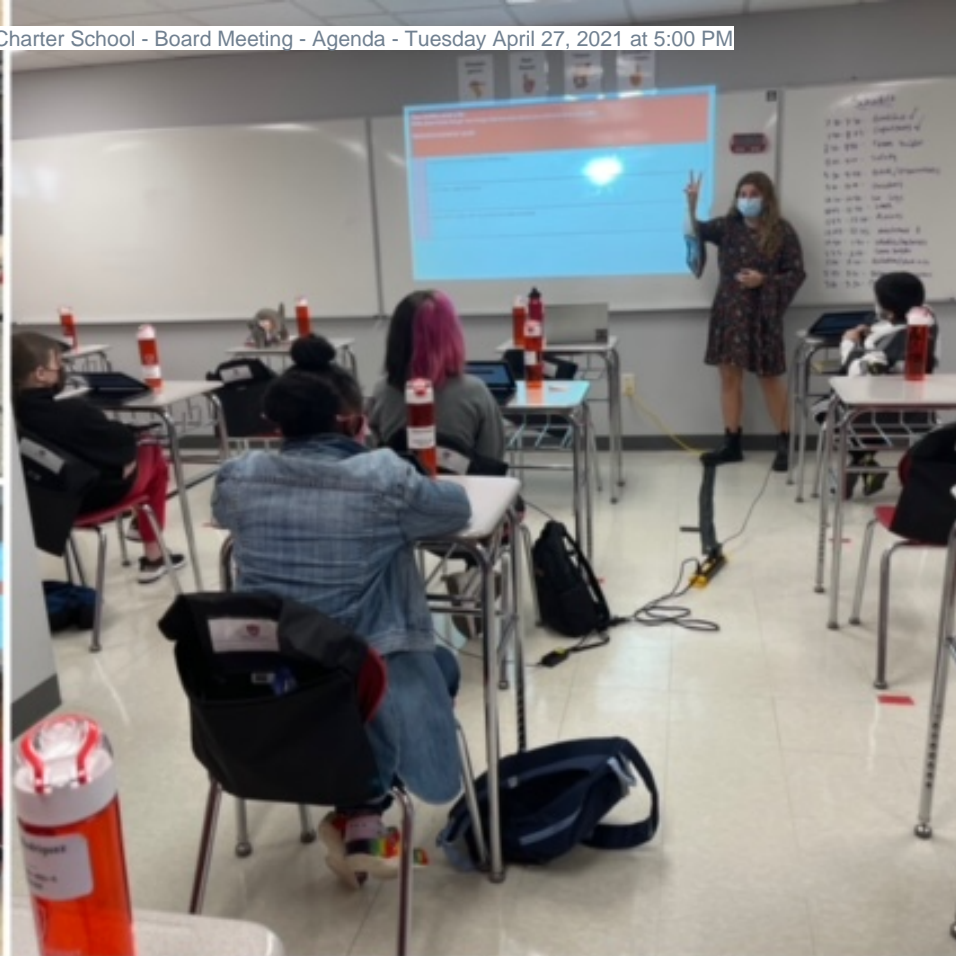
Section: II. Management Report
Item: A. Management Report
Purpose: Discuss
Submitted by:
Related Material: Management_April_Update_for_BOT.pptx



LIBERTAS ACADEMY
CHARTER SCHOOL

ED Updates

April Management Report



Our Mission

*Through rigorous academics, character development, and strong supports for every learner, **Libertas Academy Charter School** prepares all sixth through twelfth grade students to **succeed within the college of their choice and to be positive, engaged members of their communities.***



Reopening Plan Updates



Our Reopening Philosophy

LACS is committed to executing a Fall Reopening Plan that is grounded in our mission, our core values and that is informed by what the current science is telling us, specific to our local community, that will help us execute a very safe and successful return to school.



Timeline <Updated 4/26>

- **April 12: Hybrid begins for students whose families opt them in**
[appx. 50% of student will opt to be on-site 2 days/week]
- **May 10 Full in-person for students who opt-in 5 days per week**
 - Students whose family opts them out will remain remote 5 days per week



Full In-Person Schedule

- **Monday/Tuesday**
 - Arrival- 7:30- 7:50
 - Dismissal- 3- 3:30 PM
- **Wednesday**
 - Arrival- 7:30- 7:50
 - Dismissal- 12 PM
- **Thursday/Friday**
 - Arrival- 7:30- 7:50
 - Dismissal- 3- 3:30 PM



