**BOARD MINUTES**

**Buckeye On-Line School for Success**

**119 East Fifth Street**

**East Liverpool, Ohio 43920**

**Thursday August 16, 2018**

Board 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, Dr. Susan Rossi

Brett Green was absent and excused.

Pledge of Allegiance

**BOSS Staff:**

Don Thompson, Roberta Shirey, Amy DeFilippo, Angela McGraw, Lori Conley

**Guests:**

DeAnna Hardwick, ESCLEW Technical Assistance Educator.

**Adopt the Agenda:**

A motion was made by Joe Shemasek and seconded by Rob O’Hara to approve the agenda with the following addendums:

Item XII. Certificated Personnel-Don Thompson

New Hires:

* DELETION-Natina Howe, 4th Grade Teacher
* ADDITION-Laura Elsea, Intervention Specialist, Step 9B-Hybrid, effective August 20, 2018

Supplemental:

* Amend the name of the 2018-2019 NHS Coordinator from Jeannette Bailey to Nicole Price at $1,000.

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

**Public Input:**

There were no public comments.

**Approval of Minutes:**

A motion was made by Rob O’Hara and seconded by Sue Rossi to approve the Minutes from July 19, 2018 as presented. The motion was approved by Martin, O’Hara, Shemasek, Rossi.

**Committee Report:**

Finance/Personnel: Josh Martin met this morning and will turn it over to Roberta Shirey for the Treasurer’s Report.

**Treasurer’s Report-Roberta Shirey:**

Roberta Shirey provided the Treasurer’s Report for July 2018. FTE’s were 684 for revenue of $458,915. The cash balance was $1,592,487 for 138 days cash. This is 28 more than last month. Payables were $28,320 resulting in an unencumbered cash balance of $1,564,167. Budget and cash flow variances were discussed. July expenses were $78,297 lower than June. Salaries were $11,223 lower due to stipends paid for extra work and contract payoffs in June. Benefits were $9,146 higher due to grant adjustments. Purchased services were lower by $45,000 for therapy services and $20,000 for instructional purchased services. Supplies were down $6,633 from June due to fewer instructional supply purchases. Miscellaneous expenses were down $9,008 from June because there was no insurance payment in June. Capital expenses were up $4,953 for construction of offices and installation of security equipment. Year to date expenses are 12% less than last year at this time. Expenses are in line with the budget and revenue is lower than budgeted. Year to date, revenue exceeds expenses by $102,526. Our 5 year forecast was resubmitted in Epicenter. It did not need board approval because only the narrative changed. ODE reviewed all Community School forecasts and returned them for updates. We received notice about our FY16 Medicaid cost report. We are to receive $62,589. A motion was made by Joe Shemasek and seconded by Rob O’Hara to approve the Treasurer’s Report as presented. The motion was approved by Martin, O’Hara, Shemasek, Rossi.

**Committee Report:**

Curriculum/Policy: Chairman Rob O’Hara had no report for today.

**ESCLEW Monthly Update-DeAnna Hardwick:**

GA Update for August 2018

       Recognition/kudos to boards

       Best Practices for Community School Boards

Financial Review – July 2018

       No flags

       Areas reviewed include: Financial Summary Report (cash basis); Year to Date Actual vs. Budget (Forecast); No invoices over 60 days past due; FTE; Monthly Grants reporting

Site Visit:  August

       Primary focus will be special ed file review

       Will meet with the newly formed team and provide overview of the year for sponsor compliance

Other:

BOSS recognition for incredible improvement with accuracy and timeliness for Epicenter – first award for BOSS for Epicenter submissions!  Congratulations go to Amy DeFilippo!  Job well done!

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

The Director recommended board approval of the following Out of Town Events:

ESCLEW Statewide Meeting-Toledo, General Fund, August 3, 2018, Don Thompson.

OME-RESA Redesign Training-Steubenville, General Fund, August 8-10, 2018, Roberta Shirey, Mary Williams.

BOSS 2018-2019 Testing Schedule-Statewide, General Fund, 2018-2019 School Year, Staff TBD.

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

**Certificated Personnel-Don Thompson:**

The Director recommended board approval of the following Certificated Personnel:

Resignations:

* Tiffany Rudibaugh, Elementary Principal, resignation effective August 1, 2018
* Tiffany Scheel, 4th Grade Teacher, resignation effective August 13, 2018
* Mary Kelty, Intervention Specialist, resignation effective August 13, 2018
* Gina Christy, Intervention Specialist, resignation effective August 14, 2018
* Sarah Drysdale, Intervention Specialist, resignation effective August 13, 2018
* Madeline Baker, 9th Grade English Teacher, resignation effective August 7, 2018

Elementary Principal:

* Madeline Baker, Elementary Principal, effective August 7, 2018

New Hires:

