**BOARD MINUTES**

**Buckeye On-Line School for Success**

**119 East Fifth Street**

**East Liverpool, Ohio 43920**

**Thursday April 14, 2022**

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 was absent and excused.

**BOSS Staff:**

Don Thompson, Lucas Cooper, Frank Leppar, Frank Mader, Amy DeFilippo, Jeannette Bailey, Lori Conley. Angela McGraw attended via Zoom teleconference.

**Guests:**

DeAnna Hardwick, ESCLEW Regional Technical Assistance Educator attended via Zoom teleconference.

**Pledge of Allegiance**

**Adopt the Agenda:**

A motion was made by Rob O’Hara and seconded by Joe Shemasek to approve the April 14, 2022 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 Sue Rossi and seconded by Rob O’Hara to approve the minutes from March 17, 2022 as presented. The motion was approved by Martin, O’Hara, Shemasek, Rossi.

**Committee Report:**

Finance/Personnel: Chairman Joe Shemasek reported that the committee met today and turned it over to Lucas Cooper for the financials.

**Treasurer’s Report-Lucas Cooper:**

Lucas Cooper provided the Treasurer’s Report for March 2022. FTEs were 563 for revenue of $328,100 The cash balance was $2,046,420 for 163 days cash. This is 3 less than last month. Payables were $11,131 resulting in an unencumbered cash balance of $2,035,289. Budget and cash flow variances were discussed. March expenses were $68,000 lower than February's. Salaries remained the same. Benefits decreased by $35,000. This was due to no double Anthem insurance payment this month. Purchased services stayed the same. Supplies and materials decreased by 20,000. This was due to no purchase of testing and student chromebooks this month. Miscellaneous expenses were $12,000 lower due to no annual liability insurance payment. Year-to-date revenues exceed expenses by $540,297. Supplies and miscellaneous expenses are over budget with all other expenditures being under budget. Enrollment is under budget while revenue is over budget. 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.

**Five Year Forecastj-Lucas Cooper:**

Enrollment and funding are budgeted for 560 students due to the recent enrollment being decreased. Staff is budgeted at the same levels with step increases in pay and an additional 5% increase. Benefits are budgeted with a 20% increase. Purchased services are adjusted for a 3% inflation rate. Supplies are budgeted per pupil with a 3% inflation adjustment. Debt - only FY 16 FTE remains which will be done in June 2024. Extra grant money from ESSER II of $507,000 and ESSER III of $1,139,000 are included in the forecast. A motion was made by Rob O’Hara and seconded by Joe Shemasek to approve the Five Year Forecast as presented. The motion was approved by Martin, O’Hara, Shemasek, Rossi.

**Committee Report:**

Curriculum/Policy: Chairman Rob O’Hara reported that the board did not meet today and no action was taken.

**Monthly Enrollment Verification-Frank Mader:**

The Director recommended board approval of the Monthly Enrollment Verification. Frank Mader reported that we have 17 outstanding proof of residencies which is 2.6%. A motion was made by Sue Rossi and seconded by Rob O’Hara to approve the Monthly Enrollment Verification as presented. The motion was approved by Martin, O’Hara, Shemasek, Rossi.

**ESCLEW Monthly Update-DeAnna Hardwick:**

April 2022 Sponsor Update:

Virtual platform

Governing Authority Highlights / Important updates from ESCLEW:

*AG Yost Provides Nationally Recognized School Threat Assessment Training (Money Still Available for Schools and Officers*)

An effective way of dealing with school violence is to stop it before it happens, which is why Ohio Attorney General Dave Yost has been helping law enforcement and school officials prepare to do just that with a two-pronged program. The Attorney General’s Office offers funding for school districts that need to improve building safety, with more than $7 million in school-safety grants still available to administrators who want to prepare for and hopefully prevent targeted violence. “Procrastination and complacency open the door to tragedy,” Yost said. “Our common goal is to prevent a tragedy, and to do that a plan is needed. But we also need to be prepared when something does happen, and we can help with that, too.” The Attorney General’s Ohio School Threat Assessment Training program for school resource officers, launched in 2020, has trained more than 2,000 Ohio peace officers in less than two years. The program teaches officers and school personnel how to recognize behavioral warning signs and act on them before they lead to violence. There is still $600,000 available for school resource and DARE officers who wish to complete the training. In addition, more than 1,000 school buildings across the state have received the Ohio School Vulnerability Assessment. These assessments are designed to help administrators identify and correct weaknesses in building security. The attorney general urges every school district in Ohio to take advantage of this program. “Some schools have vulnerabilities that make them easy targets for someone bent on violence,” Yost said. “We need to make them hard targets.” School resource officers and DARE officers, along with their respective departments, can receive compensation for the training. Also, school officials who wish to take the training can do so free. Superintendents can work with their school resource officers and the Attorney General’s Office to complete vulnerability assessments. Here is a link to the School Threat Assessment Highlight Video: https://youtu.be/HQKWD8kOAiU.

