

Lake Oconee Academy Board of Governors

Regular Monthly Meeting
5:30 P.M., September 6, 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 5:35 P.M.
- B. **Establishment of Quorum/Roll Call:** Governors Connie Hoyle, Byron Lombard, Richard Schmidt, Mark Lipscomb, Fatima Fields, Kim Larkin and James Brooks were in attendance. Also present was CEO, Otho Tucker.
- C. **Approval of Minutes:** Connie Hoyle made a motion to approve the minutes from the August 2, 2016, regular monthly meeting. Seconded by Kim Larkin. The motion carried unanimously.
- D. **Finance Report:** CFO Otho Tucker gave a financial report on the July 2016 financials. A motion was made to approve the report as information by Kim Larkin. Seconded by Byron Lombard. The motion carried unanimously.
- E. **Foundation Report:** Valerie Duvall, Executive Director of the LOA Foundation, reported that the Tees for Titans would be held on September 26th and the sponsorships had doubled. They are expecting a good turnout. The fundraiser is being headed up by Carolyn Scheck and Jennifer Vaughn.

The following three new directors to the Foundation were presented for nomination and approval by the LOA Board as the board nominations to the Foundation: Betsy Peck; Patty Posiack and Steve Mauro.

A motion was made by Dick Schmidt to nominate and approve Betsy Peck; Patty Posiack and Steve Mauro as the three new directors to the LOA Foundation Board. Seconded by Kim Larkin. After discussion, the motion carried unanimously.

F. **CEO Report and Action Items:**

1. CEO Otho Tucker gave an update on the construction of the new high school. Currently we are waiting on the lender approval, the USDA.
2. CEO Otho Tucker outlined that Lake Oconee News spotlight page being kicked off by the newspaper with LOA. It will become a weekly article spotlighting one school in the county.
3. CEO Otho Tucker gave an update of the road construction of South Campus Drive. It is nearly complete.
4. CEO Otho Tucker reported that the county schools will be meeting for the first time to try to develop a county-wide school calendar.
5. CEO Otho Tucker reported that Stew Baker has been appointed to a Georgia State School Superintendent' student advisory team, one of 40-50 students around the state.

6. In order to save interest, CEO Otho Tucker proposed utilizing a CD to pay off the recent bus loan and the payment of interest on the learning cottages. After discussion Byron Lombard made a motion to pay off the bus loan and to pay down all interest to accrue, which is the obligation of LOA, on the learning cottage loan with BankSouth. Seconded by James Brooks. Motion carried unanimously.
7. CEO Otho Tucker proposed depositing non-designated funds held by LOA in a money market account. Motion by Byron Lombard to deposit \$1,000,000.00 in an interest bearing money market account at BankSouth. Seconded by Connie Hoyle. After discussion, motion carried unanimously.
8. Motion by Dick Schmidt to appoint signatories on the money market account to be Chairman, Mark Lipscomb, Vice Chairman, Byron Lombard, Secretary, Dick Schmidt and CEO, Otho Tucker. Seconded by James Brooks. 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 Kim Larkin. 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.