HOPE for Hyndman Charter School
Board of Trustees
Meeting Minutes
March 26, 2015 - 6:00 p.m.

The HOPE for Hyndman Charter School Board of Trustees held its regular monthly meeting on Thursday, March 26, 2015, at 6:00 p.m. at HOPE for Hyndman Charter School. *Those present*:

Aiko Malynda Maurer – CEO
Erich May - Principal
Brigette Emerick – Board President
Jerry Leydig – Board Vice President
Christine McKenzie - Board Secretary
Ron Gibbner – Board member
Donald Gross – Board member
Ron Scritchfield – Board member
Brett Shaffer – Board member (left the meeting sick)
Jessie Spiker – Board member
Thea Hosselrode -- Board Administrative Assistant
Jennie Hetzer – Faculty Representative to the Board
Ryan Schumm – Business Manager

The meeting was called to order by B. Emerick at 6:04 p.m. The Pledge of Allegiance was recited, followed by a prayer by Mrs. Emerick. B. Emerick then did a board-member roll call.

Agenda: The meeting agenda was adopted with a motion by R. Scritchfield seconded by J. Spiker. (Motion carried – unan.)

Public comments: None

Secretary's report: A motion to approve the secretary's report of February 26, 2015, (in Google Drive) was made by D. Gross, seconded by R. Scritchfield and carried. (Unan.)

Treasurer's report: A motion to approve the treasurer's report of February 28, 2015, (in Google Drive) was made by D. Gross, seconded by R. Scritchfield and carried. (Unan.)

Old Business: None

Representatives to the Board:

Student representatives were not present.

J. Hetzer reported that the greenhouse will open on April 22. Volunteers are needed. She asked Board members to email her if they wanted to help in the greenhouse. Plants have been ordered. Vegetables will be purchased later. The students are currently receiving training.

COMMITTEE REPORTS:

Facilities & Technology: R. Gibbner was not present at the last meeting. He presented the minutes and ask M. Maurer to report on the meeting. In addition to the details on the HHCS Facilities and

Technology Committee Minutes, M. Maurer stated that the meeting was rescheduled because of snow. A new oil vendor came to the school this week. The school can save a lot of money by using this vendor. Volunteers have been helping with the baseball field. Students, coaches and community members are helping with the maintenance of the fields and tennis courts.

E. May reported that R. Scritchfield is in charge of organizing a work party to work on landscaping needs of the school. During this workday, volunteers will fix fields, railroad ties, ruts, etc. Other landscaping will include working on the dugouts, raking, mowing etc. Coffee will be served in the morning and volunteers will be assigned to teams. Each team will be given an assignment. Chef Jeff will provide lunches. R. Scritchfield has asked the Lions club and others to volunteer. There may be students who need volunteer hours.

Technology: Many committees have had input into the Technology Plan, and it is ready for approval.

M. Maurer added that she has already talked to R. Schumm, Business Manager, about the purchase of a floor scrubber. The school can purchase it. They also discussed that fuel prices are down, and this year's budget will allow for the purchase of fuel. Fuel should be purchased in June to fill the tanks.

The committee will meet Tuesday, April 7 at 3:30 p.m.

Governance / Personnel: B. Emerick reported that a regular meeting was not held this month. An Executive Session was held with R. Schumm, the business manager.

The committee will meet Monday, April 20 at 9 a.m.

Academics & Athletics: B. Emerick reported that they met on March 10. Justin Keel presented the Technology Plan to the group, and they had no suggestions for changes. The group also looked at the Graduation Project Handbook. They had no suggestions for changes. They suggest that the Calendar for academic year 2015-2016 has a start date of August 19, 2015. There was discussion of the class and lunch schedule. The group thinks the current scheduling of classes and lunch times are working well and should not be changed. Calculus and physics will both be added to the academic schedule for next year. Chef Jeff has received money for a fresh fruit and vegetable program for students. The program will start in April which will include fresh fruit and vegetables as a snack for students in the afternoon a couple of days each week. The Graduation Handbook and Calendar are both due to the Board in May.

The committee will meet Tuesday, April 21 at 3:30 p.m.

Educational Association: B. Emerick reported that the group will meet Monday, March 30 at 6:30 p.m. for its monthly meeting.

The committee will meet again on Monday, April 27 at 6:30 p.m.

