

A+ Children's Academy Community School

Governing Board Meeting

July 15, 2019

The regular meeting of the Governing Board of the A+ Children's Academy Community School was held on Monday, July 15, 2019. The meeting was called to order at 6:08 pm by Board President and Meeting Chairperson, Mrs. Kuehnle.

The following Board Members were present:

Mrs. Sherry Kuehnle, Mr. Dale Peter, Mr. Mark Powless and John Storts

Also in attendance:

Mrs. Cathy Blankenship, Principal, Ms. Lori Wood, Ohio Department of Education, Mrs. Gwen Walden, Assistant Treasurer, and Dr. Ron Sams, Landlord

I. Approval of the Secretary's Report Regular Minutes of May 20, 2019, Governing Board Meeting

The meeting minutes from the board meeting Monday, May 20, 2019, were presented and reviewed by the board. Mr. Powless motioned to accept the minutes as presented. Mr. Peter seconded the motion. With no discussion, the motion was voted by roll call and carried.

II. Approval of the July 15, 2019, Governing Board Agenda

Mrs. Blankenship presented the agenda and opened the floor to any additions and deletions. No additions or deletions were requested. Mr. Powless motioned to accept the agenda as presented. Mr. Peter seconded the motion. With no discussion, the motion was voted by roll call and carried.

III. Approval of John Storts as A New Governing Board Member

Mr. Powless motioned to accept Mr. John Storts as a new member of the Governing Board Member of the A+ Children's Academy Community School pending his background checks receipt. Mr. Peter seconded the motion. With no discussion, the motion was voted by roll call and carried.

IV. Financial Report

Ms. Walden presented the Financial Report prepared by the Treasurer for board review.

A. Monthly Summary -

1. The student population was 127.97 for June and July dropping from 128.14 for May.
2. The June foundation payment was \$82,496.15 decreased from the \$84,793.80 in May yet increased to \$90,856.95 for July.
3. The May receipts were \$108,087.32 down from the April receipts of \$108,087.32 and decreased in June to \$89,462.71. In May, the school received \$15,804.36 in CCIP grant monies, \$215 in field trip fees, a \$100 rental deposit refund and \$94.98 in lunch reimbursements. June receipts included \$6,750 from the E-Rate Program,

\$1,726.48 as a gas and electric rebate and refund, \$4,158.97 in CCIP grant monies and \$786.60 in food service grant monies.

- B. Comprehensive Continuous Improvement Plan through June 30, 2019
 - 1. The school has utilized \$30,373.38 IDEA-B budget for Special Education salaries and fringe benefits and \$9,705.00 of the \$10,096.31 IDEA Restoration budget for the ChromeBook computers purchased.
 - 2. The school has utilized \$74,885.08 of the \$104,886.50 of the Title I budget salaries and fringe benefits, tutoring of students in math and reading and for in-school suspension. The board has approved the use of these funds for the bonuses for teacher recruitment and retention of effective teacher for the new school year.
 - 3. The school has utilized \$13,759.37 of the \$27,686.10 Title IIA budget for Supporting Effective Instruction salaries and fringe benefits salaries and fringe benefits, new teacher recruitment, retention of effective teachers and professional development. The board has approved the teachers' bonuses for the new school year.
 - 4. The school has utilized \$8,831.93 of the \$20,117.96 Title IV-A budget for partial salary for the Visual Arts teacher.
- C. FY2019 Revenue and Expenditures at the end of the fiscal year or 100% are:
 - 1. The school received \$1,371,113.80 of the \$1,356,500 in budgeted revenue or 101% of budget.
 - 2. The school spent \$665,283.18 of the \$665,089 salaries budget or 100% of budget.
 - 3. The school spent \$120,283.18 of the \$114,510 fringe benefits budget or 105% of budget.
 - 4. The school spent \$180,399.10 of the \$157,690 purchased services (non-employee) budget or 114% of budget.
 - 5. The school spent \$70,000 of the \$78,000 purchased services (Treasurer's fees) or 90% of budget.
 - 6. The school spent \$32,759.72 of the \$32,310 purchased services (ODE Sponsorship Fees) budget or 101% of budget.
 - 7. The school spent \$27,549.15 of the \$53,500 purchased services (Utilities) budget or 51% of budget.
 - 8. The school spent \$10,366.48 of the \$12,000 purchased services (Equipment Leases) budget or 86% of budget.
 - 9. The school spent \$96,350 of the \$96,000 purchased services (Rent) budget or 100% of budget.
 - 10. The school spent \$12,733.11 of the \$25,000 purchased services (Repairs and Maintenance) budget or 51% of budget.
 - 11. The school spent \$11,969.56 of the \$17,700 materials and supplies budget or 68% of budget.
 - 12. The school spent \$23,871.08 the \$5,000 capital outlay budget or 477% of budget.
 - 13. The school spent \$19,704.40 of the \$10,250 other objects budget 192% of budget.
- D. The school has encumbered \$1,311,601.94 in Purchase Orders for FY2019 with a budget of \$1,267,049.
- E. The closed the fiscal year with a General Fund Balance of \$176,915.76 or the equivalent of 50 days of cash which fall above the sponsor's standard.
- F. Treasurer Notes from the Financial Report -
 - 1. The school began the fiscal year with a cash balance of \$76,893.43 and ended the year with a cash balance of \$176,915.63 so we grew fund balance by \$100,022.20 or 230%. This is significant and has put the school in the best financial position it has been in since it started.

