

LIBERTY PREPARATORY SCHOOL
Governing Board
Organizational and Regular Meeting Minutes
January 12, 2017
4:00 PM
Smithville United Methodist Church
243 N. Milton St.
Smithville, OH 44677

ROLL CALL

The 2017 Organizational and January 12, 2017 Regular Meeting of the Liberty Preparatory Governing Board was called to order by President Misty Hanson at 4:00 PM. Having due notice, members present were Helen Bartashus, Cameron Maneese, Justin Chenevey, and Misty Hanson. Matt Brown and Jeff Layton were absent.

COMMUNITY MEMBERS IN ATTENDANCE

Dr. Deb Williams, Judy Kestner, Brian Hessey, and Sandy Hadsell

Public Records Meeting: No public records were submitted for disposal.

Organizational Items:

The purpose of this meeting is to: (1) Complete any old business of the 2016 year, (2) reorganize for the 2017 year, (3) and to conduct any pertinent business that may be brought before the Board.

Election of President:

2017-01 Maneese nominated Misty Hanson for President for 2017 and Bartashus seconded the nomination.

Maneese moved and Chenevey seconded the motion to close nominations.

Vote to close nominations: Yes: Maneese, Hanson, Bartashus, Chenevey. Absent: Brown, Layton.

Vote for Hanson for President: Yes: Chenevey, Maneese, Hanson, Bartashus. Absent: Brown, Layton.

Misty Hanson is declared President.

Election of Vice-President:

2017-02 Bartashus nominated Cameron Maneese for Vice-President for 2017 and Hanson seconded the nomination.

Chenevey moved and Bartashus seconded the motion to close nominations.

Vote to close nominations: Yes: Hanson, Bartashus, Chenevey, Maneese. Absent: Brown, Layton.

Vote for Maneese for Vice-President: Yes: Bartashus, Hanson, Maneese, Chenevey. Absent: Brown, Layton.

Cameron Maneese is declared Vice-President.

SETTING OF MEETING DATE(S) FOR 2017 – AS PRESCRIBED BY LAW

Regular Meeting Date(s) for 2017:

2017-03 Maneese moved and Bartashus seconded the motion to hold the Board of Education

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Meetings at Smithville United Methodist Church on the second Thursday of each month at 3:30 PM.

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

BLANKET RESOLUTIONS

2017-04 Chenevey moved and Bartashus seconded the motion to approve the following items:

The Treasurer recommends the adoption of the following resolutions for the expeditious transaction of the business of the Liberty Preparatory School Board of Education for calendar year 2017:

- Section 1* Approval for the Treasurer to invest monies when available at the best interest rate.
- Section 2* Approval for the Treasurer to advertise for routine bids as required by law.
- Section 3* Approval for the Treasurer to pay bills within appropriations approved by the Board and to pay salaries, fixed charges and metered services.
- Section 4* Approval for the Treasurer to transfer and advance monies among the accounts of any fund and between accounts of differing funds as authorized by law.
- Section 5* Approval for the Treasurer to serve as the Public Records Officer and attend public records training.

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

* * *

2017-05 Maneese moved and Chenevey seconded the motion to approve the following items:

The Director recommends the adoption of the following resolutions for the expeditious transaction of the business of the Liberty Preparatory School Board of Education for calendar year 2017:

- Section 1* Approval for the Director of Schools to serve as purchasing agent.
- Section 2* Approval for the law firm Day Ketterer LLP, to provide legal counsel as needed.
- Section 3* Approval for the Director of Schools to apply and participate in any federal or state project or program and to make application for such funds as are available from state, federal and other sources.
- Section 4* Approval for the Director to employ staff in accordance with Board approved salary schedules on a temporary basis pending the next Board meeting.
- Section 5* Approval for the Director to enter into agreements to implement student placements in accordance with federal and state statutes and their requirements for Student Individual Education Plans.

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

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Regular January Agenda:

Treasurers Business:

2017-06 Bartashus moved and Chenevey seconded the motion to approve the Treasurer's Business items as presented.

