**BOARD MINUTES**

**Buckeye On-Line School for Success**

**119 East Fifth Street**

**East Liverpool, Ohio 43920**

**Thursday October 18, 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, Dr. Susan Rossi.

Joe Shemasek and Brett Green were absent and excused.

**BOSS Staff:**

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

**Guests:**

DeAnna Hardwick, ESCLEW Technical Assistance Educator.

Pledge of Allegiance

**Adopt the Agenda:**

A motion was made by Rob O’Hara and seconded by Sue Rossi to approve the agenda with the following amendments:

Item XVI. Certificated Personnel-Don Thompson

New Hires:

* Amend Andrea Blackburn’s position from Kindergarten Teacher to Elementary Teacher
* Amend Sara Harris’s position to include being paid with Title I Funds

Title I Tutors-(To Be Paid w/ Title I Funds):

* Holly Harriman
* Marcy Rufner
* Elaine VanBuskirk
* Kathy Brown
* Angela Boso
* Emily Flynn
* Annette Stoneking

Roll call by Amy DeFilippo:

Josh Martin, Rob O’Hara, Sue Rossi. Motion carried.

**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 September 20, 2018 as presented. Roll call by Amy DeFilippo:

Josh Martin, Rob O’Hara, Sue Rossi. Motion carried.

**Annual Report-Frank Mader:**

The Director recommended board approval of the 2017-2018 Annual Report. Frank Mader presented it to the board and the Director said that the attendance and report card information are good indicators of what is going on. A motion was made by Rob O’Hara and seconded by Sue Rossi to approve the 2017-2018 Annual Report as presented. Roll call by Amy DeFilippo:

Josh Martin, Rob O’Hara, Sue Rossi. Motion carried.

**Resolution:**

The Director recommended the board approve the ESCLEW 2018 Community School Contract Modification No. 1, including authorizing the Director to complete and submit any ancillary documents or attachments to the contract. (Original 3 Year Contract Renewal effective July 1, 2018-June 30, 2021). A motion was made by Rob O’Hara and seconded by Sue Rossi to approve the 2018 Community School Contract Modification No. 1 with ESCLEW as presented. Roll call by Amy DeFilippo:

Josh Martin, Rob O’Hara, Sue Rossi. Motion carried.

**Committee Report:**

Finance/Personnel: Josh Martin said 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 September 2018. FTE’s were 603 for revenue of $397,130. The cash balance was $1,514,248 for 117 days cash. This is 2 less than last month. Payables were $41,054 resulting in an unencumbered cash balance of $1,473,194. Budget and cash flow variances were discussed. September expenses were $18,699 lower than August. Salaries were $7,362 higher due to salary increases for certified staff. Benefits were $4,863 lower due to grant adjustments. Purchased services were lower by $45,838. Therapy services were $2,925 lower as were instructional purchased services for $33,377. Tech services were down $3,584, Audit fees were $2,000 lower and Administrative services were $3,457 lower. Supplies were down $21,114 from August due to instructional supply purchases from iReady last month, and tech supplies were $4,000 lower. Capital expenses were up $11,030 for technology equipment. Miscellaneous expenses were up $3,613 from an insurance payment. Expenses also increased by $31,111 due to repayment of FT 18 FTE adjustments. This will continue for 22 months, for a total of $684,442. Year to date expenses are $43,208 less than last year at this time (3%). Expenses are in line with the budget. Year to date, revenue exceeds expenses by $24,286. Our audits for FY 16 & FY 17 were released October 17. A motion was made by Rob O’Hara and seconded by Sue Rossi to approve the Treasurer’s Report as presented. Roll call by Amy DeFilippo:

Josh Martin, Rob O’Hara, Sue Rossi. Motion carried.

**Five Year Forecast-Roberta Shirey:**

Our 5 year forecast was presented to the board. Enrollment was forecasted to be 675 a year over the next 5 years. Attendance is estimated at 89% in FY19 and 92% for FY 20-23. Revenue was on $6,020 per pupil over the next 5 years. Expenses are based either on per pupil cost or base cost adjusted for inflation depending on the expense. Current FTE repayments will be completed in FY 20 and the mortgage on the building will be paid off in FY 22. A motion was made by Rob O’Hara and seconded by Sue Rossi to approve the Five Year Forecast as presented. Roll call by Amy DeFilippo:

Josh Martin, Rob O’Hara, Sue Rossi. Motion carried.

**Community School Budget-Roberta Shirey:**

The Community School Budget for FY 19 was also presented to the board. This was the same as the FY 19 budget in the 5 year forecast only showing more detail. A motion was made by Rob O’Hara and seconded by Sue Rossi to approve the Community School Budget as presented. Roll call by Amy DeFilippo:

Josh Martin, Rob O’Hara, Sue Rossi. Motion carried.