2. The food service fund performed very well this year. Last fiscal year it ended with a negative balance of \$18,486.62 whereas this year the school ended with a negative balance of \$436.43.
 3. For the current fiscal year, the school averaged an FTE of 127.15, and, on average, the school received \$2,080.46 per month for facilities funding and \$90,808.63 per month for the students that attended. This amounts to approximately \$8,766 per student FTE and is a 6.2% increase over last year.
 4. For the current fiscal year, the administrators were able to later in the year set a process in place where CCIP dollars were requested down regularly. For the upcoming fiscal year, the administration will be able to continue this and, for the entire year, it should be more regular.
 5. Treasurer fees decreased by \$15,641.41 from last year, and, if the board continues his contract for Treasurer Services, the school will reduce an additional \$16,000 next year in Treasurer fees.
 6. The school was able to make purchases to fill some technology needs and will have the funds to continue this for the upcoming year.
 7. The school has planned for and has the money to accomplish adding dollars to recruit teachers, provide curriculum and update technology.
 8. From the Budget to Actual Statement and Budget to Actual (Projected Statement), Total Operating Receipts ended the year within budget limits.
 9. From the Budget to Actual Statement and Budget to Actual (Projected Statement), Total Operating Disbursements ended the year on budget.
 10. From the Year to Year Comparison Report, Total Operating Revenue increased 8.26% over last year.
 11. From the Year to Year Comparison Report, Total Operating Disbursements increased 2.04% over last year.
 12. Overall, this was a very good year and the Treasurer believes the board and Administration should be commended for their leadership that has put the school in good place.
- G. Accounting Firm Engagement Letter
Mrs. Walden presented the engagement letter for the preparation of the FY2019 financial statements.
- H. Blanket Purchase Orders for FY2020 presented
- A. Renaissance - \$3,349 based on invoice.
 - B. Millhuff-Stang - \$3,000 based on engagement letter limit
 - C. James C. Zupta, CPA, Inc. - \$7,260 based on three-year engagement letter approved by the board last fiscal year
- I. Fund to Fund Transfer
Mrs. Walden presented the purchase order for the transfer of \$436.43 from the General Fund to the Food Service Fund to reduce the Food Service Fund to \$0 to begin the FY2020 school year.

Mrs. Kuenhle commented that the food service appeared to be ahead for the FY2019 school year after monies for the FY2018 and FY2019 fiscal years are taken into consideration. Mrs. Walden pointed out that the use of Arlene's Cuisine for both lunches and the Fresh Fruits and Vegetable Program has reduced food service costs and the improvements in reporting has increased reimbursements further reducing the amount needed for the fund to fund transfer to zero amount for the school year. Mrs. Wood added Arlene's Cuisine can also provide snacks as part of the food service program.

Mr. Peter questioned the shortfall in the CCIP receipts and the budgeted CCIP funds. Mrs. Walden explained that the CCIP year is not finished until September 30, 2019, and the administrators are continuing to determine which purchases meet the requirements to be reclassified for reimbursement. A portion of the carryover CCIP funds for board approved teacher retention bonuses will be utilized through the next school year. Ms. Wood also explained that over the last few years the change in school administrators and changes in federal programs has left some ambiguity in the states' administration. She is working with Mrs. Blankenship to better utilize the funds available. Mr. Peter asked that CCIP funds be taken into consideration as the FY2020 budget is prepared so monies are not left on the table in the coming year.

