

# A+ Children's Academy Community School

## Board Minutes

### Governing Board Meeting

November 11, 2019

The regular meeting of the Governing Board of the A+ Children's Academy Community School was held on Monday, November 11, 2019, in the Administration Building of A+ Children's Academy. The meeting was called to order at 6:15 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. John Storts. Mr. Duane Miller arrived after roll call.

**Also in attendance:**

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

**I. Roll Call**

Three 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. Mrs. Kuehnle requested the resignation of Dale Peter as a member of the Governing Board at the end of October 14, 2019, board meeting be added to the agenda. Mrs. Gantz motioned to approve the agenda with the addition of the acceptance of the resignation of Dale Peter as a member of the Governing Board at the end of the October 14, 2019 board meeting. Mr. Storts seconded the motion. With no discussion, the motion was voted by roll call and carried 3-0.

**III. Acceptance of the Resignation of Dale Peter as a Member of the Governing Board at the End of the October 14, 2019, Board Meeting**

**IV. Approval of the Regular Minutes of the September 30, 2019, Governing Board Meeting**

The minutes from the Monday, October 14, 2019, board meeting were presented and reviewed by the board. Mr. Storts motioned to approve the minutes. Mrs. Gantz seconded the motion. With no discussion, the motion was voted by roll call and carried 3-0.

**V. Public Comments/Participation**

No members of the public were in attendance.

**VI. Executive Session**

Mrs. Gantz made the motion for the board to enter executive session for the purpose of personnel, and Mr. Storts seconded the motion. With no discussion, the motion was voted by roll call and carried 3-0. The board members entered executive session at 6:18 p.m.

The board returned from executive session at 6:23 p.m. with no action taken.

## VII. Treasurer's Report

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

### A. Monthly Report –

1. Student population decreased from 116.99 FTEs in October to 114.27 for November.
2. The November foundation payment will be \$71,409.37, decreasing from \$73,900.42 in October. The Student Wellness and Success fund calculation will not be corrected in our November foundation payment but, accordingly to Ms. Wood, will reduce the second Student Wellness and Success fund payment in February for the error.
3. The October receipts of \$116,200.98 increased from September's receipts of \$97,403.00. The school received the Student Wellness and Success funding, \$9,388.95 in food service reimbursement, \$185.93 in book fair monies collected, an Anthem credit of \$267.42, and an Ohio Bureau of Workers Compensation employer premium refund of \$3,355.44.

### B. Comprehensive Continuous Improvement Plan

For FY2020, the school has the following funds available. No cash requests can be made until the Final Expenditure Report for FY2019 is approved.

1. IDEA B – Special Education - \$8,491.98 has been classified of the \$34,395.66 available for salaries, fringe benefits and supplies.
2. IDEA-B – for Early Childhood – \$50.58 is available for supplies.
3. Title I – \$4,900.50 has been classified of the \$83,930.40 available for salaries, fringe benefits, purchased services and supplies for the support of homeless students.
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

Because the board requested the budget approved in October be revised and the five-year forecast is expected to be approved at this board meeting, the Treasurer has not updated the budget figures but will do so once both have been approved. After the first four months or 33% of the fiscal year, the following categories are behind or ahead of budget:

1. The school spent \$199,897.60 of the \$778,687.00 salaries budget or 26%, tracking behind budget. The current budgeted amount is based on a sixth-grade teacher and one more aide from the Five-Year Forecast approved in May 2019.
2. The school spent \$42,651.39 of the \$177,704 purchased services (non-employee) budget or 24%, tracking behind budget. The school is no longer contracting with Judy Shafer \$750/month for integrated art consulting among other purchased services expenditures not incurred in FY2020.
3. The school spent \$11,168.66 of the \$27,500.00 purchased services (Utilities) budget or 41%, tracking ahead of budget. Once Spectrum credited the sales tax amount charged on the fiber optics bills for the 106 and 110 Obetz Road buildings, the school paid the balance due through the contracts' expiration date of September 20, 2019. For the balance of the year, the only Spectrum fiber optics bill will be for the 114 Obetz Road which is an e-rate amount of \$105/month.
4. The school spent \$5,558.28 the \$10,000.00 capital outlay budget or 56%, tracking ahead of budget. This is due to the upgrades to the buildings for IT with FY2019 encumbered funds.

