

LIBERTY PREPARATORY SCHOOL

Governing Board

Regular Meeting Minutes

March 9, 2017

3:30 PM

Smithville United Methodist Church

243 N. Milton St.

Smithville, OH 44677

ROLL CALL

Having Due notice the following board members were present: Misty Hanson, Matthew Brown, Cameron Maneese and Justin Chenevey. Helen Bartashus arrived at 3:45PM. Also in attendance were Judy Kestner and Dr. Deb Williams from Tri-County ESC, Jenna Parnell, Brian Hessey, and Sandy Hadsell from Liberty Prep.

Treasurers Business:

2017-16 Brown moved and Maneese seconded the motion to approve the Treasurers Business Items:

1. Approve the Minutes of the February 9, 2017 Regular Meeting.
2. Approve the February 2017 Financial Reports as Presented:

Income: \$ 49,807.97	Expenses: \$ 52,749.32
General Fund Balance: \$ 52,059.05	Reserve Balance: \$ 11,113.89
Total Cash Balance: \$ 55,065.52	

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

Executive Session:

2017-18 Maneese moved and Chenevey seconded the motion to move into executive session to discuss the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee or official.

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

Helen Bartashus arrived at 3:45 PM and entered executive session.

2017-19 Brown moved and Maneese seconded the motion to reconvene the regular meeting.

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

Director's Discussion Items:

1. Brian's List – Title I tutoring has provided additional services for 21 math and 20 reading students thus far this year. Current enrollment stands at 89 students. 181 courses have been completed by students. 4 students have met all requirements for graduation. Mindfulness classes are taking place on Mondays and Thursdays. About 18 – 20 students participate each day. Brian is still working with the church to and the Akron Food Bank to set up the meals program.

Director's Business Items:

2017-20 Bartashus moved and Maneese seconded the motion to approve the 2017 -18 School Calendar as presented with 177 student days and 185 staff days.

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

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2017-21 Maneese moved and Bartashus seconded the motion to:

1. Approve the resignation of Jessica Goodrich effective June 30, 2017.
2. Approve the resignation of Jennifer Sherman effective June 30, 2017.
3. Approve the resignation of Jill Buklad effective March 6, 2017.

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

2017-22 Brown moved and Chenevey seconded the motion to:

1. Approve the Reduction-in-force of Matt McHam effective June 30, 2017.

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

2017-23 Bartashus moved and Chenevey seconded the motion to:

1. Approve the renewal of a one year contract for Jenna Parnell effective August 1, 2017.
2. Approve the renewal of a one year contract for Chuck Saris effective August 1, 2017.
3. Approve the renewal of a one year contract for Susan Flinger effective August 1, 2017.
4. Approve the renewal of a one year contract for Linda Fenn effective August 1, 2017.
5. Approve the renewal of a one year contract for Jenice McEndree effective August 1, 2017.
These positions will be hired thru Tri-County ESC Payroll

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

Board Business:

2017-24 Maneese moved and Brown seconded the motion to adopt Board policy # 2270 Diabetic Care.

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

2017-25 Bartashus moved and Chenevey seconded the motion to approve renewal of membership with OSBA for 2017-18 at a cost of \$400 and receive electronic copies of School Management News at a cost of \$150.

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

Sponsor's Report: Dr. Williams and Judy Kestner reported that the compliance checklist was released from ODE in February and the deadline to submit information is June 30. The ESC would like Brian, Misty, and Sandy to meet with them and answer most of the questions for the checklist. Other items need to be sent to Judy by June 15 to complete the upload to ODE. Judy and Dr. Williams conducted the site visit this afternoon prior to the board meeting.

Next Meeting Date: April 13, 2017 at 3:30 PM.

2017-26 Maneese moved and Bartashus seconded the motion to adjourn.

