

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

**Board Minutes**

**Governing Board Meeting**

**January 13, 2020**

The regular meeting of the Governing Board of the A+ Children's Academy Community School was held on Monday, January 13, 2020, in the Administration Building of A+ Children's Academy. The meeting was called to order at 6:13 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, Mr. Duane Miller, 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

**Guests in Attendance:** Travis Vancel and Phil Krauss, Global LED Solutions

**I. Roll Call**

Three members of the board responded to roll call.

**II. Presentation by Global LED Solutions**

Travis Vancel presented a plan to convert the school to LED lighting which could reduce the number of kilowatt hours used and approximately \$2,000 per year in utilities as well as \$100 per year in maintenance costs. He also provided options to finance the conversion. Ms. Wood cautioned the board that their sponsor's approval would be necessary to proceed, a new lease has not been approved for the next school year at the existing location and until then there are no guarantees the school will remain at this location. However, she did state that it is great opportunity to save some money. It was noted that should the board approve and sign a contract, the company would start the conversion in 4 to 5 weeks and would work during the day but would not interfere with the classroom activities. In addition, it was pointed out that subcontractors are background checked. Mrs. Kuehnle said the board could not make any decisions until the board had discussions on the school's future. Mr. Storts asked about manufacturers warranties, and Mr. Vancel explained the warranties are for 12 years and the screw ins warranties are for 5 years.

**III. Approval of Agenda**

The agenda of the board meeting was presented by Mrs. Blankenship and reviewed by the board. Mr. Miller motioned to approve the agenda. Mr. Storts seconded the motion. With no discussion, the motion was voted by roll call and carried 3-0.

*Sherry Kuehnle*  
*3/11/20*

**IV. Approval of the Regular Minutes of the November 11, 2019, Governing Board Meeting**

The minutes from the Monday, November 11, 2019, board meeting were presented and reviewed by the board. Mr. Miller motioned to approve the minutes. Mr. Storts seconded the motion. With no discussion, the motion was voted by roll call and carried 3-0.

**V. Public Comments/Participation**

The Global LED Solutions representatives were the only members of the public in attendance and made no further comments after their earlier presentation.

**VI. Treasurer's Report**

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

**A. Monthly Report –**

1. The student population was 117.24 for January 2020 and 117.78 for December 2019, an increase from November 2019 of 114.27.
2. The January foundation payment will be \$80,134.17, while the December foundation payment was \$84,340.72, both increases from the November foundation payment of \$71,409.37.
3. The December receipts were \$128,647.01 and the November receipts were \$84,895.19. In November, the school received a food service reimbursement of \$11,325.62 and a Mobile Tech refund of \$628.08. In December, the school received a \$2,500 Ohio Safety grant, \$18,269.50 in Title I and \$11,848.45 in IDEA B reimbursements for FY2020 to date, \$500 in donations for the family Christmas gifts and Pancakes with Santa, \$303.30 in field trip fees, \$86.08 in Kroger Rewards and a \$3,218.20 Franklin County property tax refund.

**B. Comprehensive Continuous Improvement Plan**

For FY2020, the school has utilized and the following funds were available:

1. IDEA B – Special Education - \$15,612.41 have been utilized of the \$34,395.66 budget for salaries, fringe benefits and supplies.
2. IDEA-B – for Early Childhood – \$50.58 is available for supplies.
3. Title I – Supporting Homeless Students - \$22,105.80 have been utilized of the \$83,930.40 for salaries, fringe benefits, purchased services and supplies.
4. Title IIA – Supporting Effective Education - \$15,654.86 is available for salaries and fringe benefits.
5. Title IVA – Student Support and Academic Enrichment - \$10,000.00 is available for purchased services and capital outlay.