High School Planning

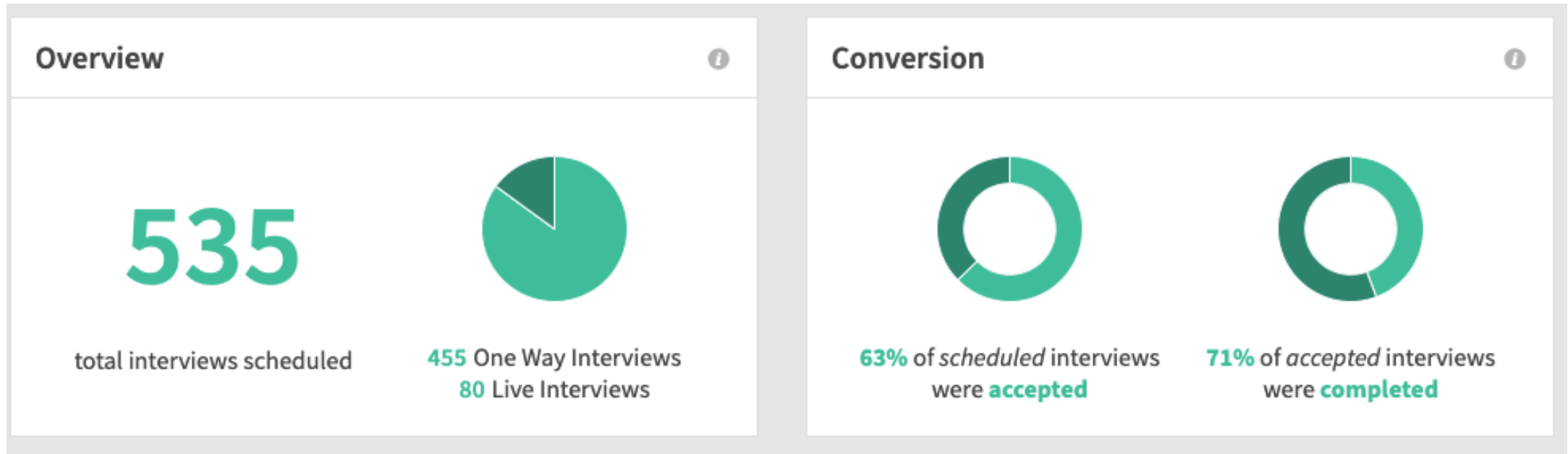


Updates- Talent

- Staff attrition
 - Teachers: 22 out 26 (84.61%)
- New hires
 - 18 (teachers + support staff)
- 14 of open roles
 - Teaching roles: 9
 - Leader roles: 3
 - Support Staff: 5



Updates- Talent



Updates- Talent

Bucket	Role
6	Reading Specialist
6	History
6	Teaching Fellow
7	Teaching Fellow
8	ELA
8	History
8	Reading Specialist
8	Math 2
9	History
9	Biology
9	Enrichment
9	Teaching Fellow
Leader	Dean of Culture
Leader	Dean of Special Services
Leader	Dean of STEM
OPS	Ops Associate
Support Staff	Powered by BoardOnTrack



Facilities



Updates

- **Headline: on-track for 7/1**
- Finalized floor plan layout
- Demolition is underway
- Landlord is pulling electrical and plumbing permits
- MM/KOF working on furniture order



Student Recruitment & Enrollment



FY22 Student Recruitment

Enrollment Summary

GRADES	MARCH BENCHMARK	PERCENTAGE TO GOAL	APPLICATIONS received this week	TOTAL # APPLICATIONS up to date	Goal
6	135	62%	11	84	OFF Track
7	30	43%	1	13	OFF Track
8	30	17%	1	5	OFF Track
9	30	57%	1	17	OFF Track

GRADES	SEATS ACCEPTED	APPLICATIONS received this week	TOTAL # APPLICATIONS up to date
6	61	11	84
7	8	1	13
8	4	1	5
9	9	1	17
TOTAL	82	14	119

Q3 Goals <Update Coming after 4/26 Data Day>



Q&A



Coversheet

Finance Committee

Section: III. Committee Reports
Item: B. Finance Committee
Purpose: Vote
Submitted by:
Related Material: Mar. FY21.xlsx - DESE Dashboard.pdf
Mar. FY21.xlsx - Prior Month.pdf
Mar. FY21.xlsx - Cash Flow.pdf
Mar. FY21.xlsx - Details.pdf
Mar. FY21.xlsx - School AP. March.pdf
Mar. FY21.xlsx - Summary.pdf
Mar. FY21.xlsx - SNP.pdf

**Libertas Academy Charter School
Summary based on FY20 Projections
March 31, 2021**

	<u>Unaudited</u>		DESE Measure of Risk		
			Low	Medium	High
Current Ratio Current Assets divided by Current Liabilities	2.00	1	>= 1.5	1.0 to 1.5	< 1.0
Unrestricted Days Cash Number of days expenses can be paid without another inflow of cash. Cash & Cash Equivalents divided by (Total Expenses less Depreciation/365)	71	1	>= 60 days	30 to 60 Days	< 30 days
Percentage of Program Paid by Tuition Percentage of total expense funded by tuition. Tuition plus In-Kind Contributions divided by Total Expenses	81%	2	>= 90%	75% to 90%	< 75%
Percentage of Program Paid by Tuition & Federal Grants Percentage of total expense funded by tuition and Federal Grants. Tuition plus In-Kind Contributions plus Federal Grants, divided by Total Expenses	96%	1	>= 90%	75% to 90%	< 75%
Percentage of Total Revenue Expended on Facilities Operation & Maintenance plus Non-Operating Financing Expenses of Plant divided by Total Revenue	11%	1	≤ 15%	15% to 30%	> 30%
Change in Net Assets Percentage Change in Net Assets divided by Total Revenue	2.77%	1	Positive %	-2% to 0%	< -2%
Debt to Asset Ratio	0.48	1	≤ .9	.9 to 1	> 1

Areas of concern/Notes:

The unrestricted days cash is expected to be at medium risk for the remainder of the year, typical for a new charter school.