1. To approve the Minutes of the December 8, 2016 Regular Meeting.
2. To approve the December 2016 Financial Reports as Presented:

Income: \$ 57,768.91	Expenses: \$ 49,458.04
General Fund Balance: \$ 42,614.10	Reserve Balance: \$ 8,827.73
Total Cash Balance: \$ 50,914.29	
3. To approve the transfer of \$7,800 from General Fund to General Fund Reserve to be used for future ODE Foundation Aid Deductions.

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

Director's Discussion Items:

1. Current enrollment is 78 students.
2. Brian attended a meeting earlier today to secure lunches from a group of organizations including Salvation Army and the Akron area food bank.
3. Brian updated the board with the results of the Liberty Values Assessment. The top vote getters were Respect, Compassion, and Flexibility. He will work on incorporating these qualities into our organizational environment.
4. Brian discussed with the board ideas for incorporating Yoga, and other non-electronic activities into our daily schedules to help reduce stress and conflict between students and staff.

Director's Business Items:

2017-07 Maneese moved and Bartashus seconded the motion to approve a contract with Joie Schmidt to provide Yoga and mindfulness instruction sessions to staff and students as part of our physical education and wellness programs for the next nine weeks.

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

Board Business:

2017-08 Maneese moved and Chenevey seconded the motion to accept the resignation of Jeff Layton as Board Member effective January 12, 2017. The board appreciates Mr. Layton's three years of service to Liberty Prep.

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

Sponsor's Report:

Dr. Williams and Judy Kestner reported that the Sponsor improvement plan has been submitted to ODE.

New evaluation documents were distributed to board members to prepare the Director and Treasurer Evaluations. Board Members will submit their copies to Jill Rohr at Tri-County and she will compile them and send the summary to Misty prior to the next board meeting.

Next Meeting Date: February 9, 2017 at 3:30 PM.

Motion to Adjourn:

2017-09 Maneese moved and Chenevey seconded the motion to adjourn the meeting.

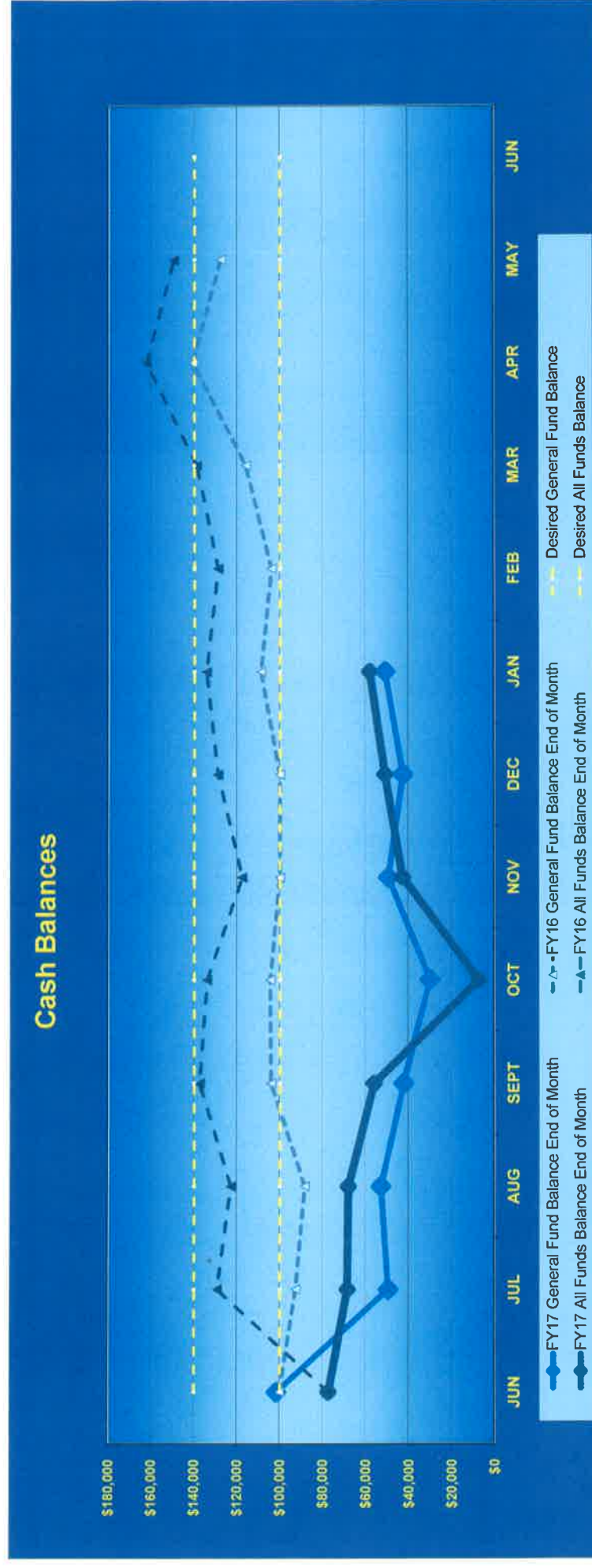
Vote: Yes: Chenevey, Bartashus, Maneese, Hanson. Absent: Brown.