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

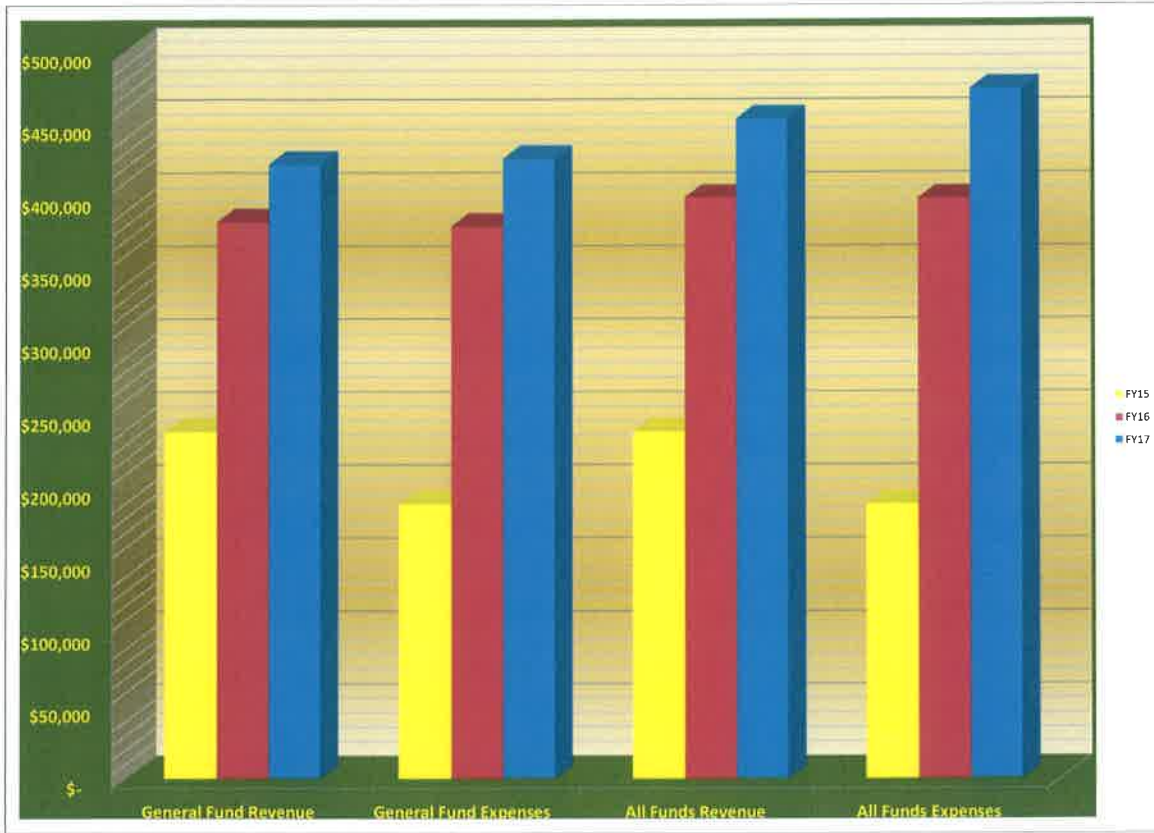
Board President

Treasurer

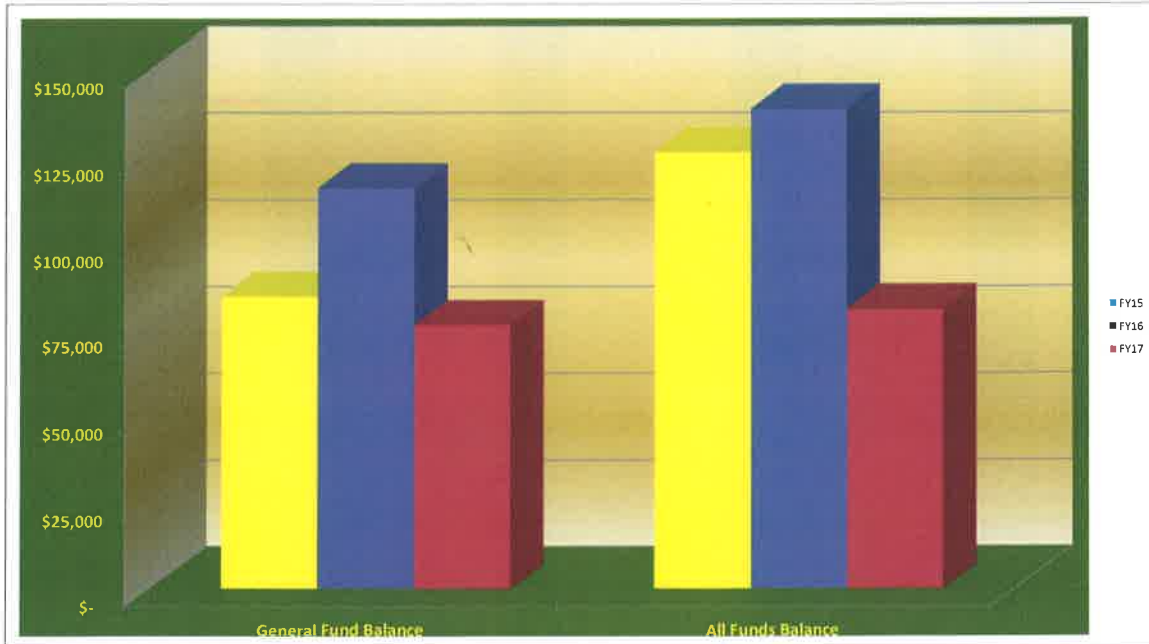
Liberty Prep Year To Date Comparisons

3/31/2017

	General Fund Revenue	General Fund Expenses	All Funds Revenue	All Funds Expenses
FY15	\$ 238,683	\$ 189,524	\$ 238,683	\$ 189,524
FY16	\$ 382,533	\$ 379,429	\$ 398,924	\$ 398,244
FY17	\$ 421,861	\$ 425,452	\$ 452,603	\$ 473,078



	General Fund Balance	All Funds Balance
FY15	\$ 84,828	\$ 126,422
FY16	\$ 115,953	\$ 138,633
FY17	\$ 76,657	\$ 81,176



Liberty Preparatory School

BANK RECONCILIATION

March 31, 2017

SYSTEM BALANCES/ADJUSTMENTS		BANK BALANCES/ADJUSTMENTS	
Cash Journal Balance	81,176.39	First National Bank, General	28,358.09
OS USAS Checks	210.00	First National Savings	53,028.30
			0.00
Interest First Natl General	0.00		0.00
	0.00		0.00
	0.00	Office Change	0.00
	0.00		0.00
	0.00	Reg Day Change Secretary	0.00
	0.00		0.00
Cash in Transit	0.00	Cash in Transit	
	0.00	to/from Gen Acct	
	0.00	IDEA Payment	
	0.00	Title I Payment	
	0.00	Title II-D Payment	
	0.00		
\$ 81,386.39		\$ 81,386.39	

Out of Balance \$ -

March 31, 2017

Monthly Income	\$	66,244.62	General Fund Balance	\$	76,657.41
