**BOARD MINUTES**

**Buckeye On-Line School for Success**

**119 East Fifth Street**

**East Liverpool, Ohio 43920**

**Thursday December 13, 2018**

The 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.

**BOSS Staff:**

Don Thompson, Amy DeFilippo, Roberta Shirey, Frank Leppar, Frank Mader, Angela McGraw, Madeline Baker, Andrea Dobbins, Jeannette Bailey, Lori Conley.

**Guests:**

Ranay Nunamaker, ESCLEW Regional Technical Assistance Representative, via telephone conference.

Pledge of Allegiance

**Adopt the Agenda:**

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

Item XVI. Certificated Personnel-Don Thompson

Resignation:

* Darleen Archer, H.S. Intervention Specialist, resignation effective 12/12/18

New Items:

Item XVIII. Leave of Absence/FMLA-Don Thompson

* Approve an unpaid Leave of Absence/FMLA for Leonda Bryer, beginning retroactively on October 24, 2018 through her return to employment.

Item XX. 2019 Educators Legal Liability and Employment Practices Liability (Errors & Omissions)-Don Thompson

* The Director recommends board approval of the 2019 Educators Legal Liability and Employment Practices Liability (E&O) with Indian Harbor Insurance Co.

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 November 15, 2018 as presented. The motion was approved by Martin, O’Hara, Shemasek, Rossi.

**Committee Report:**

Finance/Personnel: Chairman Joe Shemasek reported that the committee met this morning and turned it over to Roberta Shirey for the Treasurer’s Report.

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

Roberta Shirey provided the Treasurer’s Report for November 2018. FTE’s were 637 for revenue of $510,514. The cash balance was $1,512,617 for 102 days cash. This is 2 more than last month. Payables were $43,558 resulting in an unencumbered cash balance of $1,469,059. Budget and cash flow variances were discussed. November expenses were $46,998 lower than October. Salaries were $3,072 lower due to no salary payoff for certified staff that left. Benefits were $3,873 lower due to staff changes. Purchased services were lower by $5,376. Therapy services were $6,000 higher as were administrative purchased services by $9,000. Instructional purchased services were $20,000 lower. Supplies were down $38,012 from October due to instructional supply purchases of $30,000 and tech supplies of $8,000. Miscellaneous expenses were down $3,129 because there was no insurance payment this month. Debt payments were $6,464 higher due to the December mortgage payment being recorded on the November books. Year to date expenses are higher than last year at this time. This is due to FTE repayments. Expenses are in line with the budget. Year to date, revenue exceeds expenses by $22,657.

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 reported that the committee did not meet today.

Brett Green arrived at 11:37 a.m.

**Monthly Enrollment Verification-Frank Mader:**

Frank Mader reported that this was a new item last month that we will be reporting on every month. We are working on getting updated residency proofs on students. We were at 70% last month and are the same this month. 8 addresses were verified and 2 were not. We plan to send out another reminder after break. Sue Rossi asked what will happen if the student doesn’t verify and the Director responded that we will not get funding for the student. A motion was made by Sue Rossi and seconded by Joe Shemasek to approve the Monthly Enrollment Verification as presented. The motion was approved by Martin, O’Hara, Shemasek, Rossi, Green.

**Approval of January 2019 BOSS Annual Board Meeting-Don Thompson:**

The Director recommended board approval of the January 17, 2019 Annual BOSS Board Meeting. The schedule is based on meetings being held the third Thursday of each month. A motion was made by Joe Shemasek and seconded by Rob O’Hara to approve the January annual meeting as presented. The motion was approved by Martin, O’Hara, Shemasek, Rossi, Green.

**ESCLEW Monthly Update-Ranay Nunamaker (via telephone conference):**

Ranay Nunamaker reported that ODE annually evaluates community school sponsors on three components: the academic performance of the community schools they sponsor, their compliance with all applicable laws and rules, and their adherence to quality sponsoring practices. ESCLEW has been rated “Effective” for 2017-2018. She also reminded the governing authority of their requirement to complete the Sunshine Laws (open meetings) and Public Records Training on an annual basis, and it can be completed online through the Ohio Attorney General’s website. Ranay offered help with the set up for the training and concluded her report.

