**BOARD MINUTES**

**Buckeye On-Line School for Success**

**119 East Fifth Street**

**East Liverpool, Ohio 43920**

**Thursday November 15, 2018**

Board President Josh Martin called the meeting to order at 11:32 a.m.

Roll call by Amy DeFilippo:

Josh Martin, Rob O’Hara, Joe Shemasek, Dr. Susan Rossi

Brett Green has not arrived yet.

Pledge of Allegiance

**BOSS Staff:**

Don Thompson, Roberta Shirey, Amy DeFilippo, Frank Leppar, Frank Mader, Angela McGraw, Andrea Dobbins, Madeline Baker, Jeannette Bailey, 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 as presented. 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 October 18, 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 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 October 2018. FTE’s were 577 for revenue of $374,642. The cash balance was $1,468,742 for 100 days cash. This is 17 less than last month. Payables were $27,919 resulting in an unencumbered cash balance of $1,440,823. Budget and cash flow variances were discussed. September expenses were $86,745 higher than September. Salaries were $4,200 higher due to salary payoff for certified staff that left. Benefits were $11,120 higher due to new staff. Purchased services were higher by $51,080. Therapy services were $23,000 higher as were instructional purchased services. Administrative expenses were $1,800 higher and building expenses were $4,000 higher. Supplies were up $30,999 from September due to instructional supply purchases of $24,800 and tech supplies of $8,000. Capital expenses were down $11,030 for technology equipment. Year to date expenses are $95,800 higher than last year at this time. This is due to FTE repayments and capital outlays. Expenses are in line with the budget. Year to date, revenue exceeds expenses by $132,300.

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 met today to discuss two new policies and the annual renewal of policies.

Brett Green arrived at 11:38 a.m.

**October 2018 Policy Update-Don Thompson:**

The Director recommended board approval of the following (4) policies:

148.1 Purchasing/Invoicing

148.6 Credit Cards

Annual Review of Policies:

204.14 Career Advising and Student Success Plans

242 Student Assessment and Academic Prevention/Intervention Services

A motion was made by Rob O’Hara and seconded by Sue Rossi to approve the October 2018 Policy Update including the Annual Review of Policies as presented. The motion was approved by Martin, O’Hara, Shemasek, Rossi, Green.

**Monthly Enrollment Verification-Frank Mader:**

Frank reported that Community Schools are now required to verify enrollment on a monthly basis. Standard practice is to have a current and up to date proof of residency for all students, and anytime they move they have to provide us with another proof of residency. While spot checking 10 students we found that 7 were verified and 3 had no verification. We are asking teachers to push to get these from the students. The Director reported that the board is required to approve this and funding will be held up if we don’t. We also found with the Chromebook Initiative that students had moved and did not tell us. The responsibility once fell on the homeschool district but that has now changed to us. Frank will bring a report of ten students each month and the board’s verification will be required. Our goal will be to get all of these, but it’s not as easy as it sounds. A motion was made by Joe Shemasek and seconded by Rob O’Hara to approve the Monthly Enrollment Verification as presented. The motion was approved by Martin, O’Hara, Shemasek, Rossi, Green.

**ESCLEW Monthly Update-DeAnna Hardwick:**

**November Site Visit:**

       Teacher Observations

       General Ed Student File Review

       Tiered classroom Assessments

       LRC/Annual Performance Report on School Web Site – announce to families

**December Site Visit:**

       Family Interviews

       Compliance with Attendance Policy due to HB changes last year; various levels to address chronic absenteeism

**Financials:**

       Monthly Desk Review – Clear, No Red Flags

**GA Update November:**

       Please check email for each school’s Annual Performance Report; includes probability status of renewal if status quo is maintained

       Sat., Dec 8th GA training at SA Columbus, 9am – 12 noon; satisfies annual training and brings you live, in person legislative updates

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

Resident Educator Training-Columbus, General Fund, November 5, 2018, Erin Burke.

A motion was made by Sue Rossi and seconded by Brett Green to approve the Out of Town Events 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:

Resignation:

* Nicole Price, Intervention Specialist, resignation effective November 16, 2018

New Hires:

* Marty Schuffert, Intervention Specialist/Resource Teacher, Step 5M-Hybrid, effective November 6, 2018
* Tiffany Dobson, Elementary Intervention Specialist, Step 3M-Hybrid, effective November 13, 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, Rossi, Green.

**2018-2019 Resident Educator Program Stipend-Don Thompson:**

The Director recommended board approval of the following Resident Educator Program Stipend for the 2018-2019 school year:

* Erin Burke, Mentor @ $500.00

A motion was made by Rob O’Hara and seconded by Brett Green to approve the 2018-2019 Resident Educator Program Stipend 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 reported that he has been in contact with McCamon Hunt and we are good through the end of December. We had to change to a different company last year, but we think the company will renew with us. A motion was made by Rob O’Hara and seconded by Joe Shemasek to authorize the Director to proceed with the search for the 2019 Educators Legal Liability and Employment Practices Liability Insurance as presented. The motion was approved by Martin, O’Hara, Shemasek, Rossi, Green.

**College Credit Plus MOU-Don Thompson/Jeannette Bailey:**

The Director recommended board approval of the following CCP MOU:

* Cuyahoga Community College District (Tri C)

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

**Items from the Board:**

Board President Josh Martin along with the board members wished everyone a Happy Thanksgiving.

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

Elementary School Overview-Madeline Baker, Elementary Principal:

Madeline Baker reported on the growing enrollment. There were 159 students on August 20th, and as of November 14th we have 171. 44 of those students have IEP’s. The largest groups are both 5-6th grade, each with 39 students. We plan to break 5th grade into 2 sections to more easily accommodate each student, which is what was done with 6th grade at the beginning of the school year. We are fully staffed with 4 Intervention Specialists, each with a full roster. 3/5 onsite teachers are veterans, 0/4 Intervention Specialists are veterans, 2/5 at home teachers are veterans, and 1/1 hybrid regular ed veteran teacher. 6/15 teachers are veteran teachers with BOSS. Our Elementary secretary has been out on extended leave for medical reasons and expected back 11/26/18. KRA and 3rd Grade Testing has been completed and 20/67 students are on RIMP’s which have been written and in progress. Teacher evaluations will be complete for 1st semester by the end of this week. The Chromebook Initiative is in full swing and being evaluated. It was a more difficult transition than anticipated and teachers and tech support are working together to determine future direction.

Highlights:

* 55 students are on the Elementary Honor Roll, which is 1/3 of the Elementary student population.
* 30 students achieved teacher’s independent reading goal for October and received a certificate from Book It for a free personal pan pizza. We are pushing to increase that number by at least 10-15 students per month to get a total of 80-105 students reading regularly on their own after school hours.

Additional Updates-Don Thompson:

The Director reported that the positive for today is the financial report. We have crossed 700 students this week and continue to see an increase in students in Elementary and 7th/8th grades.

The down side is we have been identified as a Priority School since we are below the 67% graduation rate. Currently work is being done on the 3 year School Improvement Plan. We received a Competitive School Improvement Grant of $50,000 in 2017-2018 and now there is a 4 year grant award of potentially $100,000 year with stipulations of what you can do with the grant money. The deadline is the first week of January and it ties in with the Improvement Plan. We know what we need to do. The Improvement Plan is due by December 7th. We will be working on this from now until Christmas. They want us to plan out for 4 years when we can’t plan for 6 months.

**Adjournment:**

The board meeting was adjourned at 12:03 p.m.

The next regular board meeting will be Thursday December 13, 2018 (rescheduled from 12/20/18) 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**