

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

**Board Minutes**

**Governing Board Meeting**

**October 14, 2019**

The regular meeting of the Governing Board of the A+ Children's Academy Community School was held on Monday, October 14, 2019, in the Administration Building of A+ Children's Academy. The meeting was called to order at 6:10 p.m. by Board President and Meeting Chairperson, Mrs. Sherry Kuehnle.

**The following Board Members responded to the roll call:**

Mrs. Sherry Kuehnle, Mrs. Ana Gantz, Mr. Duane Miller, and Mr. John Storts

**Also in attendance:**

Mrs. Cathy Blankenship, Superintendent, Mrs. Gwen Walden, 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. Mrs. Blankenship requested the addition of the resolution to approve the contract of MacKenzie Anderson. Mr. Storts motioned to approve the agenda. Mr. Miller 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 September 30, 2019, Governing Board Meeting**

The minutes from the Monday, September 30, 2019, board meeting were presented and reviewed by the board. Mr. Miller motioned to approve the minutes. Mrs. Gantz seconded the motion. With no discussion, the motion was voted by roll call and carried 4-0.

**IV. Public Comments/Participation**

No members of the public were in attendance.

**V. Executive Session**

Mrs. Gantz made the motion for the board to enter executive session for the purpose of employment, and Mr. Storts seconded the motion. With no discussion, the motion was voted by roll call and carried 4-0. The board members entered executive session at 6:15 p.m.

The board returned from executive session at 6:26 p.m. with no action taken.

**VI. Treasurer's Report**

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

*Sherry Kuehnle*  
11/14/19

A. Monthly Report

1. The student population was 116.99 for October, a decrease of 10.98 FTEs from September's 127.97.
2. The October foundation payment was \$73,900.42, a decrease from the September foundation payment of \$90,842.09, now based on FY2020 monthly data reported. The school received \$9,111.50 more than expected from the student wellness and success funding due to an error in the ODE calculation which should have totaled \$16,088.50, not \$25,200. The error will be corrected in our November foundation payment. The school will also receive \$16,088.50 in February 2020.
3. The September receipts of \$97,403.00 were down from August's receipts of \$99,315.52. In September, the school received \$3,754.50, the first food service reimbursement of the 2019-2020 school year.

B. Comprehensive Continuous Improvement Plan

For FY2020, the school has the following funds available. No cash requests have been made to date.

1. IDEA B – Special Education - \$34,395.66 is available for salaries, fringe benefits and supplies. A portion of the intervention specialist's salary and fringe benefits has been identified for reimbursement.
2. IDEA-B – for Early Childhood – \$50.58 is available for supplies.
3. Title I – \$83,930.40 is available for salaries, fringe benefits, purchased services and supplies for the support of homeless students. The first grade aides' salary and fringe benefits have been identified for reimbursement.
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 three months or 25% of the fiscal year, the school's budgeted revenue and the majority of expenditure categories are within budget. The following categories are behind or ahead of budget:

1. The school spent \$144,646.24 of the \$778,685.00 salaries budget or 19% of budget. The current operating budget figure is based on an increase from last year's budget which included a sixth grade teacher and an additional aide.
2. The school spent \$29,922.43 of the \$177,704 purchased services (non-employee) budget or 17% of budget. One vendor, Judy Shafer, requested not to renew her integrated art consulting contract resulting in a \$750 per month savings.
3. The school spent \$5,106.15 of the \$27,500.00 purchased services (Utilities) budget or 19% of budget. Two Spectrum bills have been held for payment until Spectrum removed the sales tax and the monthly service charge after the contracts expired. The school also received e-rate reimbursements in the first quarter and are paying negotiated e-rates for Spectrum rather than being reimbursed for FY2020. The school will no longer receive e-rate reimbursement for telephone service.
4. The school spent \$5,898.96 of the \$32,598.00 materials and supplies budget or 18% of budget. The superintendent has held spending down in the first quarter.
5. The school spent \$5,558.28 the \$10,000.00 capital outlay budget or 56% of budget. This is due to the upgrades to the buildings for IT with FY2019 encumbered funds.
6. The school spent \$7,357.43 of the \$20,440.00 Other Objects budget or 36% of budget due to the annual insurance premiums paid in August.