Mr. Peter requested explanation of any variances over 5% in the future. Mrs. Walden explained that closing the year 14% behind budget in the purchased services of non-employees was due to expenditures in the last two months of the year for services provided by Invo Healthcare Associates and Health One and Franklin County property taxes. Mrs. Walden agreed to provide these explanations in the Treasurers Report at future board meetings.

Mrs. Kuenhle also asked that the CCIP budget be further broken down in the Treasurer's Report as to how much is carryover from FY2019 and how much of the amount is available for FY2020.

Mrs. Kuenhle requested the blanket PO approval for Renaissance be moved to the consent agenda to be voted on with the contract's approval. Mr. Peter then motioned to accept the Treasurers report, approval of the Millhuff-Stang engagement letter for the preparation of the FY2019 GAAP financial statements, the blanket purchase orders for Millhuff-Stang and James C. Zupta, CPA, Inc. and the Fund to Fund transfer from the General Fund to the Food Service Fund. Mr. Storts seconded the motion. Ms. Wood reminded the board that anyone could participate in the ODE representative's monthly review of the monthly summary with the Treasurer. Without further discussion, the motion was voted by roll call and carried.

- V. Mr. Powless made the motion for the board to enter executive session for the purpose of the appointment, employment, dismissal, discipline, promotion, demotion or compensation of and Mr. Peter seconded the motion. With no discussion, the motion was voted by roll call, carried and the board members entered executive session at 7:09 p.m.

At 8:15 p.m., the board members returned from executive session followed by a brief break.

VI. Superintendent's Report and Discussion Items

- A. Mental Health Outreach Services Contract – Mrs. Blankenship explained the forming of a partnership between the school and Hannah Neal which a full-time counselor would be provided daily and therapist one day a week to the school if 20 families currently on Medicaid have students enrolled in the school.
- B. Arlene's Cuisine Contract – Mrs. Blankenship informed the board that she had met with Brad of Arlene's Cuisine to go over the data and the school's need resulting in a small increase for the FY2020 school year. This contract covers only breakfast and lunch. The

total bid is \$91,587.50. She further noted that the food service was very good to work with.

- C. META Contract - Mrs. Blankenship presented the contract for the Information Technology Consortium provider of \$10,183.00 for the FY2020 school year. Mrs. Walden added that the school has worked with META Solutions from the beginning and provide excellent services.
- D. Renaissance Contract and Blanket Purchase Order – Mrs. Blankenship presented the contract from Renaissance which provides the Star reading and math school-wide assessment program. The program allows the students to be assessed four times a year, tracks the students' progress and provides teacher training. The total contract amount is \$3,354.00 for renewal of the subscription.
- E. Advertising – Mrs. Blankenship reported she had contacted radio stations but found that the school does not have the money for advertising on some radio stations, but other stations were recommended charging smaller amounts. She has discussed advertising options with David Sams who recommended the use of social media, especially FaceBook as an effective means of advertising as she can target specific demographics at a more reasonable cost. Ms. Mindy Cummings, the EMIS coordinator, and Mrs. Blankenship walked the Groveport parade handing out school brochures. She plans to ask families living on busy streets with students attending the school to place yard signs on their road frontage. Mrs. Blankenship also plans to update the sign on Obetz Road with a more eye-catching sign for the front of the school. Mrs. Kuenhle asked if the families have been contacted to find out if they are returning, and Mrs. Blankenship responded that this had been done, and fall enrollment at this time is over 90 students.
- F. Regulations and By-Laws – Mrs. Blankenship provided the regulations and by-laws to the board and would like some time for the board members to review them for a better understanding of what they are to approve to be compliant with the State of Ohio. She would like the board at the next board meeting to have the opportunity to discuss and have any questions answered or make revisions prior to approving.
- G. Board Meeting Calendar – Mrs. Blankenship presented the 2019-2020 board meeting calendar. The August meeting date was changed from the 13th to the 12th as was the start time from 6:30 to 6:00 p.m. as previously agreed.
- H. State Testing Calendar – Mrs. Blankenship presented the 2019-2020 state testing calendar as required for compliance with the State of Ohio.
- I. School Calendar - Mrs. Blankenship presented the 2019-2020 school calendar as required for compliance with the State of Ohio.
- J. Resolution for Salaried Teachers and Aides Pay to Begin August 20 – Mrs. Blankenship presented a resolution to start the first of 24 pays for the 2019-2020 school year August 20, 2019, to prevent a gap in the current teachers' pay schedules due to the teachers and aides first work day beginning after August 15.
- K. Public Comment – Dr. Ron Sams presented a new one-year lease to the board and explained that ODE requires an annual lease agreement rather than a long-term lease. The 2019-2020 School Year Lease Agreement would be \$9,000 a month and states that an increase in any future year lease agreements would not be greater than 7%. He reviewed the lease agreement terms as related to utilities, entry, assignment and subletting, and shared use of outdoor space and parking. He pointed out that neither the tenant or landlord's responsibilities have changed from the current three-year lease