5. The school has encumbered \$698,748.11 in Purchase Orders for FY2020 through October 31, 2019.
6. The school closed October with a General Fund Balance of \$219,014.89 or the equivalent of 67 days of cash which falls above the sponsor's standard.
7. Treasurer Notes from the Financial Report
  - a. Budgeted numbers are still the FY20 Five Year Forecast numbers from the forecast that was approved in May 2019. When the board approves the new forecast, these numbers will be replaced with the updated numbers.
  - b. The administration has submitted the final expenditure report for CCIP for FY2019 and is currently working with Ohio Department of Education to try to reduce the amount of funds received last year that the school will have to pay back. ODE determined some expenditures not to be allowable because they said the school supplanted expenditures. In the reports presented, the worst case scenario has been assumed and includes paying back the maximum amount of CCIP dollars, however, the administration is very hopeful that the amount will be less which will result in the school's financial position being better than what is presented.
  - c. For July, August and September of this fiscal year, the school was funded based on the same FTE as the school ended the last school year with. This report includes the new October state foundation payment, along with the new Student Wellness and Success funds that were approved in the new state budget, this information is listed in the table provided. ODE made a mistake on the amount of money paid community schools for the first half payment of the Student Wellness and Success funds so this amount will be deducted in future foundation payments and is accounted for in the reports. These payments are made in October and February.
  - d. The administration has been very careful with what has been budgeted for CCIP for the current year so that the issues experienced last year are not repeated.
  - e. From the Budget to Actual Statement, Total Operating Receipts ended the month within budget while on the Budget to Actual (Projected Statement), Total Operating Receipts ended the month behind budget.
  - f. From the Budget to Actual Statement, Total Operating Disbursements ended the month within budget while on the Budget to Actual (Projected Statement), Total Operating Disbursements ended the month ahead of budget.
  - g. From the Year to Year Comparison Report, Total Operating Revenue increased 3% over last year.
  - h. From the Year to Year Comparison Report, Total Operating Disbursements decreased 1% over last year.
- D. FY2019 GAAP Financial Statements  
Mrs. Dunn presented the FY2019 Financial Statements as prepared by the accounting firm of Millhauf-Stang.
- E. FY2020 Amended Budget  
Mrs. Dunn presented the amended FY2020 budget, as requested by the board with the Estimated Student Enrollment of 115 FTEs, prepared by the Treasurer for board review. Mrs. Gantz motioned to accept the Amended FY2020 Budget. Mr. Storts seconded the motion. With no discussion, the motion was voted by roll call and carried 4-0.
- F. Five-Year Forecast  
Mrs. Dunn presented the Five-Year Forecast as prepared by the Treasurer for board review. Mr. Storts motioned to accept the Five-Year Forecast. Mr. Miller seconded the motion. Mr. Miller questioned that the forecast, based on the 115 FTEs for FY2019 and an increase of

only 1 FTE per year, would then anticipate the school hold salaries to a 1% increase per year. Mrs. Dunn confirmed that is what the forecast projects. The motion was voted by roll call and carried 4-0.

G. Blanket Purchase Order – United Healthcare

Mrs. Dunn presented a blanket purchase order in the amount of \$8,586.32 for 7 months of United Healthcare insurance board match premiums. Mr. Miller motioned to approve the Purchase Order for \$8,586.32 for United Healthcare. Mr. Storts seconded the motion. With no discussion, the motion was voted by roll call and carried 4-0.

Mrs. Gantz motioned to accept the Treasurer's Report. Mr. Storts seconded the motion. Ms. Wood asked for clarification in the financial reports presented why the school paid Spectrum the same amount twice on the same day. Mrs. Dunn explained that the school had identical fiber optics contracts for 106 and 110 Obetz Road buildings that expired September 20, 2019, and the balance of each was paid. With no discussion, the motion was voted by roll call and carried 4-0.

**VIII. Superintendent's Report**

a. Current Enrollment

Mrs. Blankenship reported the current enrollment numbers and anticipated an additional kindergarten student could be added the following day increasing the total enrollment to 119.

KG- 17

1<sup>st</sup>- 25

2<sup>nd</sup>- 21

3<sup>rd</sup>- 19

4<sup>th</sup>- 17

5<sup>th</sup>- 19

Total- 118

b. The Scholastic Book Fair

Mrs. Blankenship reported the book fair, which ran from October 17 - October 25, did well. \$352.47 worth of books were sold which resulted in the school earning \$70.49 in Scholastic Dollars.

c. Star Data

Mrs. Blankenship explained the data was not quite complete to provide to the board at this meeting. However, she expects no more than 35% of the classes to be on track, but the school is providing incentives to increase this percentage. She is hoping to provide the board comparisons at the next meeting. Ms. Wood asked if the school had received the Kindergarten Readiness Assessment data. Mrs. Blankenship responded that she had not.

d. Student Roster Summary and Attendance Report.

