

LIBERTY PREPARATORY SCHOOL
Governing Board
Regular Meeting Minutes
April 13, 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, and Cameron Maneese. Justin Chenevey arrived at 4:00 PM. Helen Bartashus was absent. Also in attendance were Judy Kestner from Tri-County ESC, Jenna Parnell, Brian Hessey, and Sandy Hadsell from Liberty Prep.

Treasurers Business:

2017-27 Maneese moved and Brown seconded the motion to approve the Treasurers Business Items:

1. To approve the Minutes of the March 9, 2017 regular meeting.
2. To approve the March 2017 Financial Reports as Presented:

Income: \$ 66,244.62	Expenses: \$ 40,133.75
General Fund Balance: \$ 76,657.41	Reserve Balance: \$ 8,356.74
Total Cash Balance: \$ 81,176.39	

3. To approve renewal of Liability, Property, Director's Liability and Treasurer's Bond with The Cincinnati Insurance Company effective March 1, 2017 thru February 28, 2018 at a total package cost of \$5,141.00.

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

Director's Discussion Items:

1. Enrollment, Attendance, and Academic Achievement Report. Current enrollment is 84. 7 students have met all requirements for graduation with potentially 7 to 10 more meeting the requirements by the end of the year.
2. Annual Review of Health and Safety Policies and Procedures. Mr. Hessey shared evacuation drill logs and Health and Fire inspection reports.

Director's Business Items:

2017-28 Maneese moved and Brown seconded the motion to accept with appreciation the Community Foundation Grant for \$1,510 for the Mindfulness Training.

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

Justin Chenevey arrived at 4:00 PM.

2017-29 Brown moved and Maneese seconded the motion to approve the hire of Dennis Stauffer as Long-term Math Tutor Sub from April 18 to the end of the school year at \$18.06 per hour. (Masters Step 0).

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

Sponsor's Report:

Judy reported that the site visit report was completed on March 9 and there were no issues with any of the files. Everything appears to be in good order. The Compliance Checklist was mostly completed on March 17 with only a

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few items remaining for the end of the year. Submission date is June 30. Judy inquired about the spring testing schedule. Brian reported that most students have finished testing with some remaining toward the end of April.

Board Business:

2017-30 Brown moved and Maneese seconded the motion to approve and adopt the following board policies as provided by Day Ketterer:

- 2521 Integrated Pest Management Policy (new)
- 2630 Crisis Management and Response Plan (revised)
- 3310 Parental Involvement and Participation (revised)
- 3511 Admission Policy (revised)
- 3831 Student Records and Release of Information (revised)
- 4201 Attendance, Absence, & Truancy (revised)
- 4410 Student Code of Conduct (revised)
- 4510 Tiered Student Discipline Program (revised)

And to table Policy 2241 Procurement of Epinephrine Auto-injectors by Schools (new) for further review and discussion at the next board meeting.

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

Next Meeting Date: May 11, 2017 at 3:30 PM.

Motion to Adjourn:

2017-31 Brown moved and Chenevey seconded the motion to adjourn.