Change in Net Assets Percentage increase - Tuition Adjustment

	Mar 21	Feb 21	\$ Change
Income			
4001 · Tuition	337,976	336,689	1,287
4100 · Government Grants & Funding			
4102b · Grants - state (Direct/other)	11,813	0	11,813
4103 · Grants - Federal (thru DESE)	62,130	159,961	(97,831)
4104 · Grants - Federal (Direct/other)	0	5,768	(5,768)
Total 4100 · Government Grants & Funding	73,943	165,729	(91,786)
4500 · Student Programs & Misc Fees			
4919 · Miscellaneous Income	0	(3,360)	3,360
Total 4500 · Student Programs & Misc Fees	0	(3,360)	3,360
4716 · Interest / Investment Income	12	14	(2)
Total Income	411,931	499,072	(87,141)
Gross Profit	411,931	499,072	(87,141)
Expense			
5000 · Personnel Costs			
5001 · Salaries - DOM adjustment	0	0	0
5002 · Salaries - Stipends	2,228	4,457	(2,229)
5121 · Salaries - Admin School Leader	9,415	9,415	0
5131 · Salaries - Admin Business & Fin	14,835	14,835	0
5181 · Salaries - Admin Clerical	5,534	5,048	486
5211 · Salaries - Instructional Leader	13,090	7,444	5,646
5221 · Salaries - Teachers Classroom	119,280	112,357	6,923
5222 · Salaries - Teachers Specialists	16,928	16,928	0
5231 · Salaries - Other Teaching Serv	22,785	22,785	0
5232 · Salaries - Paraprofessionals	9,745	9,745	0
5251 · Salaries- Guidance Psych & Test	9,551	9,551	0
5310 · Salaries - Pupil Services	12,467	14,688	(2,221)
5410 · Salaries- Oper & Maint of Plant	4,000	4,000	0
5520f · Fringe Benefits			
5520d · Dental Benefits	1,557	1,129	428
5520h · Medical Benefits	26,473	19,198	7,275
5520l · STD/ LTD/ Life Insurance	1,279	1,279	0
5520v · Vision Insurance	322	223	99
Total 5520f · Fringe Benefits	29,631	21,829	7,802
5520t · Payroll Taxes	8,856	7,965	891
Total 5000 · Personnel Costs	278,345	261,047	17,298
5100 · Administrative Costs			
5132 · Contr Serv - Business & Finance			
5132b · Bank Service Charges	36	28	8
5132 · Contr Serv - Business & Finance - Ot	3,416	3,480	(64)
Total 5132 · Contr Serv - Business & Finance	3,452	3,508	(56)
5142 · Contr Serv - Human Resources	5,400	4,755	645
5162 · Contr Serv - IT	4,174	4,657	(483)
5182 · Staff Recruitment/Advertising	16,013	7,781	8,232
5182s · Student Recruitment/Advertising	2,855	9,884	(7,029)
5183 · Travel, Dues & Other Exp -Admin	615	439	176
5184 · Supplies & Materials - Admin	6,731	8,723	(1,992)
Total 5100 · Administrative Costs	39,240	39,747	(507)
5200 · Instructional Services			
5234 · Contr Serv - Other Teaching	1,015	638	377
5242 · Contr Serv - Prof Development	20,150	375	19,775
5253 · Contr Serv - Guidance & Testing	12,196	10,760	1,436
5261 · Books and Libraries	0	400	(400)
5264 · General Supplies -Instructional	4,939	1,776	3,163
5266 · Classroom Instructional Tech	0	6,438	(6,438)
5268 · Instructional Software	0	1,000	(1,000)
Total 5200 · Instructional Services	38,300	21,387	16,913
5300 · Other Student Services			
5320 · Health Services	356	0	356
5370 · Other Student Activities	3,676	1,757	1,919
Total 5300 · Other Student Services	4,032	1,757	2,275
5400 · Facilities & Other Fixed Costs			
5420 · Utilities	2,066	2,362	(296)
5430 · Maint of Buildings & Grounds	7,734	7,271	463
5450 · Networking & Communications	4,240	4,197	43
5530 · Insurance (non-employee)	1,618	383	1,235
5550 · Rental/Lease of Equipment	638	1,174	(536)
5730 · Other Costs re. Cap. Facility	3,505	0	3,505
5740 · Rental/Lease of Bldg&Grnds	26,648	13,554	13,094
5750 · Depreciation Expense	1,503	1,503	0
Total 5400 · Facilities & Other Fixed Costs	47,952	30,444	17,508
9999 · ASK ACCOUNTANT	0	790	(790)
Total Expense	407,869	355,172	52,697
Net Income	4,062	143,900	(139,838)

Libertas Academy Charter School
Cash Flow Report as of March 31, 2021

	Actual	Actual	Actual	Actual	Actual	Actual
	July	August	September	October	November	December
Beginning Bank Balance (operating accounts only)	606,605	525,717	463,982	423,761	433,029	562,613
Inflows						
Tuition Revenue	310,227	310,227	335,520	335,520	335,520	336,689
Government Grant Revenue	94,602	1,036	1,200	17,551	116,397	15,669
Private Revenue			75,000			
Interest and Miscellaneous Revenue	108	78	3,424	1,099	64	72
Outflows						
Personnel Costs	299,897	244,165	208,193	229,735	218,490	317,331
Expenses and Liabilities	185,927	128,911	247,171	115,167	103,907	160,348
Capital Purchases						
Inflows less Outflows	(80,887)	(61,735)	(40,221)	9,268	129,584	(125,249)
Draw on Line of Credit						
Private Lending						
Ending Bank Balance	525,717	463,982	423,761	433,029	562,613	437,364

	Actual	Actual	Actual	Forecast	Forecast	Forecast
	January	February	March	April	May	June
Beginning Bank Balance (operating accounts only)	437,364	568,011	562,528	676,239	728,352	780,466
Inflows						
Tuition Revenue	336,689	336,689	337,976	325,177	325,177	325,177
Government Grant Revenue	124,462	20,935	126,715	70,000	70,000	60,000
Private Revenue						
Interest and Miscellaneous Revenue	76	2,408				
Outflows						
Personnel Costs	248,063	232,630	244,389	248,063	248,063	248,063
Expenditures and Liabilities	82,517	132,885	106,590	95,000	95,000	95,000
Capital Purchases						
Inflows less Outflows	130,647	(5,483)	113,711	52,114	52,114	42,114
Draw on Line of Credit						
Private Lending						
Ending Bank Balance	568,011	562,528	676,239	728,352	780,466	822,580

Notes:

Private & Miscellaneous revenue is only recognized when received - it is not forecasted in this cash flow.

