

**LIBERTY PREPARATORY SCHOOL**  
Governing Board  
Organizational and Regular Meeting Minutes  
February 9, 2017  
3:30 PM  
Smithville United Methodist Church  
243 N. Milton St.  
Smithville, OH 44677

**2017-12 Bartashus moved and Maneese seconded the motion to approve the Administrative Contract with Brian Hessey as Director effective August 1, 2017 thru, July 31, 2018. This position will be hired thru Tri-County ESC Payroll.**

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

**2017-13 Maneese moved and Bartashus seconded the motion to approve the Fiscal Services Contract with Sandy Hadsell as Treasurer effective August 1, 2017 thru, July 31, 2018. This position will be hired thru Tri-County ESC Payroll.**

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

**2017-14 Maneese moved and Bartashus seconded the motion to approve and adopt Policy Revisions per Day Ketterer as follows:**

- 2240 Student use of Inhalers and Epinephrine Auto-Injectors
- 5130 Teacher Requirements
- 3710.2 Independent Educational Evaluation
- 1753 School Asset Policy
- 1757 Duties and Responsibilities Related to Federal Grants
- 1470 Governing Authority Members: Qualifications (New)
- 3511 Admission Procedures
- 6130 Relations with Law Enforcement Agencies
- 2460 Administration of Naloxone

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

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

**Motion to Adjourn:**

**2017-15 Maneese moved and Bartashus seconded the motion to adjourn the meeting.**

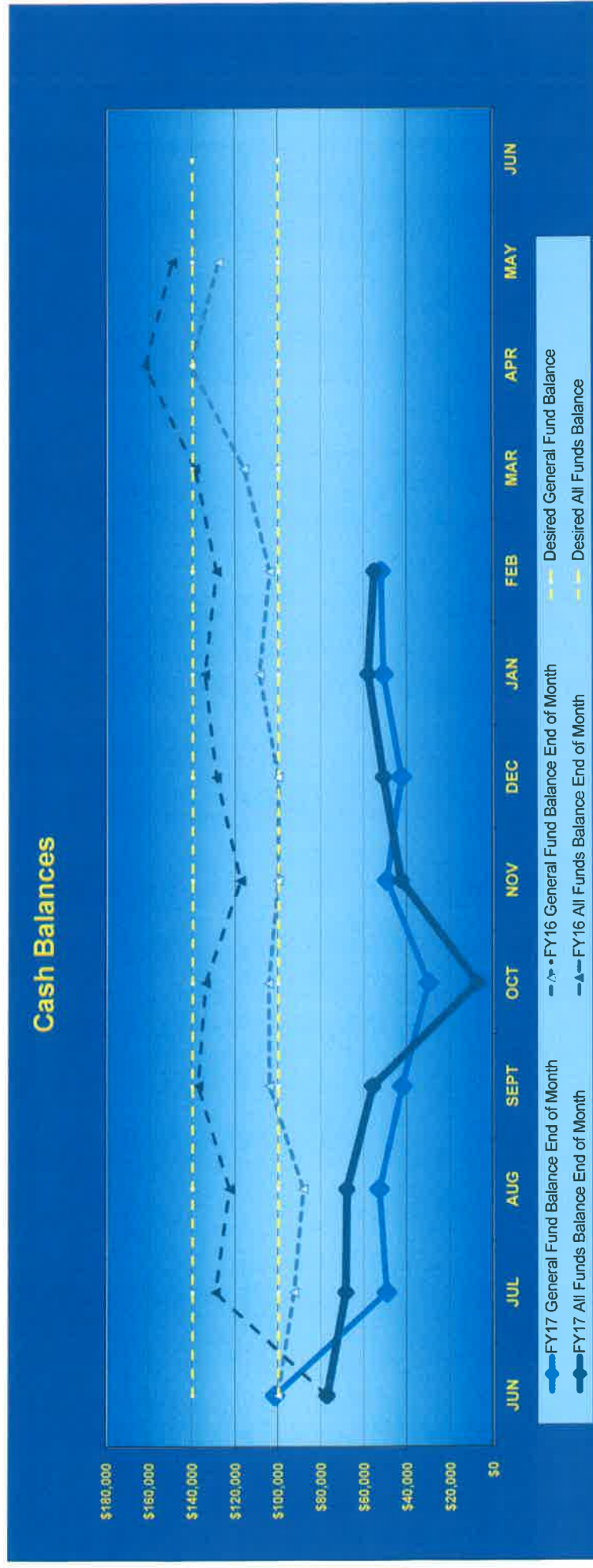
**Vote: Yes: Bartashus, Maneese, Hanson. Absent: Brown, Chenevey.**

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**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	\$52,059	\$115,953	\$140,526	\$127,716	\$100,000
FY16 General Fund Balance End of Month	\$	\$92,653	\$88,370	\$104,076	\$104,459	\$99,994	\$100,037	\$108,856	\$103,967	\$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
FY17 All Funds Balance End of Month	\$77,263	\$68,487	\$67,924	\$55,865	\$7,065	\$42,603	\$50,914	\$58,007	\$55,066	\$138,633	\$140,000	\$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	\$128,770	\$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