Monthly Expenses	\$	40,133.75	Reserve Fund Balance	\$	8,356.74
Current Encumbrances	\$	217,786.98	Total Cash Balance	\$	81,176.39
Unencumbered Balance	\$	(136,610.59)			

Nancy L. Haskell

Account Description	Appropriation	Expended	% Exp	Encumbered	Balance
General Fund					
400 PURCHASED SERVICES	523,575.01	341,572.05	65.2%	205,488.57	23,485.61-
500 SUPPLIES AND MATERIALS	68,611.86	58,892.32	85.8%	5,358.63	4,360.91
600 CAPITAL OUTLAY	17,246.15	8,684.59	50.4%	600.00	7,961.56
800 MISCELLANEOUS OBJECTS	12,227.00	8,503.20	69.5%	2,673.00	1,050.80
Total General Fund	621,660.02	417,652.16	67.2%	214,120.20	10,112.34-
Other Funds					
014 ROTARY-INTERNAL SERVICES	13,624.00	10,170.00	74.6%	1,620.00	1,834.00
018 PUBLIC SCHOOL SUPPORT	180.00	0.00	0.0%	100.00	80.00
516 IDEA PART B GRANTS	19,306.77	17,652.70	91.4%	1,654.08	0.01-
572 TITLE I DISADVANTAGED CHILDREN	26,353.00	26,353.00	100.0%	0.00	0.00
590 IMPROVING TEACHER QUALITY	2,528.21	1,249.87	49.4%	292.70	985.64
Total Other Funds	61,991.98	55,425.57	89.4%	3,666.78	2,899.63
Grand Total All Funds	683,652.00	473,077.73	69.2%	217,786.98	7,212.71-
July 1 Beginning Cash Balance (All Funds):	101,651.44				
Total MTD Receipts:	66,244.62				
Current Cash Balance (All Funds):	81,176.39				
		452,602.68			

