

**LIBERTY PREPARATORY SCHOOL**

Governing Board  
Regular Meeting Minutes  
April 14, 2016  
4:00 PM  
Smithville United Methodist Church  
243 N. Milton St.  
Smithville, OH 44677

**ROLL CALL**

The April 14, 2016 Regular Meeting of the Liberty Preparatory Governing Board was called to order by President Misty Hanson at 4:00 PM. Having due notice, members present were Helen Bartashus, Brian Polen, and Misty Hanson. Cameron Maneese arrived at 4:10 PM. Jeff Layton was absent.

**COMMUNITY MEMBERS IN ATTENDANCE**

Dr. Deb Williams, Brian Hessey and Sandy Hadsell

**Minutes:**

**2016-28      Bartashus moved and Polen seconded the motion to approve the minutes of the March 10, 2016 regular meeting.**

Commented [SH1]:

**Vote: Yes: Polen, Hanson, Bartashus. Absent: Maneese, Layton.**

Cameron Maneese arrived and entered the meeting.

**Treasurer's Business items:**

**2016-29      Maneese moved and Bartashus seconded the motion to approve the Treasurer's Business Items:**

- 1. March 2016 Financial Reports as Presented:

Monthly Income: \$ 47,874.85                      Monthly Expenses: \$ 38,011.83  
General Fund Balance: \$115,953.03              Reserve Balance: \$ 24,931.77  
Total Cash Balance: \$ 138,633.18

- 2. Approve renewal of the Director and Operators Insurance effective March 1, 2016 at a cost of \$1,560.
- 3. Approve the Revised FY16 Five Year Forecast to be submitted to ODE in May.
- 4. Approve amended permanent appropriations for FY16:

	September Appropriation	Amended Appropriation	Difference
General Fund 001:	\$ 439,207.64	\$ 505,305.00	\$ 66,097.36
Saturday School 014:	\$ 16,000.00	\$ 15,137.50	\$ (862.50)
Principal's Fund 018:	\$ 500.00	\$ 200.00	\$ (300.00)
IDEA Spec Ed 516	\$ 8,090.75	\$ 8,090.75	\$ 0
Title II-A 590	\$ 323.52	\$ 1,970.61	\$ 1,674.09

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Total Appropriation    \$ 464,121.91                      \$ 530,703.86                      \$ 66,581.95

5. Approve the creation of Fund 572 Title I Programs.
6. Approve Payment to Ashland County Community Academy in the amount of \$295.83 for one third of the cost of preparing the HB2 documents in January. Invoice GENL190 dated 3/15/2016.

**Vote: Yes: Bartashus, Maneese, Polen, Hanson. Absent: Layton.**

**2016-30            Polen moved and Maneese seconded the motion to waive the post audit conference with the Auditor of State's Office for the FY15 financial audit.**

**Vote: Yes: Maneese, Polen, Hanson, Bartashus. Absent: Layton.**

**Director's Discussion Items:**

1. Enrollment: 91 students are now enrolled with 13 finishing all coursework for graduation, so 78 students are in house.
2. 13 students have met all graduation requirements, Graduation will take place on Thursday May 26 at 1 PM.
3. Brian has submitted our safety plan to the Department of Homeland Security, and has tentative approval of the plan.
4. The spring sponsorship observation by the ESC was conducted today.
5. Brian and Sandy are working with Maria Markakis from Day Ketterer to make revisions to the draft of the board policy manual. Sandy asked the board for some of the preferences within the code of regulations, and will pass that information along to Maria. We should have the final version of the Code of Regulations ready to adopt in May.
6. Brian is teaching four periods of Physical Education class a week.
7. Counselors are now meeting with students several times a week.
8. Brian reviewed the job description for the Dean of Students position with the board and clarified the goals of the position.

**Director's Business Items:**

**2016-31            Maneese moved and Bartashus seconded the motion to approve the Director's Business items:**

1. Approve the resolution for intent to renew the Sponsorship Agreement with Tri-County ESC for FY17.
2. Approve the Revised Employment Services Contract with Tri-County ESC.

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3. Approve the Creation / Job Description of Dean of Students for FY17.
4. Approve the Following Staff for rehire through Tri-County ESC for FY17:

<u>Full-time:</u>		<u>FY16 Salary</u>	<u>FY17 Salary</u>
Jessica Goodrich	Math/ Technology	\$32,500	\$33,800
Jennifer Sherman	Intervention Specialist / Social Studies	\$31,620	\$32,500
Susan Flinger	Intervention Specialist	\$35,892	\$37,788
Jenna Parnell	Lang Arts / Dean of Students (190 Days)	\$32,500	\$35,800
<u>Non-Certified:</u>			
Jenice McEndree	Secretary / EMIS / Assistant to the Treasurer		
	FY16 6.6 hours X 210 Days X 16.50 =	\$22,869	
	FY17 7.0 hours X 215 Days X 16.84=		\$25,344.20

**Vote: Yes: Bartashus, Maneese, Hanson, Polen. Absent: Layton.**

**Sponsor's Report:** Dr. Williams reported that today's site visit went well. The attendance records and IEPs were reviewed and all seems to be in good order. The review information will be uploaded to the ODE Epicenter.

**Board Comments:** Brian Polen inquired about the Junior Achievement program for next year. Brian Hessey will be meeting with the director in the near future to discuss the planning for the program.

**Next Meeting Date: May 12, 2016 at 4:00 PM.**

**Motion to Adjourn:**

**2016-32 Polen moved and Bartashus seconded the motion to adjourn.**

**Vote: Yes: Bartashus, Maneese, Hanson, Polen. Absent: Layton.**

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**Board President**

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**Treasurer**