**C. FY2020 Revenue and Expenditures –After the first six months or 50% of the fiscal year, the following categories are 5% ahead or behind budget:**

1. The school received \$639,649.52 of the \$1,109,584.00 in budgeted revenue or 58% of budget.
2. The school spent \$17,031.76 of the \$25,000.00 purchased services (Utilities) budget or 68% budget. This is due primarily to the pay out of the fiber optics contracts to Spectrum for two buildings.
3. The school spent \$4,713.50 of the \$0.00 purchased services (Equipment Leases) budget or 0% of budget. This will need to be revised with the spring update as equipment leases are included in the non-employee purchased services budget.
4. The school spent \$3,943.55 of the \$0.00 purchased services (Repairs and Maintenance) budget or 0% of budget. This will need to be revised with the spring update as repairs and maintenance are included in the non-employee purchased services budget.

5. The school spent \$14,094.37 of the \$26,036.00 materials and supplies budget or 56% of budget. The superintendent has maintained tight spending in this area but normally more materials, especially classroom materials, are expended in the first half of the year and less as the year progresses.
  6. The school spent \$5,558.28 the \$9,558.00 capital outlay budget or 58% of budget. This is due to the upgrades to the buildings for IT with FY2019 encumbered funds.
  7. The school spent \$7,767.43 of the \$22,883.00 Other Objects budget or 34% of budget. The administrators have budgeted insurance premiums with higher than expected annual increases.
- D. The school has encumbered \$831,736.19 in Purchase Orders for FY2020 through December 31, 2020.
- E. The school closed December with a General Fund Balance of \$224,928.52 or the equivalent of 68 days of cash which falls above the sponsor's standard.
- F. Treasurer Notes from the Financial Report -
1. The Monthly Summary now includes the budget numbers from the amended budget approved in November.
  2. The financial expenditure report for CCIP for last year has been re-submitted, and the administrators are currently awaiting ODE's final approval. The good news is the amount that we owe has been reduced significantly by identifying and classifying additional expenditures as CCIP.
  3. From the Budget to Actual Statement and on the Budget to Actual (Projected Statement), Total Operating Receipts ended the month ahead of budget.
  4. From the Budget to Actual Statement, Total Operating Disbursements ended the month right on budget while on the Budget to Actual (Projected Statement), Total Operating Disbursements ended the month within budget.
  5. From the Year to Year Comparison Report, Total Operating Revenue increased .36% less than last year.
  6. From the Year to Year Comparison Report, Total Operating Disbursements are .48% more than last year.
- G. Audit for FY2019 Status –  
The audit has been completed by the independent auditors and has also received its quality review by the Auditor of State. The school is now waiting for public release. The audit was completed well ahead of schedule.
- H. Blanket Purchase Order – State Teachers Retirement System of Ohio  
Mrs. Dunn presented a blanket purchase order in the amount of \$30,162.00 for 6 months of employer contributions to the State Teachers Retirement System. STRS estimated 2020 foundation payment deductions as \$5,027 per month. Mr. Miller motioned to approve the purchase order for \$30,162.00 and Mr. Storts seconded the motion. Mrs. Dunn was not able to answer Mr. Storts' question regarding the financial status of the State Teachers Retirement fund. With no further discussion, the motion was voted by roll call and carried 3-0.

Mr. Miller motioned to accept the Treasurer's Report. Mr. Storts seconded the motion. Mrs. Dunn explained, when Mr. Miller questioned the size of the CCIP reimbursements in December and its increase to the General Fund balance, the reimbursements were for 5 months of CCIP expenditures. Mrs. Kuenhle applauded the administrators for keeping on top of cash requests to keep the reimbursements consistently being deposited monthly once final approval was received. The motion was voted by roll call and carried 3-0.

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## VII. Superintendent's Report

A. Current Enrollment was reported by Mrs. Blankenship as:

KG- 17

1<sup>st</sup>- 25

2<sup>nd</sup>- 20

3<sup>rd</sup>- 19

4<sup>th</sup>- 16

5<sup>th</sup>- 20

Total- 117

VIII. Third Grade OST Scores – Mrs. Blankenship reported only 4 of 19 third grade students passed the state test. She has met with the teacher and together prepared a plan to ensure the students are headed in the right direction.

