

Minutes of Special Meeting

June 12, 2012

The Governing Authority of the Bio-Med Science Academy met for a special meeting on the campus of NEOMED in the Stockdale Boardroom on June 12, 2012. Present were Tim Sisson, J.G.M. Thewissen, Michael Kerrigan. Also present were Stephanie Lammlein, Director and Kathy Porter, Treasurer/Secretary. Ron Iarussi, Mahoning County ESC, was present via conference call.

The meeting was called to order by Chair, Michael Kerrigan at 4:00 p.m.

The Pledge of Allegiance was recited.

Roll Call: Tim Sisson, J.G.M. Thewissen, Michael Kerrigan all present.

RESOLUTION 2012-6-01

ADOPT the Agenda

It was requested by Michael Kerrigan to adopt the agenda.

J.G.M. Thewissen made a motion, T. Sisson seconded, the motion passed.

RESOLUTION 2012-6-02

APPROVE Minutes

It was requested by Michael Kerrigan to approve the minutes from May 15, 2012.

J.G.M. Thewissen made a motion, T. Sisson seconded, the motion passed.

Director Reports/Recommendations:

RESOLUTION 2012-6-03

APPROVE Granting the School Director authority to purchase equipment, materials and services as long as the items/services are within the 2012-2013 budget and under \$5,000

Mrs. Lammlein discussed that it is not always prudent to wait for a Board meeting to get approval to purchase needed equipment, materials and services for the school especially when the costs are within the approved budget and are under \$5,000 in cost.

T. Sisson made a motion, J.G.M. Thewissen seconded, the motion passed.

RESOLUTION 2012-6-04

APPROVE Granting the School Director authority to purchase equipment, materials and services as long as the items/services are within the 2012-2013 budget and over \$5,000 and meet all the following criteria: one-time purchase; has been previously discussed in Board meeting; in current budget; obtains at least two quotes OR on the State Term Schedule (STS)

Mrs. Lammlein discussed that given the short amount of time left to get the school set up and the timing of the Board meetings during this time, that it would be a great hardship to have to wait for Board approval to purchase needed items in the time period left before school starts. This authority allows the Director to purchase the necessary items in the time remaining that have already been approved in the budget.

J.G.M. Thewissen made a motion, T. Sisson seconded, the motion passed.

RESOLUTION 2012-6-05

APPROVE the recommended Policies for Bio-Med Science Academy

A copy of the recommended policies were sent to the Board prior to the Board meeting via e-mail.

T. Sisson made a motion, J.G.M. Thewissen seconded, the motion passed.

RESOLUTION 2012-6-06

APPROVE the Bio-Med Science Academy Student Handbook with Technical Corrections as noted in the Handbook

J.G.M. Thewissen made a motion, T. Sisson seconded, the motion passed.

Mrs. Lammlein stated that the staff handbook was not yet completed and the subject should be tabled for this meeting.

RESOLUTION 2012-6-07

APPROVE the 2013-2014 Academic Calendar as amended with Staff Development Days as to be used as Contingency Days if necessary

Mr. Iarussi stated that we must include contingency days in our calendar even though the school will be meeting in excess of the required instructional days.

T. Sisson made a motion, J.G.M. Thewissen seconded, the motion passed.

RESOLUTION 2012-6-08

APPROVE the Hiring of Cortney Porter as Administrative Assistant

J.G.M. Thewissen made a motion, T. Sisson seconded, the motion passed.

RESOLUTION 2012-6-09

APPROVE giving Timothy Sisson authority to sign the BIO-Med/NEOMED Management Agreement

Mrs. Lammlein stated that because Dr. Thewissen and Mr. Kerrigan are both NEOMED employees, that our attorney stated a non-employee should be the signer on the agreement.

J.G.M. Thewissen made a motion, T. Sisson seconded. J.G.M. Thewissen voted yes, T. Sisson abstained, M. Kerrigan voted yes. Motion passed.

RESOLUTION 2012-6-10

APPROVE the BIO-Med/NEOMED Management Agreement

J.G.M. Thewissen made a motion, T. Sisson seconded, the motion passed.

RESOLUTION 2012-6-11

To Dispense with the reading of and approval of the Contracting for professional development with the University of Akron, Akron Hub and Muv Ed for the 2012-2013 school year

J.G.M. Thewissen made a motion, T. Sisson seconded. J.G.M. Thewissen voted yes, T. Sisson abstained, M. Kerrigan voted yes. Motion passed.

RESOLUTION 2012-6-12

APPROVE the Academy's Directory information as presented by Director

J.G.M. Thewissen made a motion, T. Sisson seconded, the motion passed.

Mrs. Lammlein discussed that the Board should include seven Board members. Discussions with Kent State regarding their Board seats is going well, but it is believed that it may be some time yet before their seats are appointed. Given that, the Board should elect two community members for a one year term until Kent can fill their seats. Board Directors were asked to submit names of prospective candidates to fill the two Governing Authority seats to Mrs. Lammlein by July 6th. She will then consolidate the list and bring the names to the July 17, 2012 Board meeting for a vote.

Treasurer's Report:

Ms. Porter informed the Board that our insurance consultant should have all the insurance quotes in this week and will have the needed insurance in place by July 1, 2012.

Ms. Porter noted that Bio-Med Science Academy will be using the USAS State of Ohio Accounting software which is included in our contract with Access. She will be going for training on the software on Thursday, June 14.

Ms. Porter is currently working on IRS form 1023, application for tax exempt status. This will allow all donations to be tax deductible. The form and attachments will be reviewed by the school's attorney prior to filing.

Executive Session: Not needed.

Unfinished Business: None.

New Business:

Mrs. Lammlein asked all Board members and staff to sign the newly approved Ethics policy. All who were present signed the form and were given to Mrs. Porter for filing.

Mrs. Lammlein informed all Board members that a BCI/FBI criminal background check would need to be done on each Board member. Mrs. Lammlein handed out a listing of Portage County locations that provides this service. The cost of these background checks are included in the approved budget and will be reimbursed to everyone who incurs a cost for this service.

RESOLUTION 2012-6-13

Approve NEOMED as an approved public relations designee

T. Sisson made a motion, J.G.M. Thewissen seconded, the motion passed.

RESOLUTION 2012-6-14

Approve the current fee for public request copies to \$.05 for black and white and \$.12 for color copies

J.G.M. Thewissen made a motion, T. Sisson seconded, the motion passed.

RESOLUTION 2012-6-15

**Approve to accept Option 1 under
Board policy regarding the storing of
e-mail records**

J.G.M. Thewissen made a motion, T. Sisson seconded, the motion passed.

RESOLUTION 2012-6-16

**Approve revising Board policy 148.6
to reflect that only the Director,
Treasurer and Administrative
Assistant are authorized to Bio-Med
Science Academy P-card and also
reflects using NEOMED's P-card
Guidelines**

J.G.M. Thewissen made a motion, T. Sisson seconded, the motion passed.

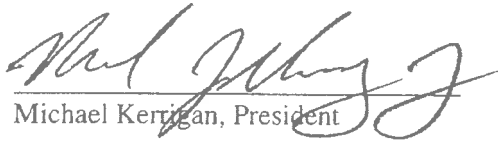
RESOLUTION 2012-6-17

ADJOURNMENT

It was moved by J.G.M. Thewissen and seconded by Tim Sisson to adjourn the meeting at 5:55 p.m.

J.G.M. Thewissen made a motion, T. Sisson seconded, the motion passed.

All voting was done via a voice vote.


Michael Kerrigan, President


Kathryn Porter, Treasurer/Secretary