

## **A+ Children's Academy Community School**

### **Board Minutes**

#### **Governing Board Meeting**

**August 10, 2020**

The regular meeting of the Governing Board of the A+ Children's Academy Community School was held on Monday, August 10, 2020, electronically. The meeting was called to order at 5:51 p.m. by Board President and Meeting Chairperson, Mrs. Sherry Kuehnle.

**The following Board Members responded to the roll call and were in attendance:**

Mrs. Sherry Kuehnle, Mrs. Ana Gantz, Ms. Christina Pagan and Mr. John Storts

**Also in Attendance:**

Mrs. Cathy Blankenship, Superintendent, Mrs. Gwen Dunn, Assistant Treasurer, and Ms. Lori Wood, Ohio Department of Education Representative

**I. Roll Call**

Four members of the board responded to roll call.

**II. Approval of Agenda**

The agenda of the board meeting was presented and reviewed by the board. Mrs. Gantz motioned to approve the agenda with flexibility to revise. Mr. Storts seconded the motion. With no discussion, the motion was voted by roll call and carried 4-0.

**III. Approval of the Regular Minutes of the June 8, 2020, Governing Board Meeting**

The minutes from the Monday, June 8, 2020, board meeting were presented and reviewed by the board. Mrs. Gantz motioned to accept the minutes as printed. Mr. Storts seconded the motion. With no discussion, the motion was voted by roll call and carried 4-0.

**IV. Approval of the Minutes of the June 25, 2020 Special Board Meeting**

The minutes from the Thursday, June 25, 2020, special board meeting were presented and reviewed by the board. Mrs. Gantz motioned to accept the minutes as printed. Mr. Storts seconded the motion. With no discussion, the motion was voted by roll call and carried 4-0.

**V. Approval of the Minutes of the July 30, 2020 Special Board Meeting**

The minutes from the Thursday, July 30, 2020, special board meeting for financial training by the Treasurer, Mr. Michael Ashmore, were presented and reviewed by the board. Ms. Pagan motioned to accept the minutes as printed. Mrs. Gantz seconded the motion. With no discussion, the motion was voted by roll call and carried 4-0.

**VI. Public Comments/Participation**

No public participation or comments were made.

## VII. Treasurer's Report

Mrs. Dunn presented the Financial Report prepared by the Treasurer for board review:

1. Monthly Report -
  - A. The student population for July was and for August is 116.84 the same FTEs as May, the total the school ended the FY2020 school year. It will remain the same until October when it will be revised and corrected if necessary.
  - B. The foundation payment for July was and for August will be \$81,289.56, an increase from the June payment of \$70,468.53 when Governor DeWine's cuts took effect. The foundation payments too will remain the same through September and any correction made in October if necessary.
  - C. The June revenue of \$90,875.86 decreased from the May revenue of \$103,659.04. The June's receipts included \$8,000 for the COMDOC buyout of the equipment leases by Toshiba, \$1,111.94 in Staples and OAEP Conference refunds, \$7,636.20 in food service reimbursements, \$103.30 in Kroger Rewards, \$4,080 in IDEA reimbursements and \$6,361.43 in Title I reimbursements. The July revenue \$87,828.87 decreased from June's revenue and the receipts included a \$1,755.31 Spectrum sales tax refund, \$1,818.72 in IDEA-B reimbursements and \$2,311.30 in Title I reimbursements.
2. Comprehensive Continuous Improvement Plan

A review of the FY2020 funds available and utilized as of July 31,2020:

  - A. IDEA B – Special Education - \$33,925.44 has been utilized of the \$34,395.66 budget for salaries, fringe benefits and supplies.
  - B. IDEA B – Restoration - \$375 has been utilized.
  - C. IDEA-B – for Early Childhood – \$50.58 was available for supplies.
  - D. Title I – \$70,435.56 has been utilized of the \$83,930.40 for salaries, fringe benefits, purchased services and supplies for the support of homeless students.
  - E. Title IIA – Supporting Effective Education - \$2,309.00 has been utilized of the \$15,654.86 budget for salaries and fringe benefits.
  - F. Title IVA – Student Support and Academic Enrichment \$4,050.00 has been utilized of the \$10,000.00 budget for purchased services and capital outlay.
3. Coronavirus Aid, Relief, and Economic Security Funding (Federal Stimulus)

