

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

**Board Minutes**

**Governing Board Meeting**

**May 11, 2020**

The regular meeting of the Governing Board of the A+ Children's Academy Community School was held on Monday, May 11, 2020, electronically. The meeting was called to order at 5:32 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, Mr. Duane Miller and Mr. John Storts

**Also in Attendance:**

Mrs. Cathy Blankenship, Superintendent, Mr. Michael Ashmore, Treasurer, 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 by Mrs. Blankenship and reviewed by the board. Mr. Storts motioned to approve the agenda. Mrs. Gantz 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 March 9, 2020, Governing Board Meeting**

The minutes from the Monday, March 9, 2020, board meeting were presented and reviewed by the board. Mr. Storts motioned to accept the minutes as printed. Mrs. Gantz seconded the motion. Mrs. Kuehnle pointed out that we are having a June meeting now scheduled even though the minutes reflect that it had been removed from the calendar. With no further discussion, the motion was voted by roll call and carried 4-0.

**IV. Approval of the Special Meeting Minutes of the March 20, 2020, Governing Board Meeting**

The minutes from the Friday, March 20, 2020, special board meeting were presented and reviewed by the board. Mrs. Gantz motioned to accept the minutes as printed. Mr. Miller seconded the motion. With no discussion, the motion was voted by roll call and carried 4-0.

**V. Public Comments/Participation**

No public participation or comments were made.

## 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 116.84 for May and April, an increase from 116.82 in March.
2. The May foundation payment will be \$83,126.89, an increase from March's payment of \$79,963.18 and April's payment of \$79,160.97.
3. The April receipts of \$95,413.70 were lower than February receipts of \$109,721.28, and March receipts of \$103,551.05. March receipts included \$69.74 in Kroger Rewards, \$8,974.93 in food service reimbursements, \$8,926.52 in Title IV reimbursements, \$3,364.99 in IDEA reimbursements and an Ohio sales tax refund of \$325.71. April receipts included \$14.20 in Box Top rewards, \$6,565.21 in food service reimbursements, \$4,050 in Title IV reimbursements, \$3,371.97 in IDEA reimbursements and a \$3,417.36 Bureau of Workers Compensation refund.

### B. Comprehensive Continuous Improvement Plan

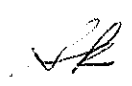
For FY2020, the school has utilized and the following funds are available:

1. IDEA B – Special Education - \$28,728.92 has been utilized of the \$34,395.66 budget for salaries, fringe benefits and supplies.
2. IDEA B – Restoration - \$375 has been utilized.
3. IDEA-B – for Early Childhood – \$50.58 is available for supplies.
4. Title I – Supporting Homeless Students - \$47,586.56 has been utilized of the \$83,930.40 budget for salaries, fringe benefits, purchased services and supplies.
5. Title IIA – Supporting Effective Education - \$2,309.00 has been utilized of the \$15,654.86 budget for salaries and fringe benefits.
6. Title IVA – Student Support and Academic Enrichment - \$4,050 has been utilized of the \$10,000.00 budget for purchased services and capital outlay.

### C. FY2020 Revenue and Expenditures –After eight months or 67% of the fiscal year, the following categories are more than 5% ahead or behind budget:

1. The school has received \$1,047,644.24 of the \$1,109,584.00 in budgeted revenue or 94% of budget. This is primarily due to the receipt of Student Wellness and Success Funding.
2. The school spent \$27,530.63 of the \$25,000.00 purchased services (Utilities) budget or 110% of budget. This is due primarily to the pay out of the fiber optics contracts to Spectrum.
3. The school spent \$9,185.18 of the \$9,360 purchased services (Equipment Leases) budget or 98% of budget due to an annual overage payment.
4. The school spent \$4,718.55 of the \$10,000.00 purchased services (Repairs and Maintenance) budget or 47% of budget. Both the categories have a \$0 budget on the monthly summary and will be accounted for in the Spring Five Year Forecast update. Part of the issue is the Five-Year Forecast does not break down purchased services, and instead budgets a number for all purchased services. The ODE monthly summary requires purchased services line items with more detail. As a result, the Treasurer prepares the report as presented. The Forecast budgeted \$362,672 for purchased services, and through April 30, the school has spent \$326,372, 90% of budget, higher than 83% of the year that has past, but lower than 98.1% on the Budget to Actual Statement.

