**BOARD MINUTES**

**Buckeye On-Line School for Success**

**119 East Fifth Street**

**East Liverpool, Ohio 43920**

**Thursday June 14, 2018**

Board member Rob O’Hara called the meeting to order at 11:32 a.m.

Roll call by Amy DeFilippo:

Rob O’Hara, Joe Shemasek, Brett Green

Josh Martin and Sue Rossi were absent and excused.

Pledge of Allegiance

**BOSS Staff:**

Don Thompson, Amy DeFilippo, Roberta Shirey, Frank Mader, Andrea Dobbins, Rich Lucci, Angela McGraw, Frank Leppar.

**Guests:**

DeAnna Shamp, ESCLEW Regional Technical Assistance Educator.

**Adopt the Agenda:**

A motion was made by Joe Shemasek and seconded by Brett Green to approve the agenda with the following addendums

**DELETION:**

Item XIII. Certificated Personnel-Don Thompson

Resignation:

* DELETION-Gina Christy, Teacher Resignation

**ADDITIONS:**

Item XIV. Title I Summer School Tutors-Don Thompson

To be paid with Title I Funds:

* ADDITION-Annette Stoneking

Item XXIII. Approve Construction Upgrades-Don Thompson

The Director recommends board approval of the construction upgrades for the building this summer, at an estimated cost of and not to exceed $18,000.

**Public Input:**

There were no public comments.

**Approval of Minutes:**

A motion was made by Joe Shemasek and seconded by Brett Green to approve the Minutes from May 17, 2018 with the following addition:

* Summer School Credit Recovery to be paid with Title I Funds

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

**Committee Report:**

Finance/Personnel: Chairman Joe Shemasek reported that the committee met today 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 May 2018. FTE’s were 685 for revenue of $451,231. The cash balance was $1,476,800 for 109 days cash. This is 1 more than last month. Payables were $1,027 resulting in an unencumbered cash balance of $1,475,773. Budget and cash flow variances were discussed. May expenses were $6,447 higher than April. Benefits were higher due to grant money being used up. Purchased services were higher by $10,978 for internet and physical education as well as some building services. Supplies were down $3,339 from April due to fewer tech supply purchases. Miscellaneous expenses were down $5513 from April because there was no insurance payment in May. Year to date expenses are $993,665 less than last year at this time. Expenses are in line with the budget and revenue is higher than budgeted. Year to date, revenue exceeds expenses by $743,072. A contract was signed with Julian & Grube for our GAAP conversion for FY 18. We will be looking into going back to a one year audit schedule starting FY 18. A motion was made by Joe Shemasek and seconded by Brett Green to approve the Treasurer’s Report as presented. The motion was approved by O’Hara, Shemasek, Green.

**Committee Report:**

Curriculum/Policy: Chairman Rob O’Hara reported that a policy committee meeting was held to review the following policy updates.

**May 2018 Policy Updates-Don Thompson:**

The Director recommended board approval of the following (3) policies:

229 Child Abuse and Neglect

244.1 Graduation Requirements-Class of 2018 Only

324 Personal Information and Access to Personnel Files

A motion was made by Joe Shemasek and seconded by Brett Green to approve the May 2018 Policy Updates as presented. The motion was approved by O’Hara, Shemasek, Green.

**ESCLEW Monthly Update-DeAnna Shamp:**

**Financial Review:**  areas reviewed for the recent report 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

**June site visit:**ODE Open Assurances for confirmation to open school on start day August 20

***The June GA Update will be forthcoming to your email.***

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

The Director recommended approval of the following Out of Town Event:

OME-RESA Year End Fiscal Training-Steubenville, General Fund, June 7, 2018, Roberta Shirey, Mary Williams.

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

**Certificated Personnel-Don Thompson:**

The Director recommended board approval of the following Certificated Personnel:

Resignation:

* Kristen Young, Teacher, resignation effective August 14, 2018

Termination of Leave of Absence:

* Amanda Arnold, termination of unpaid leave of absence retroactively as of teacher contract, effective June 6, 2018

Additional Days:

* Administrative Staff additional days at $200.00 per diem pay rate

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

**Title I Summer School Tutors-Don Thompson:**

The Director recommended board approval of the following Title I Summer School Tutors to be paid with Title I Funds:

* Debbie Haas
* Bill Miller
* Linda Miller
* Joyce Jackson
* Andrea Jarrett
* Annette Stoneking (addition)

A motion was made by Joe Shemasek and seconded by Brett Green to approve the Title I Summer School Tutors to be paid with Title I Funds as presented with one addition. The motion was approved by O’Hara, Shemasek, Green.