**Libertas Academy Charter School
Statement of Revenues, Expenses and Change in Net Position
as of March 31, 2021**

	YTD Actual	% of Revenue	% of YTD Actual to Annual Budget	Annual Budget	Annual Projection	Projections vs Annual Budget
Revenues						
4001 · Tuition	2,975,057	83%	82%	3,607,416	3,882,568	275,152
4100 · Government Grants & Funding	551,336	15%	167%	330,000	721,090	391,090
4400 · Private Support Funding	75,010	2%	25%	300,000	300,000	-
4500 · Student Programs & Misc Fees	1,050	0%	4%	27,000	27,000	-
4716 · Interest / Investment Income	527	0%	0%	-	-	-
Total Revenues	3,602,980	100%	84%	4,264,416	4,930,658	666,242
Expenses						
5000 · Personnel Costs						-
5000 - Personnel Salaries	2,224,931		80%	2,795,675	2,919,564	123,889
5520f · Fringe Benefits	216,922		65%	335,481	350,348	14,867
5520m · MTRS Expense	-		0%	13,978	14,598	620
5520t · Payroll Taxes	74,848		89%	83,870	87,587	3,717
Total 5000 · Personnel Costs	2,516,701	70%	78%	3,229,004	3,372,096	143,092
5100 · Administrative Costs						-
5112 · Board Travel & Other Exp	11,400		0%	-	-	-
5122 · Contr Serv - School Leader	-		0%	4,560	4,560	-
5132 · Contr Serv - Business & Finance	76,821		168%	45,600	85,000	39,400
5142 · Contr Serv - Human Resources	33,640		112%	30,000	45,000	15,000
5152 · Contr Serv - Legal	1,700		36%	4,698	4,698	-
5162 · Contr Serv - IT	67,484		1026%	6,576	81,505	74,929
5163 · Supplies & Materials - IT	7,568		83%	9,120	9,120	-
5173 · Fundraising	-		0%	4,560	4,560	-
5182 · Staff Recruitment and Advertising	39,350		96%	41,040	45,000	3,960
5182s - Student Recruitment and Advertising	51,491		188%	27,360	56,000	28,640
5183 · Travel, Dues & Other Exp -Admin	16,460		79%	20,941	20,941	-
5184 · Supplies & Materials - Admin	51,589		411%	12,540	54,245	41,705
Total 5100 · Administrative Costs	357,503	10%	173%	206,995	410,629	203,634
5200 · Instructional Services						-
5234 · Contr Serv - Other Teaching	62,790		68%	92,400	92,400	-
5242 · Contr Serv - Prof Development	72,482		94%	76,800	76,800	-
5244 · Travel & Other Exp -Prof Develop	21,655		126%	17,200	25,000	7,800
5261 · Books and Libraries	1,481		9%	16,200	16,200	-
5263 · Instructional Equipment	2,007		21%	9,600	9,600	-
5264 · General Supplies -Instructional	40,784		85%	48,000	75,000	27,000
5266 · Classroom Instructional Tech	94,709		658%	14,400	125,000	110,600
5268 · Instructional Software	20,550		54%	38,400	38,400	-
Total 5200 · Instructional Services	316,458	9%	101%	313,000	458,400	145,400
5300 · Other Student Services						-
5320 · Health Services	5,605		86%	6,512	6,512	-
5330 · Student Transportation	-		0%	9,120	9,120	-
5370 · Other Student Activities	6,480		47%	13,680	13,680	-
Total 5300 · Other Student Services	12,086	0%	41%	29,312	29,312	-
5400 · Facility & Other Fixed Costs						-
5420 · Utilities	18,071		67%	26,999	26,999	-
5430 · Maint of Buildings & Grounds	68,376		114%	60,000	86,852	26,852
5450 · Networking & Communications	31,338		112%	28,000	32,000	4,000
5730 · Other costs rel. Cap. Facility	4,280		20%	21,000	21,000	-
5740 · Rental/Lease of Building & Ground	242,582		78%	309,297	309,297	-
5530 · Insurance (non-employee)	13,327		86%	15,453	15,453	-
5550 · Rental / Lease of Equipment	8,654		63%	13,794	13,794	-
5750 Depreciation	13,527		126%	10,775	18,000	7,225
Total 5400 · Facility & Other Fixed Costs	400,155	11%	82%	485,318	523,395	38,077
Total Expenses	3,602,903	100%	85%	4,263,629	4,793,831	530,203
Change in Net Position	77	0%		787	136,825	136,038

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Amazon	2,021.34	0.00	0.00	0.00	0.00	2,021.34
Building Excellent Schools	10,000.00	0.00	0.00	0.00	0.00	10,000.00
Charter Technology Solutions, LLC	4,173.60	0.00	0.00	0.00	0.00	4,173.60
Dahlke's	962.50	0.00	0.00	0.00	0.00	962.50
deRenzy Business Technologies, Inc.	638.49	0.00	0.00	0.00	0.00	638.49
Jive Communications, Inc.	973.19	0.00	0.00	0.00	0.00	973.19
Lincoln Architects LLC	180.00	0.00	0.00	0.00	0.00	180.00
Mass Surgical Supply	75.39	0.00	0.00	0.00	0.00	75.39
NEPM	2,027.61	0.00	0.00	0.00	0.00	2,027.61
PowerSchool	1,093.95	0.00	0.00	0.00	0.00	1,093.95
Quality Translations LLC	400.00	0.00	0.00	0.00	0.00	400.00
S.J. Services	7,175.40	0.00	0.00	0.00	0.00	7,175.40
The Original Seat Sack Company	1,144.11	0.00	0.00	0.00	0.00	1,144.11
W.B.Mason	1,129.34	0.00	0.00	0.00	0.00	1,129.34
TOTAL	31,994.92	0.00	0.00	0.00	0.00	31,994.92

Libertas Academy Charter School
Statement of Revenues, Expenses and Change in Net Position Summary
 3/31/2021
 Unaudited