5. The school spent \$22,887.60 of the \$26,036.00 materials and supplies budget or 91% of budget. The superintendent has maintained tight spending in this area but has also purchased more materials to support the increase of test scores.
  6. The school spent \$12,058.28 the \$9,558.00 capital outlay budget or 126% of budget. The school has recently purchased additional Chromebooks and made wiring upgrades approved by the Board.
  7. The school spent \$7,922.43 of the \$22,883.00 Other Objects budget or 35% of budget. Insurance premiums annual increases were lower than expected and will be accounted for in the Spring Five Year Forecast Update.
- D. The school has encumbered \$1,120,828.45 in Purchase Orders for FY2020 through April 30, 2020.
- E. The school closed April with a General Fund Balance of \$224,066.81 or the equivalent of 53 days of cash which falls above the sponsor's standard.
- F. Treasurer Notes from the Financial Report -
1. From the Budget to Actual Statement and the Budget to Actual (Projected Statement), Both Total Operating Receipt and Disbursements ended the month within budget.
  2. The Treasurer now projects the school to end the year with a fund balance of \$167,611.62, which is a decrease in fund balance of \$9,304.01. This decrease in fund balance is based on the April 2020 FTE. Additionally, it includes paying back any CCIP dollars to the state as a result of the ODE site visit last school year, paying back any money required as a result of not meeting maintenance of effort, and only utilizing what the administrators know can be justified for CCIP for this current fiscal year. He noted that this is a conservative projection.
  3. From the Year to Year Comparison Report, Total Operating Revenue is 11.06% less than last year.
  4. From the Year to Year Comparison Report, Total Operating Disbursements are 2.13% less than last year.
- G. Tax Return for FY2019 – 990 was filed ahead of its May 15, 2020, extended filing deadline.
- H. Five-Year Forecast and Budget Spring Update
- Mr. Ashmore presented The Five-Year Forecast and Budget Spring Update. Mr. Ashmore pointed out that the yearend cash balance includes Governor DeWine's announced decrease in funding for the end of the school year. In addition, he explained that community schools are required to submit a Five-Year Forecast twice a year, the second which is presented to the board in the spring, is the update to the Forecast submitted in November. Along with the Forecast, schools are required to submit a budget with assumptions. Mr. Ashmore noted the school maintains a strong ending cash balance throughout the Forecast and revenue does include a reduction for this and the next fiscal year. The Forecast reports a stable enrollment for this and the next school year of 117. Enrollment increases to 119 for the remaining years. Included in the assumptions is a reduction of revenue. Mr. Ashmore reported he initially calculated the reduction to be 3.7%. Simulations provided after the Governor's announcement indicated the reduction would be 1.63%, and if the school's reduction followed Columbus City schools, the reduction would be 1.21%. He noted that Governor DeWine stated he hoped reductions made this year would then lessen the reduction in the next fiscal year. To be conservative, Mr. Ashmore reduced revenue 3% for FY2021. He emphasized that this is a forecast and course corrections are able to be made. Furthermore, he included a 2% increase in revenue for later years forecasting funding would be restored. Mr. Ashmore explained that for expenditures he left everything flat to be conservative and remained conservative in the later years. He reported



that the school could expect an estimated \$72,000 from the CARES Act providing Federal stimulus dollars. At this time, he is not aware of when the school would receive it or the limitations on spending this funding. He did not include the monies in this budget but will include it in the November Five-Year Forecast and Budget submission. Ms. Wood added that information she had been provided reports the Federal stimulus dollars for the school would be \$72,500 and would be received at the end of June. She further reported that the June foundation payment may be the same but had also heard that it too might include a 3% reduction in funding. Mr. Ashmore noted that he prepares the Budget to Actual Statements monthly to ensure the school administrators keep on top of the financial situation.

Mr. Miller motioned to approve the Spring Update of the Five-Year Forecast and the Budget. Mr. Storts seconded the motion. Ms. Wood asked to include the Budget in the motion. With no further discussion, the motion was voted by roll call and carried 4-0.

Mr. Storts 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.