Board President

Treasurer

Cash Balances

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	\$103,967	\$115,953	\$140,526	\$127,716	\$100,000
FY16 General Fund Balance End of Month	\$100,215	\$92,653	\$88,370	\$104,076	\$104,459	\$99,994	\$100,037	\$108,856	\$100,000	\$100,000	\$100,000	\$100,000	\$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	\$100,000
FY17 All Funds Balance End of Month	\$77,263	\$68,487	\$67,924	\$55,865	\$7,065	\$42,603	\$50,914	\$58,007	\$128,770	\$138,633	\$161,963	\$149,213	\$140,000
FY16 All Funds Balance End of Month	\$77,263	\$129,197	\$122,760	\$137,272	\$133,852	\$117,543	\$128,772	\$134,123	\$140,000	\$140,000	\$140,000	\$140,000	\$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	\$140,000



Liberty Preparatory School

BANK RECONCILIATION

January 31, 2017

SYSTEM BALANCES/ADJUSTMENTS		BANK BALANCES/ADJUSTMENTS	
Cash Journal Balance	58,006.87	First National Bank, General	29,737.25
OS USAS Checks	4,755.12	First National Savings	33,024.74
			0.00
			0.00
Interest First Natl General	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		Cash in Transit to/from Gen Acct	
	0.00	IDEA Payment	
	0.00	Title I Payment	
	0.00	Title II-D Payment	
	0.00		
\$ 62,761.99		\$ 62,761.99	

Out of Balance \$ -

January 31, 2017

Monthly Income	\$	50,083.81	General Fund Balance	\$	51,008.96
Monthly Expenses	\$	42,991.23	Reserve Fund Balance	\$	13,870.80
Current Encumbrances	\$	300,495.43	Total Cash Balance	\$	58,006.87
Unencumbered Balance	\$	(242,488.56)			

Date: 2/05/17

FINANCIAL REPORT
Processing Month: January 2017

Account Description	Appropriation	Expended	% Exp	Encumbered	Balance
General Fund					
400 PURCHASED SERVICES	481,424.01	264,117.52	54.9%	277,561.98	60,255.49-
500 SUPPLIES AND MATERIALS	68,211.86	58,333.00	85.5%	5,369.34	4,509.52
600 CAPITAL OUTLAY	17,246.15	8,684.59	50.4%	600.00	7,961.56
800 MISCELLANEOUS OBJECTS	12,227.00	4,440.00	36.3%	4,737.00	3,050.00
Total General Fund	579,109.02	335,575.11	57.9%	288,268.32	44,734.41-
Other Funds					
014 ROTARY-INTERNAL SERVICES	13,624.00	7,610.00	55.9%	1,980.00	4,034.00
018 PUBLIC SCHOOL SUPPORT	180.00	0.00	0.0%	100.00	80.00
516 IDEA PART B GRANTS	19,306.77	15,109.42	78.3%	4,197.36	0.01-
572 TITLE I DISADVANTAGED CHILDREN	26,353.00	20,695.95	78.5%	5,657.05	0.00
590 IMPROVING TEACHER QUALITY	2,528.21	1,204.18	47.6%	292.70	1,031.33
Total Other Funds	61,991.98	44,619.55	72.0%	12,227.11	5,145.32
Grand Total All Funds	641,101.00	380,194.66	59.3%	300,495.43	39,589.09-

