

**OAKSTONE COMMUNITY SCHOOL BOARD OF TRUSTEES MEETING**

**Wednesday June 28, 2017**

**OPENING OF MEETING**

**ATTENDEES:**

**Board President Dave Huelsman  
Board Vice President Jason Warner  
Superintendent Heather Kronewetter  
Fiscal Officer Johanna Gladman  
Board Secretary Sherry Chapin  
Board Member Jere Corven  
Board Member Thad Boggs  
Board Member David Lambert  
The Public**

**1) WELCOME**

**a) Board Agenda Approval**-Jason Warner amended the agenda to include the Finance Committee 2a ii Update on FY 2016 Audit, 10 Program Services Contract items, and the addition of Committee Assignments along with Board Officer Elections

Motion: Warner X Second: Chapin X Huelsman X Corven X Lambert X

**b) Minutes Approval, Last Regular Meeting**

Motion: Chapin X Second: Lambert X Corven X Huelsman X Warner X

**2) STANDING COMMITTEE REPORTS**

**a) Finance Committee**

**i) Monthly Bank Reconciliation & Reports- May 2017-** Jason Warner recommended that the board approve the (Month) Monthly Bank Reconciliation & Reports.

**ii) Update on FY2016 Audit-**Jason Warner told the board that the Ohio Auditor's Office notified the school of clean audit for FY2016. The school is still waiting for the documents to be mailed.

**b) Curriculum and Accountability-Report-**David Lambert told the board that the committee met on June 5<sup>th</sup>. The committee continued work on reviewing objectives, measurement and reporting for the 17/18 school year Superintendent Evaluation. The committee anticipates being finished by the next board meeting.

**3) FISCAL OFFICER EVALUATION-**Jason Warner told the board that the Finance Committee completed the Fiscal Officer Performance Evaluation. Fiscal Officer Johanna Gladmann received the highest rating (5 out of 5) in the areas of Relationship with the Board of Education, Administrative Leadership, Financial Leadership and Personal Development. Sherry Chapin asked other board members about the possibility of Johanna putting together a quick FAQ or "cheat sheet" about OCS finances for new board members in the future. Johanna Gladmann stated it could be challenging to put the complex finances of the school into a simplified form, but she is willing if the board requests it. Motion: Warner X Second: Corven X Huelsman X Chapin X Lambert X

(Thad Boggs arrived)

**4) ANNUAL TRAINING-OPEN MEETINGS, PUBLIC RECORDS, ETHICS-** Legal counsel Brian DeSantis provided Sunshine Law Training to board members via phone. Training included the definition of a meeting, how and when a board can call an Executive Session and what can take place

during an Executive Session. DeSantis also covered how to respond to public records requests in various forms, what is considered a public record i.e. text messages could be public record, as well as conflicts of interest.