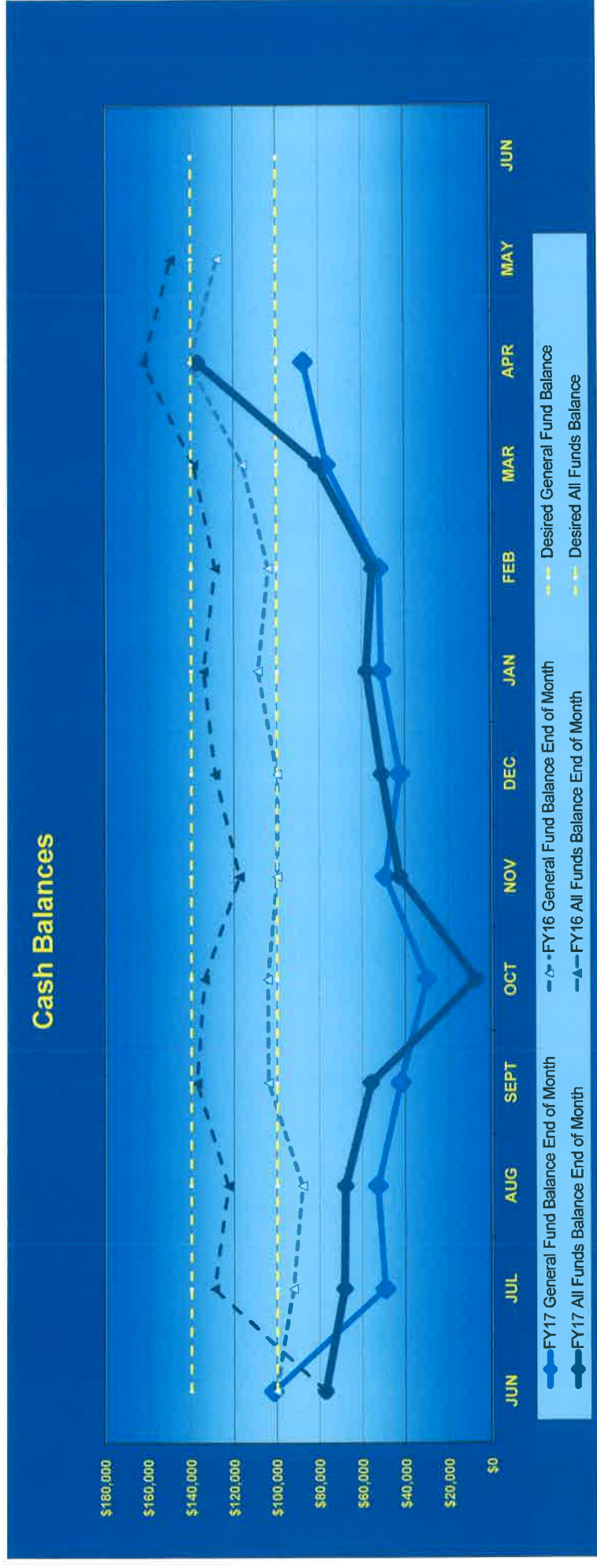
Vote: Yes: Chenevey, Maneese, Brown, Hanson. Absent: Bartashus.

Board President

Treasurer

Cash Balances

	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY17 General Fund Balance End of Month	\$101,651	\$49,584	\$52,878	\$42,330	\$30,099	\$49,418	\$42,614	\$51,009	\$52,059	\$76,657	\$87,418		
FY16 General Fund Balance End of Month	\$	\$92,653	\$88,370	\$104,076	\$104,459	\$99,994	\$100,037	\$108,856	\$103,967	\$115,953	\$140,526	\$127,716	\$100,000
Desired General Fund Balance	\$	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
FY17 All Funds Balance End of Month	\$77,263	\$68,487	\$67,924	\$55,865	\$7,065	\$42,503	\$50,914	\$58,007	\$55,066	\$81,176	\$136,872		
FY16 All Funds Balance End of Month	\$	\$129,197	\$122,760	\$137,272	\$133,852	\$117,543	\$128,772	\$134,123	\$128,770	\$138,633	\$161,963	\$149,213	\$140,000
Desired All Funds Balance	\$	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000



Date: 5/02/17

F I N A N C I A L R E P O R T
Processing Month: April 2017

Page: 1
(FUNDSUMM)

Account Description	Appropriation	Expended	% Exp	Encumbered	Balance
General Fund					
400 PURCHASED SERVICES	523,575.01	392,547.05	75.0%	155,076.27	24,048.31-
500 SUPPLIES AND MATERIALS	68,611.86	59,324.54	86.5%	4,926.41	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	469,059.38	75.5%	163,275.68	10,675.04-
Other Funds					
014 ROTARY-INTERNAL SERVICES	13,624.00	11,990.00	88.0%	900.00	734.00
018 PUBLIC SCHOOL SUPPORT	180.00	0.00	0.0%	100.00	80.00
516 IDEA PART B GRANTS	19,306.77	19,050.39	98.7%	256.39	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	58,643.26	94.6%	1,549.09	1,799.63
Grand Total All Funds	683,652.00	527,702.64	77.2%	164,824.77	8,875.41-
July 1 Beginning Cash Balance (All Funds):	101,651.44				
Total MTID Receipts:	110,320.69	562,923.37			
Current Cash Balance (All Funds):	136,872.17				

