

**LIBERTY PREPARATORY SCHOOL**

Regular Meeting Minutes  
December 19, 2019 3:00 PM  
Smithville United Methodist Church  
243 N. Milton St.  
Smithville, OH 44677

**ROLL CALL**

Having due notice the following board members were present: Justin Chenevey, Cameron Maneese, Matt Brown, Helen Bartashus, and Misty Hanson. Also in attendance was Maureen Businger from ODE, Rachel Steward, Anne Lester, and Jake Aultman from the Ohio Auditor of State's Office, Jenna Parnell, Brian Hessey, and Sandy Hadsell from Liberty.

**Call to Order**

President Misty Hanson called the meeting to order.

**Pledge of Allegiance**

**FY19 Audit Entrance Meeting:**

Rachel Steward and Anne Lester, Auditor of State's Office led a discussion with board members outlining the schedule for completion of the FY 2019 audit. They will continue working with the Treasurer and expect to complete the audit by the end of January.

**Treasurer's Business:**

**2019-64 Brown moved and Maneese seconded the motion to approve the Treasurer's Business:**

1. Approve the Minutes of the November 25, 2019 Regular Meeting.
2. Approve the November 30, 2019 Financial Reports

Monthly Revenue: \$31,496.65      Monthly Expenses:      \$6,754.71

General Fund Balance: \$ 13,193.48      General Fund Reserve: \$41,433.08

Grant payments due to Liberty: \$15,972.90

All Funds Balance: \$52,350.34

Unpaid Invoices: \$45,116.58

3. Approve the engagement Letter with the Auditor of State for the FY19 audit at a cost of \$5,330.
4. Approve the transfer of \$20,000 from the General Fund Reserve to the General Fund.

**Vote: Yes: Brown, Bartashus, Maneese, Chenevey, Hanson.**

**Director's Business Items:**

**2019-65 Chenevey moved and Maneese seconded the motion to table the Memorandum of Understanding with Catholic Charities until the next meeting.**

**Vote: Yes: Bartashus, Maneese, Brown, Hanson, Chenevey.**

**LIBERTY PREPARATORY SCHOOL**

Regular Meeting Minutes  
December 19, 2019 3:00 PM  
Smithville United Methodist Church  
243 N. Milton St.  
Smithville, OH 44677

**Sponsor's Report**

Maureen reported that ODE is reorganizing the needs assessment in CCIP and rolling it into a new application called One Step that will cover all Federal and State Grant applications. Training on the new software will begin in January.

**Board Business:**

**2019-66 Bartashus moved and Maneese seconded the motion to approve Board Business Items:**

1. Board policies for discussion, approval, and revisions as provided by Peters, Kalail & Markakis:  
Policy 1850 Electronic Records and Signatures
2. Reappoint Matt Brown to the Governing Board for a three-year term January 2020 – December 2022.

**Vote: Yes: Maneese, Hanson, Chenevey, Bartashus. Abstain: Brown.**

**2019-67 Brown moved and Bartashus seconded the motion to enter into executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee, or official.**

**Vote: Yes: Brown, Hanson, Chenevey, Bartashus, Maneese.**

**2019-68 Maneese moved and Chenevey seconded the motion to reconvene the open meeting.**

**Vote: Yes: Hanson, Chenevey, Bartashus, Maneese, Brown.**

**Next Meeting Date: Organizational and Regular Meeting Date: January 9, 2020 at 3:30 PM.**

**Motion to Adjourn:**

**2019-69 Maneese moved and Bartashus seconded the motion to set the 2020 organizational and January regular meeting date for January 9 at 3:30 PM, and to adjourn the meeting.**

**Vote: Yes: Bartashus, Chenevey, Maneese, Brown, Hanson.**

---

**Board President**

---

**Treasurer**