July 1 Beginning Cash Balance (All Funds): 101,651.44

Total MTD Receipts: 50,083.81 FYTD Receipts: 336,550.09

Current Cash Balance (All Funds): 58,006.87

57% thru YEAR

Date: 02/05/2017
Time: 2:19 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 Code
001 0000	General Fund			314,135.96	43,715.88	343,375.11	51,008.96	288,268.32	237,259.36-
	80,248.11	52,110.74							
001 9001	BUDGET RESERVE FUND			15,280.07-	7,800.00-	7,800.00-	13,870.80	0.00	13,870.80
	21,350.87	2,756.93-							
014 9001	Saturday School			6,150.00	1,640.00	7,610.00	1,460.00-	1,980.00	3,440.00-
	0.00	730.00							
018 9001	Principal's Fund			120.00	0.00	0.00	172.46	100.00	72.46
	52.46	0.00							
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			13,780.44	1,328.98	15,109.42	1,328.98-	4,197.36	5,526.34-
	0.00	0.00							
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			16,589.58	4,106.37	20,695.95	4,106.37-	5,657.05	9,763.42-
	0.00	0.00							
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			1,054.18	0.00	1,204.18	150.00-	292.70	442.70-
	0.00	0.00							
GRAND TOTALS:				336,550.09	42,991.23	380,194.66	58,006.87	300,495.43	242,488.56-
	101,651.44	50,083.81							

Date: 02/05/2017
Time: 2:39 pm

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

Page: 1
(CHECKPY)

SEQ	DESCRIPTION	TRAN NUMBER	P.O. NUMBER	IT NO	INVOICE NUMBER	TRAN DATE	TI	FND	OBJ	SCC	SUBJ	OU	IL	JOB	ITEM AMOUNT
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Check: 001260 Type: W Date: 01/12/17 Vendor: MIDLAND COUNCIL OF GOVERNMENTS Vendor#: 000139 Stat/Date: RECONCILED:01/31/17 Bank: TCCSA

0001	Long Distance Fees		0017112	0002	MCOG9785	01/03/17	05	001	2415	441	0000	0000	00	000	11.22	
															Check total:	\$11.22

Check: 001261 Type: W Date: 01/12/17 Vendor: SMITHVILLE UM CHURCH Vendor#: 000199 Stat/Date: RECONCILED:01/31/17 Bank:

0001	Saturday School Building		0017103	0003	DECEMBER	01/05/17	05	014	1140	425	9001	0000	000	000	180.00	
															Check total:	\$180.00

Check: 001262 Type: W Date: 01/12/17 Vendor: TRI-COUNTY ESC Vendor#: 000134 Stat/Date: RECONCILED:01/31/17 Bank:

