

**Record of Proceedings
Board of Directors
Regular Board Meeting - September 7, 2017**

GOAL Digital Academy's Board of Director's met in a regular board session on Thursday, September 7, 2017 at the GOAL Digital Mansfield Lab.

1. Call to Order
President Metcalf called the September meeting to order at 8:10am
2. Pledge of Allegiance
3. Roll Call
Treasurer Earnest called the roll.
Present: Dr. Winand, Mr. Peterson, Mrs. Byrne, Dr. Metcalf, Mr. Nickoli
4. Recognition of Guest(s)
Jim Smith – Sponsor Liaison
5. Informational Items
 - A. E-school closures, agreements
 - B. FTE Review –ODE Letter
 - C. Student enrollment
 - 1) September 2015 – 379
 - 2) September 2016 – 420.49
 - 3) September 2017 – ODE funded 456 actual enrollments 618 – increase of 162 (9/1)
 - D. Staffing Concerns, comp time payout, increased workloads, opportunities – changing staff to full-time from part-time
 - E. Sponsor Review – Jim Smith Sponsor Liaison Presenting
 - 1.) Financial, Enrollment
 - 2.) Opening Assurances
 - 3.) Roles & Responsibilities
 - F. Maximum growth FY 18 - 838 FTE
 - G. Staff Handbook Review with School Attorney
 - H. Career Courses Enrollment - +300
 - I. Improvements:
 - Mansfield Lab – increased lease space
 - Galion Lab - additional classroom and 3 offices - build out over summer months,
 - Marion Lab – new carpeting and flooring,
 - Delaware Lab – painting
 - Cardington Lab – N/A
 - Mt. Vernon Lab – N/A (looking to change location)
 - J. Annual Report
 - K. Next Meeting – November 2, 2017 at 8:00am

6. Presentation of Minutes
 Approved and signed the September 7, 2017 regular board meeting minutes.

Motion by Mr. Peterson, seconded by Mr. Nickoli to approve the minutes.
 Vote: Five Yeas
 President Metcalf declared the motion passed.

7. Treasurer's Report and Recommendations
 A. Recommended to approve the monthly financials as presented.
 B. Recommended to approve the annual budget as presented.
 C. Recommended to approve the Five Year forecast as presented.

Motion by Dr. Winand, seconded by Mrs. Byrne to accept the recommendations.
 Vote: Five Yeas
 President Metcalf declared the motion passed.

8. Superintendent's Report and Recommendations

Personnel

- A. Recommended to approve the following resignation.

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Drew Kirby	Elgin JOG	August 10, 2017

- B. Recommended to adjust the following staff salaries to reflect increased job responsibilities:

<u>Name</u>	<u>Position</u>
Melissa Clark	Accounts Payable/Applications
Keith Willis	Marion Lab/Educational Activities/Teaching

- C. Employment Contracts

Approved employment contracts effective with the 2017-2018 contract year (contingent upon proper certification/licensure when required and completed background checks and FTE funding)

<u>Name</u>	<u>Position</u>	<u>Contract</u>	<u>Effective</u>
Part-Time			
Dr. Walter Nicholes	ESL Tutor	Hourly	9/01/17
Suzi Lyle (rehire pt)	Lab Aide/Orientation	Hourly	8/07/17
Full-Time			
Jessica Caughlan	Educational Coordinator	220 Days	9/01/17
Wes Stauffer	Tutor (switch to FT)	195 days	9/01/17
Casey Clark	Art (switch to FT)	190 Days	9/01/17
Shannon Wellin	English & Counseling (switch to FT)		

Shelly Layman	Elementary & Title 1	190 Days Tutor (switch to FT)	9/01/17
		190 Days	9/01/17

Supplemental Teaching Contracts

Cheri Nolting	CTE Courses	Supplemental	9/01/17
Nanette Stanish	Kindergarten	Supplemental	9/01/17
Jeff Young	CTE Courses	Supplemental	9/01/17

Motion by Mr. Peterson, seconded by Mr. Nickoli to accept the recommendations.
 Vote: Five Yeas
 President Metcalf declared the motion passed.

- D. Recommended to adjust required work hours to 40 weekly from 37 and compensate staff hourly rate for 3 hours weekly based upon contract.
- E. Recommended to raise pay for all staff by 2.5% retroactive to FY18 contract date July 1, 2017.
- F. Recommended to pay comp time at their daily rate to staff who accumulated more than 40-hours' comp time in the month of August 2017.

Discussion: on Fair Wage Standards Act

Motion by Mr. Nickoli, seconded by Mrs. Byrne to accept the recommendations.
 Vote: Five Yeas
 President Metcalf declared the motion passed.

Operational

- A. Recommended to hire an architect and design a plan for the additional lab space for the Mansfield Lab.
- B. Recommended to approve the GOAL Digital Academy Annual Report.

Motion by Dr. Winand, seconded by Mr. Peterson to accept the recommendations.
 Vote: Five Yeas
 President Metcalf declared the motion passed.