Account Description	Appropriation	Expended	% Exp	Encumbered	Balance
<b>General Fund</b>					
400 PURCHASED SERVICES	481,424.01	306,320.39	63.6%	236,159.11	61,055.49-
500 SUPPLIES AND MATERIALS	68,211.86	58,745.57	86.1%	5,456.77	4,009.52
600 CAPITAL OUTLAY	17,246.15	8,684.59	50.4%	600.00	7,961.56
800 MISCELLANEOUS OBJECTS	12,227.00	7,904.00	64.6%	2,673.00	1,650.00
<b>Total General Fund</b>	<b>579,109.02</b>	<b>381,654.55</b>	<b>65.9%</b>	<b>244,888.88</b>	<b>47,434.41-</b>
<b>Other Funds</b>					
014 ROTARY-INTERNAL SERVICES	13,624.00	8,710.00	63.9%	1,980.00	2,934.00
018 PUBLIC SCHOOL SUPPORT	180.00	0.00	0.0%	100.00	80.00
516 IDEA PART B GRANTS	19,306.77	16,381.06	84.8%	2,925.72	0.01-
572 TITLE I DISADVANTAGED CHILDREN	26,353.00	24,948.50	94.7%	1,404.50	0.00
590 IMPROVING TEACHER QUALITY	2,528.21	1,249.87	49.4%	292.70	985.64
<b>Total Other Funds</b>	<b>61,991.98</b>	<b>51,289.43</b>	<b>82.7%</b>	<b>6,702.92</b>	<b>3,999.63</b>
<b>Grand Total All Funds</b>	<b>641,101.00</b>	<b>432,943.98</b>	<b>67.5%</b>	<b>251,591.80</b>	<b>43,434.78-</b>
July 1 Beginning Cash Balance (All Funds):	101,651.44				
Total MTD Receipts:	49,807.97	386,358.06			
Current Cash Balance (All Funds):	55,065.52				

*67% thru Year*

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								
80,248.11	47,129.53	361,265.49	46,079.44	389,454.55	52,059.05	244,888.88	192,829.83-		
001 9001	BUDGET RESERVE FUND								
21,350.87	2,756.91-	18,036.98-	0.00	7,800.00-	11,113.89	0.00	11,113.89		
014 9001	Saturday School								
0.00	0.00	6,150.00	1,100.00	8,710.00	2,560.00-	1,980.00	4,540.00-		
018 9001	Principal's Fund								
52.46	0.00	120.00	0.00	0.00	172.46	100.00	72.46		
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	1,328.98	15,109.42	1,271.64	16,381.06	1,271.64-	2,925.72	4,197.36-		
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	4,106.37	20,695.95	4,252.55	24,948.50	4,252.55-	1,404.50	5,657.05-		
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	1,054.18	45.69	1,249.87	195.69-	292.70	488.39-		
GRAND TOTALS:									
101,651.44	49,807.97	386,358.06	52,749.32	432,943.98	55,065.52	251,591.80	196,526.28-		

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: 001270 Type: W Date: 02/09/17 Vendor: JULIAN & GRUBE, INC Vendor#: 000159 Stat/Date: RECONCILED:02/28/17 Bank:  
0001 FY16 Audit Fee 0017104 0001 18430/18581 02/09/17 05 001 2510 843 0000 000000 000 00 000 2,700.00  
Check total: \$2,700.00

Check: 001271 Type: W Date: 02/09/17 Vendor: MIDLAND COUNCIL OF GOVERNMENTS Vendor#: 000139 Stat/Date: RECONCILED:02/28/17 Bank:  
0001 Internet Access Fee 0017112 0003 MCOG9901 01/23/17 05 001 1190 447 0000 000000 000 00 000 12,349.92  
Check total: \$12,349.92

