

**MINUTES  
LIBERTY CHARTER SCHOOL  
GOVERNING BOARD**

August 11 2011  
7::00 a.m.

**I OPENING OF REGULAR MEETING**

- A. Board Member Bryant called the meeting to order.
- B. **Roll Call:** Board Members Hamblin and Hernandez were absent.
- C. Persons wishing to speak on an Agenda Item: No one.

**II. BUSINESS**

- A. **Reappointment of Board Member:** Board Chairperson Bryant asked for a motion to reappoint Dr. Robbie Hamblin to Seat A of the Governing Board of Liberty Charter School. Motion was made to reappoint Dr. Robbie Hamblin to Seat A of the Governing Board of Liberty Charter School by Board Member Colbert and seconded by Board Member Mancuso.  
Motion passed 3-0.
- B. **Approval of Authorization to Open Checking Account:** Motion was made by Board Member Colbert and seconded by Board Member Mancuso to approve authorization to open a checking account.  
Motion passed 3-0.

**III. REPORTS & DISCUSSION**

- A. **Principals Report:** Procedural Changes for Personnel Documentation. In July, it was brought to our attention by the State Department of Education that there were employees whose personnel records, such as fingerprinting, background checks, and multiple assignment forms were either missing or needed updating. In less than three weeks, our teachers and staff were able to update and send to the SDE the needed documentation. Furthermore, Mrs. Stallcop instituted several prodecures to ensure we never find ourselves in this situation again.

First, our Board Clerk, Alane McKnight, has developed a checklist that will be inserted in each employee's personnel file documenting that the employee has completed and submitted all required forms, including the ones just mentioned. Our Board Clerk has also established a procedure to audit personnel documentation of fingerprinting, background checks and multiple assignment forms. This audit will be reviewed annually at the November Board meeting. New employees will not receive a paycheck until all required forms are submitted.

Second, because volunteers in a school are also required to be fingerprinted and undergo a background check, teachers will provide in the fall the list of volunteers for their regular classroom and field trip/extra-curricular activities.

Third, although not required, to further ensure our accountability in this area the Governing Board will consent to fingerprinting and background checks as well - this way, from the top down everyone serving our students will have the very highest level of safety and security in mind for our school.

We appreciate the SDE making us aware of this situation and having confidence in us to strengthen this area of our operations. As a result, as of this past Monday (August 8), all teachers and staff are on file at the SDE as being compliant in these areas.

- B. Principal Stallcop introduced the calendar for the 2012-2013 school year. Motion was made by Board Member Colbert and seconded by Board Member Mancuso to accept the 2012-2013 Liberty Charter School calendar as presented. Motion passed 3-0.

**IV. CONSENT AGENDA**

Motion by Board Member Colbert and seconded by Board Member Mancuso to approve the Consent Agenda which included: Minutes 6.30.11; Accounts Payable 6.30.11, 7.30.11; and Financial Reports 6.30.11, 7.30.11. Motion passed 3-0.

**V. ADJOURNMENT**

Chairman Bryant asked for a motion for adjournment. After a full and complete discussion, upon motion made by Board Member Mancuso and seconded by Board Member Colbert, Motion passed 3-0.  
The meeting adjourned at 7:32 a.m.

**The above minutes represent a true and accurate summary of this meeting**

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Chairman

  
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Clerk