



**ACCA Governing Board
Regular Board Meeting Minutes
August 9, 2023 12:00 pm**

The meeting was called to order by Audrey Sikula at 12:01 pm.

1. Roll Call Taken by: Helenthal

Present: Matt Miller, Audrey Sikula, Tom Marquette and Tom Gaus

Not present: Rita McElfresh

2. Recognition of Visitors: Shannon Lusk, Nichole Helenthal, Maureen Businger

3. Approval of Minutes from the June 14, 2023 Regular Board Meeting.

Sikula motioned to approve the minutes. Gaus moved to approve and Marquette seconded the motion. All were in favor of approving the minutes. Motion carried.

4. Business of the Treasurer

A. May/June/July 2023 Financial Reports

Hudson presented the May/June/July 2023 Financial Reports. The District earned \$1,328 of interest in May for total interest earning of \$10,323 in FYU 2022-23. The forecasted funds decreased by 2.5% from April to May or by \$13,357. In comparison to FY 2022, the ending cash balance for May is 8.5% lower for FY 2023; a net decrease of \$45,469. The ending cash balance for all funds decreased by 1.4% or by \$7,373 from April to May. The District's fiscal year-to-date expenditures are \$74,485 more in comparison to last May.

The District earned \$1,406.65 of interest in June for total interest earnings of \$11,629.73 in FY 2022-23. The forecasted funds decreased by 3.4% from May to June or by \$16,663. In comparison to FY 2022, the ending cash balance for June is 5.9% lower for FY 2023; a net decrease of \$29,975. The ending cash balance for all funds increased by 1.8% or by \$9,497 from May to June. The District's fiscal year-to-date expenditures are \$51,308 more in comparison to last June.

The District earned \$1,267 of interest in July for total interest earnings of \$1,367 in FY 2023-24 (12% of FY 2022-23 total earnings). The forecasted funds decreased by 1.3% from June to July or by \$6,161. In comparison to FY 2023, the ending cash balance for July is 8.8% lower for FY 2024; a net decrease of

\$45,240. The ending cash balance for all funds decreased by 5.5% or by \$29,755 from April to May. The District's fiscal year-to-date expenditures are \$12,723 more in comparison to last July.

B. FY 2023-24 Employment Contracts

Hudson presented the FY 2023-24 Employment Contracts for Jim Hudson (Treasurer), Kristin Horst (Payroll) and Kristy Downs (Accounts Payable). The board had a short discussion about the contracts.

C. Public Official Bond

Hudson presented the Public Official Bond for James Hudson August 1, 2023 through July 31, 2023 for the amount of \$50,000 at the rate of \$147.52 per year.

Sikula motioned to approve 4-A 1-3, 4-B 1-3 and C-1. Miller moved the motion and Gaus seconded the motion. All were in favor of approving the motion. Motion carried.

5. Business of the Superintendent/Assistant Superintendent

A. Vendor Contract/Services

Lusk presented the following vendor contracts and/or services for the upcoming school year: Imagine Learning (Online Courses) 1 year contract, SNAP Gourmet Contract for 1 year, Ashland Public Transportation 23-24 contract, Ashland County Sheriff's Department/23-24 SRO Contract, Deputy Shelby Hammond and Jamie Lormeau, Education Consultant Services (\$60 per hour, as needed). The board asked if there was a contract for the Educational Consultant Services and Lusk explained that there is not a contract and that invoices in the past have been sent to Hudson. Sikula motioned to approve 5-A 1-5. Gaus moved the motion and Marquette seconded the motion. All were in favor of approving the motion. Motion carried.

B. Personnel Supplemental Contracts

Lusk presented the following Supplemental Contracts for the 23-24 school year. Kelsey Wade will earn \$750 for the year as a Lunch Monitor. Wade will fill-in for lunch duties twice weekly. Hannah Mast will earn \$1,000 for the year as the LPDC Committee Chair. Hannah Smith will earn \$500 for the year as the LPDC Committee Co-Chair. Marilynn Brown will earn \$5,000 for the year as the Lead Teacher. She will be responsible for assisting with testing, being head of bus duty and a voice for teachers. Amy Nalley will earn \$7,000 for the year as a Student Success Coach and

\$2,000 for the year as Safety Training Coordinator. Nalley will assist training for compliance as she knows several vendors. The board discussed the contracts among themselves. Helenthal mentioned that several staff members have asked if the supplemental contacts could be paid in separate checks due to the amount of taxes taken out when it is combined with their regular pay. Some of the staff members stated that they couldn't tell that they got the extra pay because so much was taken out due to taxes that they did see much of the supplemental pay. If there is any way to do this, then the staff would greatly appreciate it. Sikula motioned to approve B 1-5. Marquette moved to approve the motion and Gaus seconded the motion. All were in favor of approving the motion. Motion carried.

C. Assurance Approvals and Resolutions

Lusk presented the 2023-24 ACCA Student-Parent Handbook, 2023-24 Enrollment Packet/Enrollment Application, 2023-24 Bell Schedule, 2023-24 Semi-Annual Bully Report (Jan-June) Resolution and the Transportation Coordinator (Dept Head) Resolution.