**Committee Report:**

Curriculum/Policy: Chairman Rob O’Hara said the committee did not meet today.

**ESCLEW Monthly Update-DeAnna Hardwick:**

October Site Visit:

       Assessment review to date; TBT’s – authentic content; BLT following process; DLT not effectively following the process to close the cycle

       Third Grade Reading Guarantee data, diagnostics, and letter of notification

       Resident Educator Program; Mentor/Teacher teams; documentation

**Financials:**

Areas of review for September include the following:

       Financial Summary

       YTD Actual vs. Forecast Budget

       Any invoices past 60 days due

       FTE Enrollment report

       Loans to School

       Transaction Detail Report

No red flags for any area reviewed.

**GA Update:**

       11.6 Goals – done with contract

       Legislative Update:  HB 21 – student enrollment and residency

       Collection of documentation to determine residency, frequency of that collection, along with appropriate policies and procedures for enrollment

       BOSS currently has a 50% return rate for current proof of residency documents.  In addition, their policy and procedures will need updated to reflect the changes of HB 21,

**Other News:**

       **BOSS Removed from Academic CAP**due to significant student growth being made

       **Preliminary results of the Sponsor Performance Evaluation ratings:**

**~***highest possible ratings in both Quality Practice and Compliance components:****Exceeds Standards***

**~***Compliance with all Laws And Rules:****Exemplary***

**OUR SUCCESS IS BASED ON YOUR SUCCESS –** THANK YOU AND WELL DONE!

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

OME-RESA Kiosk Training-Steubenville, General Fund, October 12, 2018, Mary Williams, Lori Conley.

Harry London Chocolate Factory Field Trip-North Canton, General Fund, October 17, 2018, Lisa Fiorello-Halstead and Staff TBD.

Butler Institute of American Art-Youngstown, General Fund, November 14, 2018, Lisa Fiorello-Halstead and Staff TBD.

A motion was made by Rob O’Hara and seconded by Sue Rossi to approve the Out of Town Events as presented. Roll call by Amy DeFilippo:

Josh Martin, Rob O’Hara, Sue Rossi. Motion carried.

**Certificated Personnel-Don Thompson:**

The Director recommended board approval of the following Certificated Personnel:

Resignation:

* Christine Koprivnikar, Elementary Teacher, resignation effective October 12, 2018

New Hires:

* Andrea Blackburn, Elementary Teacher, Part Time-At Home, effective September 19, 2018
* Sara Harris, 2nd Grade Teacher, Step 0B, Full Time-In House, effective October 10, 2018, paid w/ Title I Funds
* Monica Cingle, H.S. Science Teacher, Step 10B-At Home, effective August 21, 2018
* Hannah Knox, 4th & 5th Intervention Specialist, Step 1B-Hybrid, effective August 21, 2018

Title I Tutors:

To Be Paid w/ Title I Funds:

* Holly Harriman
* Marcy Rufener
* Elaine VanBuskirk
* Kathy Brown
* Angela Boso
* Emily Flynn
* Annette Stoneking

A motion was made by Rob O’Hara and seconded by Sue Rossi to approve the Certificated Personnel as presented. Roll call by Amy DeFilippo:

Josh Martin, Rob O’Hara, Sue Rossi. Motion carried.

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

The Director recommended the following change in Resident Educator Program Staff:

* Replace Christine Koprivnikar as RESA Facilitator @ $500.00 and add Nicole Price

A motion was made by Rob O’Hara and seconded by Sue Rossi to approve the 2018-2019 Resident Educator Program Change as presented. Roll call by Amy DeFilippo:

Josh Martin, Rob O’Hara, Sue Rossi. Motion carried.

**Non Certificated Personnel-Don Thompson:**

* None

**Items from the Board:**

* None

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

* College Credit Plus-Jeannette Bailey, Student Services Director:

Jeannette Bailey shared information about College Credit Plus. There are 35 students participating at 16 colleges, taking 104 classes worth a total of 327 hours. The largest partners are Community Colleges. We have 7 students at Eastern Gateway Community College, 5 students at Tri-C, 4 students at Columbus State and 4 students at Lakeland. 5 students are 100% CCP with no BOSS classes, including 3 new enrollments this year.

* Additional Items-Don Thompson, Executive Director:

The Director reported that the transition from Power School to Progress Book has been challenging putting the two entities together and getting grades to come across. We have started a Chromebook initiative and have sent them out to 4th, 5th, and 6th grade students, and hope to expand to other grade levels. We are seeing a significant increase in enrollments and staff has jumped in to take care of things. The board has entered into contract with NAI Spring to put the BOSS building and parking lot up for sale or lease. There have been a lot of views and 7 direct emails and a company from New York has been looking for offices.

**Adjournment:**

The board meeting was adjourned at 12:02 p.m.

The next regular board meeting will be Thursday November 15, 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**