**BOARD MINUTES**

**Buckeye On-Line School for Success**

**119 East Fifth Street**

**East Liverpool, Ohio 43920**

**Thursday July 21, 2022**

Board President Josh Martin called the meeting to order at 11:30 a.m.

Roll call by Amy DeFilippo:

Josh Martin, Joe Shemasek, David Bickerton, Linda Henderson

Rob O’Hara is enroute.

Brett Green is absent and excused.

**BOSS Staff:**

Don Thompson, Lucas Cooper, Frank Mader, Frank Leppar, Amy DeFilippo.

**Guests:**

Adam Lewis, Kristi Hayward, ESCLEW (attended via Zoom in DeAnna Hardwicks absence).

**Pledge of Allegiance**

**Adopt the Agenda:**

A motion was made by David Bickerton and seconded by Linda Henderson to approve the July 21, 2022 agenda as presented. The motion was approved by Martin, Shemasek, Bickerton, Henderson.

**Public Input:**

There were no public comments.

**Approval of Minutes:**

A motion was made by Joe Shemasek and seconded by David Bickerton to approve the June 16, 2022 minutes as presented. The motion was approved by Martin, Shemasek, Bickerton, Henderson.

**Committee Report:**

Finance/Personnel: Chairman Joe Shemasek reported that the committee met this morning and turned it over to Lucas Cooper to present the financials for the last time.

**Treasurer’s Report-Lucas Cooper:**

Lucas Cooper provided the Treasurer’s Report for June 2022. FTEs were 589 for a revenue of $375,453. The cash balance was $2,036,843 for 160 days cash. This is 6 less than last month. Payables were $94,271 resulting in an unencumbered cash balance of $1,942,572. Budget and cash low variances were discussed. June expenses were $30,000 more than May. Salaries and Benefits increased by 25,000. This was due to two teachers’ payouts. Purchased services remained the same. Supplies and materials remained the same. Miscellaneous expenses were $5,000 higher due to the quarterly liability insurance payment. Year-to-date revenues exceed expenses by $530,669. Supplies and materials were over budget with all other expenditures being under budget. Enrollment was under budget and revenue is over budget. A motion was made by Linda Henderson and seconded by Joe Shemasek to approve the Treasurer’s Report as presented. The motion was approved by Martin, Shemasek, Bickerton, Henderson.

**Committee Report:**

Curriculum/Policy: The committee did not meet today.

**ESCLEW Monthly Update-Kristi Hayward:**

Kristi Hayward was present via Zoom in DeAnna Hardwick’s absence. She deferred to the Sponsor Update that was sent by DeAnna prior to today’s meeting.

ESC of Lake Erie West Community Schools Center Sponsor Update

Month: July 2022

Presented by: DeAnna N. Hardwick, Regional Technical Assistance Educator

Governing Authority Highlights / Important updates from ESCLEW

School’s Out for Summer!

As the 2021-2022 school year comes to a close, planning for next school year is shifting into

high gear. Please spend time as a governing authority reflecting on this past year’s

governing authority goal (Contract Attachment 11.6), and discussing possibilities for next

school year’s goal. Keep an eye out for information on a professional development opportunity to network with other community school board members in a book club forum facilitated by the ESC of Lake Erie West. This opportunity will be provided at no cost to ESCLEW sponsored

community school board members, and participation will count towards professional

development goals.

Recent Site Visit Highlights:

The following areas were concluded June 2022:

~11.6 wrap up for 21-22 (Met/Exceeded 9/10 goals evaluated so far)

~Annual School Evaluations

Financial Update:

The following areas for May 2022 were reviewed by Linda Moye, ESCLEW Financial Consultant, with Lucas Cooper on June 21, 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)

 Five Year Forecast/Update

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? N/A

Follow up provided: N/A

**Out of Town Events:**

* None

**Certificated Personnel-Don Thompson:**

The Director recommended board approval of the following Certificated Personnel:

Resignations:

* Lucas Cooper, Treasurer, resignation effective July 31, 2022
* Bethany Quetot, Intervention Specialist, resignation effective July 11, 2022
* Erin Benner, Intervention Specialist, resignation effective July 18, 2022

New Hires:

* Devyn Carpenter, 6th Grade Math/Science Teacher, effective August 16, 2022
* Jennifer Sloan, 1st Grade Teacher, effective August 16, 2022
* Lori Moore, Intervention Specialist, effective August 16, 2022

A motion was made by David Bickerton and seconded by Linda Henderson to approve the Certificated Personnel as presented. The motion was approved by Martin, Shemasek, Bickerton, Henderson.