It’s that Time Again…Five Year Forecast is Due!

The Five-Year Forecast is due in Epicenter by April 30, 2022; therefore, if you have a governing authority meeting scheduled for the month of April you should have this task on your agenda. This year the ESCLEW/ODE is not requiring meeting minutes/or resolution to be submitted with the task. However, the forecast is required to be board approved prior to submission. If you do not have a regularly scheduled meeting set for April, we are asking that you reach out to our Operations Team Leader Julie Kadri, to discuss scheduling an extension for the task to avoid any late submissions for the school. If you have questions regarding this task, Julie Kadri can be reached at [jkadri@esclakeeriewest.org](mailto:jkadri@esclakeeriewest.org).

Governing Authority Performance Framework Goal – Attachment 11.6

Time is running out to complete the requirement to meet the annual Governing Authority Performance Framework goal for the 2021-2022 school year. This goal is listed as C3 in the non-academic section of the School’s Annual Performance Goal and is required to be completed by June 30, 2022. Your ESCLEW regional technical assistance educator (RTAE) will provide you with an update on your progress during every sponsor report at regularly scheduled meetings, if you have any questions on this progress please reach out to your RTAE directly. The school will be evaluated on all goals included in the 2021-2022 Annual Performance Framework Goals and will be reported out this fall on the Annual Evaluation of the school.

Bring on the Sunshine…Sunshine Law Training that Is!

With the passage of Ohio House Bill 2, all governing authority members are required to complete an annual training of the Ohio Sunshine Laws and Open Meetings/Public Records. This requirement may count for one professional development to use towards completion of your goal and/or for board training. However, all board members are required to complete this training by June 30, 2022.

Looking for another Professional Development to Meet Your Goal?

The ESC of Lake Erie West is holding a Finance Workshop on Wednesday, May 4, 2022. This four-hour meeting will be conducted through a virtual format via Zoom. This is a great opportunity to learn a little more in depth regarding funding changes for community schools in Ohio. A certificate of attendance will be provided at the end of the meeting. If you did not receive the email invitation to register for the Finance Workshop please reach out to your regional technical assistance educator for more information.

Virtual Governing Authority Meetings…Is the End Near?

According to current legislation, governing authority meetings are able to be conducted in a virtual setting as determined by the individual governing body. This aspect of meetings is scheduled to expire on June 30, 2022, in turn requiring all governing authority members to meet in person to be considered as part of the quorum and active in the meeting. If any changes are made to legislation the ESCLEW will notify all governing authority members.

Recent Site Visit Highlights

The following areas will be addressed during the April 2022 Site Visit

~Actual Student Enrollment ~Graduation Ceremony Verification ~Spec Ed File Review ~Strengths/Areas for Improvement ~Upcoming Events ~Questions/Concerns ~Technical Assistance

Financial Update

The following areas for February 2022 were reviewed by Linda Moye, ESCLEW Financial Consultant, with Lucas Cooper on March 15, 2022:

¬ Financial Summary Report (cash-basis schools) ¬ Year-to-Date Actual vs. Budget (Forecast) Report ¬ Invoices More than 60 Days Past Due (Aging) ¬ FTE Enrollment ¬ Transaction Detail Report (FINDET)

Results: No red flags nor concerns

2021 – 2022 Governing Authority Goal (Attachment 11.6)

Goal 1) The board will create 5 recorded messages to the student body throughout the year on various topics and issues to promote student participation and lifelong learning. 2) Each board member will read and record a children's book for students as a part of Read Across America Week and promote a love of reading.

Evidence

1. All board members have recorded their messages
2. All board members participated in Read Across America and recorded their books

Progress (Goal 1)-No Progress ☐ Making Progress ☐ Met Goal ☒ N/A ☐

Progress-No Progress ☐ Making Progress ☐ Met Goal ☒ N/A ☐

Other Items Discussed: Any questions asked by the Governing Authority for the Sponsor? Follow up provided.

