



**ACCA Governing Board
Regular Board Meeting Minutes
September 13, 2023 12:00 pm**

The meeting was called to order by Rita McElfresh at 12:02 pm.

1. Roll Call Taken by: Helenthal

Present: Rita McElfresh, Audrey Sikula, Tom Marquette and Tom Gaus

Not present: Matt Miller

2. Recognition of Visitors: Shannon Lusk, Nichole Helenthal, Maureen Businger, Jim Hudson, Ethan Sells, Mariah Thomas (Ashland Source)

Helenthal asked Sells to stand and introduced him to the school board. She explained that he has done extensive work/maintenance on the school. She stated that he is dependable, motivated and takes pride in his work. The board thanked him for his dedication and all the hard work.

Sells left the meeting at 12:05 pm.

3. Approval of Minutes from the August 9, 2023 Regular Board Meeting.

McElfresh 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. August 2023 Financial Reports

Hudson presented the August 2023 Financial Reports. The District earned \$1,418 of interest in August for total interest earning of \$2,785 in FY 2023-24 (24% of FY 2022-23 total earnings). The forecasted funds increased by 0.5 percent from July to August or by \$2,172. In comparison to FY 2023, the ending cash balance for August is 9.8 percent lower for FY 2024, a net decrease of \$50,925. The ending cash balance for all funds decreased by 4.0 percent or by \$20,523 from July to August. The District's fiscal year-to-date expenditures are \$22,281 more in comparison to last August. (Salaries \$4,457; Benefits \$3,035; Purchased Services \$18,872; Supplies and Materials -\$848 and Capital Outlay -\$3,235) McElfresh motioned to approve the minutes. Marquette moved to approve and Sikula

seconded the motion. All were in favor of approving the minutes. Motion carried.

B. Treasurer Discussion Items

1. Staff Member Insurance / Compensation

Hudson discussed paying supplemental insurance for employees that prefer to purchase their own health insurance. The board mentioned adding extra to cover the tax obligations. Hudson said that he will move forward with planning and get back with the board regarding this matter.

5. Business of the Superintendent/Assistant Superintendent

A. Substitute Teaching Requirement at ACCA

1. Requirements of Subs

Lusk explained that school districts are allowed to set their own requirements for substitute teachers. The board asked Lusk's opinion on the requirements. She mentioned that she would like someone with college experience, real-world experience and two-years of college or an Associate's Degree. She also stressed that the substitute must be a good fit and will go through an interview process to be hired as a sub. Lusk stated that she will propose the requirements at the next board meeting (October).

2. ACCA Substitutes 2023-2024

1. Sarah Toki (4 yr Res Ed License Eng/Sub License)

Lusk explained that Toki tutored and was also a long-term sub during the 2022-23 school year. All the appropriate documentation is in place. The wage for subbing is \$100 per day.

McElfresh motioned to approve Toki as a sub. Gaus moved the motion and Sikula seconded the motion. All were in favor of approving the motion. Motion carried.

B. Governing Policy Manual Approval / Review of Policies

1. Governing Policy Manual: Chapters 1-6 Resolution

a. Annual Review of Specific Policies Resolution:

1. 6.10 Student Attendance / Missing Children
2. Ethics:

- a. 3.05 Staff Conduct / Ethics
- b. 1.07 Board Members Conflict of Interest / Ethics

The board discussed the policies for review. McElfresh motioned to approve 5B1a1-2 and 5B2a-b. Marquette moved to approve the motion and Gaus seconded the motion. All were in favor of approving the motion. Motion carried.

- 2. Health & Safety Policies: Part I Resolution
 - a. Review of Specific Policies
 - 1.6.22 Drug/Alcohol Abuse
 - 2.6.29 Student Health and Safety
 - 3.6.30 Immunizations
 - 4.6.31 Student Health Services & First Aid
 - 5.6.33 Tobacco Free
 - 6.6.34 Administering Medication to Students
 - 7.6.35 Asthma Medication & Epinephrine Injectors
 - 8.6.36 Emergency Medical Authorization
 - 9.6.37 Suspected Child Abuse/Neglect
 - 10. 6.38 Fire and Tornado Warning Drills
 - 11. 6.41 Student Conduct on Buses
 - 12. 6.43 Corporal Punishment
 - 13. 6.46 Restraint & Seclusion
 - 14. 6.48 Computer & Internet Usage Policy
 - 15. 6.49 Food Allergies
 - 16. 6.50 Diabetes Care
 - 17. 6.51 CPR Training
 - 18. 6.58 Student Transportation Management
 - 19. 6.59 School Bus Routes & Stops
 - 20. 6.60 Overdose Reversal Drugs
 - 21.6.62 Seizure Safety
 - 22. 6.63 Dangerous Weapons/Bomb Threats/Violent Conduct in School
 - 23. 6.0 Compulsory School Attendance
 - 24. 6.18 Student Discipline
 - 25. 6.19 Student Code of Conduct
 - 26. 6.08 Student Absences & Excuses
 - 27. 6.28 Interrogations & Searches
 - 28. 6.11 Student Dismissal & Tardiness

The board discussed the policies for review. McElfresh motioned to approve 5B2a. Sikula moved to approve the motion and Gaus seconded the motion. All were in favor of approving the motion. Motion carried.