	YTD Actual	% of Revenue	% of YTD Actual to Annual Budget	Annual Budget	Annual Projection	Projections vs Annual Budget
Revenues						
4001 · Tuition	2,975,057	83%	82%	3,607,416	3,882,568	275,152
4100 · Government Grants & Funding	551,336	15%	167%	330,000	721,090	391,090
4400 · Private Support Funding	75,010	2%	25%	300,000	300,000	-
4500 · Student Programs & Misc Fees	1,050	0%	4%	27,000	27,000	-
4716 · Interest / Investment Income	527	0%	0%	-	-	-
Total Revenues	3,602,980	100%	84%	4,264,416	4,930,658	666,242
Expenses						
5000 · Personnel Costs	2,516,701	70%	78%	3,229,004	3,372,096	143,092
5100 · Administrative Costs	357,503	10%	173%	206,995	410,629	203,634
5200 · Instructional Services	316,458	9%	101%	313,000	458,400	145,400
5300 · Other Student Services	12,086	0%	41%	29,312	29,312	-
5400 · Facility & Other Fixed Costs	400,155	11%	82%	485,318	523,395	38,077
9999 · Contingency		0%			-	-
Total Expenses	3,602,903	100%	85%	4,263,629	4,793,831	530,203
Change in Net Position	77	0%		787	136,825	136,038

Financial Highlights

**Libertas Academy Charter School and Friends of LACS
Statements of Net Position**

	School			Friends		
	Unaudited 3/31/21	Audited at 6/30/20	Change	3/31/2021	Audited at 6/30/20	Change
ASSETS						
Current Assets						
1000 · Cash and Cash Equivalents	676,239	606,605	69,634	348,231	165,994	182,237
1102 · Accounts Receivable	102,527	75,726	26,801	75,000	-	75,000
1207 - Due from Related Parties (School)	-	-	-	-	-	-
1308 · Prepaid Expenses	25,686	56,027	(30,341)	-	-	-
1510 - Deposit (Security, Other)	23,309	11,177	12,132	-	-	-
Total Current Assets	<u>827,761</u>	<u>749,534</u>	<u>66,095</u>	<u>423,231</u>	<u>165,994</u>	<u>257,237</u>
Fixed Assets						
1514 · Building/Leasehold Improvement	7,125	7,125	-	-	-	-
1515 · Furniture and Equipment	88,181	88,181	-	-	-	-
1616 · Less Accumulated Depreciation	(56,069)	(42,542)	(13,527)	-	-	-
Total Fixed Assets	<u>39,237</u>	<u>52,764</u>	<u>(13,527)</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL ASSETS	<u>866,998</u>	<u>802,298</u>	<u>52,568</u>	<u>423,231</u>	<u>165,994</u>	<u>257,237</u>
LIABILITIES						
Accounts Payable						
2024 · Accounts Payable	100,854	68,364	32,490	-	-	-
Total Accounts Payable	<u>100,854</u>	<u>68,364</u>	<u>32,490</u>	<u>-</u>	<u>-</u>	<u>-</u>
Credit Cards						
2050 · AMEX Credit Card	1,873	-	1,873	-	-	-
Other Current Liabilities						
2125 · Accrued Expenses/Accrued Payroll	311,216	280,956	30,260	-	-	-
2226 · Current Deferred Revenue	-	-	-	-	-	-
2327 - Due to related party (Friends)	-	-	-	-	-	-
2428 - Current Debt Payable - Line of Credit	-	-	-	-	-	-
Total Other Current Liabilities	<u>311,216</u>	<u>280,956</u>	<u>30,260</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL LIABILITIES	<u>413,944</u>	<u>349,321</u>	<u>62,750</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET POSITION						
Temporarily Restricted	-	-	-	1,600	1,600	-
Unrestricted	453,055	452,977	77	421,631	164,394	257,237
TOTAL NET POSITION	<u>453,055</u>	<u>452,977</u>	<u>77</u>	<u>423,231</u>	<u>165,994</u>	<u>257,237</u>
TOTAL LIABILITIES & NET POSITION	<u>866,998</u>	<u>802,298</u>	<u>62,827</u>	<u>423,231</u>	<u>165,994</u>	<u>257,237</u>

Notes:

Coversheet

Development Committee

Section: III. Committee Reports
Item: C. Development Committee
Purpose: FYI
Submitted by:
Related Material: 2021_04_06_development_committee_meeting_minutes.pdf

DRAFT



Libertas Academy Charter School

Minutes

Development Committee Meeting

Date and Time

Tuesday April 6, 2021 at 5:00 PM

Location

Zoom Meeting

<https://us04web.zoom.us/j/7748636583>

Meeting ID: 774-863-6583

Password: 12345

Join Zoom Meeting

<https://us04web.zoom.us/j/7748636583>

Meeting ID: 774-863-6583

Password: 12345

Committee Members Present

D. Barrows (remote), K. Diamond Kayiatos (remote), L. Davis (remote), L. Flynn (remote), M. Montero (remote)

Committee Members Absent

None

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

D. Barrows called a meeting of the Development Committee of Libertas Academy Charter School to order on Tuesday Apr 6, 2021 at 5:04 PM.

C. Approve Minutes

L. Flynn made a motion to approve the minutes from Development Committee Meeting on 03-02-21.

K. Diamond Kayiatos seconded the motion.

Grant work recap from MM:

- 1. 40k charter school program grant in response to COVID (summer enrichment) This is in.
- 2. Mifflin Memorial Fund Grant: Just submitted. Original thought was to ask for funds for transportation (passenger vans) however MM decided to instead approach for funding for a playground (51k was the ask and should know in 3-4 weeks)
- 3. Now there is a need for funding for transportation. (Mercedes Benz reach out)

The committee **VOTED** to approve the motion.

II. New Business

A. Chair Remarks

DB opening remarks: Flew for first time in 14 months! Low stress with Delta:)

B. Review Dashboard

101,303.17 in !

DB: Who should we target to get us to the finish line by June ?

LD: Should we do a video/virtual tour to solicit more funds?

KF: LACS has a 4-5 minute recruitment video which could be an option.

Kari - we need to look at the list to see who donated last year who has not donated this year.

- Next steps : Katie Frett - to draft a solicitation/newsletter email to send out by 4/15 to those donors who have yet to give this year. After newsletter goes out, we as a committee need to follow up with our contacts.

Database Update : DB we have purchased the new database software!