\$6,819.78 has been utilized of the \$72,566.97 allocated to the school.
4. FY2020 Revenue and Expenditures –

A recap FY2020, those accounts tracking above or below 5% budget projections at the end of the year were:

  - A. The school has received \$1,240,819.34 of the \$1,109,584.00 in budgeted revenue or 112%. Revenues were ahead of budget due to consistent requests of CCIP dollars.
  - B. The school spent \$33,452.76 of the \$25,000.00 purchased services (Utilities) budget or 129%, due primarily to the pay out of the fiber optics contracts to Spectrum and increased electric costs.
  - C. In Purchased Services, the school spent \$2,002.85 on the (Equipment Leases) budget and \$5,078.55 on the purchased services (Repairs and Maintenance) budget and are at 0%. Both of the categories have a \$0 budget on the monthly summary but were accounted for in the May Five Year Forecast update.
  - D. The school spent \$14,332.28 the \$9,558.00 capital outlay budget or 150%. The school had purchased additional Chromebooks at the end of the year and made wiring upgrades approved by the board.
  - E. The school spent \$7,922.43 of the \$22,883.00 Other Objects budget or 35% which had been accounted for in the Spring Five Year Forecast Update.

5. FY2021 Revenue and Expenditures –After our first month of the new school year or 8% of the fiscal year those accounts tracking above or below 5% budget projections are:
  - A. The school spent \$251.46 of the \$26,350.67 purchased services (Utilities) budget or 1% due primarily to a refund of sales tax paid on internet service reducing the net amount of utilities for the month.
  - B. The school spent \$1,676.29 of the \$2,500 Equipment Lease budget or 67%. The school received a payout of the Equipment Lease in FY2020 and this budgeted amount will be revised in the October update of the Five Year Forecast and Budget.
  - C. The school spent \$8,896.78 of the \$12,558 Capital Outlay budget or 71% due to Federal Stimulus dollars utilized to continue purchasing computer equipment to start the school year.
6. The school had encumbered \$376,375.84, in Purchase Orders for FY2021 through July 31, 2020.
7. The school closed the school year with a General Fund Balance of \$214,269.76 or the equivalent of 81 days of cash which falls above the sponsor’s standard. The school closed July with a General Fund Balance of \$200,981.50 or the equivalent of 62 days of cash which also falls above the sponsor’s standard.
8. Treasurer Notes from the Financial Report –
  - A. Fiscal year 2021 budget numbers have been entered into the presented financial reports. These numbers were pulled directly from the most current five year forecast.
  - B. In October, the school will begin being funded for our actual FTE (Full Time Equivalent) for the new school year.
  - C. The school received a sales tax refund from Spectrum in the amount of \$1,755.31. In addition, Mrs. Dunn noted the superintendent received and deposited the third and final sales tax refund of \$2,085.85 that morning.
  - D. From the Budget to Actual Statement, Total Operating Receipts ended the month on budget and as they did on the Budget to Actual (Projected Statement).
  - E. From the Budget to Actual Statement, Total Operating Disbursements ended the month on budget and were within budget on the Budget to Actual (Projected Statement).
  - F. The Treasurer currently projects to end the year with a fund balance of \$172,238.05 which is a decrease in fund balance of \$4,677.58. He noted because it is very early in the year, and it is a very unique year, this is subject to change. He will continue to monitor it each month.
  - G. From the Year to Year Comparison Report, Total Operating Revenue decreased 26% over last year due to starting the year off with a smaller FTE than last year.
  - H. From the Year to Year Comparison Report, Total Operating Disbursements increased 7% over last year.
  - I. The Treasurer noted it is very early in the year so he projects the current increase in expenditures will smooth out.
9. Financial Statements  
Now that the year has been closed, the firm of Milhuff Stang will begin preparing the financial statements for FY2020 once the board approves the engagement letter as submitted. The letter proposes a maximum cost of \$3, 125 which is a \$125 increase and the first increase in three years.
10. Financial Audit  
The firm of James G. Zupka, CPA, Inc. has contacted the Treasurer to begin the initial audit and has requested EMIS and expenditure samples. The firm has a three-year engagement to perform this service for \$7,260. The firm did last year request an increase of \$924 from the