C. Mid-Ohio Services Contract

1. School Psychologist Services 2023-2024 School Year

Helenthal explained that Mid-Ohio has contracted with Dorothy Balkin for School Psychologist services for our district. The rate is \$90 per hour on an as needed basis. Helenthal stated that she met with Shelly Patriet from Mid-Ohio and Balkin. Helenthal explained that Balkin seems like she will be a great fit for our school district.

McElfresh motioned to approve 5C1. Marquette moved the motion and Gaus 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.

D. ACCA Administration Report (Superintendent, Asst. Superintendent/Dean)

1. Current Enrollment - Lusk explained that our current enrollment is 90 students including 30 special education students (27-IEP,3-504).
2. Suspension/Expulsion - There was one suspension in August and no expulsions.
3. Student Discipline - 1 Reflection School (Thursday School), 3 Redemption Schools (lunch time detention) and 1 emergency removal.
4. Verification of Residency - Paula Berry conducted a residency check of three students and they all had the appropriate paperwork in order.
5. Student Participation in (STARs) STARs testing took place on 9/6 and 9/7. Mrs. Franklin will handle all of the make-up testing. Mrs. Brown will be working with instructional staff regarding STARs data and implementation

into lesson planning. STARs score reports will be sent home for reading and math will be sent home with each student GP1 grade card.

6. Outreach/Marketing - ACCA will have a booth at the Ashland County Fair. Ms. Smith is handling booth sign-ups for staff and interested board members (beginning on 9/18). ACCA will also participate in the Ashland Historical Society Pumpkin Glow on 10/21 from 5 to 7 pm. ACCA will participate on the AU Day of Caring on 10/26. We will also host a Family Fall Festival (along with NC State tentatively) 10/31 from 5 to 7 pm.
7. Safety & Trainings - Lusk explained that ACCA staff will engage in ALICE training on 9/22 and the ACCA Threat Assessment Team will engage in Security Camera training on 9/22. Helenthal explained that all cameras have been installed. She also mentioned that the iPads are being programmed and should be delivered soon. Training will be provided by Schmidt Security on 9/22 as Lusk mentioned. Once the security camera project is completely finished, then we will create a timeline for the window tinting project.

Helenthal explained all of the building maintenance that has been completed by Sells as of today. The items that have been completed include repairing faucet in the girl's restroom, installing carbon monoxide detectors, installing paper towel dispensers in all student and staff restrooms, fixed light in the upstairs classroom by replacing the ballast, painting dividers in the cafeteria, patched holes and painted the cafeteria, fixed leak in the unoccupied area above classroom, painted front parking lot, weeded the student parking lot, new lock installed on the boy's bathroom stall, student restrooms are cleaned twice daily, fixed student desks in all classrooms, cleaned carpets in all the classroom, inventoried incoming supplies/materials, vents cleared in all rooms/hallways, stairwell railings fixed and painted, front porch and carport was washed and cleaned, cafeteria floor deep cleaned and mopped the ceiling tiles were repaired and painted.

7. Special Education - Helenthal explained that the Special Education Improvement Plan implementation is due on the 29th of this month. She stated that some of the items have already been completed and that the rest will be completed by the deadline. She explained that she is in the process of getting Achieve 3000 up and running for those special education students that are behind in reading and also has two digital voice recorders to help students who need to answer some assignments verbally. She will give additional information on this at the next board meeting.

McElfresh motioned to approve the Superintendent/Assistant Superintendent Report. Gaus moved the motion and Sikula seconded the motion. All were in favor of the motion. Motion carried.

6. Executive Session

No executive session was needed.

McElfresh mentioned that on the next agenda she would like “Board President Report” to be listed as an item. Lusk agreed and said she would make sure it was on the agenda.

First, she asked about the Finance Committee that Hudson mentioned would be a good idea to start for our school. Sikula and Gaus volunteered to be on the Finance Committee along with Hudson, Lusk and Helenthal.

Gaus asked Helenthal if there would be any repercussions for not obtaining the 21st Century Grant this year. She mentioned that her and Lusk are looking at the Expanding Opportunity grant for tutoring students after school. Some other discussion went on regarding the repercussions.

McElfresh asked that the “Incentives for Staff” be put on the next agenda. She also mentioned that there are two dates available for board training with the school attorney. The open dates are 10/17, 10/18, 10/23, 10/24, 10/25 and 10/26. Lusk explained that they will need to list it as a special board meeting. McElfresh stated that it should just take a couple of hours and could be done in the morning. The board training will be held at the Ashland Public Library in one of their meeting rooms.

McElfresh stated that this is a new organizational chart and it will be shown next month and also in the annual report.

McElfresh said that Lusk’s evaluation will be completed by Marquette and McElfresh. Hudson’s evaluation will be completed by Miller and Gaus.

McElfresh asked if we had the funds to replace the carpet before the next school year. Lusk said that is something that we would need to look in, but doesn’t have an answer right now. Lusk said the carpet in this building is over ten years old. Epoxy could be an option as well and that is very clean.

8. Sponsor’s Report

Businger mentioned that Sheila Vitale met with both Stacy Hunsinger and herself. She explained that State Support Team 7 must not be involved in the schools according to

ODE. They offer several training and there should be a service agreement by the next board meeting. ACCA was chosen to go through a FTE audit. More information will come regarding that. Businger will go through student files and staff files to make sure everything is up to date.

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

Meeting adjourned at 1:11 p.m.

Rita A. McElfresh
Board Chair

10/11/23
Date

J.A.
Treasurer

10/11/2023
Date