Katie has started the import process of names/address/emails. We will soon need to divide the work to put all information in this new system

C. FY21 Campaign

Leg 3 and Leg 4 :

Leg 4: Private Company : our focus is Mass Mutual

- LD recap with Mary: We should form a relationship before our ask . We should be thoughtful with our approach. Mass Mutual likes academic data and progress.
- Next steps: LD to reach out and call Denis Douquette's office to set up a meeting with Dennis, Modesto, Dana and LD to (re)introduce him to the school and highlight progress LACS has made.

Leg 3:

- Dr. Dumay- President of Elms - MM sent an email but has not heard back. MM has a meeting with him in next couple of weeks and will touch in at that point.
- Modesto talked with Trustee Dr. Seymour @ Westfield State : We will formalize a partnership in future but may not be in the cards this year to approach.

Closing thoughts courtesy of Laurie : Be well, be safe and keep laughing!

D. Quarterly Newsletter

III. 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 6:02 PM.

Respectfully Submitted,
D. Barrows

Coversheet

FY22 Budget Proposal for review

Section: IV. Other Business
Item: C. FY22 Budget Proposal for review
Purpose: Discuss
Submitted by:
Related Material: FY22 Budget.Draft2 - 1. FY22 Budget (1).pdf

FY22 Proposed Budget

	FY21 Budget	FY 21 Actual - Annual Projection	FY22 Proposed Budget
Enrollment	270	265	360
PPT (Springfield)	13,361	14,725	16,162
Revenues			
4001 · Tuition	3,607,416	3,882,568	5,818,320
4100 · Government Grants & Funding	330,000	721,090	403,244
4101 · One time COVID Relief Grant			848,140
4400 · Private Support Funding	300,000	300,000	100,000
4500 · Student Programs & Misc Fees	27,000	27,000	45,000
Total Revenues	4,264,416	4,930,658	7,214,704
Expenses			
5000 · Personnel Costs			
5000 - Personnel Salaries	2,795,675	2,919,564	4,546,849
5520f · Fringe Benefits	335,481	350,348	545,622
5520m · MTRS Expense	13,978	14,598	45,468
5520t · Payroll Taxes	83,870	87,587	136,405
Total 5000 · Personnel Costs	3,229,004	3,372,097	5,274,345
5100 · Administrative Costs			
5112 · Board Travel & Other Exp	0	0	15,000
5122 · Contr Serv - School Leader	4,560	4,560	5,000
5132 · Contr Serv - Business & Finance	45,600	85,000	50,000
5142 · Contr Serv - Human Resources	30,000	30,000	40,000
5152 · Contr Serv - Legal	4,698	4,698	5,255
5162 · Contr Serv - IT	6,576	80,000	48,495
5163 · Supplies & Materials - IT	9,120	9,120	40,000
5173 · Fundraising	4,560	4,560	5,000
5182 · Staff Recruitment and Advertising	41,040	35,040	40,000
5182s - Student Recruitment and Advertising	27,360	44,000	40,000
5183 · Travel, Dues & Other Exp -Admin	20,941	20,941	30,000
5184 · Supplies & Materials - Admin	12,540	54,245	50,000
Total 5100 · Administrative Costs	206,995	372,164	368,750
5200 · Instructional Services			
5234 · Contr Serv - Other Teaching	92,400	92,400	130,000
5242 · Contr Serv - Prof Development	76,800	76,800	80,000
5244 · Travel & Other Exp -Prof Develop	17,200	25,000	30,000
5261 · Books and Libraries	16,200	16,200	30,000
5263 · Instructional Equipment	9,600	9,600	88,000
5264 · General Supplies -Instructional	48,000	75,000	75,000
5266 · Classroom Instructional Tech	14,400	125,000	119,006
5268 · Instructional Software	38,400	38,400	70,000
Total 5200 · Instructional Services	313,000	458,400	622,006
5300 · Other Student Services			
5320 · Health Services	6,512	6,512	12,000
5330 · Student Transportation	9,120	9,120	80,000
5370 · Other Student Activities	13,680	13,680	125,000
Total 5300 · Other Student Services	29,312	29,312	217,000
5400 · Facility & Other Fixed Costs			
5420 · Utilities	26,999	26,999	35,972
5430 · Maint of Buildings & Grounds	60,000	86,852	112,250
5450 · Networking & Communications	28,000	28,000	47,043
5730 · Other costs rel. Cap. Facility	21,000	21,000	21,210
5740 · Rental/Lease of Building & Grounds	309,297	309,297	428,930
5530 · Insurance (non-employee)	15,453	15,453	19,998
5550 · Rental / Lease of Equipment	13,794	13,794	13,932
5750 Depreciation	10,775	18,000	18,000
Total 5400 · Facility & Other Fixed Costs	485,318	519,395	697,336
Total Expenses	4,263,628	4,751,368	7,179,436
Change in Net Position	788	179,290	35,268

Coversheet

Shorter School Day Amendment Request

Section: IV. Other Business
Item: D. Shorter School Day Amendment Request
Purpose: Vote
Submitted by:
Related Material: DESE School Schedule .docx
FY22_Daily Schedule.xlsx
Staff Survey- Proposed FY22 School Hours.pdf
SPS Written Confirmation of Bus for FY22.pdf
LACS Amendment Request Letter 4 27 2021.docx

SCHOOL SCHEDULE TEMPLATE

Libertas Academy Charter School
April 27th, 2021

Please see page 2 for guidance on each item.

