**BOARD MINUTES**

**Buckeye On-Line School for Success**

**119 East Fifth Street**

**East Liverpool, Ohio 43920**

**Thursday March 21, 2019**

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, Brett Green.

**BOSS Staff:**

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

**Guests:**

DeAnna Hardwick, ESCLEW Regional Technical Assistance Educator, via telephone.

The Board President Josh Martin requested a moment of silence for the loss of BOSS family member, Laura Elsea.

Pledge of Allegiance

**Adopt the Agenda:**

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

**Public Input:**

There were no public comments.

**Approval of Minutes:**

A motion was made by Rob O’Hara and seconded by Brett Green to approve the minutes from February 21, 2019 as presented. The motion was approved by Martin, O’Hara, Shemasek, Rossi, Green.

**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 February 2019. FTE’s were 668 for revenue of $452,148. The cash balance was $1,659,292 for 109 days cash. This is 9 days less than last month which was expected. Payables were $18,449 resulting in an unencumbered cash balance of $1,640,843. Budget and cash flow variances were discussed. February expenses were $130,284 higher than January. Benefits were $85,760 higher due to double payment for medical insurance. Billing was delayed because of the start of the insurance year. Purchased services were higher by $21,409. Therapy services were $9,300 higher and instructional purchased services were $$15,900 higher. Supplies were higher due to computer purchases of $22,325. Miscellaneous expenses were up $2,502 due to insurance premiums. Expenses are in line with the budget. Year to date, revenue exceeds expenses by $169,332. Our 990 tax form was filed in February and made available, at the meeting, for review by the board. A motion was made by Rob O’Hara and seconded by Joe Shemasek to approve the Treasurer’s Report as presented. The motion was approved by Martin, O’Hara, Shemasek, Rossi, Green.

**Committee Report:**

* Curriculum/Policy: Rob O’Hara reported that the following policies were reviewed today.

**January 2018 Health and Safety Policy Updates & March 2019 Personal Leave/FMLA Update-Don Thompson:**

The Director recommended board approval of the following Health and Safety Policies and Personal Leave/FMLA Policy:

424 Emergency Preparedness and Evacuation

447 School Emergency Management Plan

381 Personal Leave/FMLA

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

**Monthly Enrollment Verification-Frank Mader:**

Frank Mader reported that we had some improvement from last month, which we were at 9.3%. This month we are at 5.3%. The Director also stated that this is a requirement of our sponsor. We are looking into obtaining some type of digital signature which would be very beneficial.

**ESCLEW Monthly Update-DeAnna Hardwick-via telephone:**

**Financials:**

Clean desk review/no red flags

**March Site Visit:**

Final Special Ed File Review

**GA Update:**

ODE has required no revisions on BOSS SIP to date

Upcoming GA Training April 6 ESCLEW/No Cost

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

OME-RESA Training-New Philadelphia, General Fund, March 27, 2019, Jeannette Bailey, Debbie Robinson, Danielle Green.

A motion was made by Rob O’Hara and seconded by Joe Shemasek to approve the Out of Town Event 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:

Substitute:

* Nicole Fisher, Part Time Substitute-At Home, effective March 5, 2019

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

**Non Certificated Personnel-Don Thompson:**

* None

**2019-2020 School Calendar-Don Thompson:**

The Director recommended board approval of the 2019-2020 School Calendar. A motion was made by Joe Shemasek and seconded by Brett Green to approve the 2019-2020 School Calendar as presented. The motion was approved by Martin, O’Hara, Shemasek, Rossi, Green.

**2019-2020 College Credit Plus (CCP) MOU-Don Thompson:**

The Director recommended board approval of the following 2019-2020 CCP MOU:

* Youngstown State University

A motion was made by Rob O’Hara and seconded by Joe Shemasek to approve the 2019-2020 CCP MOU with Youngstown State University 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:**

* Attendance Update-Frank Mader:

Frank Mader reported on HB 410 regarding attendance. Excessively Absent = 38 hours absent with or without an excuse in one month or 65 hours in a year, letter is sent home. Habitually Truant = 30 consecutive, 42 in a month, or 72 in a year without an excuse, letter is sent home, establish an AIT, hold a meeting, and create an AIP. Plans go into place for 61 days. If student shows improvement, they go off of the plan. If not, I will notify their local county juvenile court. Lisa Fiorello-Halstead runs an attendance report out of Registrar every morning and enters the absences into ProgressBook. I then run a report out of ProgressBook after Lisa enters the absences. This report shows me who has become excessively or habitually truant. 130 students have started the process (excessively absent). 92 students have become habitually truant and have (had) plans in place. Notified courts 7 times (I have communicated with only 3 courts for four students). At least 38 of the 130 students have withdrawn. 9 students withdrawn for 72 consecutive hours missed (code 76). 16 students withdrawn for being inactive. The Director thanked Frank and Lisa for their work.

* IDEA-B Special Education Review-Don Thompson:

The Director reported that we were notified in November that we were scheduled to have an IDEA-B Special Education Review by the Office of Exceptional Children March 12-13. They were here the last two days and always come in skeptical about this process, but after two days there was some good dialogue. They met with administration and teacher groups and observed classes. We will have to wait 90 days for their report which may find something to put on a Corrective Action Plan. Andrea Dobbins reported that they looked through our special education files and found some minimal things. They did have a lot of praise for our staff including the teacher/student relationship and the teamwork among the staff. Andrea said Ranay Nunamaker has never heard their praises at a school before, and it was totally eye-opening to them. They were very pleased. Angela McGraw reported that she was very proud of the staff. They will probably send a summary in August. There were minor details and simple fixes, but they were digging really hard to find something. They plan to come back in 6 months to see if we are doing things correctly. The Director gave kudos to the teaching staff and kudos to administration. We were ready for the review.

* Thanks to the Board-Don Thompson:

The Director thanked the board for the flowers sent in memory of his mother after her recent passing. It was greatly appreciated.

* April Board Meeting Change-Don Thompson:

The Director recommended that the April 18, 2019 board meeting be changed to April 11, 2019. Board President Josh Martin will not be available, but the meeting has been changed.

**Adjournment:**

The board meeting was adjourned at 11:59 a.m.

The next regular board meeting was changed from Thursday April 18, 2019 to Thursday April 11, 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**