

**Towpath Trail High School**  
***Board Meeting Minutes***  
**April 11, 2018**

**Board Members in Attendance**

Ron McDaniel - President  
Matthew Devlin  
Jessica Hricovec  
Kathi Brand

**Guests in Attendance**

Jason McMillin - Fiscal Officer  
Christina Burke - CSS  
Brian Vannest – Towpath East Director  
Karen Wachter - Cambridge  
April Hart-Counsel

The Towpath Trail High School Board Director’s Meeting began at 4:17pm with introductions and updates.

**Public Comment:** There was no public comment.

**Agenda:** The Board President discussed the Agenda as presented to Board Members.

A Motion was made Jessica Hricovec and Second by Kathi Brand respectively to adopt the agenda with changes and the ability to amend throughout the meeting as applicable.

**18-24 RESOLVED:** The Board of Directors adopts and approves the meeting agenda with noted changes and the ability to amend as needed.

**Meeting Minutes:**

**April Meeting Minutes:**

A Motion and Second to accept the April 11, 2018 Meeting Minutes as presented was made by Jessica Hricovec and Kathi Brand respectively.

**18-25 RESOLVED:** The Board of Directors approved the April 11, 2018 Meeting Minutes as presented.

**Legal Update:**

Sponsor Contract Attachments were updated to finalize the Sponsor Agreement.

Ms. Hart requested the Board to amend the September 2017 Minutes to include the school’s Prevention and Intervention as adopted but omitted due to a clerical mistake. and to Amend the School’s Parental Involvement Policy to include Foster Care parents and kinship as caregivers.

### **Sponsor Report:**

Dr. Burke discussed the School Leadership Academy presented by Charter School Specialist on June 6, 2017. She also noted details from the Sponsor Connection.

### **State of the School Report:**

Mr. Vannest presented the written State of the School. He noted that there will be 10 confirmed graduates from the East Campus; Attendance 60%; 159 Students enrolled. Mr. Vannest confirmed 40 graduates from the Main Campus; Attendance 45%; 274 Students enrolled.

### **Financial Report:**

Mr. McMillian presented the April Financials Report. The School is funded on 347 students in April which was 47 more students than this time last year. He noted the budget; cash balance and growth in cash flow. Mr. McMillan stated that federal funds have expended and that federal funds should increase next year. The Board discussed dates for a finance meeting to go over the budget. The finance committee will look at career tech funding and overall finances. The Board decided to schedule the finance meeting on June 5, 2018

There was a Motion and a Second by Jessica Hricovec and Kathi Brand respectively to approve the April financials as presented, subject to audit.

**18-26 RESOLVED:** The Board of Directors for Towpath Trail High School approves the April Financial Report as presented, subject to audit.

### **Management Report**

Ms. Wachter discussed the Management updates; increased enrollment with ELL students and student retention.

### **New Business:**

**School Calendar.** Karen Wachter noted the removal of December Graduation due to the 12<sup>th</sup> grade passage rate.

There was a Motion by Jessica Hricovec and a Second by Kathi Brand to approve the 2018-19 Calendar as presented.

**18-27 RESOLVED:** The Board of Directors for Towpath Trail High School approves the 2018-19 School Calendar.

**Student/Parent Handbook:** There was a Motion by Jessica Hricovec and a Second by Kathi Brand to approve the 2018-19 Student Parent Handbook as presented.

**18-28 RESOLVED:** The Board of Directors for Towpath Trail High School approves the 2018-19 Student/Parent Handbook.

## **Contracts:**

The Cleaning Contract for Satellite and Main Campus was discussed. It was noted that the contract incorporates an automatic renewal provision.

### **Triple V Reporting-**

There was a Motion by Jessica Hricovec and a Second by Kathi Brand to approve the Triple V Reporting Contract for \$19,800 annually and \$1650 per month for EMIS services. The contract term is for July 1, 2018- June 30, 2018.

### **18-29 RESOLVED:**

The Board of Director's for Towpath Trail High School approves the Triple V Reporting Contract for EMIS services in the amount of \$19,800 per year and in monthly installments of \$1,650 per month from July 1, 2018- June 30, 2019.

### **APEX Term Extension-**

There was a Motion by Kathi Brand a Second by Jessica Hricovec to approve Addendum to the Apex Contract for additional subscriptions and tutorial subscriptions

**18-30 RESOLVED:** the Board of Directors approve the "Amendment One" to the client agreement for digital curriculum solutions between APEX learning Inc., and Towpath Trail High school. This amendment is effective on July 21, 2018- through July 31, 2019.

### **Torber Construction-**

There was a Motion by Jessica Hricovec and a Second by Kathi Brand to approve the Satellite Buildout from Tober Building Company and to authorize the cost of construction for the new career -tech building and CTE labs at Towpath East. The costs are not to exceed \$425,000 for the Phase 2 Design Agreement and for completion by December 2018.

**18-31 RESOLVED:** The Board of Director's approves the Torber Building Company Proposal for Construction and Phase 2 Design implementation of School CTE labs at Towpath East in an amount not to exceed \$425,000.00. Said projection completion is requested by December 2018.

### **5 year Forecast; Conservative Estimates and Positive cash flow**

Jason McMillan discussed the budgets for each school relative to student enrollment; salaries and benefits as reflected in purchased services. He also discussed the new financial metrics by ODE.

The School Budget will be presented at the next meeting.

There was a Motion by Jessica Hricovec and a Second by Matthew Devlin to approve the Five Year Forecast and Budget for the 2018-19 school year.

**18-32 RESOLVED:** The Board of Director's approves the Towpath Trail High School Five Year Forecast and Budget in accordance to the ODE guidelines.

### **Parental Involvement Policy**

There was a Motion by Kathi Brand a Second by Jessica Hricovec to approve an Amendment to the School's Parental Involvement Policy to include "Foster Caregivers and Kinship to the policy.

**18-33 RESOLVED:** The Board of Director's approves the Amendment to the School's Parental Involvement Policy to include "Foster Caregivers and Kinship to the policy.

### **Prevention and Intervention Policy**

There was a Motion by Kathi Brand a Second by Jessica Hricovec to amend the September 2017 Annual Meeting Minutes to Include the adoption of the Prevention and Intervention Policy which, was omitted by clerical mistake.

**18-34 RESOLVED:** The Board of Director's approves the amendment to the September 2017 Annual Meeting Minutes to Include the adoption of the Prevention and Intervention Policy which, was omitted by clerical mistake.

**Next Meeting Date:** Wednesday June 13, 2018 at 4:15pm at Towpath High School, 275 West Market Street, Akron, Ohio 44303

**Motion to Adjourn:** There was a motion and seconded to adjourn the meeting at 5:06 pm.

Board Secretary

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Towpath Trail High School

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