C. Adopted school policies

Policy #	Policy Name	New/Amended
1.03	Formulation, Amendment, Dissemination and Update of Policies	New
1.05	Major Functions of Board of Directors	New
1.06	Authority and Functions of Board of Directors Members	New
1.08	Compensation of Board of Directors Members	New
1.09	Officers of the Board of Directors	New

1.10	Appointment of the Fiscal Officer	New
1.11	Job Description – Fiscal Officer	New
1.13	Incapacity of Fiscal Officer	New
1.14	Committees	New
1.16	Public Participation at Board of Directors Meetings	New
1.17	Board of Directors Conferences, Conventions and Workshops	New
1.18	Board of Directors – Staff Communications	New
2.00	Appointment of the Superintendent	New
2.01	Job Description – Superintendent	New
2.03	Incapacity of the Superintendent	New
2.06	Administrative Staff Reduction in Force	New
3.00	Equal Employment Opportunity	New
3.01	Verification of Employment Eligibility	New
3.04	Family and Medical Leave Act	New
3.05	Staff Conduct	New
3.06	Staff Participation in Political Activities and Levy Campaigns	New
3.07	Professional Staff Development	New
3.08	Democratic/Ethical Principles	New
3.09	Alcohol and Drug-Free Schools	New
3.11	Report of New Hires	New
3.14	Assault Leave	New
3.15	Employee Medical Information	New
4.01	Employment of Substitute Teaching Staff	New
5.01	Employment of Substitutes	New
6.12	Withdrawal from School	New
6.22	Counterfeit or Look-Alike Drugs	New
6.23	Hazing	New
6.24	Student Dress Code	New
6.25	Anti-Gang Policy	New
6.28	Interrogations and Searches	New
6.29	Student Health and Safety	New
6.30	Immunizations	New
6.31	Student Health Services and First Aid	New
6.33	Use of Tobacco	New
6.34	Administering Medications to Students	New
6.36	Emergency Medical Authorization	New
6.38	Fire and Tornado Warning Drills	New
6.48	Computer and Internet Acceptable Usage Policy	New
6.51	CPR Training Policy	New
7.17	Extracurricular Activities	New
9.00	Community Relations Program	New
9.02	School Visitors	New
9.05	Emergency Closings	New
9.12	Racial/Ethnic/National Origin Harassment and Discrimination Policy Covering Employees	New
9.13	Racial/Ethnic/National Origin Harassment and	

9.14	Discrimination Policy Covering Students	New
	Smoke Free Schools	New
9.17	Bloodborne Pathogens	New
9.21	Report of Serious Violations	New
9.26	Emergency Management Plan	New
9.27	Prohibition and Reporting of Sexual Abuse	New
9.31	Health and Safety in School Buildings	New

Motion by Mr. Peterson, seconded by Mrs. Byrne to accept the school policies.

Vote: Five Yeas

President Metcalf declared the motion passed.

Financial

- A. Recommended to approve rental agreements (to be developed by legal counsel and Superintendent) with Knowledge Academy, ProTeen, Crossroads Christian Academy, IAS (Imam Al-Shafici), Virtual Learning Center, and Mended Reeds retroactive to the first day of school August 28, 2017.

Sites will provide the following:

- 1.) Monitor student online and offline attendance hours on a daily, weekly and monthly basis. Monitor academic progress throughout the year, communicate with parents and serve as liaison between parents and GOAL Digital Academy for information which includes, but is not limited to, enrollment, state testing, grade and attendance updates.
- 2.) Provide documents requested by GOAL Digital Academy, as needed. This includes but is not limited to: daily attendance records, sign in and sign out sheets, proof of address when a change occurs, student success plan signatures, etc..
- 3.) Provide a safe welcoming learning environment, provide student lunches, tutoring rooms, a location for visiting teachers to access students, testing rooms during state testing and FBI and BCI fingerprint for site monitor/lab aide.

GOAL will provide the following:

- 1.) Computers for all students at sites, internet where needed, online instruction, monitoring of Flex Credits, state testing, etc.
- 2.) Payment to sites for each student that completes 25 hours of instruction weekly on average \$8 per day per student (range can be between \$5 and \$10 based upon past online performance) for rental of site and lab aide. Sites will only be compensated monthly once verification of student hours is documented and approved by GOAL Digital Academy. All or nothing approach.

- B. Recommended to authorize the Superintendent to work with legal counsel and develop an employee handbook.

Motion by Mr. Nickoli, seconded by Dr. Winand to accept the recommendations.

Vote: Five Yeas

President Metcalf declared the motion passed.

9. Board President's Report and Recommendation

- A. Recommended to approve superintendent performance evaluation and goals as presented.

- B. Recommended to approve a raise/bonus for the superintendent of 2.5%

- C. Recommended to approve a 3-year contract for the Superintendent as presented.

Discussion – Dr. Metcalf presented to board results of evaluation and set performance goals, reviewed contract in detail with board members. Treasurer Earnest highlighted changes between past contract and new contract. Superintendent Jenkins answered questions.

Motion by Dr. Winand, seconded by Mrs. Byrne to accept the recommendations.

Vote: Five Yeas

President Metcalf declared the motion passed.

10. Adjournment

President Metcalf declared meeting adjourned at 9:53a.m. Mr. Nickoli concurred and Mrs. Byrne seconded.

Approved: 11/2/17
Date

James Metcalf
President

[Signature]
Treasurer