



ACCA Governing Board  
Regular Board Meeting Minutes  
November 16, 2022 12:00 pm

The meeting was called to order by Rita McElfresh at 12:01 pm.

Agenda was changed so that the Business of the Treasurer went after the Business of the Superintendent/Assistant Superintendent.

**1. Roll Call Taken by: Helenthal**

Present: Rita McElfresh, Audrey Sikula, Tom Marquette and Tom Gaus

Not present: Matt Miller

**2. Recognition of Visitors: Shannon Lusk, Nichole Helenthal, Jim Hudson and Lori Wood**

**3. Approval of Minutes from the September 21, 2022 Regular Board Meeting and the October 19, 2022 Regular Board Meeting.**

McElfresh motioned to approve the minutes. Gaus moved to approve and Marquette seconded the motion. All were in favor of approving the minutes. Motion carried.

**4. Business of the Superintendent/Assistant Superintendent**

Lusk presented a policy for review. She explained it was a resolution for the Wellness Policy. She stated that this will be an initial review, if necessary. We hosted a Wellness Policy meeting a few weeks ago and will hold another one again sometime after Winter Break. We will be revising this (if needed) before it is due in the Spring.

McElfresh motioned to approve the resolution for the Wellness Policy. Sikula moved to approve and Marquette seconded the motion. All were in favor of approving the resolution. Motion carried.

Lusk presented personnel issues involving Substitute Rates and Substitute Staff Approval for the 2022-2023 School year.

The Substitute Staff Pay Rates for the 2022-2023 School Year are as follows:

|                           |                             |
|---------------------------|-----------------------------|
| Instructional Staff:      | \$90 per day (5.5 hour day) |
| ParaPro/Educational Aide: | \$75 per day (5.5 hour day) |
| Non-Certificated Staff:   | \$75 per day (6.5 hour day) |

The individuals that are up for approval as Substitute Teachers for the 2022-2023 school year are as follows:

Kelly Harris, Instructional Staff (MOESC approved substitute)  
Nathaniel Hosey, Instructional Staff (MOESC approved substitute)

The board discussed the substitute rates for the school. They questioned whether we should have something in place for a long-term substitute. It was discussed and decided that this will be decided on a case-by-base basis.

McElfresh motioned to approve the Substitute Rates and Substitute Staff for the 2022-2023 school year. Gaus moved to approve and Marquette seconded the motion. All were in favor of approving the resolution. Motion carried.

Lusk discussed the Monthly Review and Approval of the ACCA Remote Learning Plan. McElfresh asked if the board could review it at each board meeting and just keep it on the agenda as a permanent item to discuss. The board will continue to review the plan at each board meeting. Wood mentioned that many schools do that too. So moving forward the board decided to keep it on the agenda permanently. Lusk explained that the plan involved an A, B and C plan. There were procedures for the packets the students received and each student had an advisor. Running spreadsheets were kept by staff regarding progress on each student throughout the quarter. The board decided that there would not be any change at this time. There may be some changes on it in January, but it will remain at this time.

McElfresh motioned to approve the Monthly Review and Approval of ACCA Remote Learning Plan. Marquette moved to approve and Sikula seconded the motion. All were in favor of approving the resolution. Motion carried.

### **ACCA Administration Report (Superintendent/Asst. Superintendent/Dean)**

Lusk discussed that the current enrollment is 75 students. There are currently 25 special education students. ACCA has been getting a lot of interest from the 9th graders and anticipate enrollment climbing after the first of the year. There were two suspensions, no expulsions and 2 students were emergency removed. There have been 13 students (to date) who have completed RR. Students have been required to complete a vaping and tobacco session with Deputy Hammond if they have violated that policy. Other students completed 2 hours of character education and 1 hour of community service. It was a wake up call for some of the students. Amy Nalley has done a terrific job getting students certified in CPR. She already has 18 students certified. Lusk also mentioned that about 60 people attended the Fall Festival. The students have earned 200 golden tickets during the 1st grading period. ACCA also has students (10) headed to the Ashland Historical Society to help decorate a tree. The verification of residency was completed by Paula Berry. She checked 3 residences and all 3 were valid.