agreement in place through the FY2020 school year. He suggested the board may want to rescind the current three-year lease agreement approved through 2020. Mrs. Kuenhle explained the board could not vote to sign a new agreement until the school's attorney review the new agreement presented. The board had already discussed and plans to retain an attorney. She clarified that we are currently paying \$8,000/month. Ms. Wood further asked for clarification on the school's occupancy permits and Dr. Sams explained that each building has its own occupancy permit.

VII. Superintendent's Consent Agenda Items

- A. Approval of Arlene's Cuisine Contract and Blanket Purchase Order
- B. Approval of Returning Staff Contracts For 2019-2020 As Per The Board Discussion
 - 1. Cathy Blankenship, Superintendent - \$80,000.00/annum
 - 2. Krista Jenkinson, Kindergarten - \$35,710.00/annum
 - 3. Lacy Moore, Kindergarten Aide - \$22,002.20/annum
 - 4. Keisha Nations, First Grade Aide - \$20,374.60/annum
 - 5. Roxanne Torok, Third Grade - \$32,000.00/annum
 - 6. Kim Fout, Fourth Grade - \$32,569.00/annum
 - 7. Kellie Demmler, Fifth Grade - \$41,000.00/annum
 - 8. Jennifer Lynn-Mills, Intervention Specialist - \$32,640.00/annum
 - 9. Carmen Ostermann, Art - \$30,600.00/annum
 - 10. Lucas Walter, Music - \$30,000.00/annum
 - 11. Shirley Kelly, Custodian - \$11.33/hour
 - 12. LaCrisha Darling, Director of Student Parent Activities - \$38,000/annum
 - 13. Mindy Cummings, EMIS Coordinator/Data Compliance Specialist - \$19.38/hour
- C. Approval of New Teacher Employee Contracts Effective August 19, 2019
 - 14. Ashley Artrip, First Grade - \$33,000.00/annum
 - 15. Rachel Cory, Dance and Drama - \$32,500.00/annum
- D. Approval of New Office Manager's Contract Effective July 16, 2019 - Heather Wenger - \$45,000/annum
- E. Approval of Renaissance Contract and Blanket Purchase Order
- F. Approval of META Contract and Blanket Purchase Order
- G. Resolution of 2019-2020 Salaried Pay Schedule to Begin August 20, 2019 for 24 pays
- H. Approval of the 2019-2020 Board Meeting Calendar as Corrected
- I. Approval of the 2019-2020 State Testing Calendar
- J. Approval of the 2019-2020 School Calendar
- K. Approval to retain a school attorney pending the Superintendent's recommendation.

Mr. Storts motioned to approve the Superintendent's Consent Agenda Items. Mr. Powless seconded the motion. Mr. Peter asked how much the board approved and also expressed his appreciation for the explanation of contract details. No amount as to how much was approved was provided at this time. The motion was voted by roll call and carried.

- VIII. Roster of Board Members - Mrs. Blankenship explained she had collected the contact information on each of the board members for the school records and asked the board members to review the roster as prepared for accuracy.**

IX. Ms. Wood invited the board to join Mrs. Blankenship August 6-7 to the Ohio Department of Education convocation for opening days to be held at A+ Arts Academy in Columbus. Sunshine laws training will be offered.

X. Mrs Blankenship informed the board she has been renegotiating gas and electric contracts to reduce the school's utilities bills.

XI. Mrs. Kuenhle asked the board if she could provide a formal thank you to Dr. Teeters at the next meeting. She will make all the arrangements.

XII. Adjournment

Mr. Powless motioned to adjourn the meeting. Mr. Storts seconded the motion. With no discussion, the motion carried. The meeting was then adjourned at 9:27 p.m.