0001	Sandy Hadsell Treasurer		0017113	0003	GENL24290	01/05/17	05	001	2510	415	0000	0000	000	000	886.84	
0002	Brian Hessey Director Ser		0017113	0004	GENL24290	01/05/17	05	001	2415	415	0000	0000	000	000	6,962.24	
0003	Jessica Goodrich Gen ED		0017113	0005	GENL24290	01/05/17	05	001	1190	411	0000	0000	000	000	4,095.80	
0004	Matt McHam Title I Tutor		0017113	0006	GENL24290	01/05/17	05	572	1270	411	9017	0000	000	000	1,983.83	
0005	Jill Lebak Title I Math T		0017113	0008	GENL24290	01/05/17	05	572	1270	411	9017	0000	000	000	2,122.54	
0006	Jenna Parnell Dean of Stu		0017113	0012	GENL24290	01/05/17	05	001	2415	415	0000	0000	000	000	2,145.38	
0007	Jenna Parnell Gen Ed Teac		0017113	0013	GENL24290	01/05/17	05	001	1190	411	0000	0000	000	000	2,145.37	
0008	Chuck Saris Gen ED Teache		0017113	0014	GENL24290	01/05/17	05	001	1190	411	0000	0000	000	000	1,653.10	
0009	Jennifer Sherman Spec ED		0017113	0015	GENL24290	01/05/17	05	001	1240	411	0000	0000	000	000	4,215.32	
0010	Susan Flimmer Spec ED Tea		0017113	0017	GENL24290	01/05/17	05	001	1240	411	0000	0000	000	000	5,531.18	
0011	Linda Fenn IDEA Spec Ed A		0017113	0018	GENL24290	01/05/17	05	516	1240	411	9017	0000	000	000	1,328.98	
0012	Jenice McEndree Secretari		0017113	0020	GENL24290	01/05/17	05	001	2422	419	0000	0000	000	000	3,562.17	
0013	Jenice McEndree Asst Trea		0017113	0021	GENL24290	01/05/17	05	001	2510	415	0000	0000	000	000	395.80	
0014	School Psychology Service		0017113	0022	GENL24290	01/05/17	05	001	2142	419	0000	0000	000	000	812.52	
															Check total:	\$37,841.07

Check: 001263 Type: W Date: 01/12/17 Vendor: U.S. BANK EQUIPMENT FINANCE Vendor#: 010612 Stat/Date: RECONCILED:01/31/17 Bank:

0001	COPIER LEASE		0017017	0001	321441800	01/05/17	05	001	1190	426	0000	0000	000	000	182.40	
0002	COPIER ESTIMATED OVERAGES		0017017	0002	321441800	01/05/17	05	001	1190	423	0000	0000	000	000	21.42	
															Check total:	\$203.82

Check: 001264 Type: W Date: 01/30/17 Vendor: CARDMEMBER SERVICE Vendor#: 000166 Stat/Date: Bank:

0001	Classroom Supplies - VISA		0017106	0001	JANUARY	01/30/17	05	001	1190	511	0000	0000	000	000	14.29	
															Check total:	\$14.29

Check: 001265 Type: W Date: 01/30/17 Vendor: CDI COMPUTERS INC Vendor#: 010413 Stat/Date: Bank:

0001	COMPUTER PARTS		0017029	0001	0554972	01/30/17	05	001	1190	517	0000	0000	000	000	115.58	
															Check total:	\$115.58

Check: 001266 Type: W Date: 01/30/17 Vendor: DAY KETTERER LTD Vendor#: 001511 Stat/Date: Bank:

0001	BOARD POLICY UPDATES		0017105	0001	0330827	01/30/17	05	001	2310	419	0000	0000	000	000	378.00	
															Check total:	\$378.00

Date: 02/05/2017
Time: 2:39 pm

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

Page: 2
(CHECKPY)

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: 001267 Type: W Date: 01/30/17 Vendor: MIDLAND COUNCIL OF GOVERNMENTS Vendor#: 000139 Stat/Date:

0001	LAN Contract	0017112	0004	MCOG9806/07	01/30/17	05	001	1190	447	0000	000000	000	00	000		300.00
0002	Field Technician	0017112	0005	MCOG9806/07	01/30/17	05	001	2240	419	0000	000000	000	00	000		3,467.25
Check total:																\$3,767.25

Bank:

Check: 001268 Type: W Date: 01/30/17 Vendor: OAPSA

0001	OAPSA CONFERENCE FEB 9TH-	0017032	0001	0017032	01/30/17	05	001	2415	439	0000	000000	000	00	000		120.00
Check total:																\$120.00

Bank:

Check: 001269 Type: W Date: 01/30/17 Vendor: SMITHVILLE UM CHURCH

0001	Saturday School Building	0017103	0003	JANUARY	01/30/17	05	014	1140	425	9001	000000	000	00	000		360.00
Check total:																\$360.00