Helenthal explained that there was a great turn out for our Family Fun Carnival on October 26<sup>th</sup>. She noted that it was appreciated to have the board there volunteering, talking with students and parents. Helenthal stated that she had a lot of fun at the snow cone machine with Deputy Hamilton and Deputy Hammond. She mentioned that she didn't know how Lusk did it, but she danced for hours in the mascot costume and the students loved it. There were a few students that went to the Kroc Center on Tuesday Nalley and Ms. Smith. The students had a great time. Nalley and Smith are working on promoting this opportunity to get additional students involved. The next Family Night is tomorrow (Thursday) from 4 to 6 pm. Helenthal explained that Akron Zoo here and they usually bring about 3 animals for the students and families to view. There will be some games and prizes too. We will also have cotton candy, popcorn and snow cones. She further explained that Lusk has been working with her to come up with ideas for the new grant that will be written at the end of this school year. She explained that she will be checking a lot of the stipulations and grant requirements regarding the various ideas we discussed. She expressed her appreciation for all the feedback and help in preparing and planning for the next grant cycle.

Helenthal mentioned another quick note regarding the Community Grant we received from the Ashland County Community Foundation. They were very impressed with our school. They gave us \$15,000 to put towards the new Surveillance System and Servers that we need to purchase. The check came yesterday and Paula Berry already deposited it in the bank.

She explained that TJ is in the process of getting three quotes regarding surveillance equipment. Helenthal just confirmed with TJ Houston yesterday that they are coming in afterschool the first or second week of December to do a walk through again and give us an updated quote for what we need. The surveillance system and servers purchased will be able to be upgraded so that they are not out of date in a couple of years. We are also going to work on getting a system in place for replacing technology. This way we are constantly aware of when we need to replace various technology items

The board asked if a survey could be given to the Family Night participants to determine what they liked and/or suggestions they had for any future Family Nights. Helenthal said that she would be glad to do that and would have one ready for the Family Night participants.

McElfresh motioned to approve the Business of the Superintendent/Asst. Superintendent Report. Gaus moved to approve and Marquette seconded the motion. All were in favor of approving the resolution. Motion carried.

5. **Business of the Treasurer.** Hudson presented the October 2022 Financial Reports. He explained that ACCA earned \$752.02 in interest. Cash balance decreased by about 15% due to enrollment figures. Hudson stated that we need to increase enrollment by four students to get back to where we need to be. The board asked about an online component. Wood explained that funding for the online component is so different and very difficult to make money. She mentioned that ACCA could investigate starting a new IRN for the middle school students to help increase enrollment.

Hudson mentioned that he is still waiting on the FER report regarding the money we will get back. He said it is taking longer than usually to get the dollars rolled back out to the districts.

RESOLVED, that the Board of Directors approves the Consolidated Funding Application as presented and authorizes expenditures substantially in accordance with the application.

ACCA's CCIP plan and expenditures were reviewed and approved by the board during this meeting.

Hudson presented the ACCA 5 year forecast. He said that we are right on target. We just need to keep enrollment up. He explained that gas and electric has increased and our rental increase is the biggest for purchased services.

McElfresh motioned to approve the October 2022 Financial Reports, the Consolidated Funding Application Resolution and 5 year forecast. Marquette moved to approve and Gaus seconded the motion. All were in favor of approving 4A, 4B and 4C. Motion carried.

**6. Business of the Superintendent/Assistant Superintendent**

Lusk presented the resolution for the Wellness Policy. She stated that she will be revising it before it's due in the Spring. This is the initial review and then we will revise, if necessary. Lusk explained that they hosted the wellness Policy meeting a few weeks ago and will hold another one again. McElfresh motioned to approve the resolution. Sikula moved to approve and Marquette seconded the motion. All were in favor of approving the resolution. Motion carried.

Lusk presented the Substitute Rates for the 2022-2023 school year. The Instructional Staff pay will be \$90 per day (5.5 hour day). The ParaPro/Educational aide rate is \$75 per day (5.5 hour day). The Non-Certificated Staff rate is \$75 per day (6.5 per day).

Lusk presented the following individual to be approved for inclusion on our Substitute Staff list. Kelly Harris, Instructional Staff (MOESC approved sub) and Nathaniel Hosey, Instructional Staff (MOSEC approved sub). McElfresh asked if we should have something in place for a long-term sub. Lusk explained that would be on a case-by-case basis.

McElfresh motioned to approve the Substitute Rates for 2022-2023 and the Substitute Staff Approval for the 2022-2023 school year. Gaus moved to approve and Marquette seconded the motion. All were in favor of approving B 1 and B2 for the 2022-2023 school year. Motion carried.

Lusk presented the Monthly review of the ACCA Remote Learning Plan. It was reviewed and no changes were made at this time. Some changes may be needed in January. McElfresh motioned to approve the Remote Learning Plan. Marquette moved to approve and Sikula seconded the motion. All were in favor of approving C 1. Motion carried.