## VII. Superintendent's Report

- A. Current Enrollment was reported by Mrs. Blankenship as of May 11, 2020:
- KG- 17
  - 1<sup>st</sup>- 25
  - 2<sup>nd</sup>- 19
  - 3<sup>rd</sup>- 19
  - 4<sup>th</sup>- 16
  - 5<sup>th</sup>- 20
  - Total- 116
- B. Attendance – Mrs. Blankenship reported there were no suspensions or expulsions in March or April.
- C. Distance Learning and HB 197 - Mrs. Blankenship explained this policy allows the school to provide virtual learning as a result of the school not being able to provide in-school learning because of COVID-19 during the 4<sup>th</sup> quarter of the 2019-2020 school year. She reported that the kindergarten through second grade grading scale would remain the same with no changes. The grading scale for the third through fifth grades changed slightly. These students will have the traditional grading scale as always but with the addition of an "I" and "P". A "P" will be given to students who completed some work satisfactorily and an "I" to those students who submitted little or no work. She reported the students have been given a deadline of June 1 to submit any or all work required. Mrs. Gantz asked, if in Mrs. Blankenship's estimation, would most students currently be receiving A's and B's or P's. Mrs. Blankenship predicted more P's would be given to students than A's and B's because virtual learning has been difficult for many of our families for a variety of reasons.
- D. Procurement Policy – Mrs. Blankenship reported that the school must have procedures in place to ensure the school reviews multiple company quotes before selecting a vendor. She explained she did not have a lot of information available to determine how decisions had been made in the past. Mr. Ashmore explained that the school received several action items in the review which have been completed. However, this policy is necessary to ensure the school complies and includes some of the policy requirements that have changed. Board approval, he pointed out, ensures the school is now in compliance. He further noted



that for smaller schools, it is more difficult to utilize a committee. Mrs. Blankenship added that Arlene's Cuisine, the current food service vendor, provides all documentation required. With the approval of this policy, she explained the administrators would have procedures in place to follow in the future. Mrs. Gantz asked for clarification that this policy is not a replacement but a new policy. Mrs. Blankenship confirmed she was correct.

- E. Third Grade Reading Testing for 2020-2021 School Year – Mrs. Blankenship requested the board approve the resolution that the students continue to perform the tests with paper and pencil. She explained that the reading test is difficult for the students to perform online.
- F. Update Since School Closure – Mrs. Blankenship explained that she was shocked by the amount of work completed and returned from students as she did not expect it. She explained boxes are provided to place the student packets teachers create every week for pickup and delivery. In addition, she reported the teachers submit time and activity logs. All contacts with the students, including deliveries, are recorded on spreadsheets. Ms. Darling delivers and picks up packets on Mondays while she delivers 60-80 breakfasts and lunches. On Thursdays, Mrs. Blankenship reported, she and Ms. Wenger deliver and pickup packets. She noted that the school has provided food to a lot of individuals. The students, she added, have done a fabulous job, and the staff is focused now on following up with students that have not submitted any work as well as those who have not submitted reenrollment forms for the 2020-2021 school year. At this time, she reported approximately 6 or 7 new students have enrolled. However, Mrs. Blankenship also noted 20 fifth grade students will be lost as they advance to the sixth grade.
- G. Plans for the Beginning of 2020-2021 School Year – Mrs. Blankenship stated that she is cautious about preparing for the start of school in the fall and is moving forward as if everything is going to operate as usual. However, she added she is also preparing for the changes that could be made.
- H. 2020-2021 Employee Contracts and Stipends - Mrs. Blankenship presented the teacher contract prepared by the school's attorney. She reported that she had several discussions with the Treasurer and Assistant Treasurer reviewing different salary and hourly rate scenarios. She noted that she no longer intends to add a second grade instructional aide. Mrs. Blankenship requested up to a 2% raise for teachers as well as a performance stipend and asked for the board members' input regarding this increase. She further explained that the stipends would be paid with Title II-A funds and would be paid the same as bonuses have been paid at the end of each quarter for this year. Mr. Storts asked Mrs. Blankenship her opinion if providing a 2% increase was the right thing to do. She responded yes and stated it would be doing what's best for teachers as well as the whole school. Mrs. Gantz questioned if Mrs. Blankenship thought teachers would leave if they did not receive raises and would receive just stipends. Mrs. Blankenship was not sure if teachers would leave but felt that since they had not received a raise in over two years and their pay is significantly less than others that it was the right thing to do to retain teachers. Mr. Ashmore commented that an argument could be made for both no increase and up to 2%. 2% of the current payroll budget, he noted, is \$12,000 on a \$600,000 budget. He further pointed out the school currently has a strong cash balance and the CARES Act stimulus payment is not included in the budget. In addition, he explained that adding 2 FTEs would cover an increase. Mrs. Blankenship also reported she plans to reduce the staff by one position for the next school year. Ms. Wood asked for clarification about providing stipends and increases. The superintendent clarified she was requesting both be approved for the teachers. Ms. Wood also asked how Mrs. Blankenship was proceeding on hourly positions and if she had considered paying aides on an hourly basis, rather than on a salary basis, and