Ohio Auditor of State, which was approved, to perform additional computations and prepare additional footnotes and schedules required for GAAP reporting and additional testing required by the Ohio Revised Code. Generally, the bulk of the audit work will be done once the financial statements are completed.

11. Blanket Purchase Orders for FY2021

- A. COMDOC (#1427) based on the current lease payments through April 2021 when the lease agreement expires and an overage charge based on FY2020 usage.
- B. Millhuff -Stang (#1428) based on the engagement letter maximum cost quote.
- C. TekMiss (#1429) based on the agreed upon monthly charge for the remainder of FY2021.
- D. James G. Zupka, CPA, Inc. (#1430) based on three year engagement letter quote with the additional amount approved by the Auditor of State.

Mrs. Gantz motioned to approve the engagement letter for Millhauf-Stang to prepare the FY2020 GAAP financial statements for up to \$3,125. Ms. Pagan seconded the motion. With no discussion, the motion was voted by roll call and carried 4-0.

Mrs. Gantz motioned to approve Blanket Purchase Orders Numbers 1427, 1428, 1429 and 1430 for FY2021 as read by Mrs. Kuenhle. Ms. Pagan seconded the motion. With no discussion, the motion was voted by roll call and carried 4-0.

Ms. Pagan motioned to accept the Treasurer's Report. Mrs. Gantz seconded the motion. With no discussion, the motion was voted by roll call and carried 4-0.

**VIII. Finance Committee**

Mrs. Kuenhle asked for an additional volunteer to join Mr. Storts as members of a finance committee. Hearing no offers to volunteer, she agreed to join the committee until which time another member agreed to join. Mrs. Gantz motioned to create a Finance Committee consisting of Mr. Storts and Mrs. Kuenhle. Mrs. Pagan seconded the motion. Mrs. Wood asked that the superintendent, a representative of the Treasurer, and a representative of the sponsor be added to the motion and Mrs. Gantz agreed. With no further discussion, the motion was voted by roll call and carried 4-0.

**IX. Superintendent's Report**

- A. State of Emergency Attendance, Truancy, and Automatic Withdrawal Policy – Mrs. Blankenship presented this policy which is intended to ensure students are engaged and working the appropriate amount of time while they work remotely. She stated she loved this policy as it provides the teachers the details as to what they need to do to perform their duties. Mrs. Blankenship informed the board that parents have been sent a letter regarding Chromebook pick up, and that they will be asked to complete a survey at the time of pick up. She added the policy also includes teacher lesson planning. Moving forward, Mrs. Blankenship explained she and Ms. Wenger would be taking over attendance from Ms. Darling to better monitor and understand any errors that occur. She pointed out that the policy includes documenting attendance and truancy language. Mrs. Blankenship stated that the policy emphasizes teachers are communicating with the families. She further noted that because the school is small, it can deliver services that bigger schools cannot which are more personalized to the students' needs. The superintendent encourages board to read the policy if they have not so they understand all the work the school must do.

