

Meeting Minutes

August 21, 2012

The Governing Authority of the Bio-Med Science Academy met for a regular meeting on the campus of Northeast Ohio Medical University, 4209 State Route 44, Rootstown, Ohio in the Stockdale Boardroom on August 21, 2012. Present were Dale Hluch, Tim Sisson, J.G.M. Thewissen, Michael Kerrigan. Also present were Stephanie Lammlein, Director and Kathy Porter, Treasurer/Secretary.

The meeting was called to order by Chair, Michael Kerrigan at 4:01 p.m.

The Pledge of Allegiance was recited.

Roll Call: Dale Hluch, Tim Sisson, J.G.M. Thewissen, Michael Kerrigan were present. Debbie Heppe was excused.

RESOLUTION 2012-8-01

ADOPT the August 21, 2012 Agenda

It was requested by Michael Kerrigan to adopt the agenda with a noted change of room to the Stockdale Boardroom.

T. Sisson made a motion, D. Hluch seconded, the motion passed by voice vote.

RESOLUTION 2012-8-02

APPROVE Minutes of the July 21, 2012 Regular Meeting

It was requested by Michael Kerrigan to approve the minutes from the July 17, 2012 regular meeting.

It was moved by M. Kerrigan and seconded by D. Hluch, the motion passed by voice vote.

Director Reports/Recommendations:

Mrs. Lammlein reported that Bio-Med would like to purchase iPod Touches to be used in place of the budgeted cameras, camcorders and clickers. She became aware that this technology was easier and cheaper to use than those that were originally budgeted. It was discussed that we should change the verbiage in the budget to reflect mobile technology in case we find other technology that is better than what we originally put in the budget but serves the purpose that was budgeted. It was noted that this technology would be used only for school purposes and is not for private use of the staff or students.

Mrs. Lammlein also requested that the Board contract with Roger Sodoti as the Administrator in Residence, Mahoning Unlimited Classroom for the Chinese Instructor and INVENTORcloud for curriculum software.

Roger Sodoti was budgeted to support the director as she takes on the role of Director and Science teacher. He aids in administrative services including (1) school governance; (2) government relations; (3) school community liaison; (4) teacher evaluation; (5) administration of school records; and (6) advising and administrative mentoring. Roger is a retired principal who served at Kent, Nordonia Hills and Rootstown High Schools.

Mahoning Unlimited Classroom will provide an instructor to teach Chinese on-line. This service will also provide one-on-one student/teacher Chinese instruction. The fee for this service is \$24,750. Although this is under the \$25,000 purchasing threshold requiring bidding for services, we would normally still bid out or get several quotes for this, but given the immediate need and the relatively little time left available we are recommending to the Board to approve this contract.

INVENTORcloud Program is an integrated, comprehensive educational program that offers project-based learning in a unique, technology-rich environment. The teaching period listed in Exhibit D is a standard “boiler plate” timeframe and the company will work with our schedule. This is a sole source type of product.

Mrs. Lammlein made a recommendation that the Board approve all the above contracts.

A Bio-Med Science Academy safety plan has been submitted to and approved by all outside required agencies as a viable safety plan. Due to safety concerns the safety plan is not subject to public record law.

Mahoning County ESC has done their walk-thru of the school and found no deficiencies. She also reported on the first two days of school. They went very smoothly with the first day being held at the school and the second day at the Portage County Fairgrounds. There was school programming during their time the students spent at the fair such as students interviewing the people working and presenting at the fair.

Mrs. Lammlein also reported that all Board members have been assigned @biomedscienceacademy.org e-mail addresses. This information will be sent to the Board members soon for their use. Bio-Med business will be communicated via these e-mail addresses.

Treasurer’s Report:

Ms. Porter reported that Bio-Med has received its first State support check last week.

Ms. Porter reviewed the expenses incurred through July 31, 2012. The major expenses incurred are legal expenses to form the school, set up policies and start work on applying for tax exempt status; staff computers, website design and teacher professional development.

Bio-Med will be utilizing NEOMED Conference Center to provide their lunch program. NEOMED will be contracting with Heartland Payment Systems to allow parents to pre-load their student’s account with funds to pay for their lunches so they will not have to carry cash or miss their lunch because they forgot to bring money. The school released the student names and birthdates to the Heartland to get the system setup in time for school. When it was determined that birthdates are not a part of the school’s directory information and should not have been given out, it was requested that a resolution be made to have the

secretary contact Heartland Payment Systems and ask them to redact the student information and find another way to setup the student account.