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

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

EMIS Coordinator:

* Gina Gulutz, EMIS Coordinator for the 2022-2023 school year

Resignation:

* Pam Kiger, Health Information Officer, resignation effective July 31, 2022

A motion was made by Joe Shemasek and seconded by David Bickerton to approve the Non-Certificated Personnel as presented. The motion was approved by Martin, Shemasek, Bickerton, Henderson.

**Instructure Agreement-Don Thompson/Frank Leppar:**

The Director recommended board approval of the Instructure Agreement to manage Canvas data effective 7/1/2022-6/30/2023. A motion was made by Linda Henderson and seconded by Joe Shemasek to approve the Instructure Agreement as presented. The motion was approved by Martin, Shemasek, Bickerton, Henderson.

**RingCentral, Inc. 3 Year Agreement-Don Thompson/Frank Leppar:**

The Director recommended board approval of the 3 Year Agreement with RingCentral, Inc., effective June 27, 2022 through June 27, 2025. A motion was made by David Bickerton and seconded by Linda Henderson to approve the 3 Year Agreement with RingCentral, Inc. as presented. The motion was approved by Martin, Shemasek, Bickerton, Henderson.

**BOSS Employee Contracts 2022-2023-Don Thompson:**

The Director recommended board approval of the following BOSS Employee Contracts for 2022-2023:

Treasurer:

* Adam Lewis, effective August 1, 2022

Consultants:

* Madeline Friebe
* Rick Sheppard

A motion was made by Joe Shemasek and seconded by David Bickerton to approve the BOSS Employee Contracts for 2022-2023 as presented. The motion was approved by Martin, Shemasek, Bickerton, Henderson.

Rob O’Hara arrived at 11:50 a.m.

**Renewal of Executive Director’s Position for 2022-2023:**

Executive Director:

* Don Thompson

A motion was made by Rob O’Hara and seconded by Linda Henderson to approve the Executive Director’s Position for the 2022-2023 school year as presented. The motion was approved by Martin, O’Hara, Shemasek, Bickerton, Henderson.

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

School Year Update-Frank Mader:

June was a busy month for federal programs and July has been quiet. We are looking at enrollment numbers with FinalForms, which is a new program to streamline the enrollment process. There are 99 new enrollees in the que which is great news and students can enroll at any time. We will process them once we are back full time in August. The Director reported that we graduated 68-72 students and funding is our primary source of revenue. There are fewer students out there and we can’t count them until they log into their computer. It will take us until October, and we will be paid on what we end with. Our goal is 700 students by September.

Tech Update-Frank Leppar:

We are in the process of switching over our phone system to RingCentral.

Good of BOSS-Don Thompson:

The Director reported that ESCLEW has increased our fee from 2.5% to 2.7% and due to the pandemic, they are extending our contract for 1 more year. Board President Josh Martin asked the Director to explain our sponsor to the two new board members. The Director explained that we have been with ESCLEW since the beginning and will continue with them. We are ready for the new school year.

**Items from the Board:**

The Board President Josh Martin asked for the Board’s consideration in replacing Dr. Susan Rossi as Vice President of the Board with Brett Green. He has been with us for 3-4 years and is interested in fulfilling this position. The Director reported that this will be until the annual meeting in January. The Board President also thanked Lucas Cooper and told him we are sorry to see him go.

**Election of new Board Vice President:**

* Brett Green, Vice President

A motion was made by Joe Shemasek and seconded by Rob O’Hara to nominate Brett Green as new Board Vice President. The motion was approved by Martin, O’Hara, Shemasek, Bickerton, Henderson.

**Adjournment:**

The board meeting was adjourned at 12:01 p.m.

The next regular board meeting will be Thursday August 18, 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**