- B. Capit Learning, Second Grade Reading Initiative Grant – Mrs. Blankenship explained this is a program similar to Heggarty used previously and provides phonics instruction to students. The grant is for preparing the second grade students for third grade. Mrs. Blankenship further noted she met with the representatives of the organization to get to know the school and was recently notified that the school had received the grant. As part of the grant, she stated the second grade teacher would receive both training and coaching. She expressed how impressed she was with the organization and was glad the grant would start at beginning of school year and track progress throughout the year.
- C. AmeriCorp Tutors – Mrs. Blankenship expressed her appreciation to Ms. Wood that she had connected the school with Americorps. This organization, she explained, supplies reading and math tutors to schools and performs the interviewing and training of the tutors. Mrs. Blankenship informed the board that would provide 30 hours a week of tutoring. She explained students would be identified as she wants the same set of students to receive the tutoring so that their progress could be monitored to determine the effectiveness of this service. The cost, she stated, would be \$5,000 per tutor for the entire year. Mrs. Kuenhle stated she was very excited as this was a wonderful opportunity and that the school certainly has students who need this service. Mrs. Gantz asked how many tutors. Mrs. Blankenship responded she only intended to have one tutor at this time. Ms. Wood suggested that the school could utilize Title I, Title IV or ESSER funds to cover the cost. She stated it was a phenomenal opportunity for students who are not at the level they should be. Mrs. Kuenhle questioned whether the tutors would work face to face with students? The superintendent responded that she believes as they hire tutors with contract understanding that they may be asked to work directly with the students. Mrs. Kuenhle also added it would be nice to get a grant to hire a tutor for a year or a company would offer to pay for the service. Ms. Wood noted that some companies, such as AEP and banks, have employees who will volunteer to tutor students. Mrs. Kuenhle offered to join Mrs. Blankenship to approach Heartland Bank about providing financial support for this service.
- D. Conflict of Interest Forms – Mrs. Blankenship explained every year board members are required to complete these forms. She added a vendor list will be emailed to the members which they should review prior to completing, signing and returning the form to her.
- E. Medical Insurance – Mrs. Blankenship reported she and Mrs. Dunn had met with the insurance agent after receiving a premium quote increase for the new policy year of 15%. The agent, she explained, offered an alternative, which after joining a Chamber of Commerce, would allow them to participate in a group which would reduce the premium increase to 8% and continue a similar benefit plan. Mrs. Blankenship noted the school would remain with United Healthcare and anticipates enrolling several more teachers in the insurance plan. She added the school intended to continue to offer Colonial Insurance supplemental benefits. Mrs. Dunn pointed out that the board does not provide a match for any of the supplemental benefits.
- F. Education Plan for 2020-2021 school year – Mrs. Blankenship reported in past years, the buildings were not completely repainted prior to the start of the school year. This year, she announced the entire school was painted and looks beautiful. In addition, she added that the buildings have been cleaned from top to bottom moving all furnishings which included COVID cleaning and were disinfected. Mrs. Blankenship noted that the outside still needs work. She further reported her satisfaction with the new custodial contractor who she could not keep up. Mrs. Blankenship expressed her concerns about enrollment which currently is at 99 students. She has enrolled 6 kindergartners and reported the private kindergarten next door may not be providing a kindergarten class this fall and is, therefore, gradually picking up students who