The new bell schedule includes a planning period throughout the day for each instructional staff member. The staff will arrive at 7:40 and will have a 15 minutes breakfast duty from 7:45 to 8:00 am. Students will eat breakfast upstairs. Students will have time to talk with advisors during enrichment time as well as the structured restroom breaks. There will be a few more students in classes due to the addition of a planning period for each teacher. Mast will have an administration period first period for discipline. She will also assist supervising breakfast. All students have schedules and we currently have just one student leaving for work. Lusk was named the Transportation Coordinator for the 23-24 school year. Sikula motioned to approve C 1-5. Gaus moved the motion and Miller seconded the motion. All were in favor of approving the motion. Motion carried.

D. Administration Report

1. 23-24 ACCA District Testing Calendar
2. 23-24 ACCA District Drill Calendar
3. Monthly approval of Remote learning Plan

Lusk explained that 6 drills are required but we have 7 listed on the calendar. We have 5 safety drills which includes 1 staff training. The K-9

unit will be coming to our school and the fire chief will come into the building too. Sikula motioned to approve A1, A2 and A3. Gaus moved the motion and Marquette seconded the motion. All were in favor of the motion. Motion carried.

C. ACCA Administration Report

Lusk explained that our current enrollment is 83 students with several applications pending. Paula Berry conducted a residency check of three students and they all had the appropriate paperwork in order. Lusk and Brown attended the OSS Convocation at the beginning of August and met with several other community leaders. Lusk met with Mariah who will be covering Educational News for the Ashland Source. Lusk mentioned that the Juniors and Seniors as well as ACCA staff will participate in Ashland University's Day or Caring in October.

Lusk explained that she met with Attorney Brian DeSantis on the Governing Board Policy Manual several times this summer and things are going well.

Lusk mentioned that several things have been done for a positive school culture: planning periods for Instructional Staff during the school day, competitive wages/salaries, lead teacher, timely responses (within my authoritative ability), instructional supplies/curriculum/furniture, suggestion box in the office, incorporated ideas & suggestions from stakeholders (staff-students/board members/parents/agencies) into the bell schedules/school activities/curriculum, planned school wide activities/events for September through October to engage and excite the students.

Opening assurances will be completed next week upon completion of Fire Inspection and Health Inspections & completions of staff roster/training. The Governing Survey just opened and that will be done on a monthly basis.

Helenthal explained that the special education department will complete an internal audit of all ETRs and IEPs by the end of September. We will also audit all incoming transfer student ETRs/IEPs as they are enrolled throughout the year.

Mid-Ohio contacted Helenthal and explained that they are no longer working with Mid-Ohio Psychological Services. They will be contacting Helenthal as they believe that they have a replacement. She explained that she will give additional information during the next board meeting.

Helenthal explained that she is still waiting to hear on the 21st Century grant. She contacted ODE and was told that the applicants would be told at the beginning of August, but not sure exactly when they will release the results. Helenthal will notify the board as soon as she is alerted about the grant from the state.

Helenthal has been working with the new grant evaluator regarding the closeout procedures for the current grant.

Helenthal explained that Mr. Sells has done an amazing job on the building this summer. She explained that he fixed/painted the starwell, painted the boy's bathroom and installed a lock on the door, cleaned the classroom carpets, painted the cafeteria, Nalley's classroom, Wade's classroom and Franklin's office. She will give a more extensive list of what has been completed at the next board meeting. The board expressed interest in meeting Mr. Sells. Helenthal said that we will have him attend the next board meeting so that the board can meet him.

Lusk mentioned that NC State will be starting class next week. They will hold classes once a week (Wednesdays). We also have one student enrolled in college credit plus.

Lusk presented some updates and announcements to the board. She explained that the teachers will return on 8/21/23, student in-take/orientation week is from 8/21-8/28, open house is on 8/28, the first day of school is 8/29 and the next regular board meeting is on 9/6/23 at noon.

Sikula motioned to approve the Superintendent/Assistant Superintendent's Report. Marquette moved to approve the motion and Miller seconded the motion. All were in favor of the motion. The motion was carried.

6. Governing Chair Report

Sikula mentioned that McElfresh spoke with DeSantis about providing training for the board. He has given some days in August and September. They would be about an hour long depending on the topic. McElfresh will take the lead on this when she returns from her trip. She wanted everyone to have dates. The dates are as follows: August 22, 23 or 24 or September 5, 7, 11 or 12. The training may be at the school library, but additional information will be available.

8. Sponsor Update

Businger explained that convocation was last week. She mentioned that Lusk presented and did an excellent job facilitating at the convocation. Businger stated that she has seen

Lusk grow tremendously since becoming the ACCA Superintendent and it's been amazing to see that. Brown has been enrolled in the Leadership Development Program. Lusk was promoted to the advanced leadership group. Yvonne Adkins will send out the emails. Opening Assurances have been completed and Lusk knocked it out of the park. Businger explained that Mr. Sells is already on top of everything. She also stated to contact her with any issues.

Sikula moved to adjourn the meeting. Gaus moved the motion and Miller seconded the motion. All were in favor of adjourning the meeting. Motion Carried.

Meeting adjourned at 12:58 p.m.

Rita A. McElfresh
Board Chair

9/13/23
Date

JAF
Treasurer

09/13/2023
Date