75% thru year

Fund #	Fund Description	Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	Bank Code
001	0000 General Fund									
	80,248.11	60,595.97	421,861.46	35,997.61	425,452.16	76,657.41	214,120.20	137,462.79-		
001	9001 BUDGET RESERVE FUND									
	21,350.87	2,757.15-	20,794.13-	0.00	7,800.00-	8,356.74	0.00	8,356.74		
014	9001 Saturday School									
	0.00	2,920.00	9,070.00	1,460.00	10,170.00	1,100.00-	1,620.00	2,720.00-		
018	9001 Principal's Fund									
	52.46	52.43	172.43	0.00	0.00	224.89	100.00	124.89		
516	9016 IDEA Spec ED FY16									
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
516	9017 IDEA Spec ED FY17									
	0.00	1,271.64	16,381.06	1,271.64	17,652.70	1,271.64-	1,654.08	2,925.72-		
572	9016 Title I FY16									
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
572	9017 Title I FY17									
	0.00	4,116.04	24,811.99	1,404.50	26,353.00	1,541.01-	0.00	1,541.01-		
590	9016 Title II-A FY16									
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
590	9017 Title II-A FY17									
	0.00	45.69	1,099.87	0.00	1,249.87	150.00-	292.70	442.70-		
GRAND TOTALS:										
	101,651.44	66,244.62	452,602.68	40,133.75	473,077.73	81,176.39	217,786.98	136,610.59-		

Date: 04/04/2017
Time: 4:13 pm

LIBERTY PREPARATORY SCHOOL
SORT BY CHECK NUMBER
MONTHLY CHECKS WRITTEN
CHECK DATES BETWEEN 03/01/2017 AND 03/31/2017
WARRANT, REFUND CHECKS

Page: 1
(CHECKPY)

SEQ	DESCRIPTION	TRAN NUMBER	P.O. NUMBER	IT NUMBER	INVOICE NUMBER	TRAN DATE	TI FND	ACCOUNT CODE	OBJ	SCC	SUBJ	OU	IL	JOB	ITEM AMOUNT
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Check: 001278 Type: W Date: 03/08/17 Vendor: CDI COMPUTERS INC Vendor#: 010413 Stat/Date: RECONCILED:03/31/17 Bank: 75.31
0001 COMPUTER PARTS 0017029 0001 0562816 02/28/17 05 001 1190 517 0000 0000000 000 00 000 Check total: \$75.31

Check: 001279 Type: W Date: 03/08/17 Vendor: NICK AMSTER INC. Vendor#: 016016 Stat/Date: RECONCILED:03/31/17 Bank: 180.00
0001 CPI TRAINING 0017035 0001 0003732 02/28/17 05 001 2213 419 0000 0000000 000 00 000 Check total: \$180.00

Check: 001280 Type: W Date: 03/08/17 Vendor: OACP - OHIO ASSOCIATION OF EMIS PROFESSIONALS Vendor#: 010604 Stat/Date: Bank: 210.00
0001 EMIS - SPRING CONFERENCE 0017038 0001 200005419 03/03/17 05 001 2422 439 0000 0000000 000 00 000 Check total: \$210.00

Check: 001281 Type: W Date: 03/08/17 Vendor: SMITHVILLE UM CHURCH Vendor#: 000199 Stat/Date: RECONCILED:03/31/17 Bank: 360.00
0001 Saturday School Building 0017103 0003 FEBRUARY 02/28/17 05 014 1140 425 9001 0000000 000 00 000 Check total: \$360.00

