**BOARD MINUTES**

**Buckeye On-Line School for Success**

**119 East Fifth Street**

**East Liverpool, Ohio 43920**

**Thursday April 19, 2018**

The President Josh Martin called the meeting to order at 11:30 a.m.

Roll call by Amy DeFilippo:

Josh Martin, Rob O’Hara, Joe Shemasek, Brett Green

Dr. Susan Rossi was absent and excused.

Pledge of Allegiance

**BOSS Staff:**

Don Thompson, Amy DeFilippo, Andrea Dobbins, Rich Lucci, Frank Leppar, Frank Mader, Lori Conley.

**Guests:**

DeAnna Shamp, ESCLEW Regional Technical Assistance Educator, via telephone.

**Adopt the Agenda:**

A motion was made by Joe Shemasek and seconded by Rob O’Hara to adopt the agenda as presented. The motion was approved by Martin, O’Hara, Shemasek, Green.

**Public Input:**

There were no public comments.

**Approval of Minutes:**

A motion was made by Rob O’Hara and seconded by Joe Shemasek to approve the Minutes from March 15, 2018 with the following amendment to the 2018-2019 School Calendar:

* Amendment to the 2018-2019 School Calendar which clarifies number of days due and grading periods.

The motion was approved by Martin, O’Hara, Shemasek, Green.

**Committee Report:**

Finance/Personnel: Chairman Joe Shemasek reported that the committee met today and will turn it over to Don Thompson to give the Treasurer’s Report in Roberta Shirey’s absence.

**Treasurer’s Report-Don Thompson:**

Don Thompson provided the Treasurer’s Report for March 2018. FTE’s were 679 for revenue of $569,066. The cash balance was $1,265,574 for 94 days cash. This is 13 higher than last month. Payables were $4,661 resulting in an unencumbered cash balance of $1,260,913. Budget and cash flow variances were discussed. March expenses were $95,100 lower than February. Benefits were down $44,561 from health insurance that had 2 payments in February due to delayed billing. Supplies were down $60,248 from February due to computers purchased for new enrollments. Year to date expenses are $863,851 less than last year at this time. Expenses are in line with the budget and revenue is higher than budgeted. Year to date, we have income of $531,844. The auditors are still working on our audit. All fieldwork is done, they are waiting for the FTE results. A motion was made by Rob O’Hara and seconded by Brett Green to approve the Treasurer’s Report as presented. The motion was approved by Martin, O’Hara, Shemasek, Green.

**Committee Report:**

Curriculum/Policy: Rob O’Hara reported that the committee was not scheduled to meet today.

**ESCLEW Monthly Update-DeAnna Shamp-via telephone:**

**Financial Review:**  areas reviewed for the recent report (March) include the following:

       Financial summary

       Year to date actual vs budget forecast

       Any invoices 60 days past due

       FTE Enrollment report

       Monthly separated grants reporting

       Bank Statement

       Bank Reconciliation

       Check Register

*Results:  no flags, compliant*

**Report Attached:  If you notice in the bottom section, the 11.6 goals regarding financial sustainability are included.**

**Site Visits:**  the following areas addressed in March for compliance are as follows: (abbreviated this month due to the demands of testing)

       Testing

       Monitoring OIP process

       Progress of TBT’s

       Academic Corrective Action Plan

**GA Update – April 2018:**

       **Understanding Ohio’s Sunshine Laws:  The Open Meetings Act   .**

       **Yellow Book is released by Attorney General DeWine; book mark on your computer.  It includes summaries of the ORC provisions and case law regarding the Open Meetings Act and the Public Records Act.  Even better, it is a quick resource for recent government legal decisions and law changes**

       **Senate Bill 34 - school is not to start until after Labor Day unless otherwise approved for an earlier start**

       **Senate Bill 82 – calls are required to be made to the homes of students within the first two hours of school when absent**

**Other Notes:**

Reminder:

       **11.6 Board Goal Reminder**

o   Board Members will attend the graduation ceremony as representatives of BOSS in the community.

* Board Members will pursue 2 professional development opportunities relevant to their role on the board per year.

**Out of Town Events-Don Thompson:**

The Director recommended board approval of the following out of town events:

* OASBO Conference, Columbus, General Fund, April 17-18, 2018, Roberta Shirey.
* Title I Conference, Columbus, Title I & School Improvement Funds, April 30-May 2, 2018, Don Thompson, Rich Lucci, Frank Mader.
* ESCLEW Finance Workshop, Toledo, General Fund, May 8-9, 2018, Roberta Shirey, Rich Lucci.
* BOSS Graduation Ceremony, Steubenville, General Fund, June 1, 2018, Staff to be determined.

A motion was made by Joe Shemasek and seconded by Rob O’Hara to approve the Out of Town Events as presented. The motion was approved by Martin, O’Hara, Shemasek, Green.

**Certificated Personnel-Don Thompson:**

The Director recommended approval of the following Certificated Personnel:

Tutor:

* Emily Flynn, Math Tutor, effective retroactive to March 15, 2018

Elementary Principal:

* Tiffany Rudibaugh, Elementary Principal, effective August 1, 2018

A motion was made by Rob O’Hara and seconded by Joe Shemasek to approve the Certificated Personnel as presented. The motion was approved by Martin, O’Hara, Shemasek, Green.