ESC of LAKE ERIE WEST COMMUNITY SCHOOLS CENTER 2022 Fiscal Workshop AGENDA TOPICS • Auditor of State update • Kelly Berger-Davis • • Office of Budget School Funding, Ohio Department of Education • Community School Funding - Elena Sanders • Office of Community Schools, Ohio Department of Education • Karl Koenig and Michael Lutze

DATE & DETAILS

Wednesday, May 4, 2022 Virtual meeting hosted through Zoom Registration deadline is May 3, 2022 8:30 AM - 12:30 PM Welcome begins at 8:15 AM and the meeting begins at 8:30 AM

4.00 Contact Hours COST Free

INTENDED AUDIENCE Treasurers, Governing Authority Members, Management Company Members, and Building Leaders. Register Now!

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

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

* Merry-Go-Round Museum Field Trip, Sandusky, General Fund-May 12, 2022, Lisa Fiorello-Halstead and other staff tbd.

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

**Certificated Personnel-Don Thompson:**

* None

**Non-Certificated Personnel-Don Thompson:**

* None

**Approve List of 2022 Graduates-Don Thompson:**

The Director recommended board approval of the following list of 2022 graduates:

\*See Attached List

A motion was made by Sue Rossi and seconded by Rob O’Hara to approve the 2022 List of Graduates as presented. The motion was approved by Martin, O’Hara, Shemasek, Rossi.

**BOSS Pay Schedule-Don Thompson:**

The Director recommended board approval of the BOSS Teacher Salary Pay Schedule as proposed for the 2022-2023 school year.

A motion was made by Rob O’Hara and seconded by Joe Shemasek to approve the BOSS Teacher Pay Schedule for the 2022-2023 school year as presented. The motion was approved by Martin, O’Hara, Shemasek, Rossi, Green.

**BOSS 2022-2023 Work Day Schedules-Don Thompson:**

The Director recommends board approval of the following 2022-2023 Work Day Schedules:

* Teachers
* Support
* Administration
* Administrative Support

A motion was made by Joe Shcmasek and seconded by Sue Rossi to approve the BOSS 2022-2023 Work Day Schedules as presented. The motion was approved by Martin, O’Hara, Shemasek, Rossi.

**Payment of PTO Days-Don Thompson:**

The Director recommends board approval of the payout of up to five (5) PTO days @ $125.00 per day for all staff.

A motion was made by Rob O’Hara and seconded by Joe Shemasek to approve the Payment of PTO Days as presented. The motion was approved by Martin, O’Hara, Shemasek, Rossi.

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

Student Services Update-Jeannette Bailey:

Jeannette reported that today is the last day for testing in the 2022 school year. All but 38 students tested. The attendance rate for testing was 93% and the absence rate was 7%. We are preparing for graduation and caps and gowns will be ordered next week. The Director said he can’t give enough thanks to Jeannette Bailey, Lori Conley and all staff who helped with testing.

School Year Update-Frank Mader:

Frank reported that testing is over and spring break is here and we are starting to plan for next year. He and Frank Leppar recently went to visit the graduation venue. We are looking forward to holding graduation at the Event Center in Niles.

Special Education Update-Angela McGraw (via Zoom):

Angela reported that testing this year was great as she got to see some of our students. She said testing has been a struggle for some students, getting back out into the public since COVID.

Tech Update-Frank Leppar:

Frank reported that state testing with Chrome Books this year has been pretty flawless and smooth. 306 were sent out.

Good of BOSS-Don Thompson:

The Director reported that we are close to the end of the school year and he doesn’t expect any personnel changes. He asked the board members if they would like to shift one of the Don Lowe Scholarships to Bill Montgomery.

**Items from the Board:**

Dr. Susan Rossi reported that she will be resigning from the board at the end of June as she has too many work obligations, saying BOSS has a great board, leadership and staff. Board President Josh Martin said we will accept the resignation and put on the agenda next month. He also thanked Dr. Rossi for all she has done and for her years of service.

Board President Josh Martin wished everyone a Happy Easter and spring break.

**Adjournment:**

The board meeting was adjourned at 11:54 a.m.

The next regular board meeting will be Thursday May 19, 2022 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**