83% Thru Year

Date: 05/02/2017
 Time: 3:22 pm

LIBERTY PREPARATORY SCHOOL
 Financial Report by Fund/SCC

Fund #	Fund Description	Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Bank Fund Balance
001 0000	General Fund								
80,248.11	62,167.32	484,028.78	51,407.22	476,859.38	87,417.51	163,275.68	75,858.17-		
001 9001	BUDGET RESERVE FUND								
21,350.87	44,005.57	23,211.44	0.00	7,800.00-	52,362.31	0.00	52,362.31		
014 9001	Saturday School								
0.00	1,460.00	10,530.00	1,820.00	11,990.00	1,460.00-	900.00	2,360.00-		
018 9001	Principal's Fund								
52.46	20.25	192.68	0.00	0.00	245.14	100.00	145.14		
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	17,652.70	1,397.69	19,050.39	1,397.69-	256.39	1,654.08-		
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	1,395.91	26,207.90	0.00	26,353.00	145.10-	0.00	145.10-		
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	0.00	1,099.87	0.00	1,249.87	150.00-	292.70	442.70-		
GRAND TOTALS:									
101,651.44	110,320.69	562,923.37	54,624.91	527,702.64	136,872.17	164,824.77	27,952.60-		

Date: 05/02/2017
Time: 3:36 pm

LIBERTY PREPARATORY SCHOOL
SORT BY CHECK NUMBER
MONTHLY CHECKS WRITTEN
CHECK DATES BETWEEN 04/01/2017 AND 04/30/2017
WARRANT, REFUND CHECKS

Page: 1
(CHECKPY)