- D. The school has encumbered \$640,348.75 in Purchase Orders for FY2020 through September 30, 2019.
- E. The school closed September with a General Fund Balance of \$207,853.07 or the equivalent of 74 days of cash which falls above the sponsor's standard.
- F. Treasurer Notes from the Financial Report -
1. Budgeted numbers are still the taken from the FY2020 Five Year Forecast numbers approved in May 2019. When the new forecast is approved, these numbers will be replaced with the updated numbers.
  2. The administration submitted the final expenditure report for CCIP. Once approved by ODE, the school will pay back the amount of CCIP dollars that were received last school year that were determined by ODE to not be allowable because they said the school supplanted expenditures. All of these dollars that will be paid back are accounted for in all of the financial reports that are being presented this month as well as the five year forecast.
  3. For July, August and September of this fiscal year, the school was funded for the same FTE as at the end of the last school year. The school has now seen the October state foundation payment along with the new student wellness funds that were approved in the new state budget.
  4. The administrators have been very careful with what has been budgeted for CCIP for the current year to avoid similar issues as were encountered last year.
  5. The school has received its first casino payment for the year in the amount of \$3,358.57 and will receive one more of these payments during this school year.
  6. From the Budget to Actual Statement, Total Operating Receipts and Total Operating Disbursements ended the month within budget.
  7. From the Budget to Actual (Projected Statement), Total Operating Receipts ended the month behind budget while Total Operating Disbursements ended the month ahead of budget.
  8. From the Budget to Actual (Projected Statement), the school is currently projecting to end the year with a fund balance of \$177,328.82 which is an increase in the fund balance of \$413.19. This increase assumes that we average a full time equivalent of 130 while our current FTE for October is 117. It also includes paying back any CCIP dollars the school owes as a result of the ODE site visit last year and only utilizing what can be justified for CCIP for this current fiscal year.
  9. From the Year to Year Comparison Report, Total Operating Revenue increased 4% over last year.
  10. From the Year to Year Comparison Report, Total Operating Disbursements increased over 6% over last year.
- G. FY2019 Financial Statements  
Millhauf-Stang is close to completing its draft of the statements for review. The financial statements will be presented at the next board meeting and submitted to the State by the November 30, 2019, deadline.
- H. Audit for FY2019  
All documents requested to date have been submitted and auditor has made no additional requests.
- I. Budget for FY2020  
The budget was presented and reviewed. A resolution to submit the 2019-2020 annual budget as presented to the Office of Community Schools was added to the Consent Agenda. Ms. Wood questioned the use of 130 FTEs and suggested that the budget may no be

approved by Office of Community Schools based on the current FTE of 116.99. Once the sponsor reviews the budget after submission, should ODE not approve it, Ms. Wood informed the board that they would have the opportunity to submit an amended budget and, even if approved, could amend the budget at any time. Mr. Miller asked why the school should reduce the FTEs to 115 from 130 as suggested and not 118 or 120 followed by an increase of 2 FTEs each year in the five year forecast. Ms. Wood recommended the board be more conservative rather than budgeting 116 or 117 which could be riskier and 130 which would more than likely be rejected. Mr. Miller suggested budgeting a more neutral number rather than a lower number. Ms. Wood also suggested that because the budget is a public document, a higher FTE number could suggest to vendors that the school has monies available that are actually not. The Board requested the FTE of 115 be used for the budget, and the Five Year Forecast be prepared with 115 FTE budgeted for FY2020.

J. Five Year Forecast

The forecast was not acted on, but the board will act at on the forecast at the next meeting prior to the November 30, 2019, submission deadline.

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

VII. Superintendent's Report

A. Current Enrollment – 117

Mrs. Blankenship reported the following enrollment numbers and that recently three students had left.

KG- 16  
1<sup>st</sup>- 24  
2<sup>nd</sup>- 21  
3<sup>rd</sup>- 19  
4<sup>th</sup>- 18  
5<sup>th</sup>- 19

B. Reading Workshop Scheduled for Thursday, October 17<sup>th</sup> from 6:30-8pm.

Mrs. Blankenship explained that the workshop would open with the discussion of the 3<sup>rd</sup> grade reading guarantee. The participants would then go to each classroom for different activities and to learn new strategies. The Scholastic Book Fair would be open during the workshop.

C. Student Roster Summary and Attendance Report.

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

D. Discussion of the 2018-2019 Arts Coordinator Contract.

Mrs. Blankenship explained that because Judy Shafer did not return to consult on the integrated arts activities. Ms. Ostermann has agreed to coordinate the art, music and drama teachers and activities during the year. It is recommended she receive a total of \$3,000 in two installments in the second payrolls of December and May.

E. Discussion of the 2018-2019 Speech Pathologist Agreement

Invo Health, who provided a speech pathologist last school year, did not have any speech pathologists available nor did any if the other three companies Mrs. Blankenship contacted. She found Mrs. Bridgeman, whose hourly rate would be less than the rate we were paying last year. Mrs. Blankenship recommended limiting her number of hours per week to ensure costs do not get out of hand.



F. Discussion of the Board Approved Policies

Mrs. Blankenship recommended the board review a number of policies that were approved at an earlier meeting. 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.

- a. Confidentiality Policy
- b. Habitual Truancy – Intervention Strategies Policy
- c. Suspension, Expulsion, Removal, and Permanent Exclusion and Due Process Policy
- d. Public Records Policy
- e. Reporting Child Abuse or Neglect Policy
- f. Anti-Harassment and Bullying Policy
- g. Food and Beverage Policy
- h. PBIS and Restraint and Seclusion Policy
- i. Fixed Assets Policy

G. Mrs. Kuehnle asked Ms. Wood if the state decision to no longer allow suspensions next year would affect A+ Children Academy. Ms. Wood answered yes.