Bank:

V	VOIDED CHECKS	0	CHECK TOTALS	0.00
R	RECONCILED CHECKS	4	CHECK TOTALS	38,236.11

W	WARRANT CHECKS	10	CHECK TOTALS	42,991.23
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

**	TOTAL CHECKS (LESS VOIDED)	10	** TOTAL NET	42,991.23
***	TOTAL CHECKS WRITTEN	10	*** GRAND TOTALS	42,991.23

**Liberty Preparatory School Administrative Agreement
FY 2018**

This agreement is entered into between **Brian Hessey** (Employee), Liberty Preparatory School and the Governing Board of the Tri-County Educational Service Center.

The Employee agrees to perform the duties of **Liberty Preparatory School Principal / Director** for a period of one year beginning **August 1, 2017 through July 31, 2018**. Employment shall be for 204 days per year.

Salary and Benefits paid by Tri-County ESC:

- \$61,800 (base salary)
- Board Share of STRS retirement, Medicare, and Workers Comp
- “Pick up” Employee Share (**11%**) of STRS for Retirement
- Appropriate Medical Coverage if needed
- Accrued sick leave per law
- Personal days (3 per year)

Salary shall be paid in equal installments through Tri-County ESC payroll with the final payment not made until all records and reports required have been completed as certified by the Superintendent of the Tri-County Educational Service Center.

The assigned Principal/Director shall devote such time and energies as are necessary to perform the duties specified in the Job Description. These duties will generally be performed during normal business hours, but it is expressly agreed that the duties of this position will require the Principal/Director to work during times other than normal business hours.

This services contract may be terminated by mutual agreement of the parties.

If any portion of this contract is deemed to be illegal due to conflict with state or federal law, the remainder of the contract shall remain in force and effect.

Board President Liberty Prep

Superintendent Tri-County ESC

Treasurer Liberty Prep

Treasurer Tri-County ESC

Employee

FISCAL SERVICES CONTRACT FY18

This Fiscal Services Contract ("Contract") by and between the Tri-County Educational Service Center, hereinafter called the ESC and the Liberty Preparatory School Board of Education, hereinafter called the Board is for the purpose of providing treasurer services.

The Board, in accordance with its action as found in the minutes of its meeting held on the 9th day of February, 2017 hereby contracts with the ESC for Fiscal Services including providing a Community School Treasurer (Sandy L Hadsell) for a period commencing on the 1st day of August, 2017, and ending on July 31, 2018.

The ESC shall maintain and furnish to the Board evidence of the assigned Treasurer maintaining, throughout the life of this contract, valid credentials to act as Treasurer of this district in accordance with the laws of the State of Ohio.

The Board shall pay the ESC the total amount of compensation for said Treasurer as follows:

Salary: \$8,750.00
SERS Board Share 14%: \$1,225.00
Medicare Board Share 1.45%: \$126.88
Workers Comp Approx .55%: \$48.12
Shared Services Payable to Norwayne Local School District: \$5,000
3% Administrative Cost: \$304.50
Total Cost: \$15,454.50

Salary shall be paid in equal installments through Tri-County ESC payroll with the final payment not made until all records and reports required have been completed as certified by the Superintendent of the Tri-County Educational Service Center.

The assigned Treasurer shall devote such time and energies as are necessary to perform the duties specified in the Job Description. These duties will generally be performed during normal business hours, but it is expressly agreed that the duties of this position will require the Treasurer to work during times other than normal business hours. The Treasurer shall receive SERS credit for 50 days (250 Hours) for the services in this contract.

This services contract may be terminated by mutual agreement of the parties.

If any portion of this contract is deemed to be illegal due to conflict with state or federal law, the remainder of the contract shall remain in force and effect.

Board President Liberty Prep

Treasurer Liberty Prep

Date _____

Date _____

Superintendent Tri-County ESC

Treasurer Tri-County ESC

Date _____

Date _____