not having to pay hourly employees during the breaks. Mrs. Blankenship responded by explaining Ms. Moore is anticipated to finish her education degree in December 2020. The superintendent hoped she would be able to move Ms. Moore to a teaching position and could possibly lose her if she was returned to an hourly basis. Mrs. Blankenship reported she did not have duties available for the In-School Suspension officer for the next year but plans to hire an additional intervention specialist as it is needed. Mrs. Kuehnle asked when Ms. Hill would be informed of the termination of her position for the new school year. Mrs. Blankenship confirmed that her last day will be May 22, her hours have currently been reduced to 5 hours a day, and she would be informed in a timely manner. Ms. Wood suggested employing Ms. Moore on a substitute license contract at a slightly lower salary than the teachers for the new school year and with a plan to move her into a classroom when she finishes her degree. Mrs. Blankenship responded that she cannot be assured that a teaching position would be available at that time. Mrs. Kuehnle stated, if the board can go either way on the decision of increasing teacher salaries and can afford it, she recommended the increase be given. Mrs. Blankenship pointed out the school's attorney had removed statements in past contracts that should not be in a teacher contract and noted the Bureau of Workers Compensation language as an example. She further noted the revisions and attachment of a teacher job description. Ms. Wood asked to make sure start and end dates and number of workdays were included in the contracts. Mrs. Blankenship confirmed that the dates and workdays are included. She also reported the administrative and aide contracts will follow at the next meeting. Mrs. Kuehnle asked if the school had been reimbursing teachers for background checks which could be a benefit. Mrs. Blankenship noted the school reimbursed several people for these checks at the beginning of this school year who did not start or quit at the beginning of the year. Mrs. Kuehnle also pointed out she would be more comfortable if the Superintendent not the Treasurer assigns duties as noted in the contract. Mr. Ashmore noted that this is likely a mistake and should be corrected. On the last page of the contract, Mrs. Kuehnle pointed out the language that a teacher cannot serve on the governing board for two years after termination of her employment. Mrs. Blankenship will confirm with the attorney that the language is correct and follows board policy. Mrs. Kuehnle stated she liked the attachment that is intended to be provided to the teacher with his or her contract every year.

- I. 2020-2021 Board Meeting Calendar – Mrs. Blankenship presented the calendar. Mrs. Kuehnle asked for confirmation that the school must have a minimum of six meetings, and the calendar being presented has nine after removing the originally scheduled July meeting. The minimum number of six was confirmed.
- J. META Contract for 2020-2021 School Year – Mrs. Blankenship presented the META contract for \$10,092 for approval from the consortium that collects all our data for the school and is the same organization the school has used since it was established. Mrs. Dunn noted that the number of students in the contract was reduced from 130 to 120 from the previous contract, an annual savings of \$91.

#### VIII. Consent Agenda

- A. Be it Resolved that the Board approves distance learning and new 4th quarter grading scale for grades 3-5 (A, B, F, P, or I) for the remainder of the 2019-2020 school year per House Bill 197 and in compliance with ORC 3313.482.
- B. Be it Resolved that the Board approves the Procurement Policy.
- C. Be it Resolved that the Board approves the employee contracts and stipends for 2020-2021 school year.