Check: 001282 Type: W Date: 03/08/17 Vendor: TRI-COUNTY ESC Vendor#: 000134 Stat/Date: RECONCILED:03/31/17 Bank: 842.29
0001 Sandy Hadsell Treasurer 0017113 0003 genl24501 03/02/17 05 001 2510 415 0000 0000000 000 00 000 842.29
0002 Brian Hessey Director Ser 0017113 0004 genl24501 03/02/17 05 001 2415 415 0000 0000000 000 00 000 6,601.46
0003 Jessica Goodrich Gen ED 0017113 0005 genl24501 03/02/17 05 001 1190 411 0000 0000000 000 00 000 3,895.06
0004 Matt McHam Title I Tutor 0017113 0006 genl24501 03/02/17 05 572 1270 411 9017 0000000 000 00 000 957.86
0005 Matt McHam Econ Disadv Tu 0017113 0007 genl24501 03/02/17 05 001 1270 411 0000 0000000 000 00 000 1,210.44
0006 Jill Lebak Title I Math T 0017113 0008 genl24501 03/02/17 05 572 1270 411 9017 0000000 000 00 000 446.64
0007 Econ Disadvantaged Math T 0017113 0009 genl24501 03/02/17 05 001 1270 411 0000 0000000 000 00 000 1,637.61
0008 Jenna Parnell Gen Ed Teac 0017113 0010 genl24501 03/02/17 05 001 2415 415 0000 0000000 000 00 000 2,180.44
0009 Chuck Saris Gen ED Teache 0017113 0011 genl24501 03/02/17 05 001 1190 411 0000 0000000 000 00 000 2,180.43
0010 Jennifer Sherman Spec ED 0017113 0012 genl24501 03/02/17 05 001 1190 411 0000 0000000 000 00 000 1,846.10
0011 Susan Flinner Spec ED Tea 0017113 0013 genl24501 03/02/17 05 001 1240 411 0000 0000000 000 00 000 4,033.85
0012 Linda Fenn IDEA Spec Ed A 0017113 0014 genl24501 03/02/17 05 516 1240 411 9017 0000000 000 00 000 5,053.97
0013 Jenice McEndree Secretari 0017113 0015 genl24501 03/02/17 05 001 2422 419 0000 0000000 000 00 000 1,271.64
0014 Jenice McEndree Asst Trea 0017113 0016 genl24501 03/02/17 05 001 2510 415 0000 0000000 000 00 000 3,438.77
0015 School Psychology Service 0017113 0022 genl24501 03/02/17 05 001 2142 419 0000 0000000 000 00 000 382.09
Check total: \$37,546.35

Check: 001283 Type: W Date: 03/16/17 Vendor: DAY KETTERER LTD Vendor#: 001511 Stat/Date: RECONCILED:03/31/17 Bank: 565.00
0001 BOARD POLICY UPDATES 0017105 0001 0331674 03/16/17 05 001 2310 419 0000 0000000 000 00 000 Check total: \$565.00

Check: 001284 Type: W Date: 03/16/17 Vendor: JENICE McENDREE Vendor#: 001505 Stat/Date: RECONCILED:03/31/17 Bank: 43.08
0001 Mileage EMIS / Asst Treas 0017108 0002 17108-1 03/16/17 05 001 2422 439 0000 0000000 000 00 000 43.08
0002 OFFICE SUPPLIES 0017108 0004 17108-1 03/16/17 05 001 2415 512 0000 0000000 000 00 000 22.83

LIBERTY PREPARATORY SCHOOL
SORT BY CHECK NUMBER
MONTHLY CHECKS WRITTEN
CHECK DATES BETWEEN 03/01/2017 AND 03/31/2017
WARRANT, REFUND CHECKS

SEQ	DESCRIPTION	TRAN NUMBER	P.O. NUMBER	IT NO	INVOICE NUMBER	TRAN DATE	TI	FND	FUNC	OBJ	SCC	SUBJ	OU	IL	JOB	ITEM	AMOUNT
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Check: 001285 Type: W Date: 03/16/17 Vendor: OHIO SCHOOL BOARDS ASSOCIATION Vendor#: 001506 Stat/Date: RECONCILED:03/31/17 Bank: \$65.91

0001	COMMUNITY SCHOOL SUBSCRIP	0017039	0001	17-1104123-JEF	03/16/17	05	001	2310	841	0000	000000	000	00	000			400.00
0002	ELECTRONIC SCHOOL MANAGEM	0017039	0002	17-1104123-JEF	03/16/17	05	001	2310	841	0000	000000	000	00	000			150.00
Check total: \$550.00																	

Check: 001286 Type: W Date: 03/16/17 Vendor: SUSAN FLINNER Vendor#: 016017 Stat/Date: RECONCILED:03/31/17 Bank: \$48.61