SEQ	DESCRIPTION	TRAN NUMBER	P.O. NUMBER	IT NUMBER	INVOICE NUMBER	TRAN DATE	TI	FND	FUNC	OBJ	SCC	SUBJ	OU	IL	JOB	ITEM	AMOUNT
Check: 001290 Type: W Date: 04/05/17 Vendor: BRIAN HESSEY Vendor#: 001503 Stat/Date: RECONCILED:04/30/17 Bank:																	
0001	MILEAGE		0017031	0002	17031-March	04/05/17	05	001	2415	439	0000	0000	000	00	000		200.09
																Check total:	\$200.09
Check: 001291 Type: W Date: 04/05/17 Vendor: CDI COMPUTERS INC Vendor#: 010413 Stat/Date: RECONCILED:04/30/17 Bank:																	
0001	COMPUTER PARTS		0017029	0001	2815,5302,9128	04/05/17	05	001	1190	517	0000	0000	000	00	000		292.24
																Check total:	\$292.24
Check: 001292 Type: W Date: 04/05/17 Vendor: WAYNE COUNTY CAREER CENTER Vendor#: 000116 Stat/Date: RECONCILED:04/30/17 Bank:																	
0001	RESOURCE OFFICER TRAINING		0017043	0001	0017043	04/05/17	05	001	2760	419	0000	0000	000	00	000		95.00
																Check total:	\$95.00
Check: 001293 Type: W Date: 04/05/17 Vendor: SMITHVILLE UM CHURCH Vendor#: 000199 Stat/Date: RECONCILED:04/30/17 Bank:																	
0001	Saturday School Building		0017103	0003	APRIL	04/05/17	05	014	1140	425	9001	0000	000	00	000		360.00
																Check total:	\$360.00
Check: 001294 Type: W Date: 04/13/17 Vendor: CDI COMPUTERS INC Vendor#: 010413 Stat/Date: RECONCILED:04/30/17 Bank:																	
0001	COMPUTER PARTS		0017037	0001	0572399	04/06/17	05	001	1190	517	0000	0000	000	00	000		124.01
																Check total:	\$124.01
Check: 001295 Type: W Date: 04/13/17 Vendor: MULTI-COUNTY JUVENILE ATTENTION CENTER Vendor#: 000206 Stat/Date: RECONCILED:04/30/17 Bank:																	
0001	Alternative School Fall 2		0017116	0001	T16/170004RB	03/15/17	05	001	1140	411	0000	0000	000	00	000		336.82
																Check total:	\$336.82
Check: 001296 Type: W Date: 04/13/17 Vendor: TRI-COUNTY ESC Vendor#: 000134 Stat/Date: RECONCILED:04/30/17 Bank:																	
0001	Sandy Hadsell Treasurer		0017113	0003	GENL24639	04/07/17	05	001	2510	415	0000	0000	000	00	000		842.29
0002	Brian Hessey Director Ser		0017113	0004	GENL24639	04/07/17	05	001	2415	415	0000	0000	000	00	000		6,601.46
0003	Jessica Goodrich Gen ED		0017113	0005	GENL24639	04/07/17	05	001	1190	411	0000	0000	000	00	000		4,162.66
0004	Matt McHam Econ Disadv Tu		0017113	0007	GENL24639	04/07/17	05	001	1270	411	0000	0000	000	00	000		2,122.60
0005	Econ Disadvantaged Math T		0017113	0009	GENL24639	04/07/17	05	001	1270	411	0000	0000	000	00	000		2,266.54
0006	Jenna Parnell Dean of Stu		0017113	0012	GENL24639	04/07/17	05	001	2415	415	0000	0000	000	00	000		2,180.44
0007	Jenna Parnell Gen Ed Teac		0017113	0013	GENL24639	04/07/17	05	001	1190	411	0000	0000	000	00	000		2,180.44
0008	Chuck Saris Gen Ed Teache		0017113	0014	GENL24639	04/07/17	05	001	1190	411	0000	0000	000	00	000		2,024.48
0009	Jennifer Sherman Spec ED		0017113	0015	GENL24639	04/07/17	05	001	1240	411	0000	0000	000	00	000		4,301.48
0010	Susan Flinner Spec ED Tea		0017113	0017	GENL24639	04/07/17	05	001	1240	411	0000	0000	000	00	000		5,053.97
0011	Linda Fenn IDEA Spec Ed A		0017113	0018	GENL24639	04/07/17	05	016	1240	411	9017	0000	000	00	000		1,397.69
0012	Jenice McEndree Secretari		0017113	0020	GENL24639	04/07/17	05	001	2422	419	0000	0000	000	00	000		2,559.97
0013	Jenice McEndree Asst Trea		0017113	0021	GENL24639	04/07/17	05	001	2510	415	0000	0000	000	00	000		1,260.89
0014	School Psychology Service		0017113	0022	GENL24639	04/07/17	05	001	2142	419	0000	0000	000	00	000		1,567.70
																Check total:	\$38,522.60
Check: 001297 Type: W Date: 04/13/17 Vendor: U.S. BANK EQUIPMENT FINANCE Vendor#: 010612 Stat/Date: RECONCILED:04/30/17 Bank:																	

