**Lighthouse Community School specializes in highly individualized, flexible, and intensive strategies to meet the educational needs of youth in the child welfare system.  We take pride in employing unconditional positive approaches to foster a safe, stable community that develops effective social skills and enhances academic progress for students whose current or ongoing needs are best met in our small school.**

**Lighthouse Community School Board Meeting Minutes – April 24, 2017**

A board meeting of the Lighthouse Community School Board was called to order by David Greenfield, Board Chair, April 24, 2017 at 6:15pm at Lighthouse Youth Services, 401 E. McMillan Street, Cincinnati Ohio 45206. The meeting was delayed as we waited until we had a quorum of 7 voting board members.

Board Members Present: David Greenfield, Fran Unger, Chris Harris, Kent Friel, Louise Gomer-Bangel, Rickell Howard, Shannon Fricilone-Long.

Staff: Nicki Hagler, Daniel Trujillo, Nathan Lynch, and Paul Haffner

Cincinnati Public School: Ashley Addo

Guest: Gary Gardella

New Board Member: David Markstein

**Welcome and Approval of Minutes**.

David Greenfield welcomed all board members and staff. Mr. Trujillo introduced Ashley Addo, Assistant Legal Counsel Cincinnati Public Schools. He introduced Gary Gardella, who is contracted by LCS to evaluate Mr. Trujillo’s performance according to OPES. Mr. Gardella is in attendance to observe Mr. Trujillo.

As the first order of business, the Board welcomed Dave Markstein from General Electric as a new proposed board member for confirmation. Mr. Trujillo reviewed Mr. Markstein's credentials with the Board and special guest Ms. Ashley Addo, Assistant General Counsel from Cincinnati Pub. Sch.  Upon motion by Louise Gomer-Bangel, seconded by Shannon Long, the Board unanimously voted its approval of Mr. Markstein as a new board member.

Board members and staff reviewed the minutes from February 20, 2017. Fran Unger moved and Louise Gomer-Bangel seconded a motion to approve the minutes. The motion passed unanimously.

**Financial Report:**

Nicki Hagler presented the Board members with copies of February and March Financials (Attached).

The budget spreadsheet shows the first half of fiscal year reporting on a cash accrual. The second half budget is a projection. The March column shows a decrease of about $1,000 in State Foundation money as well as a $52,265 in SBH Funding . The SBH funding is lower because instead of 42 FTE students designated as SBH, there were only 35 FTE SBH students. However there is an increase in revenue from donations and a decrease in expenses for personnel. This leaves the projected end of year balance at $410.

Net assets decreased from $676,047 in January to $658, 734 in March. The total cash balance increased from $638,507 to $658,734. The Cash reserve is $228,901.

Student Census Report shows 35.04 ED, 5.88 SLD and 19.23 Regular Ed. for a total of 60.15 total FTE.

Nicki will send out the final audit report to board members upon receipt. We will not be asking for an exit meeting. Nicki will request that LCS receive an Auditor’s Award. This helps with the school’s credibility.

Nicki presented the 5 yr forecast. In the forecast, she budgeted for 20k in donations. She doesn’t usually put the high amount into the budget, however LCS has always received that amount if not more. The forecast does not factor in an increase in student enrollment and therefore the 5 year forecast is extremely conservative.

Upon motion by Kent Friel, seconded by Fran Unger, the Board unanimously approved the February and March financial statements as presented.

Upon separate motion by Chris Harris, seconded by Fran Unger, the Board next unanimously approved the five year forecast as presented.

Mr. Trujillo then reviewed the Contract for Purchased Services with Lighthouse Youth Services. Mr. Trujillo explained that the school has historically purchased services from Lighthouse Youth Services and this was the proposed contract for the 2017-18 school year. There is a flat fee of $69,000 for various administrative support, as well as the option to purchase on an hourly basis supplemental wrap services and maintenance services. Lighthouse has provided consistent support over the years and this helps the school with advantageous pricing for many back office functions. Upon motion by Shannon Long, seconded by Kent Friel, the Board unanimously approved (by all 5 non-LYS Directors) the draft Contract for Purchased Services as presented and authorized Mr. Trujillo to execute same.