IX. Third Grade Plan - Mrs. Blankenship explained the Reading Plan is utilizing a 90 minutes reading block as well as 10 minutes of phonics with Heggerty. Four to five groups have been formed based on ability working for 20 minutes per day with the teacher. When the students are not with the teacher, they are at centers focusing on writing, word study and independent reading. The teacher is also using the MobyMax program purchased for 20 minutes a day. This program can be used at home as well. Moby Max has student and teacher incentives for usage. Most students are on Reading Improvement Monitoring Plans and those will be monitored and updated each quarter. With Star, Mrs. Blankenship met with each teacher to discuss what reading instruction looks like in the classroom. She pointed out the missed opportunities for the special education students to be removed from the classroom. Mrs. Kuehnle asked if there are any adults that could work with the kids to keep them focused. Not for 3<sup>rd</sup> grade, Mrs. Blankenship responded. She noted that Mrs. Gantz had offered to come in to help. Ms. Wood suggested contacting Americorp for persons available to assist and to determine if the school could use Title IV monies for this purpose. Mrs. Blankenship reported a woman had come to the school to offer assistance and was willing to do anything needed. Mr. Miller emphasized that the scores need to be brought up. In his review of the scores, he questioned whether it was probable that the bottom seven scoring students could receive enough assistance to pass in the time remaining before the next test. He did, however, state that working with the students scoring in the middle could bring their scores to the passing level which would help the results overall. Mr. Miller questioned if using peer to peer work would help raise the middle students' scores. Mrs. Blankenship noted that the teacher does not group students by level exclusively for centers. Furthermore, volunteers could manage the other centers as the teacher teaches. Mrs. Kuehnle stated that the school needs trained volunteers to help the students. Ms. Wood asked if the parents understood the information provided, and Mrs. Blankenship responded that she did not believe they did. Ms. Wood suggested the teacher schedule one on one conferences with the parents to further emphasize the fact that unless their child's scores increase, the student will not be promoted. She encouraged the teacher to give the parents the information and hold them accountable. Mrs. Blankenship explained that the test results have been sent home for the parents to see the actual scores. Mrs. Kuehnle questioned if there are some incentives to get the parents to come for the one on one meetings with the teacher. Ms. Wood made the point that it is necessary to train the parents to train the kids. Mr. Miller stated that it would help if the parents saw the tests. Ms. Wood suggested a pizza night for the kids specifically scoring in the middle and explaining to the parents what needs to happen in a specific time frame, and particularly making them feel special that their students have been identified and give them incentive to work with their kids. Mrs. Kuehnle pointed out that the parents also need to understand this is also a writing test and their children need these skills

too. Ms. Wood recommended Mr. Miller attend any parent meeting as a role model because he is not only a parent, but also an educator and board member. She explained that it was important to focus on the students who can make the jump to higher scores and show the parents how it can be done. Mr. Miller further stated that these improvements, i.e. the jump, are feasible. Mrs. Kuehnle asked Ms. Woods what materials Parexcellence was sending home. In her opinion, Ms. Wood did not believe the two schools could be compared but explained that there are plenty of examples to send home with the students. In addition, Ms. Wood also suggested the art teacher, who is well liked and respected, assist the third grader teacher. Mrs. Kuehnle asked when the test would be given, and Mrs. Blankenship agreed to provide her the date in April.