- 5) **ANNUAL CONFLICT OF INTEREST DISCLOSURE STATEMENTS DUE**-All 6 Board members handed in their disclosure statements in accordance with law.
- 6) **OFFICER ELECTIONS, PRESIDENT, VICE PRESIDENT, SECRETARY**-Board member Thad Boggs presided over nominations and elections of OCS Board President, Vice President and Board Secretary.
  - a) **Board President Nomination and Election**- Dave Lambert nominated Dave Huelsman to serve as Board President based on excellent performance as president and willingness to serve. Jere Corven noted Huelsman does a fine job, possesses a great knowledge base and is well-qualified.  
Lambert X Corven X Boggs X Chapin X Warner X Huelsman Abstained
  - b) **Board Vice President Nomination and Election**- Sherry Chapin nominated Jason Warner to serve as Board Vice President based on continued excellent service to the board, and how he works well with President Huelsman.  
Chapin X Lambert X Boggs X Huelsman X Corven X Warner Abstained
  - c) **Board Secretary Nomination and Election**-Jere Corven nominated Sherry Chapin to serve as Board Secretary based on her thoroughness. President Huelsman noted she is conscientious with the board 'is pleased.  
Corven X Warner X Boggs X Lambert X Huelsman X Chapin X
- 7) **COMMITTEE ASSIGNMENTS**-No changes
- 8) **FY18 TEMPORARY APPROPRIATIONS**-Jason Warner told the board that the temporary appropriations cover expenses from July 1 until August 16<sup>th</sup>, the day before staff reports for upcoming school year. He noted because the school is in a healthy financial position, 2 contracts are being paid in full to take advantage of discounts-Program Services Contract and Lease Contract  
Motion: Warner X Second: Chapin X Huelsman X Corven X Lambert X Boggs
- 9) **FY 18 OCS LEASE**-Jason Warner told the board that lease is for July 1, 2017 to June 30<sup>th</sup> 2018. Superintendent Heather Kronewetter showed the new OCS Contract Analysis sheet to the board. The Contract Analysis sheet is for increased transparency regarding bidding and contracts. In the case of the FY 18 Lease contract, the Analysis showed that a recent lease review estimated a price of \$18 to \$20 per square foot for comparable properties and the FY18 Lease contract reflects a price of \$13.09 per square foot. The lease also include playgrounds, parking lot, wireless, custodial service and supplies and building maintenance.  
Motion: Warner X Second: Lambert X Huelsman X Chapin X Boggs Corven X
- 10) **SUMMER SERVICES CONTRACT**- Jason Warner told the board that the Summer Services Contract is part of comprehensive programming beneficial to students.  
Motion: Warner X Second: Lambert X Huelsman X Boggs X Corven abstained Chapin abstained.
- 11) **PROGRAM SERVICES CONTRACT**-Jason Warner told the board that the contract cost of \$80,000 , \$78,792 with discount, is a slight increase from the previous \$77,000 cost. Superintendent Heather Kronewetter noted the support and consultation services are intellectual property of CCDE. The contract was not bid since the services are of substantial benefit to the students and used with students OCS services directly. Both Dave Lambert and Jason Warner stated that this highlighted, more clearly defined and made transparent the relationship between OCS and Oakstone Academy.  
Motion: Warner X Second: Boggs X Huelsman X Chapin X Lambert X Corven X

- 12) **SHORT TERM CONTRACT FOR TECHNOLOGY**-Jason Warner deferred to Superintendent Heather Kronewetter to explain the contract. Kronewetter told the board the contract provides services as the administration searches for quotes to hire a person or service to provide HR, EMIS and Technology Services. Johanna Gladmann also told the board that the administration had to get adequate understanding of services to seek appropriate quotes. For EMIS, Kronewetter noted they had narrowed their search to 1 candidate and she hoped to make an offer soon.  
Motion: Warner X Second: Boggs X Huelsman X Chapin X Lambert X Corven X
- 13) **SHORT TERM CONTRACT FOR HR**- Jason Warner deferred to Superintendent Heather Kronewetter for explanation. Kronewetter told the board that the contract covers HR needs until an alternate is found. Also, Kronewetter noted the cost effectiveness of OCS hiring an HR person, since the work includes recruitment, hiring, benefits and dependent care, maintaining personnel files, legal compliance and payroll processing. Ideally, Kronewetter hopes to hire a company or person before the start of the school year. The contract goes through January 2018.  
Motion: Warner X Second: Boggs X Huelsman X Chapin X Lambert X Corven X
- 14) **ETHICS POLICY**-Jason Warner deferred to Dave Huelsman to elaborate on the Ethics Policy. Huelsman told the board that the new Ethics Policy goes beyond what is required by law and also complies with provisions in the Sponsor Contract. The board not only seeks to avoid conflicts of interest but also appearances of conflicts of interest. This recently expanded to include interactions with vendors of all kinds, and any discussions board members and administration regarding vendors must be reported to the board.  
Motion: Warner X Second: Boggs X Huelsman X Chapin X Lambert X Corven X
- 15) **BOARD AND COMMITTEE MEETING NOTICE POLICY**- Jason Warner deferred to Dave Huelsman to elaborate on the Meeting Notice Policy. Huelsman told the board that the policy summarized means notice will be set by rule.  
Motion: Warner X Second: Boggs X Huelsman X Chapin X Lambert X Corven X
- 16) **DIABETES CARE POLICY**-David Lambert told the board that the Diabetes Care Policy is new and set according to statute.  
Motion: Lambert X Second: Chapin X Huelsman X Warner X Boggs X Corven X
- 17) **STUDENT DISCIPLINE POLICY**- David Lambert told the board that the Positive Behavior Supports Policy is the now the Student Discipline Policy. It is updated and set according to statute.  
Motion: Lambert X Second: Chapin X Huelsman X Warner X Boggs X Corven X
- 18) **RESCIND COMMITTEE STRUCTURE POLICY**  
Motion: Warner X Second: Boggs X Huelsman X Chapin X Lambert X Corven X
- 19) **RESCIND HEALTH AND BENEFITS POLICY**  
Motion: Warner X Second: Boggs X Huelsman X Chapin X Lambert X Corven X
- 20) **BOARD MEMBER RECRUITING STATUS**-Jere Corven told the board that 4 parents expressed interest in serving on the OCS board after a mass email. 1 will attend the next board meeting, and then Corven introduced 2 interested parents in attendance, Lee Ann Whaley and Jim Rogers. Ms. Whaley told the board her son had graduated from OCS, and she presented her resume to all members. Ms. Whaley noted she has a Master of Business Administration and a Bachelor of Arts in Journalism. Mr. Rogers told the board that his son has been a student from pre-school and is now entering 7<sup>th</sup> grade. He noted he has been active with the PTO and his background is in engineering, learning and development. The board thanked both Ms. Whaley and Mr. Rogers for their interest and attendance.
- 21) **ADMINISTRATION ITEMS AND UPDATES-**
- a) **Testing Results**-Superintendent Heather Kronewetter told the board that this was the first time students did online testing, and the information is part of the Corrective Action Plan. Results highlighted successes as well as the ongoing work that is needed for programming development