Finance: R. Schumm reported on the following.

He has looked at the Technology Plan, and it looks good.

The Hope for Hyndman Charter School Financial Report for February 2015 was distributed and discussed. R. Schumm asked the Board if they had any questions about the monthly financials. There were no questions asked. The Department of Education recalculated tuition rates. There is less than (.5%) half a percent increase in the rate. Special education increased 5.7%. The balance sheet items are normal. There are no dramatic changes.

There were revisions for March representing a 5% increase. Food Services reflect an increase in revenue and expenditures. There is a slight decrease in Vo Tech because of fewer students. A break even budget can occur

It is expected that 33% will be remaining (as shown in the last column of the report). With the revisions that were made in March, there is room for the purchase of a floor buffer (see line 25) and the purchase of oil (see line 24).

R. Schumm met with Jeff Maust today. J. Maust wants to remodel in the cafeteria with a goal of changing the students waiting line to flow through the eating area and not the hallway. He wants to rearrange equipment in café and move power sources. He will get quotes. The budget does not currently reflect these expenses, but the budget is conservative. R. Schumm suggests looking at the budget in May. If in May there is enough money still in the budget that has not been used, the board could approve these expenses up to $5,000. If there is no money available in the budget in May, the project should be put on hold.

R. Schumm met with Jeff Kimmel today. J. Kimmel is exploring purchase options for buses. His dollar amount should not exceed $15,000. With this money, he may purchase one bus or two. They will be used buses. Twenty percent of the price would affect this year's budget. The remaining 80% would turn into a capital asset. R. Schumm feels the school can make this purchase this year on the current budget. The return on repairs is not good. Therefore, it is not worth trying to fix the buses. They need to be replaced. The school's cash flow is good and can handle this purchase.

R. Schumm stated that the Cafeteria cost is neutral. He suggests that if the budget is still on target in May, the school should make the purchases not to exceed $5,000. He also suggested that the buses should be purchased with a dollar amount not to exceed $15,000.

J. Maust will get 3 estimates by April. J. Kimmel has already looked at one bus. He will get others' opinions and would like to purchase one or two buses for less than $15,000.

Both J. Maust and J. Kimmel would like board approval for the expenses with "not to exceed" amounts.

R. Gibbner asked R. Schumm if the budget will still be balanced if the Board approves the expenditures. R. Schumm and M. Maurer both said yes and gave two examples of how it would work.

Additionally, both J. Maust and J. Kimmel asked if they had to use the money in their budgets or lose it. The answer was no. They will not have reduced budgets next year if they don't spend all their money this year.

R. Schumm described how the budget process works and said it could be changed if the Board wanted. The budget goals are created by The Board. At that point, they should be turned over to administration to craft the budget. Considerations may be to have a fund balance related goal and consider the renewal for the Charter. He demonstrated that the school can have a balanced budget. He also stated that other schools do priority based budgets, and says our school has not done that and should probably not do it that way.

R. Schumm stated again that the school target should be a break even budget again. He reminded everyone that revenues represent approximately 80% of student enrollments. We have 245 students here, with 50 special education students. We should use the same assumptions as last year. We should reduce both a little to be conservative. Next year's rates from the school district should not go up. It is projected to be flat. We will lose a state grant of $20,000 because it is not in Gov. Wolf's budget. The PSERS contribution at 25.84% is going up. Health will have a 15% increase. General expenses should have a 3% increase. Program priorities would be technology and curriculum. Variables will be tuition rates from school districts, faculty, utilities, vehicles, and employee insurance elections. These can change the budget. If the goal is a break even budget, we need to trim $75,000. It will need to come from salaries of personnel. PSERS goes up each year. There has been discussion that the legislature will have to cap it, but it's not happening for next year's budget. They have been saying it for the past 2-3 years, but it has not happened. Insurance premiums are not available until October, so we have to create the budget not knowing those numbers. R. Schumm would like to see the Board craft a budget to present at the April board meeting, June at the latest. Please start the process.

The finance committee will meet Thursday, April 30 at 3:30 p.m.