* Chelsea Simmons, H.S. Science Teacher, Step 0-At Home, effective August 14, 2018
* Diane Wolfe, 7th Grade Intervention Specialist, Step 10M-At Home, effective August 14, 2018
* Karen Jones, 9th Grade English Teacher, Step B4-At Home, effective August 14, 2018
* Karla Dillon, Intervention Specialist, Step 10B-Hybrid, effective August 14, 2018
* Melissa Stillwell, H.S. Intervention Specialist, Step 9-Hybrid, effective August 14, 2018
* Kathy Serig, Alternate Assessment, Step 10M-Hybrid, effective August 14, 2018
* Laura Elsea, Intervention Specialist, Step 9B-Hybrid, effective August 20, 2018

Supplemental:

* Nicole Price, 2018-2019 NHS Coordinator @ $1,000

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

**Non Certificated Personnel-Don Thompson:**

* None

**Employees Paid with IDEA-B Funds 2018-2019-Don Thompson:**

The Director recommended board approval of the following Employees Paid with IDEA-B Funds for 2018-2019:

* Kathy Brown
* Joyce Jackson
* Nicole Price
* Joan Juszczak (1/2)

A motion was made by Joe Shemasek and seconded by Sue Rossi to approve the Employees Paid with IDEA-B Funds for 2018-2019. The motion was approved by Martin, O’Hara, Shemasek, Rossi.

**Grant Paid Staff 2018-2019-Don Thompson:**

The Director recommended board approval of the following Grant Paid Staff for 2018-2019:

Title I:

* Christina Cusick
* Christine Koprivnikar
* Frank Mader
* Alicia Nolf

Title II-A:

* Holly Harriman
* Joan Juszczak (1/2)

Title IV-A:

* Jeannette Bailey

A motion was made by Rob O’Hara and seconded by Sue Rossi to approve the Grant Paid Staff for 2018-2019 as presented. The motion was approved by Martin, O’Hara, Shemasek, Rossi.

**Special Education Plan 2018-2019-Don Thompson/Angela McGraw:**

The Director recommended board approval of the 2018-2018 Special Education Plan. Angela McGraw, Director of Special Education reported that the plan lists outside service providers and information on grade levels and disabilities. The plan is sent to ESCLEW. A motion was made by Rob O’Hara and seconded by Joe Shemasek to approve the 2018-2019 Special Education Plan as presented. The motion was approved by Martin, O’Hara, Shemasek, Rossi.

**Sunnyside Cleaning Service 2018-2019-Don Thompson:**

The Director requested authorization to enter into contract with Sunnyside Cleaning Service for the 2018-2019 school year, from September 1, 2018-August 31, 2019. A motion was made by Sue Rossi and seconded by Rob O’Hara authorizing the Director to enter into contract with Sunnyside Cleaning Service for the 2018-2019 school year as presented. The motion was approved by Martin, O’Hara, Shemasek, Rossi.

**Administrative Update-Don Thompson:**

* Construction Update-Don Thompson:

The building construction is complete and the Director invited the board to take a walk through the building to see what has been done.

* Security System Update-Don Thompson:

The security system is ready but the door needs to be adjusted so we are waiting on Tri State Glass. Once complete, Frank Leppar will activate the system.

* Administration-Don Thompson:

The Director would like to show the board the 4th floor. We had left the elementary school out on their own too much. We have Principals Andrea Dobbins and Madeline Baker and Guidance/Student Services Jeannette Bailey on the 4th floor. 5th floor has Director of Special Education Angela McGraw and the entire department. We moved their filing system up to the 5th floor as well.

* Attendance-Don Thompson:

The Director reported that Frank Mader has the Tilte I and Attendance Officer position. Attendance and HB410 is a nightmare and is not suited to online schools. 75% of our students will probably go on an attendance intervention plan.

* Finances/Staff-Don Thompson:

Spending will be based on student need. Financially we are where we need to be and enrollment looks good. We have new staff members and a few who are fresh out of college, and we are transitioning from Power School to Progress Book. The Director will update the board in September.

**Items from the Board:**

Board President Josh Martin wished BOSS best of luck for the school year.

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

* ESCLEW Sponsor Gold Star Award-Don Thompson:

The Director reported that he had some pleasant news. This is the first year in all of the years that BOSS has been attending the ESCLEW Statewide Meeting that we have received an award. The award was for on time and accurate Epicenter requirements.

**Executive Session:**

A motion was made by Rob O’Hara and seconded by Joe Shemasek to enter into Executive Session at the time of 12:04 p.m., to consider the appointment/employment of a public employee or official, and to consider the sale of property. Board President Josh Martin invited Don Thompson and Roberta Shirey into Executive Session. Roll call by Amy DeFilippo:

Josh Martin, Rob O’Hara, Joe Shemasek, Sue Rossi. The motion was approved by Martin, O’Hara, Shemasek, Rossi.

**Return to Public Session:**

12:32 p.m.

**Adjournment:**

The board meeting was adjourned at 12:32 p.m.

The next regular board meeting will be Thursday September 20, 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**