SEQ	DESCRIPTION	TRAN NUMBER	P.O. NUMBER	IT NO	INVOICE NUMBER	TRAN DATE	TI	FND	FUNC	OBJ	SCC	SUBJ	OU	IL	JOB	ITEM AMOUNT		
0001	COPIER LEASE	0017017	0001	328040233	04/13/17	05	001	1190	426	0000	000000	000	00	000		182.40		
0002	COPIER ESTIMATED OVERAGES	0017017	0002	328040233	04/13/17	05	001	1190	423	0000	000000	000	00	000		0.00		
0003	ADDTL COPIER COVERAGE CHAR	0017017	0003	328040233	04/13/17	05	001	1190	423	0000	000000	000	00	000		28.04		
																Check total:	\$210.44	
	Check: 001298	Type: W	Date: 04/21/17	Vendor: CARDMEMBER SERVICE												Vendor#:	000166 Stat/Date:	Bank:
0001	Classroom Supplies - VISA	0017106	0001	APRIL	04/05/17	05	001	1190	511	0000	000000	000	00	000		15.97		
																Check total:	\$15.97	
	Check: 001299	Type: W	Date: 04/21/17	Vendor: DAY KETTERER LTD												Vendor#:	001511 Stat/Date: RECONCILED:04/30/17	Bank:
0001	BOARD POLICY UPDATES	0017041	0001	0333716	04/10/17	05	001	2310	419	0000	000000	000	00	000		819.00		
																Check total:	\$819.00	
	Check: 001300	Type: W	Date: 04/21/17	Vendor: MIDLAND COUNCIL OF GOVERNMENTS												Vendor#:	000139 Stat/Date: RECONCILED:04/30/17	Bank:
0001	Long Distance Fees	0017112	0002	MCOG9932,54.55	04/05/17	05	001	2415	441	0000	000000	000	00	000		11.49		
0002	LAN Contract	0017112	0004	MCOG9932,54.55	04/05/17	05	001	1190	447	0000	000000	000	00	000		300.00		
0003	Field Technician	0017112	0005	MCOG9932,54.55	04/05/17	05	001	2240	419	0000	000000	000	00	000		3,467.25		
																Check total:	\$3,778.74	
	Check: 001301	Type: W	Date: 04/25/17	Vendor: SMITHVILLE UM CHURCH												Vendor#:	000199 Stat/Date:	Bank:
0001	Rental of Classroom Space	0017103	0001	INSTALLMENT 3	04/25/17	05	001	1190	425	0000	000000	000	00	000		7,200.00		
0002	Rental of Office Space	0017103	0002	INSTALLMENT 3	04/25/17	05	001	2415	425	0000	000000	000	00	000		800.00		
0003	Saturday School Building	0017103	0003	INSTALLMENT 3	04/25/17	05	014	1140	425	9001	000000	000	00	000		360.00		
																Check total:	\$8,360.00	
	Check: 001302	Type: W	Date: 04/25/17	Vendor: THE JOIE OF YOGA, LLC												Vendor#:	010613 Stat/Date:	Bank:
0001	STAFF TRAINING MINDFULNES	0017033	0001	0017033	04/25/17	05	001	2213	419	0000	000000	000	00	000		160.00		
0002	STUDENT MINDFULNESS CLASS	0017033	0002	0017033	04/25/17	05	001	1190	419	0000	000000	000	00	000		1,350.00		
																Check total:	\$1,510.00	

V	VOIDED CHECKS	0	CHECK TOTALS	0.00
R	RECONCILED CHECKS	10	CHECK TOTALS	44,738.94
W	WARRANT CHECKS	13	CHECK TOTALS	54,624.91
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)	13	** TOTAL NET	54,624.91
***	TOTAL CHECKS WRITTEN	13	*** GRAND TOTALS	54,624.91

Liberty Preparatory School
 Statement of Receipt, Disbursements, and Changes in Fund Cash Balances
 For the Fiscal Years Ended June 30, 2014 through 2016, Actual and
 the Fiscal Years Ending June 30, 2017 through 2021, Forecasted