**BLT Stipends-Don Thompson:**

The Director recommended payment of $1,000 to the attached list of educators, to be paid out of School Improvement 1003 Funds. A motion was made by Joe Shemasek and seconded by Brett Green to approve the BLT Stipends as presented. The motion was approved by O’Hara, Shemasek, Green.

**Non Certificated Personnel-Don Thompson:**

The Director recommended board approval of the following Non Certificated Personnel:

Additional Days:

Support Staff additional days at $125.00 per diem pay rate

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

**BOSS Employee Contracts 2018-2019-Don Thompson:**

The Director recommended board approval of the following BOSS Employee Contracts for 2018-2019:

* Administration-8
* Administration Support-8

A motion was made by Joe Shemasek and seconded by Brett Green to approve the 16 BOSS Employee Contracts as presented. The motion was approved by O’Hara, Shemasek, Green.

**Health Insurance Waiver-Don Thompson:**

The Director recommended board approval of the monthly employee Health Insurance Waiver payments for the 2018-2019 school year, in the amount of $300.00 per month for medical, dental and vision, or $150.00 per month to waive medical only. A motion was made by Joe Shemasek and seconded by Brett Green to approve the Health Insurance Waiver as presented. The motion was approved by O’Hara, Shemasek, Green.

**Whisler Plumbing and Heating Maintenance Agreement-Don Thompson:**

The Director recommended board approval of the annual Maintenance Agreement with Whisler Plumbing and Heating effective July 1, 2018. A motion was made by Joe Shemasek and seconded by Brett Green to approve the annual Maintenance Agreement with Whisler Plumbing and Heating as presented. The motion was approved by O’Hara, Shemasek, Green.

**Approval of General Scholarship Recipients-Don Thompson:**

The Director recommended board approval of the following General Scholarship Recipients:

* Allyson Diaz-$200
* Alexander Stumpf-$300
* Luke Weingart-$500
* Elizabeth Munoz-$250
* Alexander Stumpf-$100
* Alana Drnek-$500
* Mickalia Ayers-$250

A motion was made by Joe Shemasek and seconded by Brett Green to approve the General Scholarship Recipients as presented. The motion was approved by O’Hara, Shemasek, Green.

**Approve Security Upgrades for Building-Don Thompson:**

The Director recommended board approval of the security upgrades to the building which should be completed in July pending board approval. There will be a card reader system and cameras at the front of the building. Board members will have key cards and keys will be eliminated. A motion was made by Joe Shemasek and seconded by Brett Green to approve the Security Upgrades to the Building as presented. The motion was approved by O’Hara, Shemasek, Green.

**Director’s Report-Don Thompson:**

End of Year Wrap Up:

* Andrea Dobbins, K-12 Principal thanked Josh Martin and Brett Green for attending the BOSS graduation ceremony and said we are looking forward to the upcoming school year.
* Angela McGraw, Director of Special Education reported that everything is completed in her department and compliant.
* The Director noted that Andrea Dobbins and Angela McGraw have both been very busy interviewing teachers.
* Rich Lucci, Title I/School Improvement Coordinator reported that they are working on next year’s grants and budget, and preparing to transfer duties from Rich to Frank Mader.
* Frank Mader, K-12 Assistant Principal reported that we have received raw data from the SDS-Secure Data System. We have one student who didn’t pass to 4th grade and was given the TerraNova test which we hope the student passes. We’ve seen improvements in all 8th grade results.

Marketing Proposal:

* The Director touched base on a marketing proposal and has designated Rob O’Hara as the contact person. NAI Spring is the commercial real estate company who will be marketing the building. We may be ready to move on this and Rob may come back with something next month.

**Approve Construction Upgrades-DonThompson:**

The Director recommended board approval of the construction upgrades for the building this summer, at an estimated cost of and not to exceed $18,000. We are making a transition and moving all occupants from the second floor to the fourth and fifth floors. K-12 will all be on the fourth floor. Ed Garcia Construction is completing the work which will be done by the end of July. A motion was made by Joe Shemasek and seconded by Brett Green to approve the construction upgrades to the building as presented. The motion was approved by O’Hara, Shemasek, Green.

**Items from the Board:**

* None

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

* None

**Adjournment:**

The board meeting was adjourned at 12:00 p.m.

The next regular board meeting will be Thursday July 19, 2018 at 11:30 a.m., at 119 East Fifth Street, East Liverpool, Ohio 43920.

Respectfully Submitted,

Amy DeFilippo

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Board President**