- D. Be it Resolved that the Board approves the Board Meeting Calendar for the 2020-2021 school year.
- E. Be it Resolved that the Board approves the first of 24 pays for the 2020-2021 school year for Salaried Teachers and Aides to be August 20, 2020, to prevent a gap in the current teachers' pay schedules due to the teachers and aides first workday scheduled after August 15.
- F. Be it Resolved that the Board approves the META Contract for the 2020-2021 school year.
- G. Be it Resolved June 8, 2020, is added to the Board Meeting Calendar for 2019-2020 school year.

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. Kuenhle requested that a resolution be added as Item G. to the Consent Agenda to add June 8, 2020, to the Board Meeting Calendar for the 2019-2020 school year. Mr. Storts motioned to adopt the Consent Agenda and Mr. Miller seconded the motion. With no further discussion, the motion was voted by roll call and carried 3-0. Mrs. Gantz did not respond due to technical difficulties.

**IX. ODE Representative Presentation**

Ms. Wood presented the following items to the board:

- A. Fifth Governing Board Member Needed – Ms. Wood emphasized another member must be added to the governing board as soon as possible to avoid her writing a corrective action plan for the school.
- B. Security on Campus – Ms. Wood reported she is working with Mrs. Blankenship on the security plan and, if one has been prepared, she asked that it be forwarded to her.
- C. Wellness and Success Plan – Ms. Wood reminded the board the plan in a survey form must be completed and submitted to the email address provided by the end of the month. If Ms. Cory needs assistance, she is available to provide it. She further reported that any money not spent from the Wellness and Success funding can be carried over to the new school year.
- D. Board Meeting Calendar – Ms. Wood asked that the board meeting calendar be placed on the school's website.
- E. Lease – Ms. Wood requested an update on the school's lease for the 2020-2021 school year. Mrs. Blankenship reported it would be discussed at the June 8, 2020, meeting. She reported that the appraisal for the school's buildings has been received, and the water bills are being reviewed to determine which bills are associated with the water provided to each building.
- F. Evaluation of the Administrator and Administrator Contract - Ms. Wood stated that the Board needs to do an evaluation of the superintendent and provide her a contract for the new school year. Mrs. Kuehnle stated a two-year contract was originally provided to Mrs. Blankenship and should not have been signed based on the provisions of the contract. She asked the board members for comments on how the board should proceed. Mrs. Kuenhle asked Ms. Wood if she could provide a sample copy of a superintendent's contract to review. Ms. Wood agreed.



- G. Alternative Plan Update – Ms. Wood noted what alternatives the board and administrators should be considering and what questions should be asked as they prepare for the next school year. She recommended, as they consider contracts, whether the board would be hiring a cleaning company or a custodian who will be required to do more cleaning that may have previously been required. How will the school handle covering the water fountains and what restrictions will be required for student use of water bottles and if they are to be allowed? How will the school rearrange the classrooms to ensure student distancing? What days will in-school learning be provided if operating on a part-time schedule? Has the administrator contacted Columbus Schools regarding busing students for the new school year? She reported that some of the schools are using CARES Act monies to put an alternative model in place. Schools can use the funds to buy iPads with integrated hotspots for students who do not have internet available. Ms. Wood encouraged board members to offer assistance to the administrator in any way possible.
- H. Training and Background Checks – Mrs. Kuenhle stated that Westerville school was providing a book study about blended learning for the teachers or training. She offered this could be a way of supporting the superintendent and the teachers. Ms. Wood suggested now was a good time to encourage teachers to complete training as well as a good time to check that board member and teacher background checks were current. She also recommended “Teaching the Science of Reading” training to teachers which is available at no cost but donations are requested. If the training is overbooked, she will offer any teacher interested in taking it her spot.
- I. Open Meeting Training - Ms. Wood presented the opening meeting training to all board members present. At the conclusion, she announced that all board members had now completed their training requirements for the 2019-2020 school year and would receive a certificate.

X. **Next Board Meeting Monday, June 8, 2020, at 5:30 p.m.**

XI. **Adjournment**

Mr. Storts motioned to adjourn the meeting and Mr. Miller seconded the motion. With no discussion, the motion was voted by roll call and carried 4-0.

Adjournment at 7:04 p.m.

*Sherry Kuenhle*  
*Board President*  
*6/19/20*

*AK*