**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 – June 19, 2017**

A board meeting of the Lighthouse Community School Board was called to order by David Greenfield, Board Chair, June 19, 2017 at 6:00pm at Lighthouse Youth Services, 401 E. McMillan Street, Cincinnati Ohio 45206.

Board Members Present: David Greenfield, Fran Unger, Chris Harris, Kent Friel, Louise Gomer-Bangel, Rickell Howard, Shannon Fricilone-Long, Nancy Shepardson, David Markstein, Carolyn Campbell and Tatiana Rozhnova.

Staff: Doug Mangen, Daniel Trujillo, Nathan Lynch, Judy Oakman and Paul Haffner

Board members and staff reviewed the minutes from April 24, 2017. Fran Unger moved and Louise Gomer-Bangel seconded a motion to approve the minutes. The motion passed unanimously.

Mr. Trujillo shared with the Board the good news that Lighthouse has been selected as a finalists for the Impact 100 grants. We will be vying with several other agencies for 4 grants totaling $101,000 each. Our application was submitted based on the agricultural Learning Center and expansion of our urban agricultural program at the school.

Mr. Trujillo informed the Board that the City of Cincinnati intended to award Lighthouse Community School $8,100 in order to maintain the property at 5303 as an urban garden for a minimum of 2yrs. The contract will be drafted upon the receipt of the Lighthouse Community Board’s resolution to execute, deliver, amend, ,replace, and substitute all documents, instrument, contracts, and agreements and to receive funding from the City of Cincinnati. Kent Friel motioned and Louise Gomer-Bangel seconded the motion to approve the resolution. The motion passed unanimously. Dr. Greenfield signed the resolution.

The Board next discussed the CPS sponsor rating update. Mr. Trujillo noted the appeal had been pushed back to August which means a decision would likely not come until October. Also since CPS did not give us the required notice of cancellation we are technically still contractually committed to each other for an additional school year. That would mean oh DE would likely have to take us on as a sponsor if they did not work something out with CPS. So we should be in business for this following year school year.

 Complicating the matter is the $300,000 annual payment that CPS is made to us over the past few years. This needs to be reauthorized for the upcoming school year. That is a totally separate issue from the sponsorship. We are hoping for CPS to approve this payment along with our contract at an upcoming CPS Board meeting. The board discussed various options and contingency plans, but acknowledged the strong preference for remaining a CPS charter school with the monetary support of the district. Mr. Trujillo gave an excellent history of the partnership to serve foster youth to and the cycle of disruption. We are a very unique charter school and provide an incredibly important service to CPS and the State of Ohio.

 Moving on to the Financial Report, Doug Mangen presented the results for April and May. Revenues and Expenses equalized . Student enrollment is at 60.85 FTE. A total of 60 FTE was budgeted. However, the FTE will probably go down due to last minute withdrawals which may negatively impact the end of year budget. The Board discussed various issues concerning the impact on financials of the CPS sponsorship and annual contribution. Mr. Mangen noted the $440,000 in the investment portfolio could provide a cash flow cushion for the upcoming school year if there are still uncertainties. The board discussed various opportunities to gather data regarding students. Miss Howard offered to support a public records request to help gather additional data. Mr. Trujillo then offered a explanation on graduation rates and how it works for our school. Ms. Long then made a motion to approve, seconded by Doctor Greenfield, the financial statements for April and May. The motion passed unanimously.

Dr. Greenfield motioned and Kent Friel seconded, that the board move into executive session to discuss the superintendent’s salary. The board requested that Mr. Haffner and Mr. Lynch remain in attendance to give the prospective from Lighthouse on the historical pay structure and other insights. Mr. Mangen and Ms. Oakman were not in attendance during the executive session. The board discussed various comparable salary data points, Lighthouse Youth Services salary grades for Directors, and other relevant issues, data points etc. Mr. Lynch agreed to request support from Lighthouse Youth Services to examine some better comparisons at Karpe Diem Academy, certain juvenile justice institutions, principles/superintendents of smaller institutions, and any other potentially useful resources. Then the Board, upon motion by Mr. Friel, seconded by Mr. Markstein, past's authorized a 4% raise for Mr. Trujillo to be effective in August with the beginning of the next school year, consistent with teacher salary adjustments. The Board would also like to do some additional teacher salary study at the October meeting along with a suggestion by miss Howard to review succession planning for Mr. Trujillo.

The board reviewed the remaining calendar for 2017 and proposed 2018 dates. As a final order of business the Board reviewed Mr. Trujillo's stoplight report with all of the issues raised at the recent teacher appreciation luncheon. This will become a standard agenda item to track progress with requests for additional support.

The Board set the following meeting dates for the 2018 school year.

August 21, 2017, October 23, 2017, December 18, 2017, February 19, 2018, April 16, 2018 (401 E. McMillan St)

June 18, 2018 (6100 Desmond Street)

 With no further business, the meeting was adjourned

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

Minutes respectfully submitted by, Nathan Lynch and Daniel Trujillo

**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