

**LIBERTY PREPARATORY SCHOOL**  
**Regular Meeting Minutes**  
**September 17, 2020 3:30 PM**  
**Smithville United Methodist Church**  
**243 N Milton St, Smithville, OH 44677**

The Governing Board of Liberty Preparatory School met in Regular Session at Smithville United Methodist Church. The following members were present: Helen Bartashus, Misty Hanson, and Justin Chenevey. Matt Brown arrived at 3:45 PM. Cameron Maneese was absent. Also in attendance were Maureen Businger, ODE, Jenna Parnell, and Sandy Hadsell from Liberty.

**President Misty Hanson called the meeting to order**

**Pledge of Allegiance**

**Treasurers Business:**

**2020-41 Bartashus moved and Chenevey seconded the motion to approve the Treasurer's Business:**

1. Approve the Minutes of the August 6, 2020 Regular Meeting, and August 27, 2020 Emergency Meeting.
2. Approve the August 31, 2020 Financial Reports as Presented:  
Monthly Revenue: \$ 47,437.44      Monthly Expenses: \$ 55,884.87  
General Fund Balance: \$ 29,194.60      General Fund Reserve: \$21,422.76  
All Funds Balance: \$ 38,010.86      Unpaid Invoices: \$ 0
3. Approve the FY21 Budget as presented.  
FY21 Projected Income: \$682,038      FY20 Actual Income: \$667,173  
FY21 Projected Expenses: \$649,340      FY20 Actual Expense: \$673,708  
FY21 Net      \$ 32,698      FY20 Actual Net      (\$ 6,535)
4. Approve the Five Year Forecast for FY21.

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

Matt Brown arrived at 3:45.

**Director's Discussion Items:**

1. Enrollment, Attendance, and Academic Report: Current enrollment is 59 students with 3 additional pending. 36 of those students are Seniors.
2. School Reopening Update – Teachers would like the ability to bring a few more students in for additional help. Still struggling with some students to keep them engaged and make sure they log in to classes.

3. Conflict of Interest Disclosure Forms – Jenna received the Conflict of interest Forms from Board Members.
4. Jenna’s List – Jenna, Maureen, and Sandy are working on the documents needed to apply for continued sponsorship from OSS. The application will be completed and submitted by September 30.  
Jenna is working with Catholic Charities to come up with a plan for food distribution to students.

**Director’s Business Items:**

**2020-42 Brown moved and Bartashus seconded the motion to approve Item 1, Item two was tabled until next meeting due to the lack of a quorum. (Misty, and Justin need to abstain.)**

1. Approve continuing online instruction with additional tutoring by appointment beginning September 28, 2020 through October 23, 2020. Teachers should limit in person contact to six students or less at one time. Safety Checkpoints, Physical Distancing and Masks must be worn for anyone entering the building will continue to meet Health Department guidelines and requirements.

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

2. (Tabled) Approve the Saturday School Agreement with Wayne County Probate & Juvenile Court for FY21.

**Sponsor’s Report:** Maureen has been working with Jenna and Sandy to complete the OSS application. We are about 80% finished. There is a new COVID reporting form to report student and staff cases to ODE and the Governor’s Office. That will be sent to Jenna. Jenna will be participating in the OSS Leadership Program one Friday per month. That program will be Free of Charge this year. Jenna is off to a good start as the new Director and Maureen has seen growth in her leadership skills already. The School is progressing well in spite of the COVID pandemic and challenges of an online platform.

**Board Business:**

**2020-43 Brown moved and Bartashus seconded the motion to:**

1. Approve the Following Board Policies and Documents as prepared by Maria Markakis:  
  
Policy 2340 Face Coverings (Revised) The School will provide on request  
  
Form 2340.1 Face Covering Exemption Request Form  
  
Policy 2470 COVID Case Reporting  
  
Policy 4201 Attendance, Absence, Truancy (Revised)

Policy 4201.1 Attendance Tracking during the COVID-19 Related State of  
Emergency

Policy 4302 Graduation Plans

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

**2020-44 Brown moved and Chenevey seconded the motion to:**

2. Approve the FY20 Annual Report Resolution, and accept the FY20 Annual Report.

A message from the Ohio Department of Education, Office of Ohio School Sponsorship

Ohio Revised Code (ORC)3314.03(D)(2) specifies that the sponsor of school the must “monitor and evaluate the academic and fiscal performance and the organization and operation of the community school on at least an annual basis.”

All Ohio community school sponsors must evaluate each school and submit a written report of school academic, financial, organizational performance, and legal compliance to the Ohio Department of Education and make the report available to the parents of students enrolled in the community school.

The Ohio Department of Education, Office of Ohio School Sponsorship evaluates its sponsored schools on the performance of Ohio School Report Card indicators and on performance measures as listed in the school’s community school Contract. It is noted that the Ohio School Report Card data is not available for this school year due to the Coronavirus State of Emergency Order as declared by Ohio’s Governor, Mike Dewine.

The Office of Ohio School Sponsorship monitors the performance of its sponsored community schools through attendance at governing board meetings, on-site visits and through review of compliance assessments, monthly financial reports, and other reports related to the school’s academic, financial and operational performance to ensure compliance with rule and law.

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

**2020-45 Chenevey moved and Bartashus seconded the motion to:**

3. Approve the Resolution to Approve the Application Renewal with the Office of Ohio School Sponsorship

**RESOLUTION TO APPROVE THE APPLICATION RENEWAL WITH THE  
OFFICE OF OHIO SCHOOL SPONSORSHIP**

**WHEREAS**, the Governing Authority's community school contract is authorized by the Office of Ohio School Sponsorship (OSS); and

**WHEREAS**, Governing Authority intends to renew its contract with OSS and the sponsoring entity of the school; and

**IT IS THEREFORE RESOLVED**, that the Governing Authority hereby approves the school leader to complete the OSS Renewal Application prior to the sponsor's required due date; and

**IT IS FURTHER RESOLVED**, that the Governing Authority authorizes the board president to work with the school leader to finalize, sign and submit the application and attachments prior to the due date; and

**BE IT FURTHER RESOLVED**, that the Governing Authority authorizes the board president to finalize and execute subsequent contract renewal documentation as required by counsel or sponsor to be filed with the Ohio Department of Education.

4. Approve Renewal of the By-Laws / Code of Regulations as reviewed.

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

**2020-46 Chenevey moved and Brown seconded the motion to move into executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee, or official at 4:37 PM**

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

**2020-47 Chenevey moved and Brown seconded the motion to reconvene the open meeting at 4:39 PM.**

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

**Next Meeting Date: October 15, 2020 Regular Meeting in Person / Zoom Format at 3:30 PM.**

**2020-48 Chenevey moved and Bartashus seconded the Motion to Adjourn at 4:42PM.**

**VOTE: Yes: Chenevey, Brown, Hanson, Bartashus. Absent: Maneese.**

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President

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Treasurer