

HOPE for Hyndman Charter School

Board of Trustees

Meeting Minutes

October 29, 2015 - 6 p.m.

The HOPE for Hyndman Charter School Board of Trustees held a regular monthly meeting on Thursday, October 29, 2015, at 6:00 p.m. at HOPE for Hyndman Charter School. *Those present:*

Austin Christner – Board member
Angela Coughenour – Board Vice President
Brigette Emerick – Board President
Donald Gross – Board member
Jerry Leydig – Board member
Christine McKenzie – Board Secretary
Ron Scritchfield – Board Treasurer
Jessie Spiker – Board member
Jennie Hetzer – Faculty Representative to the Board
Thea Hosselrode -- Board Administrative Assistant
Dr. Tom Otis
Ryan Schumm
Jeff Kimmel
Jeremy Sturtz
Linda Miller

The meeting was called to order by B. Emerick at 6:02 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 A Coughenour and carried. (Unan.)

Public comments: None

Secretary's report: A motion to approve the secretary's report of September 24, 2015, (in Google Drive) was made by J Spiker, seconded by A Christner and carried. (Unan.)

Treasurer's report: A motion to approve the treasurer's report of September 30, 2015, (in Google Drive) was made by J Spiker, seconded by A Christner and carried. (Unan.)

A motion to enter Executive Session was made at 6:05 p.m. by A Coughenour, seconded by J Spiker to discuss personnel issues and pending litigation.

Public Session was resumed at 6:32 p.m.

Old Business: None

Representatives to the Board:

Bryce Emerick was not present.

J. Hetzer reported that the lack of substitutes is causing faculty to give up prep time. Some teachers have been in tears. Dr. Otis stated that other districts are in the same boat. There are a couple

people currently getting their paperwork ready. It's been rough. They are working on it. It's a statewide epidemic. Staff morale is high except for this item. Staff is performing at a high level. They are happy. Good learning is happening.

COMMITTEE REPORTS:

Facilities & Technology: R Scritchfield reported that they met on October 6. Jacob Coughenour attended the meeting and spoke about his senior project, which is to build an app. He will come to the next meeting. He wants to open up the Wi-Fi in the school. The committee asked him to do research about policies that other schools have that deal with this topic. A Coughenour reported that the policies in other districts typically state that devices are not allowed with discretion being left up to the principal. The avenue Jacob decided to take is to contact students in other districts to question them about how the policy has worked.

Connie Leydig is the contact person for IT. A Christner will assist with IT issues in the building. They recommended adding access points to classes without good coverage. They also recommended to replace the Lenovo laptops and old PCs in the library lab.

Facilities: School closings will follow what Bedford does; although, we reserve the right to make a change here if necessary. The closings will operate through Joan, Carey, Jeff, and Juan. There were safety concerns with the wet winter weather coming. Additional mats have been placed on the floors of the main entrances. Juan will ask the company for additional rugs and uniforms. During the week of November 20, the heater valve will be fixed. They reviewed the fuel oil report from last year. All tanks are currently full. We used 14,552 gallons last year. During the 2013-14 academic year, we used 16,140 gallons. A fire drill was done on September 24. A second fire drill was performed at a later date. A total of 145 people evacuated the building in 57 seconds during the second drill. Lock down procedures will be discussed at staff meetings. Some procedures were changed. Those drills will be run in the next couple of weeks. Our vacuum went bad. It was purchased the first year we opened the school. We will have to buy one. We have been loaned one until the state passes the budget. Plan "B" worked well for homecoming. We reviewed the five year plan for facilities and technology.

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

Governance / Personnel: B Emerick reported that the committee met on October 12. They changed graduation requirements to 24 credits. Everyone was in agreement. The committee recommended that the Senior trip guidelines have no set dollar amount for students' out of pocket expenses. The decisions should be made by the students and parents. All have to agree on the dollar amount. Additionally, students must meet all eligibility requirements and commit to the trip. Carey called PDE to find out if there was a set trip length, and no one could answer the question. She called Brad Allison. He said they needed to do an assignment based on the trip length. She will come to the next board meeting with her request. We need a meeting in November before we submit the charter renewal to Bedford.

General operations: Finances were discussed. We are only spending money on necessary items. There is an agenda item this evening that deals with purchasing.

Positions were discussed for the After 3 After School Coordinator, a student worker for maintenance, and athletic positions.

There was a PTO request from a staff member. We will discuss it tonight. Substitute teachers were discussed. There was discussion about joining IU to have access to more substitute teachers. It costs \$700 to join IU, so we didn't do that.

The committee will meet Tuesday, November 17 at 9 a.m.

Academics & Athletics: The committee did not meet.

The committee will meet Tuesday, November 10 at 3:30 p.m.

Educational Association: The committee did not meet.

The committee will meet Monday, November 2 at 6 p.m.

Finance: The committee met this afternoon. Ryan will discuss finance during new business.

Discussion:

Our current enrollment is 257 students. We are expecting 2 more students next week from Berlin.

Congratulations on our State Inspection of the building. We had no warnings and no citations. Kudos was offered to the staff.

The school now does a newspaper once a month called THE STINGER. They have taken copies to the pharmacy and the bank.