	Actual				Forecasted			
	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021
Operating Receipts								
State Foundation Payments (3110, 3211)	\$123,760	\$326,436	\$463,589	\$617,230	\$543,750	\$515,000	\$525,000	\$530,000
Charges for Services (1500)	\$0	\$0	\$0	\$0	\$0	\$2,000	\$2,250	\$2,250
Fees (1600, 1700)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other (1830, 1840, 1850, 1860, 1870, 1890)	\$0	\$8,099	\$13,524	\$13,677	\$13,500	\$13,500	\$13,500	\$13,500
Total Operating Receipts	\$123,760	\$334,535	\$477,113	\$630,907	\$557,250	\$530,500	\$540,750	\$545,750
Operating Disbursements								
100 Salaries and Wages	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
200 Employee Retirement and Insurance Benefits	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0
400 Purchas Services	\$30,715	\$219,808	\$453,199	\$528,691	\$532,400	\$545,000	\$550,000	\$550,000
500 Supplies and Materials	\$1,361	\$21,830	\$29,493	\$62,325	\$30,500	\$27,500	\$30,000	\$30,000
600 Capital Outlay -New	\$10,354	\$22,717	\$26,813	\$8,685	\$9,000	\$15,000	\$17,500	\$18,000
700 Capital Outlay - Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
800 Other	\$1,573	\$9,508	\$12,189	\$11,303	\$35,275	\$17,500	\$18,500	\$20,000
Total Operating Disbursements	\$46,503	\$273,863	\$521,694	\$611,004	\$607,175	\$605,000	\$616,000	\$618,000
Excess of Operating Receipts Over (Under) Operating Disbursements	\$77,257	\$60,672	-\$44,581	\$19,903	-\$49,925	-\$74,500	-\$75,250	-\$72,250
Nonoperating Receipts/(Disbursements)								
Federal Grants (all 4000 except fund 532)	\$0	\$0	\$8,241	\$50,295	\$55,000	\$60,000	\$65,000	\$70,000
Federal Fiscal Stabilization Funds (SFSF)	\$0	\$0	xxxxxx	xxxxxx	xxxxxx	xxxxxx	xxxxxx	xxxxxx
Ed Jobs	xxxxxx	\$0	xxxxxx	xxxxxx	xxxxxx	xxxxxx	xxxxxx	xxxxxx
State Grants (3200, except 3211)	\$0	\$19	\$0	\$0	\$0	\$0	\$0	\$0
Donations (1820)	\$5	\$0	\$0	\$0	\$100	\$250	\$250	\$250
Interest Income (1400)	\$0	\$0	\$38	\$15	\$48	\$50	\$50	\$50
Debt Proceeds (1900)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debt Principal Retirement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest and Fiscal Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfers - In	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfers - Out	-\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Nonoperating Revenues/(Expenses)	\$5	\$19	\$8,279	\$50,310	\$55,148	\$60,300	\$65,300	\$70,300
Excess of Operating and Nonoperating Receipts Over/(Under) Operating and Nonoperating Disbursements	\$77,262	\$60,691	-\$36,302	\$70,213	\$5,223	-\$14,200	-\$9,950	-\$1,950
Fund Cash Balance Beginning of Fiscal Year	\$0	\$77,262	\$137,953	\$101,651	\$171,864	\$177,087	\$162,887	\$152,937
Fund Cash Balance End of Fiscal Year	\$77,262	\$137,953	\$101,651	\$171,864	\$177,087	\$162,887	\$152,937	\$150,987
			\$178,453	\$267,728	\$359,078	\$436,003		
Disclosure Items for State Fiscal Stabilization Funds								
Personal Services SFSF		xxxxxxxx	xxxxxxxx	xxxxxxxx	xxxxxxxx	xxxxxxxx	xxxxxxxx	xxxxxxxx
Employees Retirement/Insurance Benefits SFSF		xxxxxxxx	xxxxxxxx	xxxxxxxx	xxxxxxxx	xxxxxxxx	xxxxxxxx	xxxxxxxx
Purchased Services SFSF		xxxxxxxx	xxxxxxxx	xxxxxxxx	xxxxxxxx	xxxxxxxx	xxxxxxxx	xxxxxxxx
Supplies and Materials SFSF		xxxxxxxx	xxxxxxxx	xxxxxxxx	xxxxxxxx	xxxxxxxx	xxxxxxxx	xxxxxxxx
Capital Outlay SFSF		xxxxxxxx	xxxxxxxx	xxxxxxxx	xxxxxxxx	xxxxxxxx	xxxxxxxx	xxxxxxxx
Total Expenditures - SDFSF	\$0	xxxxxxxx	xxxxxxxx	xxxxxxxx	xxxxxxxx	xxxxxxxx	xxxxxxxx	xxxxxxxx

Assumptions:
 Liberty Prep Community School began operation in February 2014 with a focus on credit recovery.
 An E-Learning lab is utilized for 7th-12th students. The school will provide a blended learning environment for students.
 Enrollment for FY15 was projected for 35 students, and finished at 78 Students.
 Enrollment for FY16 began with 58 students and ended with 96 students.
 Projections for FY17 are based on a 75 Student average.
 Projections for FY18 are based on a 75 Student average.
 Federal Grants Funding was received for IDEA and Title II-A for FY16.
 Title I Funding is being received in FY17.
 The Forecast projects a tight budget and even cash flow for the next five years with the aid of Federal Grants.
 Funding varies with student enrollment numbers and an average of 75 - 80 students are needed to provide for current staffing levels.