**E-Rate Service Agreement:**

The Director recommended board approval to renew the E-Rate Service Agreement. A motion was made by Rob O’Hara and seconded by Brett Green to approve the E-Rate Service Agreement as presented. The motion was approved by Martin, O’Hara, Shemasek, Rossi, Green.

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

OME-RESA Treasurer’s End of Calendar Year Meeting-Steubenville, General Fund, December 7, 2018, Roberta Shirey, Mary Williams.

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

**Substitute Teacher Rate of Pay-Don Thompson**

The Director requested the board establish a substitute teacher daily rate of pay as follows:

* In House: $100.00
* At Home: $ 90.00

A motion was made by Rob O’Hara and seconded by Joe Shemasek to approve the Substitute Teacher Rate of Pay as presented. The motion was approved by Martin, O’Hara, Shemasek, Rossi, Green.

**Certificated Personnel-Don Thompson:**

The Director recommended board approval of the following Certificated Personnel with one addendum:

New Hire:

* Darleen Archer, H.S. Intervention Specialist, Step 5M-Hybrid, effective November 30, 2018

Resignation:

* Darleen Archer, H.S. Intervention Specialist, resignation effective December 12, 2018

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

**Resident Educator Stipends for 2018-2019-Don Thompson:**

The Director recommended board approval of the following R.E. Stipends:

Mentor/Facilitator: Resident Educator:

Shaun Barcalow…………………………….Alyson Saracco & Bethany Quetot

Erin Burke…………………………………..Alicia Nolf & Sara Harris

Stacie Willis…………………………………Tiffany Dobson

* All contracts are for $500.00 each

A motion was made by Joe Shemasek and seconded by Sue Rossi to approve the R.E. Stipends as presented. The motion was approved by Martin, O’Hara, Shemasek, Rossi, Green.

**Leave of Absence/FMLA-Don Thompson:**

The Director recommended board approval of the following:

* Approve an unpaid Leave of Absence/FMLA for Leonda Bryer, beginning retroactively on October 24, 2018 through her return to employment.

A motion was made by Rob O’Hara and seconded by Joe Shemasek to approve the Leave of Absence/FMLA for Leonda Bryer as presented. The motion was approved by Martin, O’Hara, Shemasek, Rossi, Green.

**Non Certificated Personnel-Don Thompson:**

* None

**2019 Educators Legal Liability and Employment Practices Liability (Errors & Omissions)-Don Thompson:**

The Director recommended board approval of the 2019 Educators Legal Liability and Employment Practices Liability (E&O) with Indian Harbor Insurance Company and Lloyds of London at a 2% increase. A motion was made by Rob O’Hara and seconded by Joe Shemasek to approve the 2019 Errors & Omissions as presented. The motion was approved by Martin, O’Hara, Shemasek, Rossi, Green.

**Items from the Board:**

No report

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

* EOC Test Update-Jeannette Bailey/Lori Conley:

Lori Conley reported that we are finishing up with EOC Testing. There were 142 students to test and we had a 94% attendance rate. ACT’s will be administered to 100 students and spring testing will begin with 1,240 tests to be administered to 540 students. Thanks to the staff for their help.

* School Improvement Plan-Andrea Dobbins 7-12 Principal:

Andrea Dobbins reported that the School Improvement Plan is a good launchpad for working with our teams. Our goals are on our performance index, progress and graduation rate. There is way more in the plan but this is just a general summary of what we are working towards. The Director reported that the timeline was very aggressive and it’s a requirement that the board approve it. We will get board approval in January. Our graduation rate had to be on there even though we probably won’t make it, but we are working toward the goal. The School Improvement Quality Grant will focus on how we can do better engaging students and parents.

* Financial Report/Additional Items-Don Thompson, Executive Director:

The Director reported that the financial report is better than we hoped but we had to close enrollment due to being out of computers. More computers are on order and we will open up enrollment. Frank Mader is working on attendance. Some students will be forced out because they are not doing their work. 38 students are on a waiting list for January. Another plus is that we have entered into contract for the sale of the building. There have been 2,138 hits on their website. It’s out there and being looked at. The Director also reported that Special Ed is being impacted. We accepted the resignation of a long time staff member and her replacement lasted 7 days. Staff issues continue to be a concern. Lastly, in appreciation we are having a luncheon today. Happy Holiday’s and good wishes.

**Adjournment:**

The board meeting was adjourned at 12:04 p.m.

The next annual board meeting will be Thursday January 17, 2019 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**