would have enrolled at that school. She further reported she has enrolled 24 first graders and 22 second graders and felt these numbers were no problem. She explained the enrollment for third grade was 19, fourth grade 13 and fifth grade 15 students, and the school was not attracting students for the upper grades. Mrs. Blankenship described the procedures for parents to pick up Chromebooks at school and at that time complete a survey which included a question on access to internet and breakfast/lunch. She explained that there is a grant she is applying for that allows the purchase of hotspots. In addition, she reported the school will offer tutoring at the school if a parent is struggling at home with their student's learning. In addition, she announced the school would be offering art, music and exercise classes for socialization and would adhere to social distancing policies. The teachers, she noted, will be at school all day to ensure that everything that needs to get done during the workday is done. Mrs. Blankenship reported she has used FaceBook boosting of their posts with no results. She stated she plans to purchase sign to advertise that the school is offering tutoring to distinguish them from other schools. Mrs. Blankenship explained when parents come into the school for Chromebook pickup, a time will be scheduled for the students to be assessed. While students are testing, she further explained, teachers would show parents how to log on to the Chromebooks. Mrs. Blankenship expressed that the software programs utilized are very adaptable to remote learning. In addition, she reported, teachers will create live videos. Furthermore, she stated, based on the attendance policy, teachers will give very specific guidelines what is required. Over the summer, she noted, the staff read a book on behavior management. Mrs. Blankenship explained she intends to incorporate celebrations, birthdays and the videos into the student's experience so that students might feel more part of a community. She stated that the staff will continue brainstorming ways to engage our students with teachers when they return prior to the start of classes. Ms. Wood questioned what the school's policy was for teachers who have children remote learning at home. Mrs. Blankenship responded that only one teacher has a child in this situation, and she would be staying with a grandparent during the day. Both Mrs. Kuehnle and Mrs. Gantz expressed their approval of the plan. Mrs. Gantz asked if money was available for banners and flyers. The superintendent answered all supplies and resources had been purchased and buildings cleaned but she will be very tight on spending any additional supplies unless they could be purchased with ESSERS dollars. Ms. Wood reminded board members the number one way a community school makes money is by enrolling students, therefore, their job as board members is to step up and encourage students to attend this school. She further added that if the school is following the safety guidelines, it is allowed to open its doors and parents are looking for schools who are allowing in school learning. Ms. Wood informed the board that the administration needs assistant in attracting students as the loss of funding would result likely in cuts to the school's largest expense, staff. Ms. Pagan asked if digital flyers were available. Mrs. Blankenship informed the board Ms. Wenger had created flyers to be placed at locations that allow advertising and would provide them to her. Ms. Wood also suggested inviting students at daycare to visit A+ Children's Academy for a day and provide them a great experience. To do this, she explained, should would be able to approach supporters and she could provide food and supplies if needed.

**X. Consent Agenda**

Be it Resolved that the Board approves the State of Emergency Attendance, Truancy, and Automatic Withdrawal Policy.

Action by the Governing Board in "Adoption of the Consent Agenda" at this point of the agenda means all items above constitute the Consent Agenda and are adopted by one single motion unless a member of the Board or the Superintendent requests that such items be removed from the Consent Agenda and are voted upon separately or are tabled.

Mrs. Gantz motioned to adopt the Consent Agenda that included the State of Emergency Attendance, Truancy, and Automatic Withdrawal Policy. Ms. Pagan seconded the motion. With no further discussion, the motion was voted by roll call and carried 4-0.

**XI. Next Board Meeting Monday, September 14, 2020 at 5:30 p.m.**

Mrs. Kuehnle also reminded the board the first Finance Committee Meeting will be held and begin at 5:00 p.m.

**XII. ODE Representative Presentation**

- A. Broadband Grant - Ms. Wood reported she had provided Mrs. Blankenship the Broadband grant application which provides money for hotspots needed to access internet service.
- B. Community School Governance Training - Because it is the beginning of the school year, Ms. Wood explained this training is a board requirement. The training, which she presented, reviewed the following topics:
  - 1) The governing board's role
  - 2) The sponsor's role includes monitoring and evaluate performance and that the school is adhering to its sponsor contract, and its relationship to the school.
  - 3) Attributes of a community school.
  - 4) Role of the governing authority including legal and fiduciary duties and it's responsibilities.
  - 5) Roles of governing authority and school leadership including measuring effectiveness of contracts, policies and leaders.
  - 6) Role of board president and members including responsibilities.
  - 7) Confidentiality including participation in executive sessions and of student records.
  - 8) Ohio Ethic Laws.
  - 9) Open Meetings Law.
  - 10) Teleconferencing which is currently allowable.
  - 11) Voting at meetings.
  - 12) Ohio Public Records Act.
  - 13) Best Practices

**XIII. Adjournment**

Mrs. Gantz motioned to adjourn the meeting and Ms. Pagan seconded the motion. With no discussion, the motion was voted by roll call and carried 4-0.

Adjournment at 7:21 p.m.