0001	CLASSROOM SUPPLIES	0017042	0001	0017042	03/16/17	05	001	1190	511	0000	000000	000	00	000			48.61
Check total: \$48.61																	

Check: 001287 Type: W Date: 03/16/17 Vendor: TREASURER STATE OF OHIO Vendor#: 000155 Stat/Date: RECONCILED:03/31/17 Bank: \$49.20

0001	IPA QUALITY REVIEW-AUDIT	0017040	0001	09P64	03/16/17	05	001	2510	843	0000	000000	000	00	000			49.20
Check total: \$49.20																	

Check: 001288 Type: W Date: 03/16/17 Vendor: U.S. BANK EQUIPMENT FINANCE Vendor#: 010612 Stat/Date: RECONCILED:03/31/17 Bank: \$335.18

0001	COPIER LEASE	0017017	0001	325700110	03/16/17	05	001	1190	426	0000	000000	000	00	000			182.40
0002	COPIER ESTIMATED OVERTAGES	0017017	0002	325700110	03/16/17	05	001	1190	423	0000	000000	000	00	000			152.78
Check total: \$335.18																	

Check: 001289 Type: W Date: 03/17/17 Vendor: CARDMEMBER SERVICE Vendor#: 000166 Stat/Date: RECONCILED:03/31/17 Bank: \$148.19

0001	Postage	0017106	0007	MARCH	03/17/17	05	001	2415	443	0000	000000	000	00	000			148.19
Check total: \$148.19																	

V	VOIDED CHECKS	0	CHECK TOTALS	0.00
R	RECONCILED CHECKS	11	CHECK TOTALS	39,923.75
W	WARRANT CHECKS	12	CHECK TOTALS	40,133.75
M	MEMO CHECKS	0	CHECK TOTALS	0.00
B	REFUND CHECKS	0	CHECK TOTALS	0.00
I	INVESTMENT CHECKS	0	CHECK TOTALS	0.00
T	TRANSFER CHECKS	0	CHECK TOTALS	0.00
D	DISTRIBUTION CHECKS	0	CHECK TOTALS	0.00
C	PAYROLL CHECKS	0	CHECK TOTALS	0.00
	MISSING CHECKS	0		
**	TOTAL CHECKS (LESS VOIDED)	12	** TOTAL NET	40,133.75
***	TOTAL CHECKS WRITTEN	12	*** GRAND TOTALS	40,133.75

PREMIUM SUMMARY

Coverage Provided By: Cincinnati Insurance Company, AM Best Rating A+: XV
Cincinnati Specialty Underwriters Insurance Company

DESCRIPTION OF COVERAGE	PREMIUM
Property	\$ 175.00
Educational Institutions Commerical Property Endorsement (FA282)	\$ 950.00
Crisis Event Expense Coverage Endorsement (FA283)	\$ 22.00
Commercial General Liability	\$ 500.00
Educational Institutions Commercial General Liability Endorsement (GA252)	\$ 150.00
Educational Institutions Sexual Misconduct or Sexual Molestation Liability Endorsement (GA263)	\$ 155.00
Employer's Liability	\$ 95.00
Terrorism Coverage	\$ 25.00
Commercial Automobile	\$ 55.00
Crime	\$ 261.00
Cyber Coverage – Data Defender	\$ 342.00
Cyber Coverage – Network Defender	\$ 300.00
Total Annual Premium	\$ 3,030.00

PREMIUM SUMMARY

The Cincinnati Insurance Company

Named Insured: LIBERTY PREPARATORY SCHOOL

Address: PO BOX 374
SMITHVILLE, OH 44677

Agency: Whitaker-Myers Group

Coverage	Premium
Educators Legal Liability	\$1,639
Employment Practices Liability	\$347
Terrorism	Included
Total Annual Premium	\$1,986.00

Ask your agent about various billing and payment options.



Cincinnati Insurance Company
Bond No. 0568502
Effective Date: 08/01/2016 to 08/01/2017

SCHOOL TREASURER BOND

Bond Written For: Sandy L. Hadsell
Obligee: Liberty Preparatory School
Bond Face Amount: \$ 50,000
Premium: \$ 125