ITEM 1 DAILY/WEEKLY SCHEDULE FOR ALL STUDENTS	
Day	Typical Total Hours
Monday	8 hours
Tuesday	8 hours
Wednesday	8 hours
Thursday	8 hours
Friday	5 hours and 30 minutes
Other <i>(if applicable)</i>	

ITEM 2 YEARLY SCHEDULE FOR ALL STUDENTS		
Minimum Number of Days	Scheduled Emergency/Snow Days	Total Number of Scheduled School Days
185 <i>(the school is chartered to have 185 days)</i>	5 <i>(the school schedules the required 5 additional snow days)</i>	190 <i>(the school schedules 190 days, but if snow days are used, will operate 185 days at minimum)</i>
Please note if the school will operate on unused emergency/snow days. <i>Example: Total number of scheduled school days is 190 and school closes for 3 days due to weather, the school operates for 187 not 185 days. If the school had closed for 5 days due to weather, it would have operated for 185 days.</i>		
Please note below if the schedule includes mandatory special programming for all students, such as Saturday school or summer school.		
This does not include Saturday school or summer school as it is not mandatory for all students.		
Please note below if the schedule includes mandatory special programming for a subset of students , such as additional summer programming or orientation days for students in entry grades or new students.		
This does not include special programming for any subset of students.		

Schedule Template Guidance

ITEM 1



- If the school changes its start and end times without changing the total hours scheduled during the school day (for example a shift from a school day that runs from 7:15-3:15 to a school day that runs from 7:30 to 3:30), please communicate these changes directly to the district by the required deadline of February 1st prior to the start of the school year. No amendment would be required in this scenario.
- Elementary school students must receive a minimum of 900 hours per school year of structured learning time, as defined in 603 CMR 27.02. Secondary schools must receive a minimum of 990 hours per school year of structured learning time, as defined in 603 CMR 27.02. Please see School Day and Structured Learning Time Requirements for more information. <http://www.doe.mass.edu/news/news.aspx?id=6682>
- Small variations in your day of 15 minutes or less do not require amendments.
- Please note that the total hours should be mandatory hours applicable to **all students**. For example, if after school is optional and not all students are required to attend after school programming, do not include those hours in the total number of hours.
- Please note standard scheduled variations. For example, weekly or monthly Friday professional development days where students have an early release, or Saturday school.

EXAMPLE

Day	Typical Total Hours
Monday	7 hours 5 min
Tuesday	7 hours 5 min
Wednesday	5 hours 10 min
Thursday	7 hours 5 min
Friday	7 hours 5 min
Other (<i>if applicable</i>)	

ITEM 2



- Schools are required to schedule at least 5 snow days but operate for a **minimum of 180 days** ([603 CMR 27.03](http://www.doe.mass.edu/news/news.aspx?id=6682)) unless the charter promises a longer school year. Please see School Day and Structured Learning Time Requirements for more information <http://www.doe.mass.edu/news/news.aspx?id=6682>
- For example, if a school's charter states the school will operate for 190 days, the school would at a minimum operate for 190 days and schedule 5 additional snow days for a total of 195 scheduled days.
- The minimum number of days below is the number of days that the school commits to holding, regardless of snow cancellations or other emergencies.
- The school can also note how many snow days it plans to schedule (at minimum 5), but will commit, at minimum, to the number in the proposed minimum number of days.

EXAMPLE

Minimum Number of Days	Scheduled Emergency/Snow Days	Total number of scheduled school days
185 <i>(the school is chartered to have 185 days)</i>	5 <i>(the school schedules the required 5 additional snow days)</i>	190 <i>(the school schedules 190 days, but if snow days are used, will operate 185 days at minimum)</i>

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](#):

FY22_Daily Schedule.xlsx

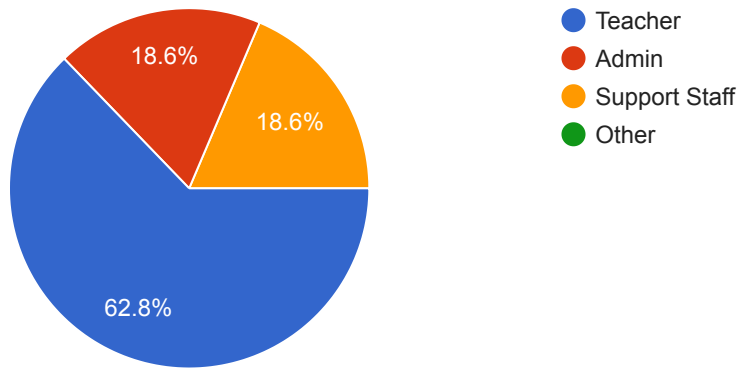
Proposed FY22 School Hours

43 responses

[Publish analytics](#)

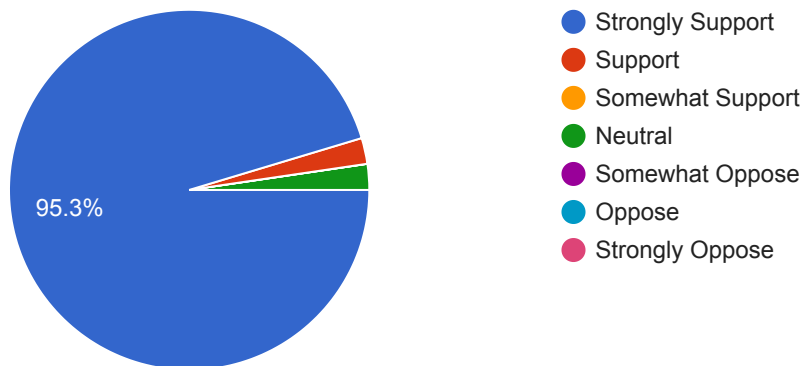
Your Role

43 responses



Do you support changing our Monday- Thursday hours from 7:30 AM- 4:30 PM to 7:30 AM- 3:30 PM AND Friday hours from 7:30- 2 PM to 7:30- 1 PM?

43 responses



Any additional feedback you would like to share with our team?

31 responses

n/a

No

Not at the moment

Not at this time

As we continue to expand our program and school it is imperative to create space for xtra curricular activities. Through shortening the school day we ensure we have the time and capacity to strengthen the opportunities accessible to student

I believe this shift will ensure sustainability among teachers, students, and staff to maintain the high-bar of Libertas excellence while still allowing ample time to complete all necessary components of our day.