ADMINISTRATIVE REPORTS:

Mrs. Maurer:

M. Maurer presented the Dashboard statistics. She pointed out that the grades are from Quarter 3. Please refer to items in red. They are still trying to schedule senior presentations. The Health statistics are about same as last month. Discipline is green because it came down considerably. Attendance is red; it has dropped since last year. Tardiness has gone up. Everyone is trying to work on these. There are 295 students which is down by one since February. It is also down 10 from last year. There were questions about enrollments. How can we draw students to attend here? Overall withdraw trends for the year show 9 students went out of state; 16 students went to Bedford (7 Cyber); 2 students went to Berlin; and 1 student went to Chestnut Ridge. It would be interesting to see how many students go to Bedford and then return here. J. Keel is waiting to hear about grants. He is still looking for ways to fund the computer cart.

Bryce Emerick received the rest of his grant of $7,000 for the tennis courts. His Senor Project is to resurface the tennis courts. He is hoping to get all of the money. The school will pay for the nets.

M. Maurer is asking that the June 25 Board meeting be rescheduled for earlier in the month.

Board Goals Review
B. Emerick distributed the current Board goals and asked members to think about them and decide what next year's goals would be. The current goals are create a positive atmosphere within that permeates out to the community, be fiscally responsible by making wise financial decisions for the long term (this one is covered with the balanced budget), and encourage and support high academic success by making decisions that help improve teacher and student attendance and retention.

New Business:

Board: None

Finance: R. Gibbner made a motion to approve the revised 2014-2015 budget. The revision includes no staffing changes. R. Scritchfield seconded the motion. Carried (Unan.)

Policies: None

Personnel:

A motion to approve the Personnel Issues, as per document in Google Drive; to approve the updated 21st Century Personnel List, as per the document in Google Drive; to approve the Volunteer Coaching Staff list, as per the document in Google Drive was made by Jessie Spiker, seconded by D. Gross and carried. (Unan.)

A list has been started for all volunteers.

Food Service: None

Technology:

A motion to approve the Technology Plan was made by D. Gross, seconded by Jessie Spiker and carried. (Unan.)

Athletics/Transportation: C. McKenzie made a motion to allow J. Kimmel to purchase buses, not to exceed $15,000, seconded by D. Gross and carried. (Unan.)

Maintenance: None

Instruction: A motion to approve the updated Graduation Project Handbook was made by C. McKenzie, seconded by J. Spiker and carried. (Unan.)

There were not a lot of changes. A checklist was updated.

General Operations:

a-b: A motion to approve entering into a 5-year agreement with Mansfield University that allows University students to obtain field experience at HHCS and to approve entering into an agreement with CAMCO Physical and Occupational Therapy, LLC for rehabilitation services for the period of

August 1, 2015, to July 31, 2017, was made by D. Gross, seconded by R. Gibbner and carried. (Unan.)

CAMCO is a company that provides physical and occupational therapy for students who require those services as a result of an IEP.

c: A motion to approve an increase to uninsured motorist coverage from $35,000 to $100,000, for an additional cost of $161 per year was made by C. McKenzie, seconded by J. Spiker and carried. (Unan.)

There was a question about why the Board should do this. M. Maurer reported that when the policy was written, it was written at the minimum. When it was time to renew the policy, the school was advised to increase the dollar amount to be better protected.

d-f: A motion to approve full-time, salaried staff to begin working summer hours on Monday, June 8, 2015, which consists of (4) 10 hour days Monday through Thursday; to approve the front desk to operate under summer hours, which consists of Monday through Thursday from 8:00 am. – 12:00 p.m., beginning Monday, June 15, 2015; to revise the 2014-15 School Calendar designating March 27, 2015, as a student make-up day for March 20, 2015; and to designate the following for the March 27, 2015, Faculty Data Collaboration Day: 1) After School hours on April 2, 9, and 16. 2) Unscheduled After School hours to independently complete the SAS Module, as required in our School Improvement Plan was made by D. Gross, seconded by J. Spiker and carried. (Unan.)

If teachers stay over that extra hour, do they have to attend June 5? Yes, because the days were already from a previously rescheduled day. Teams will meet, look at data, and plan accordingly. These days are to prevent the teachers from coming June 8.

21st Century: None

Miscellaneous: None

Public comment: None

Executive Session: C. McKenzie made a motion for the Board to enter into executive session, seconded by R. Gibbner and carried. (Unan.)

The meeting adjourned at 9:32 p.m.

Submitted by Thea Hosselrode
Board Administrative Assistant