**Cincinnati Public School Sponsor Rating Update**

Ms. Addo then gave the Board an overview of the CPS sponsorship issue and the fact they had received a "Poor" rating from the state in 2016. CPS has been working to change this rating through the administrative process and the Board reviewed the current status of discussions between CPS and the State (Ohio Department of Education). CPS has submitted a proposal to ODE that will hopefully settle the issue. If not, there is a scheduled May 24 hearing date where the issue would be heard in a formal administrative procedure. Ashley noted the appreciation of CPS for the school's programming and the desire by CPS to continue its sponsorship.  Rickell Howard asked a question concerning the ODE hearing and the need for certain school officials to potentially testify at that hearing. There would be an expected witness preparation done by CPS, but the board discussed whether it would also be appropriate for the school to have its own independent counsel help with any required preparation. Mr. Haffner noted the prior approval of the Day Ketterer law firm in the February 20 minutes concerning CPS contract work. The board discussed and agreed that the School will reach out to consult with Mr. Albin Bauer of Day Ketterer to consider the school's positions in the potential administrative hearing of CPS at ODE. Upon motion by Louise Gomer-Bangel, seconded by Kent Friel, the Board unanimously approved Mr. Trujillo's engagement of Day Ketterer to support any preparations for the administrative hearing. The Board then expressed its appreciation to Ms Addo for her work with the appeal and continued efforts on behalf of the school.  Ms. Addo then excused herself from the meeting.

**Board Code of Regulations**

The Board discussed the proposed Amended and Restated Code of Regulations. Mr. Haffner reviewed the suggested changes with the Board, noting the importance of separating the school board governance from that of Lighthouse Youth Services. There can still be substantial overlap of directors (up to 40%) but there were several changes required to conform to CPS contract requirements and state regulation. Regarding ongoing governance matters, the Board confirmed a preferred approach of having a standing agenda item for each meeting under the heading "Governance" to discuss new board members, administrative matters with LYS, and other appropriate items. Upon motion by Rickell Howard, seconded by Louise Gomer-Bangel, the Board unanimously approved the Amended and Restated Code of Regulations.

**Confirmation of Officers**

David Greenfield -  Chair,

Chris Harris – Vice Chair

Rickell Howard – Secretary

Shannon Long – Treasurer

**Conflict of Interest Forms**

Mr. Trujillo explained to the board that we will be using a new conflict of interest form that is more robust. This will ensure transparency. This form must be filled out annually or whenever a potential conflict of interest develops. (i.e. A LCS Board Director becomes affiliated with an LCS vendor. )

**Sunshine Law Training**

Mr. Trujillo reminded all Board Directors that they needed to complete the 3hr on-line training by May 25, 2017. They can contact Mr. Trujillo if they need assistance.

**Staff Salaries and Contracts 2018**

The Board discussed the salaries and contracts proposals presented. After some discussion regarding the teacher salaries as well as Mr. Trujillo's current salary level, upon more motion by Kent Friel, seconded by Rickell Howard, the Board unanimously approved the new salary levels for the teachers as presented. The Board asked Mr. Haffner and Mr. Lynch to revisit the Maximum Salary applying to Mr. Trujillo and report back to the Board at the June meeting. The Board would like to better understand the salary administration process at Lighthouse and how this impacts Mr. Trujillo. The board also discussed current open positions: Mathematics, PE and Intervention Specialist. Mr. Trujillo reported to the board that volunteers help tutor in Math, Language Arts and Financial Literacy..

**Transportation**

The Transportation Committee met to determine if it was possible for the school to maintain it’s own buses for transporting its students. Mr. Trujillo reported that he had spoken with several people in the student transportation industry. Mr. Trujillo determined that we do not have the expertise to compete with bus companies for quality drivers and accurate reporting for ODE. The committee did suggest a couple of strategies to Mr. Trujillo. LCS will include in its RFP for Transportation, a clause that the drivers must be trained in De-escalation strategies by LCS personnel. Also it is suggested that LCS create a Student Transportation Council where students will address and unsafe behaviors of students on the bus.

**Upcoming Events**

Graduation is on May 30th, 2017 at 6pm in the Lighthouse Community School Gymnasium

Teacher Appreciation Luncheon is at

Next Board Meetings:

**June 19, 2017 - This meeting is at Lighthouse Community School, 6100 Desmond Street, 45227**

Dr. David Greenfield moved and Kent Friel seconded a motion to adjourn the meeting.

Minutes respectfully submitted by, Nathan Lynch and Daniel Trujillo