**Non Certificated Personnel-Don Thompson:**

None

**OMERESA Agreement w/ NWOCA Agreement Termination-Don Thompson:**

The Director recommended entering into an agreement with OME-RESA for student services and terminate the agreement with NWOCA, effective July 1, 2018, for the 2018-2019 school year. A motion was made by Joe Shemasek and seconded by Brett Green to approve the agreement with OME-RESA for student services, and terminate the agreement with NWOCA as presented. The motion was approved by Martin, O’Hara, Shemasek, Green.

**Instructure Contract-Don Thompson:**

The Director recommended approval of the contract with Instructure. A motion was made by Rob O’Hara and seconded by Joe Shemasek to approve the contract with Instructure as presented. The motion was approved by Martin, O’Hara, Shemasek, Green.

**2018-2019 College Credit Plus (CCP) MOU’s-Don Thompson:**

The Director recommended approval of the following CCP MOU’s for the 2018-2019 school year:

* Tiffin University
* Youngstown State University
* The University of Akron

A motion was made by Joe Shemasek and seconded by Rob O’Hara to approve the CCP MOU’s as presented. The motion was approved by O’Hara, Shemasek, Green, with Josh Martin abstaining.

**College Credit Plus (CCP) Underperforming Student Rule-Don Thompson:**

The Director recommended approval of the CCP Underperforming Student Rule, effective retroactively to February 13, 2018. This is a safeguard in place for students who do not perform, provided by Jeannette Bailey who oversees CCP. A motion was made by Rob O’Hara and seconded by Joe Shemasek to approve the CCP Underperforming Student Rule as presented and retroactively to February 13, 2018. The motion was approved by Martin, O’Hara, Shemasek, Green.

**BOSS 2018-2019 Work Day Schedules-Don Thompson:**

The Director recommended approval of the following BOSS 2018-2019 Work Day Schedules:

Teachers-190 days, Support-205 days, Administration-222 days. A motion was made by Rob O’Hara and seconded by Joe Shemasek to approve the 2018-2019 Work Day Schedules as presented. The motion was approved by Martin, O’Hara, Shemasek, Green.

**BOSS 2018 Board Meeting Date Adjustments-Don Thompson:**

The Director recommended approval of the following date adjustments to two BOSS 2018 Board Meeting Dates:

* Change the June 21, 2018 board meeting to June 14, 2018
* Change the July 12, 2018 board meeting to July 19, 2018

A motion was made by Joe Shemasek and seconded by Rob O’Hara to approve the 2018 Board Meeting Date Adjustments as presented. The motion was approved by Martin, O’Hara, Shemasek, Green.

**Sale of BOSS Vehicle-Don Thompson:**

The Director wanted noted for records purposes that the Buckeye On-Line School for Success sold the following property in “As Is” condition:

2008 GMC Envoy/VIN #1GKDT13S282233393/Mileage 155,950/Sale Price $750.00.

A motion was made by Rob O’Hara and seconded by Joe Shemasek to approve the sale of the BOSS asset as presented. The motion was approved by Martin, O’Hara, Shemasek, Green.

**Principal/Director’s Report:**

* Testing/Student Performance-Frank Mader, K-12 Assistant Principal:

Frank Mader reported that BOSS held a district wide test prep for the 2 weeks leading up to testing. We administered 18 paper tests this spring window while administering approximately 1670 tests online. Attendance is over 98% for testing – Layers of communication and expectations to get the students to testing. There was a statewide glitch with the TA Interface during our second week of testing. It affected 45 students to which will be made up. The Director added that we have raised our expectations. A big thank you to everyone.

* School Safety Update-Frank Leppar, Director of Technology:

Frank Leppar reported that a safety committee was formed. There are concerns about the entrance to our building. We are looking at a couple security firms, Ace Lock in Pittsburgh and Vector out of Boardman. We are looking at 4 cameras and key card access. Lisa Morgan at the front desk would have a monitor station. The Director added that every school district is addressing this issue and he appreciates Frank working on it.

**Items from the Board:**

The President Josh Martin reminded board members to mark their calendars for the BOSS graduation ceremony held at Franciscan University Field House June 1, 2018 at 7:00 p.m.

**Good of BOSS Update-Don Thompson:**

The Director reported that it is nice to be in the financial position that we are in. We have balanced things and it is nice to be planning for next year. Everything at BOSS is good and he is extremely appreciative.

**Executive Session:**

A motion was made by Rob O’Hara and seconded by Brett Green to begin Executive Session at the time of 12:05 p.m. to consider the sale of property. Board President Josh Martin invited Don Thompson into Executive Session. Roll call by Amy DeFilippo: Josh Martin, Rob O’Hara, Joe Shemasek, Brett Green. The motion was approved by Martin, O’Hara, Shemasek, Green.

**Return to Public Session:**

12:43 p.m.

**Adjournment:**

The board meeting was adjourned at 12:43 p.m.

The next regular board meeting will be Thursday May 17, 2018 at 11:30 a.m., at 119 East Fifth Street, East Liverpool, Ohio 43920.

Respectfully Submitted,

Amy DeFilippo

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**Signature of Board President**