Student Use of Inhalers and Epinephrine Auto-injectors

The School permits students to possess and use metered dose inhalers and/or dry powder inhalers (“inhalers”) and epinephrine auto-injectors (“epi-pens”) provided this policy is followed. Inhalers and epi-pens may be used to alleviate (or, in the case of inhalers, to alleviate and to prevent) asthmatic or anaphylactic symptoms, respectively.

Inhalers and epi-pens that comply with this policy may be used at the School or at any activity, event, or program sponsored by or in which the School is a participant. All Inhalers and epi-pens which do not comply with this policy, shall be governed by and administered according to Policy 2230, Medication and Treatment Administration.

Obtaining Permission to Carry & Use

To be permitted to carry an inhaler or epi-pen, the student must submit to the Head Administrator or his/her designee: (1) A backup dose of the medication is supplied (if the student is seeking to carry an epi-pen), (2) written approval from the student’s parent or guardian (if the student is a minor) and (3) written approval from the student’s physician. The physician’s written approval must contain the following information:

- the student’s name and address;
- the name and dose of the medication contained in the inhaler or the epi-pen;
- the date the administration of the medication is to begin;
- the date the administration of the medication is to end (if known);
- written instructions that outline the procedures that school personnel should follow in the event that the medication does not provide the expected relief;
- any adverse reactions that may occur to the child after using the inhaler or epi-pen and that should be reported to the physician;
- any severe adverse reactions that may occur to another child for whom the inhaler or epi-pen is not prescribed should such a child receive a dose of the medication;
- at least one emergency telephone number for contacting the physician in an emergency;
- at least one emergency telephone number for contacting the students parent, guardian, or other person having care or charge of the student in an emergency; and
- any other special instructions from the physician.

A written approval for both parents and physicians may be found at Form 2240.1, Permission to Carry and Self-Administer Asthma Inhaler, and Form 2240.2, Permission to Carry and Self-Administer Epinephrine Auto-injector.

Procurement and Possession of Inhalers and Epi-Pens by School

The School, based on the authority under ORC 3314.143 and 3314.144 and the decision of the Governing Authority, shall not procure and possess inhalers or epi-pens for student use.

Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) 2017-2018 Instruction and Staff Training

Beginning with the school year, the School is required to provide students instruction in CPR and the use of an AED. Students shall be excused from the CPR and AED instruction requirement if 1) the student's parent or guardian request, it in writing, or 2) if the student is a child with a disability and is incapable of performing the psychomotor skills required to perform CPR and the use of AED.

The School shall provide training in the use of an AED to each person employed by that School. Said training must be received by each employee no later than July 1, 2018, and once every five years thereafter.

Liability

The School, Governing Authority Members, Staff members, and all other employees shall not be held liable for any damages or claims allegedly arising any of the following:

- incorrectly prohibiting a student from using an inhaler or epi-pen because of the good faith belief that the conditions of this Policy had not been satisfied;
- incorrectly permitting a student to use an inhaler or epi-pen because of the good faith belief that the conditions of this Policy had been satisfied; and
- use of the inhaler or epi-pen by a fellow student for whom it was not prescribed.
- an act or omission associated with accessing or using an inhaler, unless the act or omission constitutes willful or wanton misconduct.

This Policy does not eliminate, limit, or reduce any other immunity or defense that the School, Governing Authority Members, Staff members, or any other employee may be entitled to under Chapter 2744, or any other provision of the Revised Code or under the common law of Ohio.

Ohio: R.C. 3313.716, R.C. 3313.718, R.C. 3314.14. 3314.143, 3314.144

Cross-Reference: Form 2240.1, Permission to Carry and Self-Administer Asthma Inhaler; Form 2240.2, Permission to Carry and Self-Administer Epinephrine Auto-injector; Policy 2230, Medication Administration; Policy 2250, Known Food Allergies.