New Business:

Board: J Spiker made a motion, seconded by A Christner to table changing the December 10 Board Meeting.

Finance: Ryan Schumm showed the Board the financial report. The revenue generated is at 22.5% and should be at 25%. Keep an eye on this number. Enrollment is related to this.

Expenses are at 16.6%. We have not invoiced VoTech yet. The numbers are better than where we would expect to be.

Cash on hand for September 30 is \$281,669.

The accounts receivable chart is in the packet. Through October we have collected approximately 38.4%. There are two ways to look at this. Charter School law compels the schools to pay their balance due every month regardless of the state budget, but there are no consequences for not following the law. There is no remedy available to us. They still owe us 60% of the balance due. They are paying something which has allowed us to continue operations.

The State budget continues to create cash flow concerns. A resolution is projected between November 23 and December 11. BASD has a partial payment of tuition due in process. We should receive it by next week.

A motion was made by A Coughenour, seconded by J Spiker, to approve for Mr. Ryan Schumm to open a business checking account and apply for a line of credit at Provident Bank. Check signers on the checking account will be A Coughenour, B Emerick, and Dr. Otis. (Unan.)

A small business checking will be opened to put a little money in so that we can apply for a line of credit. Our current bank, Meridian, had been Charter friendly. They have changed their approach to Charters and have stopped lending to Charters.

A roll call vote was taken.

A Christner = yes
A Coughenour = abstain
D Gross = yes
R Gibbner = yes
J Leydig = yes
R Scritchfield = yes
J Spiker = yes
B Emerick = abstain

Policies: None

Personnel:

A motion to approve the Personnel Issues, as per the document in Google Drive, was made by D Gross, seconded by A Coughenour, and carried. (Unan.)

A motion to continue employment of Dr. Thomas Otis and Mr. Tom Vent until June 15, 2016—under the same conditions as in previous contracts was made by A Coughenour, seconded by A Christner, and carried. (Unan.)

The school advertised for the principal position and interviewed one candidate who did not have a PA principal certification. This is not the time of year for principal positions to move. Things are going well. Teachers are happy and students are happy.

Food Service: None

Technology: None

Athletics/Transportation: A motion was made by A Coughenour, seconded by D Gross, to accept the bid on the Astro van from Robert Pluta in the amount of \$300 and carried. Jeff Kimmel received two sealed bids.

A roll call vote was taken.

A Christner = yes
A Coughenour = yes
D Gross = yes
R Gibbner = yes
J Leydig = yes
R Scritchfield = yes
J Spiker = abstain
B Emerick = yes

Maintenance: None

Instruction: None

General Operations: A motion was made by R Scritchfield, seconded by J Leydig, to approve the following purchasing guidelines. Motion carried.

1. Authorize Ms. Carey Ohler to approve purchases up to \$500.00, upon ensuring the purchase is within the budget
2. All purchases between \$500.01 to \$1,000.00 require approval of two of the three following board members: President, Vice President, and/or Treasurer
3. All purchases over \$1000.00 require approval from the Board. In the event of emergency situations where safety, security, and/or the wellbeing of staff/students are at stake, the approval should be obtained from two of the three following Board members: President, Vice President, and/or Treasurer

A roll call vote was taken.

A Christner = yes
A Coughenour = abstain
D Gross = yes
R Gibbner = yes
J Leydig = yes
R Scritchfield = abstain
J Spiker = yes
B Emeick = abstain

A motion was made by R Scritchfield, seconded by J Spiker, to approve Dr. Otis to be an authorized check signer. (Unan.)

21st Century: None

Miscellaneous: None

Public Comment: Jeremy Sturtz commented that he has concerns about what he sees the school doing. He thinks the school is losing the community. The community is losing trust in what is going

on up here. He feels there is some manipulation going on. He has already talked to B Emerick about coaching. There was a paper signed, and now the paper has disappeared.

His son was required to read a book that included masturbation and females moaning. Who is in control of the curriculum? Who is making sure that trash is not being read by our students. Our curriculum has to be spot on. People should come here because we are better than all the others, not because we are a dumping ground. He loves this school, but something has to change to get the public of Hyndman to trust it again. Things don't look good. "I have the guts to tell you; I'm not the only one feeling like this. Bedford is watching us self-destruct. I'm concerned about what is going on here. Students are walking into Bedford willingly; when a few years ago, they were crying because they did not want to be there. The coaches talked to me yesterday about what happened here. We are losing the personal touch. This feels like a Bedford board meeting. I don't want to lose what we have. I'm asking the Board to dig deep in their hearts and ask yourself why you are here. Be here for the right reasons. Communicate more with the community."

Dr. Otis thanked Jeremy for coming in and sharing his thoughts.

Executive Session: A Coughenour made a motion to enter into Executive Session for personnel issues at 7:40 p.m.

Public Session was resumed at 8:11 p.m.

D Gross made a motion, seconded by A Christner, to give all 12 month employees 1/2 day off (same as faculty) on Dec. 23, 2015. Motion carried. (Unan.)

At 8:12 p.m. R Scritchfield made a motion, seconded by J Leydig, to recess the meeting until a later date. Motion carried. (Unan.)

Submitted by Thea Hosselrode
Board Administrative Assistant