and interventions for students. Areas that are the most challenging include math and for 6<sup>th</sup> grade students "write what you know."

**b) Staff and Student Additions-** Superintendent Heather Kronewetter told the board that there was an intake of 14 students, and even with a few that left the net gain of OCS/OCS students is 11. This means OCS will be opening an additional 8<sup>th</sup> grade classroom. Kronewetter also told the board that 2 lead teachers have moved on, with the needs currently being met by remaining lead teachers. She has also hired 2 Aides.

**c) OCS Website-** Superintendent Heather Kronewetter told the board that the new OCS Website has secured a domain and will be launching in the fall.

**22) SPONSOR ISSUES AND UPDATES-**Sponsor not present

**23) PUBLIC COMMENT PERIOD-**No requests to speak

**24) CLOSING**

**a) Next meeting:** Because of the need for the August meeting to take place before the first day of school August 17<sup>th</sup>, Jason Warner moved that a combined July and August meeting take place Wednesday August 9th, 2017 at 6:00pm.

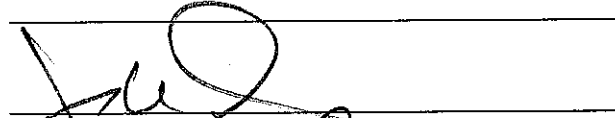
Motion: Warner X Second: Corven X Huelsman X Chapin X Lambert X Boggs X

**b) Adjournment-** It is recommended that the Board of Trustees adjourn.

Motion: Corven X Second: Chapin X Huelsman X Warner X Lambert X Boggs X

**Board Member Signatures upon Minutes Approval**

**Dave Huelsman**



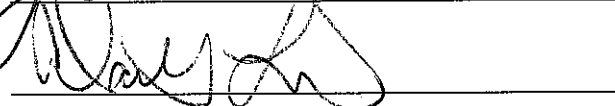
**Jason Warner**



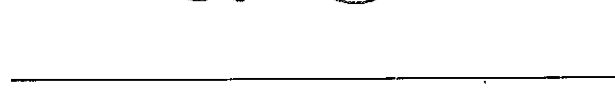
**Sherry Chapin**



**Jere Corven**



**David Lambert**



**Thad Boggs**