Mrs. Blankenship provided the board members a copy of the Student Roster Summary and attendance report.

e. Upcoming FTE Audit

Mrs. Blankenship reported that the FTE audit had not been scheduled but would be performed on campus. She had asked the auditor why the school was being audited again and was told it was not due to attendance nor could he tell why one was scheduled. However, the auditor suspected it was because the school had an issue in

the last audit. The school utilizes Progress Book, and Ms. Wenger follows up daily on all absentees. Progress Book, however, does not provide a report on students who are present and, therefore, the administrators are now printing reports and binding them for review during the audit. Ms. Wood offered to follow up with Chris Perry, an area coordinator in the Cleveland area, for guidance.

f. Annual Winter Performance

The annual winter performance is scheduled for December 13, 2019, at Grace Ministries 464 Rathmell Rd. Lockbourne, OH 43147, from 7:00 pm-8:30 pm.

- a. T-shirts – Mrs. Blankenship reported that the staff asked if t-shirts could again be provided to the students. The cost is estimated to be \$5 per student for a total of \$600 to \$700. Mrs. Kuehnle expressed that the t-shirts were a good idea. Mrs. Blankenship said they make the staff and students happy even if its costly and is good advertising for the school when worn after the performance.
- b. Facility – She reported that a gift to the school has been made directly to Grace Ministries to cover the use of the facility. She further noted that Grace Ministries offers a controlled environment and is good facility for the performance.
- c. Security at location– Mrs. Blankenship reported Sid Hardgrow has offered to provide security at the facility.

g. Staff Taking CPR Training Stipend

Currently Mrs. Blankenship reported no staff members are CPR trained and requested providing \$50 stipends to two staff members willing to taking the training on their own time. Ms. Wood stated that every staff must have CPR training and suggested providing CPR training during scheduled professional development. Mrs. Blankenship explained that all professional development days are fully booked, but she would organize training on the parent-teacher conference days during off hours. No stipends to staff would be paid for training on their own time, and the resolution was removed from the Consent Agenda at Mrs. Blankenship's request.

h. New Hire Bonus for Mackenzie Anderson

Mrs. Blankenship requested the newest addition to the teaching staff, Mackenzie Anderson, receive a new hire bonus as previously approved by the board.

i. New Teacher Mentor

Mrs. Blankenship reported five teachers are required to have a mentor. The mentor she recommends to the board for approval will also provide modeling for other teachers. Furthermore, the designated mentor has already mapped out her plan and the standards will be more than what the teachers have received in the past, stated Mrs. Blankenship.

j. Mobile Technical Services Quote

Mrs. Blankenship reported that she is currently not happy with the service she is receiving from this vendor because issues reported are not handled in a timely manner. The quote is for moving the server from the closet in 114 Obetz Road to another location in the office and will minimize the space needed. Mobile Technical Services made the initial recommendation of the server installed. The server, Mrs. Blankenship explained, is loud and produces much heat so the closet door cannot be closed. The current situation must be fixed regardless, and the only benefit she noted from the work quoted would be the setup of accounts on the Windows domain so issues could be corrected remotely if possible. She had also requested a quote on a new computer for herself and received a quote for a \$600 refurbished computer. Ms. Wood

recommended calling the owner and pointing out that because his company recommended this service, it would be their responsibility to fix the problems. Because Mrs. Blankenship does not believe the school is receiving any benefit for the current monthly service fee of \$628, the quote was tabled by the board, and Mrs. Kuehnle requested the resolution be removed from the Consent Agenda.

k. Field and Clinical Experience Agreement with Ohio Dominican University

Mrs. Blankenship explained that the University is always looking for schools to partner with them. Even though the school may not meet the requirements in the near future to receive the benefit, because there is no cost, Mrs. Blankenship noted that it could possibly benefit the teachers in the future.

l. Governing Authority Bylaws

Revisions to the Bylaws have been made based on the recommendations submitted and provided to the board. Ms. Wood recommended setting a date to make further comments so that these changes could be reviewed prior to the next meeting and then approved by the board. Mrs. Blankenship will ask Ms. Wenger to set a date that comments must be submitted and then provide the final version to the board prior to the January meeting date.

m. A+ Children's Academy Annual Report

Mrs. Blankenship presented the Annual Report to the board.

n. A+ Children's Academy School Comprehensive Plan

Mrs. Blankenship presented the School Comprehensive Plan to the board.

o. Board Policies

Mrs. Blankenship explained that the policies have been previously approved in the school's policy manual. She is not requesting any changes be made but instead wished to give the board members an opportunity to ask any questions they might have on any of these policies before approving each by resolution.

