

Lake Oconee Academy Board of Governors

Regular Monthly Meeting

5:30 P.M., August 2, 2016

Chairman of the Board of Governors, Mark Lipscomb, opened the meeting with the Pledge of Allegiance.

- A. **Call to Order**: Chairman Lipscomb called the regular monthly meeting to order at 5:30 P.M.
- B. **Establishment of Quorum/Roll Call**: Governors Connie Hoyle, Byron Lombard, Richard Schmidt and Mark Lipscomb were in attendance. Fatima Fields, Kim Larkin and James Brooks were absent. Also present was CEO, Otho Tucker and Upper School Director, Jody Worth.
- C. **Approval of Minutes**: Byron Lombard made a motion to approve the minutes from the July 5, 2016, regular monthly meeting. Seconded by Richard Schmidt. The motion carried unanimously.
- D. **Finance Report**: CEO Otho Tucker gave a financial report on the June 2016 financials. A motion was made to approve the report as information by Connie Hoyle. Seconded by Byron Lombard. The motion carried unanimously.
- E. **Parent Association Report**: Scott Pattison reported that the student directory has been launched and is up and running. He reported that the Titan bash is set for September 16.
- F. **CEO Report and Action Items**:
 1. CEO Otho Tucker reported the purchase of a school bus to transport students to and from the kindergarten at Lakeside Church and for other uses. The bus was purchased for the amount of \$53,038.64 upon prior authorization by the board members. Motion was made by Richard Schmidt to approve and ratify the action as the action of the Board of Directors. Seconded by Connie Hoyle. The motion carried unanimously.
 2. CEO Otho Tucker presented a facilities use policy, attached. After discussion, a motion was made by Byron Lombard to approve the Facilities Use Policy with changes as set out on the attached. Seconded by Connie Hoyle. Motion carried unanimously.
 3. CEO Otho Tucker presented a request for site approval of a doctoral study by Jody Worth and Ashley Funderburk. This study, which will form the basis of a doctoral dissertation by Mrs. Worth and Mrs. Funderburk through Kennesaw State University, explores integrating social studies and science into the K – 3 language arts and math curricula, subjects which are not currently being emphasized on state and federal testing and other requirements but which serve an important purpose in early childhood education. After discussion, Richard Schmidt made a motion to authorize the Site Approval of Doctoral Study 16 – 344: Integrating Social Studies and Science in the K – 3 Language Arts and Math Curricula through KSU: Doctoral Students Jody Worth and Ashley Funderburk. Seconded by Byron Lombard. Motion carried unanimously.
- G. There was no public comment.
- H. **Adjournment**: There being no further business, a motion to adjourn was made by Connie Hoyle. Seconded by Byron Lombard. Motion carried unanimously and the meeting was adjourned.

Lake Oconee Academy (LOA) will permit its school facilities to be used by responsible associations, individuals, or organizations (Organization) located within Greene County for appropriate activities, as described below, not interfering with any activity of the school on the following conditions:

1. The Organization must be a non-profit or community-based organization existing for the purpose of providing services for school children, parents and patrons of the school system or taxpayers of the school system;
2. No Organization shall be allowed use of the school facilities if the organization or association is not from or related to the Greene County area or its purpose or use is not for the benefit of the Greene County area or its populace;
3. Governmental entities supported at least in part by local taxation may use the facilities with only operational costs charged to the entity;
4. The particular activity or use must be one which is not likely, as determined by the CEO or his/her designee, to cause damage to school property;
5. The school must be reimbursed for expenses incurred as determined by the CEO including the cost of custodian services and food services, and any other actual out of pocket costs, as needed prior to, during, or after the event, and the costs may be required to be paid in advance;
6. The CEO or his designee, and/or security personnel must be present at all times when buildings are in use, at the expense of the organization;
7. Arrangements to use school facilities shall be made with the Facilities Use Director of the school who shall determine if the use of that facility will conflict in any manner with its use by students or any school activity. Final approval of such requests may be approved by the CEO upon the recommendation of the authorized school personnel involved;
8. School gyms may be used by school-related organizations. The group using a gym will be responsible for leaving the facilities in good order.
9. School food service facilities may be used to prepare meals provided that at least one regular employee of that lunchroom be present during the time of use and all costs therefor are paid.
10. All applicants and users are responsible to insure that the school facilities are returned in a state of cleanliness and in the same condition as when made available for use through their own efforts combined with the services of a school custodian.
11. School facilities may not be used by Organizations which ordinarily are housed or conducted in their own facilities in lieu of such Organizations providing for their own permanent facilities. However, LOA may allow the use of school facilities for emergencies or while that Organization's own facilities are in the process of being constructed.
12. The Organization must maintain and provide proof of a minimum of \$1M in liability insurance coverage applicable to the use of the facilities and effective for the duration of the facility's use.

The CEO is authorized and directed to make such reasonable rules and regulations to carry out the provisions and intent of this policy and to enforce the terms of this policy as needed.

USE OF SCHOOL FACILITIES POLICY Continued

No organization will be charged a rental charge if it represents a branch of local or state government, or if it is an organization that exists for the benefit of the children of the school system, such as PTO's, 4-H, or school clubs. They are expected, however, to bear the costs of personnel needed for the event, (such as supervisors, custodians, and/or cafeteria personnel) food, and the cost associated with required liability insurance, if any.

A rental charge must be paid to use the school stage/auditorium or the school's cafeteria or gymnasium or the baseball/softball field. Use of outdoor facilities or classroom spaces will be negotiated on an individual basis. The following rates will apply across the school:

School Stage/Auditorium.....	\$150
School Stage/Auditorium.....	\$75 (up to 2 hrs)
School Kitchen/Cafeteria.....	\$150
School Gymnasium.....	\$150
School Baseball/Softball Field.....	\$150
Central Office Boardroom.....	\$75

Rental fees listed above are for one day, except where noted. Payment for the full rental fee should be submitted to the LOA Business Office with the personnel form.

PERSONNEL

Charges listed above do not include personnel such as supervisors, cafeteria workers, security personnel, game managers, custodians or sound/light technicians. The following fees will apply across the school:

Custodian.....	\$100
Cafeteria worker.....	\$15 per hour (\$30 minimum)
Sound/light tech.....	\$15 per hour (\$30 minimum)
Security and/or Game Manager.....	\$25 per hour (\$50 minimum)

The supervisor of the event will be responsible for completing a Personnel form to submit to the LOA Business Office for payment.

SCHOOL NUTRITION PROGRAM

All organizations using a school cafeteria and/or kitchen, they must complete a Guidelines form and submit it to both the Facilities Use Director and the School Nutrition Director at LOA. If a kitchen is opened, then a cafeteria employee must be on duty and paid for his/her services.