VIII. Consent Agenda

- A. \*Be it Resolved that the Board approves the 2019-2020 Arts Coordinator contract for Carmen Ostermann for \$3,000 to be paid in two installments, the last payrolls in December and May.
- B. \*Be it Resolved that the Board approves the 2019-2020 Speech Pathologist contract for Brianna Bridgeman to work with students on a speech IEP and be paid \$50/hour.
- C. \*Be it Resolved that the Board approves the Confidentiality Policy.
- D. \*Be it Resolved that the Board approves the Habitual Truancy – Intervention Strategies Policy.
- E. \*Be it Resolved that the Board approves the Suspension, Expulsion, Removal, and Permanent Exclusion and Due Process Policy.
- F. \*Be it Resolved that the Board approves the Public Records Policy.
- G. \*Be it Resolved that the Board approves the Reporting Child Abuse or Neglect Policy.
- H. \*Be it Resolved that the Board approves the Anti-Harassment and Bullying Policy.
- I. \*Be it Resolved that the Board approves the policy that the school will not sell food or beverages on the premises.
- J. \*Be it Resolved that the Board approves the PBIS and Restraint and Seclusion Policy.
- K. \*Be it Resolved that the Board approves the Fixed Assets Policy.
- L. \*Be it Resolved that the Board approves the 2019-2020 teacher contract for MacKenzie Anderson for \$29,630.74.
- M. \*Be it resolved that the Board shall submit the 2019-2020 A+ Children's Academy Annual Budget as presented to the Office of Community Schools.

Action by the Governing Board in "Adoption of the Consent Agenda" at this point of the agenda means all items notated 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 as presented. Mr. Storts seconded the motion. With no discussion, the motion was voted by roll call and carried 4-0.



**IX. ODE Representative Presentation and Discussion**

Ms. Wood apologized for not being able to attend the last scheduled board meeting as she had a conflict at another school. She recommended that the board members read the book she provided at an earlier board meeting for the governing body information it provides. She selected the facilities topic to review especially as the board is presented with leases. Ms. Wood suggested the board members check what percentage of the school's total budget is for facilities leasing and compare the percentage to other community schools. The book reported the facilities percentage of budget in 2013 was usually between nine to ten percent of budget. She also suggested the members check fair market value of leases in the area and compare. Mrs. Blankenship added that the school's attorney is checking currently on fair market value rates in the area.

Ms. Wood recommended reviewing the section on safety and security features. She applauded Mrs. Blankenship for the school's doors always being locked. Some recommended board member questions include, are visitors signing and checking in when they arrive? Are the outside areas protected by fences? She pointed out the pond is currently not fenced. She suggested the members check the school's liability insurance coverage is sufficient. In addition, she asked the board to find out if the school has a revised emergency response plan, if the plan is protected and if the existence of a plan is recorded in the board minutes. Finally, does the school perform drills and are teachers continually trained? Mrs. Blankenship responded that the school does perform drills and provides teacher training.

Mrs. Kuehnle requested that Mrs. Walden email the board members the current insurance policy which provides directors and officers coverage. Ms. Wood suggested the board members might wish to review the school's coverage with their own insurance or legal advisors.

Mrs. Blankenship asked Ms. Wood if she could assist the school in getting the needed signature from the local authorities to be able to submit the Health and Safety Plan approved at the last board meet and she agreed.

Ms. Wood asked the board members the status of the bylaws? Mrs. Kuehnle reported they are in process. The suggestions are being collected and summarized to be brought back to the board for review and approval.

Mrs. Blankenship provided an example of the importance of checking visitors. She explained that the teachers are trained to check people as they arrive to collect the students. One person came to the school and was sent away because the person could not provide the students' first names or even the parent's name.

Mrs. Blankenship reported the results of the Health Department resulted in only one item needing attention. The inspector found the bridge railings need to be secured, and Mrs. Blankenship reported the railings would be fixed before health inspector's next visit.

Ms. Wood encouraged the board members to review the school report card together with the value added reports which would be out soon and also look at trend data. She pointed out that

by reviewing it together, the board member's different backgrounds could offer a variety of suggestions and points of view.

**X. Board Members Needed**

Mrs. Kuehne reminded the members that the board still in need of additional members. She asked that they please provide names of those who might be interested, invite them to visit a board meeting and encourage them to join.

**XI. Service Recognition**

Mrs. Kuehne noted the the board still needed to recognize and thank Dr. Teeters for her service in the previous school year. Unfortunately, Mrs. Blankenship reported Dr. Teeters will not be in town for the next meeting, but Mrs. Kuehne hoped that the board might be able to express appreciation to Mr. Powless and Mr. Peter for their service at that time.

**XII. Board Meeting Public Notification**

Mrs. Gantz asked how the school publicized the meetings. Mrs. Blankenship explained that the board meeting dates and times are advertised on the website.

**XIII. Next Board Meeting Scheduled for Monday, November 11, 2019, at 6 p.m.**

**XIV. Adjournment**

Mrs. Gantz 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 7:50 p.m.