- a. Personal Information Systems Policy
- b. Whistleblower Policy
- c. Attendance, Absence, and Truancy
- d. Hand Washing
- e. Personal Safety
- f. Equipment Safety
- g. Student Medical Emergencies
- h. Communicable Diseases
- i. Direct-Contact Communicable Diseases
- j. Bodily Fluid Exposure Control
- k. Head Lice
- l. Compliance with Federal and State Safety Programs
- m. Chemical Hazard Communication Program
- n. Integrated Pest Management
- o. OSHA Exposure Control Plan
- p. Asbestos Hazards
- q. Chemical Hygiene
- r. Hazard Review and Inspection

IX. Consent Agenda

- B. \*Be it Resolved that the Board approves the agreement for the Deputy Sherriff for the Winter Performance.

- C. \*Be it Resolved that the Board approves the Recruitment Bonus for the amount of \$2,500 to be paid in five \$500 installments for Mackenzie Anderson with the first to be paid in the next available payroll and the remaining four to be paid according to the new hire bonus quarterly payment schedule.
- E. \*Be it Resolved that the Board approves the new Teacher Mentor, Kristen Klopfer, to be paid \$2,000 for the 2019-20 school year paid in two installments; the 2<sup>nd</sup> payroll in January and the 2<sup>nd</sup> payroll in April.
- G. \*Be it Resolved that the Board approves the Field and Clinical Experience Agreement with Ohio Dominican University from 2019-2022.
- H. \*Be it Resolved that the Board approves the School's Annual Report for the 2018-19 school year.
  - a. \*Be it Resolved that the Board approves the School Comprehensive Plan for the 2019-20 school year.
- J. \*Be it Resolved that the Board approves the Personal Information Systems Policy.
- K. \*Be it Resolved that the Board approves the Whistleblower Policy.
- L. \*Be it Resolved that the Board approves the Attendance Policy.
- M. \*Be it Resolved that the Board approves the Hand Washing Policy.
- N. \*Be it Resolved that the Board approves the Personal Safety Policy.
- O. \*Be it Resolved that the Board approves the Equipment Safety Policy.
- P. \*Be it Resolved that the Board approves the Student Medical Emergencies Policy.
- Q. \*Be it Resolved that the Board approves the Communicable Diseases Policy.
- R. \*Be it Resolved that the Board approves the Bodily Fluid Exposure Control Policy.
- S. \*Be it Resolved that the Board approves the Head Lice Policy.
- T. \*Be it Resolved that the Board approves the Compliance with Federal and State Safety Programs.
- U. \*Be it Resolved that the Board approves the Chemical Hazard Communication Program.
- V. \*Be it Resolved that the Board approves the Integrated Pest Management Policy.
- W. \*Be it Resolved that the Board approves the OSHA Exposure Control Plan.
- X. \*Be it Resolved that the Board approves the Asbestos Hazards Policy.
- Y. \*Be it Resolved that the Board approves the Hazard Review and Inspection 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 as presented after the removal of Items A., D. and F. Mr. Miller seconded the motion. Mrs. Gantz asked if the policies had to be approved annually. Mrs. Blankenship explained that health purpose policies must be approved prior to submitting into Epicenter. Ms. Wood further explained that some policies specifically require annual approval by the board. The motion was voted by roll call and carried 4-0.

X. **ODE Representative Presentation**

Ms. Wood reported that the site visit had been completed by the program administrator, and no no surprises were reported. She noted that one new teacher did a really good job while another struggled a bit. She is anxious to receive the data on the school's academic progress so that benchmarks could be made from the base data. These benchmarks, she explained, would help

the teachers know where the student currently are and then make plans as to where they hope to go. Ms. Wood further reported the value-added closure list has been released and, she was glad to report that A+ Children's Academy was not on it. She plans to set a time with Mrs. Blankenship to introduce herself to the teachers preferably by attending a staff meeting and will explain she and Office of School Sponsorship is available to support and help teachers in the school's academic progress.

**XI. Additional Comments**

Mrs. Blankenship reported another training had been provided to the teachers. She continues to have to direct teachers to group students and prepare lesson plans and may need to write staff up for not doing so. She has purchased resources but has found they are not currently being used. She hopes the person who will be working on reading will help pinpoint the issues. Mrs. Blankenship believes the staff is not spending enough time focusing on interventions and is working with the staff to create lesson plans for reading and the specific groups' needs. She reported that behavior is not a huge issue at the school. There are students that do have some emotional issues, and the staff is working with the students on those issues. In addition, she is looking at the funds and grants available, how the school is currently spending these funds and grants, and specifically how the school is allowed to spend them. Ms. Wood added that Title I monies can be used for access points since the school is designated Title I school wide. She requested that Mrs. Blankenship copy her on emails to other persons at ODE to keep her in the loop.

**XII. Next board meeting Monday, January 13, 2020 at 6 p.m.**

**XIII. Adjournment**

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

Adjournment at 7:30 p.m.