- X. Attendance – Mrs. Blankenship shared the data on absences. Nine students have excessive absences for the year. Ten students have been habitually truant in one month or consecutive months. As a whole, she reported attendance had improved compared to last year with also improved behavior.
- XI. Address Verification Report - Mrs. Blankenship provided the board members a copy of the monthly Student Roster Summary and Attendance Report.
- XII. FTE Audit (Attendance) – Mrs. Blankenship reported the ODE FTE audit is scheduled for January 15, 2020. Ms. Wood will be attending to represent the school sponsor. At this point, the ODE representative performing the audit has yet to provide the names to be audited and these names must be provided to the school at least 24 hours in advance.
- XIII. Annual Winter Performance – Mrs. Blankenship reported the winter performance was held on December 13, 2019, at Grace Ministries. The students were each given a t-shirt, she explained, and did a great job. She could not have been any happier. Mrs. Kuehnle also added that the performance was wonderful. Mrs. Blankenship informed the board that the spring event will likely be an arts festival outside on the school grounds. She also added that the Arts Team will be offering art classes and have sent out surveys to the parents to determine interests. The three art teachers will choose the top three class interests and will offer the classes during the day or right after school as many students attend after-school care. Mr. Miller questioned whether there would be a cost to the student. Mrs. Blankenship stated the classes would be provided at no cost. She further expressed the teachers' interest in giving these additional classes a try and would be requesting donations, tap shoes, for example, depending on the classes offered.
- XIV. Sponsor Contract Modification – Mrs. Blankenship informed the board the contract with the school's sponsor will expire at the end of this school year, and the application due date for a new sponsor contract was in December. The ODE Director of School Sponsorship has agreed to allow the school a one-year extension of the current contract to allow the school's new administrator more time to complete the application process. By agreeing to the extension, the school would not be allowed to change sponsors until after FY2021 when the extended contract ending date expires.
- XV. Governing Authority By-Laws – Mrs. Blankenship reminded the board that the by-law recommendations were provided to them as compiled by Ms. Wenger in their final version.
- XVI. Coordinator of Social Emotional Learning – Mrs. Blankenship explained that as part of the Student Wellness grant, she is not able to handle all the responsibilities required by the grant. Ms. Cory has agreed to handle the responsibilities of the grant, and her stipend will come from these funds. Mrs. Blankenship recommended a stipend for Rachel Cory to be paid the last pay periods of February and May. The stipend would cover her writing the plan, the restraint training and then train the other teachers. Ms. Wood explained that the school can supplant with this grant money. Mr. Miller suggested Ms. Cory write the job description but instead

increase her salary rather than pay a stipend. Because the grant is a two-year grant only, the recommendation was made to pay a monthly stipend for the remainder of the school year rather than increase her salary. Mrs. Kuehne noted a resolution would be added to the Consent Agenda to hire Ms. Cory as the Coordinator of Social Emotional Learning.

- XVII.** The Racial and Ethnic Balance of the School – Mrs. Blankenship submitted a report of the balance to the board.
- XVIII.** Policies/Procedures:
- A. Academic Prevention and Intervention Services Policy – Mrs. Blankenship explained it was necessary for the board to approve as the number was revised to 72 hours after the previous approval.
  - B. Admission Procedures – Mrs. Blankenship explained that the previously approved procedures were rejected and need to be approved with the revision that the school provides Kindergarten through 5<sup>th</sup> grade.
  - C. Habitual Truancy - Intervention Strategies Policy – Ms. Wood explained that this policy requires annual approval. Upon recommendation, the dates were removed and state testing added in the revisions.
- XIX.** Suspension or Expulsions – Mrs. Blankenship reported no suspensions or expulsions in December 2019.
- XX.** Consent Agenda
- A. Be it Resolved that the Board approves the Sponsor Request for Contract Modification that extends the contract one year.
  - B. Be it Resolved that the Board approves the Governing Authority By-Laws.
  - C. Be it Resolved that the Board approves the Ms. Cory for position of Coordinator of Social Emotional Learning and to receive a \$1,000 per month stipend to be paid in the last payroll of each month beginning January 1, 2020 through June 30, 2010. Ms. Cory will develop a job description and implement a plan to meet the requirements of the Student Wellness and Success funding.
  - D. Be it Resolved that the Board has reviewed the racial and ethnic balance of the school and the school meets or has taken steps to meet the racial and ethnic balance of the communities the school serves.
  - E. Be it Resolved that the Board approves the Academic Prevention and Intervention Services Policy.
  - F. Be it Resolved that the Board approves the Admission Procedures.
  - G. Be it Resolved that the Board approves the Habitual Truancy – Intervention Strategies 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.

Mr. Miller motioned to adopt the Consent Agenda and Mr. Storts seconded the motion. With no discussion, the motion was voted by roll call and carried 3-0.

- I.** Next Board Meeting Monday, March 9, 2020 at 6 p.m.

**J. Adjournment**

Mr. Miller motioned to adjourn the meeting and Mr. Storts seconded the motion. With no discussion, the motion was voted by roll call and carried 3-0.

Adjournment at 7:49 p.m.

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