**ACCA Administration Report (Superintendent/Asst. Superintendent/Dean)**

Our current enrollment is 75 students and 25 special education students. We are getting a lot of interest from ninth graders. Lusk stated that she anticipates climbing after the first of the year. There were 2 suspensions, 2 emergency removals and no expulsions. RR to date is 13. Students must complete vaping/tobacco education with Deputy Hammond. It was a wake up call for our students. If they have to serve Reflection School, then that involves 2 hours of character education and 1 hour of community service.

Mrs. Nalley has had 18 students get certified in CPR. Lusk explained that about 60 people attended the Fall Festival. Students earned 200 golden tickets so far at the end of the first grading period. ACCA also had 10 different students head to the Historical Society to volunteer.

Mrs. Berry completed the verification of residency. She completed 3 verifications and they were all valid.

Helenthal discussed the 21st Century Grant Updates. We had a great turn out for our Family Fun Carnival on October 26<sup>th</sup>. It was great having the board there volunteering, talking with students and parents. I had a lot of fun at the snow cone machine with Deputy Hamilton and Deputy Hammond. I don't know how Lusk did it, but she danced for hours in the mascot costume and the students loved it. We had a few students go to the Kroc Center yesterday with Mrs. Nalley and Ms. Smith. Nalley stated that the students had a great time. She is working on promoting this opportunity to get additional students involved. She explained our next Family Night is tomorrow from 4 to 6 pm. We will have the Akron Zoo here. They usually bring about 3 animals for the students and families to view. We will have some games and prizes too. We will also have cotton candy, popcorn and snow cones.

Lusk and I have been working on ideas for the new grant that I will be writing next year. One of the ideas we discussed involved renovating the area that used to be used for welding as an activity center for our school. I'll be checking a lot of the stipulations and grant requirements regarding the various ideas we discussed. I appreciate all the feedback and help in preparing and planning for the next grant cycle.

Lusk gave some updates and announcements. She said that the NC State launch will be this Thursday at 4 pm. She said that Helenthal and her will be doing a podcast at some point as well. The FAFSA night has been scheduled for November 10th. She mentioned that she would like host an Alumni Night with NC State to encourage participation in the college classes. NC State has hired personnel to work the front desk. We will train them at the first of the year (January 2023).

Another quick note regarding the Community Grant we received from the Ashland County Community Foundation. They were very impressed with our school. They gave us \$15,000 to put towards the new Surveillance System and Servers that we need to purchase. The check came yesterday and Paula Berry already deposited it in the bank. We are getting three quotes regarding surveillance equipment. I just confirmed with TJ Houston yesterday that they are coming in afterschool the first or second week of December to do a walk through again and give us an updated quote for what we need. The surveillance system and servers will be able to be upgraded so that they are not out of date in a couple of years. We are also going to work on getting a system in place for replacing technology. This way we are constantly aware of when we need to replace various technology items.

McElfresh motioned to approve the ACCA Administration Report.. Gaus moved to approve and Marquette seconded the motion. All were in favor of approving the ACCA Administration report. Motion carried.

**7. Sponsor Update -**

Wood explained that the Fall Surveys/Monitoring are due on November 30th. She said to have your minutes for your append budget by December 16th. She reviewed the OSS-ACCA Performance Review. She also stated that on January 11th ODE will be sponsoring an EMIS training. She stated to make sure that we are checking our special education students on a monthly basis. Helenthal stated that ACCA does that.

- 8. Board President's Report -** McElfresh asked if we could do a family survey for any upcoming 21st Century Events. Helenthal said that we could put surveys out for the next event. She also asked if we could do remodeling with ESSER dollars. She stated that Deputy Hammond asked about flashing lights and a crosswalk. Marquette said he could call Miller about that as that is something with the Office of Public Safety. Wood stated that we may be able to get help from ODOT too. McElfresh stated that she would like the executive session reasons to be put on the monthly agenda in a checklist format in

case one is needed. Then she told Lusk that her weekly reports are very informative and wanted to know if there was anything regarding that process that could save her some time.

McElfresh motioned to adjourn the meeting. Gaus moved the motion and Marquette seconded the motion. All were in favor of adjourning the meeting. Motion carried. Meeting was adjourned at 1:28 p.m.

Rita A. McElfresh  
Board Chair

1/18/23  
Date

[Signature]  
Treasurer

02/19/2023  
Date