N/A

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Google Forms





Modesto Montero <mmontero@libertasacademy.org>

RE: FY22

Duncan, Debra <duncande@springfieldpublicschools.com>

Thu, Mar 25, 2021 at 8:03 AM

To: Kathryn Frett <kfrett@libertasacademy.org>

Cc: Modesto Montero <mmontero@libertasacademy.org>, "Santaniello, Barbara"

<santaniellob@springfieldpublicschools.com>, "Stanton, Erica" <stantone@springfieldpublicschools.com>

Good Morning Katie,

Sorry I thought I sent it earlier but Yes 3:30 is all set for this year and next. I believe it will add busing for Mini buses but I will defer to Barb to answer that.

Regards,

[Quoted text hidden]



LIBERTAS ACADEMY
CHARTER SCHOOL

Libertas Academy Charter School
146 Chestnut Street
Springfield, MA 01118

Commissioner of Elementary and Secondary Education
Massachusetts Department of Elementary and Secondary Education
75 Pleasant Street
Malden, MA 02148

Dear Commissioner,

On behalf of the Libertas Academy Charter School Board of Trustees, I respectfully request your approval of an amendment to change our hours from 7:30- 4:30 PM to 7:30- 3:30 PM. These changes to our charter will be effective upon the approval of the Commissioner.

The Libertas Academy Charter School Board of Trustees wishes to make this change to ensure our school is a competitive and attractive program for both talent and families. We currently have one of the longest school days in the area. Our shift in hours minimally impacts core instruction; the time is being allocated from non-instructional time, such as built-in breaks and tutoring time.

We seek to end the day an hour earlier for several reasons, including staff & student retention. While we believe that an extended school day is essential in achieving our mission, our current school schedule is one of the longest school days in the state. Shifting our hours is almost unanimously supported by staff and has strong support from students and our families.

In addition to making changes to our hours, our team has redesigned the school’s schedule as part of our FY22 strategic planning. We’ve spent months collecting feedback and what has been working and not working. The proposed changes to our schedule addresses many of the concerns we’ve heard from staff, students, and our families.

Below is an overview of some of the key changes we are making to our schedule.

LIBERTAS ACADEMY CHARTER SCHOOL	
FY22 Schedule	
Middle School – Key Elements	
<i>Key Element</i>	<i>Rationale</i>
School-Wide Reading Block	We need to drastically decrease the number of students reading below grade level. To do this, we are going to have a school-wide reading block where students are grouped by reading level, regardless of grade level. Students reading more than 2.5 years below grade level will be in intensive

	phonics instruction. Students reading between .5 years to 2.5 years below their grade level will be in a small group of between 6-8 students. Students on grade level will be in book clubs.
Recess	Students need movement breaks, and recess is a way that will allow students to also form a socio-emotional connection with their peers and our staff. All grades will have a 25-minute recess block in the middle of the day
Double Block of Math & ELA	Double blocking ELA and Math will give us the time to both deliver content in an engaging way and remediate misconceptions and gaps as necessary
Intervention Block	The end of the block is also designed for 20 minutes, where teachers can pull students to clarify a misconception or pre-teach content for tomorrow's lesson.
Stacked Enrichment Block	All students in the grade will have enrichment at the same time. We will offer three enrichment classes – PE, Dance, and Art – and students will get a choice of which enrichment class they will participate in on a quarterly basis.
Heterogenous Groupings	We are moving away from grouping students in an advisory by reading/math levels. We believe that we instead need to invest in training teachers on delivering lessons with proportional rigor, which will include strong differentiation techniques. We learn from people of different levels and abilities, and we want to prevent potential stigmas caused from homogenous groupings.
High School – Key Elements	
<i>Key Element</i>	<i>Rationale</i>
School-Wide Reading Block	The High School will align schedules with the MS in order to deliver the reading intervention support we need to provide. This will allow us to create the small groups on all levels that our kids are on without running into the staffing constraints that come with having a one-grade academy. As with the MS, students reading more than 2.5 years below grade level will be in intensive phonics instruction. Students reading between .5 years to 2.5 years below their grade level, will be in small group of between 6-8 students. Students on grade level will be in book clubs.
AP Human Geography	We want our scholars to have access to AP early – which is why we are introducing this course at the HS to our freshmen class. AP Human Geography will be opt-in; any student that wants to take it will be able to. We will also have a CP placement, which will move at a slower pace. All students, however, will have access to take the AP test in May.
Language	We believe that offering languages will benefit scholars greatly in life and preparing for college. Spanish will be the offering in MS, and as the school expands, we intend to add 1-2 more language offerings to the course catalog.

<p>4-minute Transitions</p>	<p>At LACS High School, we will transition class to class. Given that classrooms will be scattered throughout the 3rd, 4th, and 5th floors, students will need ample time to transition throughout the building and make it to their next class on time. This will also be a good opportunity for scholars to develop independence, as they'll have to make a set of micro-decisions (stop and get water, wait and talk to the teacher, stop and talk to a friend) and weigh that against the clock and make it to class on time.</p>
<p>Advisory</p>	<p>The advisory structure is critical to ensure that each student has a primary person that they go to for support. Student-staff connection is an important variable to the success of students and a school. We also know that 9th grade is an important transition, and we want each student to have an adult advising them and keeping an eye on their GPA, the supports needed to have a successful transition to HS, and their socio-emotional needs as a human.</p>

The Libertas Academy Charter School Board of Trustees voted to approve this request on Tuesday, April 27th, 2021, at a meeting held in compliance with Massachusetts Open Meeting Law G.L. c. 30A, §§ 18-25. Prior to Board approval, our team collected feedback on the proposed change from all stakeholders (parents, students, staff, and community partners). Overall, our community strongly supports this change. We've also received confirmation that Springfield Public Schools will be able to provide transportation should our hours change.

The Libertas Academy Charter School Board of Trustees requests your approval of this amendment as soon as possible.

Please contact Modesto Montero, mmontero@libertasacademy.org, (413) 342-5510, if you have any questions about this request.

Sincerely,



Modesto Montero
 Founder and Executive Director

Enclosures