Check: 001272 Type: W Date: 02/09/17 Vendor: TRI-COUNTY ESC Vendor#: 000134 Stat/Date: RECONCILED:02/28/17 Bank:  
0001 Sandy Hadsell Treasurer 0017113 0003 GENL24424 02/03/17 05 001 2510 415 0000 000000 000 00 000 842.29  
0002 Brian Hessey Director Ser 0017113 0004 GENL24424 02/03/17 05 001 2415 415 0000 000000 000 00 000 6,601.46  
0003 Jessica Goodrich Gen ED 0017113 0005 GENL24424 02/03/17 05 001 1190 411 0000 000000 000 00 000 3,895.06  
0004 Matt McHam Title I Tutor 0017113 0006 GENL24424 02/03/17 05 572 1270 411 9017 000000 000 00 000 2,168.30  
0005 Jill Lebak Title I Math T 0017113 0008 GENL24424 02/03/17 05 572 1270 411 9017 000000 000 00 000 2,084.25  
0006 Jenna Parnell Dean of Stu 0017113 0012 GENL24424 02/03/17 05 001 2415 415 0000 000000 000 00 000 2,209.11  
0007 Jenna Parnell Gen Ed Teac 0017113 0013 GENL24424 02/03/17 05 001 1190 411 0000 000000 000 00 000 2,209.11  
0008 Chuck Saris Gen ED Teache 0017113 0014 GENL24424 02/03/17 05 001 1190 411 0000 000000 000 00 000 1,623.07  
0009 Jennifer Sherman Spec ED 0017113 0015 GENL24424 02/03/17 05 001 1240 411 0000 000000 000 00 000 3,766.23  
0010 Susan Flinner Spec ED Tea 0017113 0017 GENL24424 02/03/17 05 001 1240 411 0000 000000 000 00 000 5,143.16  
0011 Linda Fenn IDEA Spec Ed A 0017113 0018 GENL24424 02/03/17 05 516 1240 411 9017 000000 000 00 000 1,271.64  
0012 Jenice McEndree Secretari 0017113 0020 GENL24424 02/03/17 05 001 2422 419 0000 000000 000 00 000 3,438.77  
0013 Jenice McEndree Asst Trea 0017113 0021 GENL24424 02/03/17 05 001 2510 415 0000 000000 000 00 000 382.09  
0014 Nursing Services 0017113 0023 GENL24424 02/03/17 05 001 2142 419 0000 000000 000 00 000 638.15  
Check total: \$36,272.69

Check: 001273 Type: W Date: 02/23/17 Vendor: CARDMEMBER SERVICE Vendor#: 000166 Stat/Date: Bank:  
0001 Classroom Supplies - VISA 0017106 0001 FEBRUARY 02/23/17 05 001 1190 511 0000 000000 000 00 000 52.48  
0002 Postage 0017106 0007 FEBRUARY 02/23/17 05 001 2415 443 0000 000000 000 00 000 9.70  
Check total: \$62.18

Check: 001274 Type: W Date: 02/23/17 Vendor: QUILL CORP Vendor#: 010600 Stat/Date: Bank:  
0001 CLASSROOM SUPPLIES 0017004 0002 3986596/3986730 02/23/17 05 001 1190 511 0000 000000 000 00 000 360.09  
Check total: \$360.09

Check: 001275 Type: W Date: 02/23/17 Vendor: U.S. BANK EQUIPMENT FINANCE Vendor#: 010612 Stat/Date: Bank:  
0001 COPIER LEASE 0017017 0001 323531152 02/23/17 05 001 1190 426 0000 000000 000 00 000 182.40  
0002 COPIER ESTIMATED OVERAGES - 0017017 0002 323531152 02/23/17 05 001 1190 423 0000 000000 000 00 000 12.35  
Check total: \$194.75

Check: 001276 Type: W Date: 02/23/17 Vendor: CINCINNATI INSURANCE COMPANY Vendor#: 000200 Stat/Date: Bank:  
0001 LIABILITY INSURANCE 0017036 0001 1000343325 02/23/17 05 001 2419 851 0000 000000 000 00 000 764.00  
Check total: \$764.00



# Liberty Prep Calendar 2017-2018

August 2017						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
September 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
October 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
November 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
December 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
January 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**August**

17,18,21 Teacher Work Days  
22 Teacher W.D/ Open House  
23 First Student Day

**September**

4 Labor Day  
11 Fair Day

**October**

9 Teacher In-Service (Counts as Student Contact)  
20 End of 1<sup>st</sup> 9 weeks  
24 Parent Teacher Conference (2:30 – 5:30)

**November**

2 Parent Teacher Conference (2:30 – 5:30)  
3 Teacher In-Service (Counts as Student Contact)  
22-27 Thanksgiving Break

**December**

21 Teacher Work Day  
22-29 Christmas Break

**January**

1-2 Christmas Break  
12 End of 2<sup>nd</sup> 9 weeks  
12 Teacher Exchange Day (Counts as Student Contact)  
15 Martin Luther King Day  
23 Parent Teacher Conference (2:30 – 5:30)

**February**

16 Teacher Exchange Day (Counts as Student Contact)  
19 Presidents Day

**March**

16 End of 3<sup>rd</sup> 9 weeks  
20 Parent Teacher Conference (2:30 – 5:30)  
26-30 Spring Break

**April**

2 Spring Break

**May**

28 Memorial Day  
30 Last Student Day  
30 End of 9 weeks  
31 Graduation Day (Teacher Work Day)

**June**

1 & 4 Teacher Work Days  
Calamity Day Make-Up Schedule:  
1<sup>st</sup> Day – May 31, 2018  
Consecutive Weekdays as Needed

School In-Session

School In-Session – Support Days

No School

No School Teacher Exchange Days

No School Teacher In-Service Days

Student Days 177  
Teacher Days 185

February 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			
March 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
April 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
May 2018						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
June 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
July 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



Directors Staffing Recommendations:

Renew: Jenna Parnell

Chuck Saris

Susan Flinner

Linda Fenn

Jenice McEndree

Resignation: Jessica Goodrich

Resignation or Non-renew: Jennifer Sherman

Jill Bucklad

Reduction-in-force: Matt McHam