Secretary's Report:

Ms. Porter reviewed the code of regulations as it relates to Board member types and terms. Currently members appointed by NEOMED, Kent State University or University of Akron have three year terms and parent and community members have one year terms. Those members with three year terms should be staggered so members are not rotating off at the same time. Mr. Kerrigan and Mr. Thewissen have both been appointed by NEOMED and have up to three year terms. Mr. Kerrigan agreed to serve the full three years ending June 2015 and Mr. Thewissen has agreed to serve the two year term ending June 2014. Mr. Sisson and Ms. Hepe are Community Board members and Mr. Hluch is a Parent Board member. All three have a one year term. All members' terms may be renewed at the end of their term.

The code of regulations also calls for the positions of President, Vice President, Treasurer and Secretary, each for a one-year term. Mr. Kerrigan has previously been voted in as President and Ms. Porter has been voted in as Treasurer and Secretary. These terms will end as of June 30, 2013.

Executive Session: Not needed.

Unfinished Business:

The Board discussed the time and location for their regular monthly meetings and it was suggested that the time be changed to 5:30 to better accommodate new & potential Board members and the community.

RESOLUTION 2012-8-03

Approve changing Board meeting time to 5:30 pm on the third Tuesday of the month

J.G.M. Thewissen made a motion, and T. Sisson seconded, the motion passed by voice vote.

New Business:

Board member information is needed for the school website. How much information should be posted? Five different school websites were provided as examples for Board members to use in making a decision on how much information should be posted. It was determined that the Board members' name, e-mail and if willing, a Board member can provide a telephone number. Names and e-mails will be loaded to the website first.

A Vice President is needed to be in compliance with our code of regulations. Mr. Thewissen recommended Mr. Sisson for Vice President. No other nominations were received.

RESOLUTION 2012-8-04

Elect Mr. Sisson as Vice President of the Bio-Med Science Academy Board

J.G.M. Thewissen made a motion, D. Hluch seconded, the motion passed by voice vote.

RESOLUTION 2012-8-05

Approve to change the language in the budget to read mobile technology in place of camera, camcorders and clickers

Staff found that other technology such as iPod Touches would be cheaper and work better than some of the technology listed in the budget. The iPods would be used only for school use and not for personal use for staff or students.

It was moved by T. Sisson and seconded by J.G.M. Thewissen, the motion passed by voice vote.

RESOLUTION 2012-8-06

Approve contract with Roger Sodoti as Administrator in Residence

It was moved by J.G.M. Thewissen and seconded by T. Sisson, the motion passed by voice vote.

RESOLUTION 2012-8-07

Approve contract with Mahoning Unlimited Classroom

It was moved by D. Hluch and seconded by J.G.M. Thewissen, the motion passed by voice vote.

RESOLUTION 2012-8-08

Approve contract with AST2 for INVENTORcloud Services

It was moved by T. Sisson and seconded by J.G.M. Thewissen, the motion passed by voice vote.

RESOLUTION 2012-8-09

Recognize Student Travis Adkins for his involvement in the Soap Box Derby

It was moved by D. Hluch and seconded by T. Sisson, the motion passed by voice vote.

RESOLUTION 2012-8-10

Adopt Bio-Med Science Safety Plan

It was moved by J.G.M. Thewissen and seconded by D. Hluch, the motion passed by voice vote.

RESOLUTION 2012-8-11

To have Secretary request Heartland Payment Systems redact student

**information and confirm the action
has been done**

It was moved by D. Hluch and seconded by T. Sisson, the motion passed by voice vote.

RESOLUTION 2012-8-12

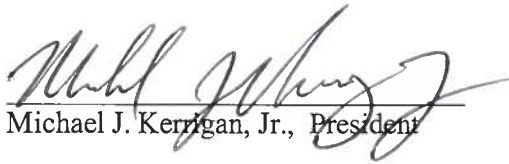
**Allow Secretary to revise prior
meeting minutes to reflect type of
voting**

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

RESOLUTION 2012-8-13

ADJOURNMENT

It was moved by D. Hluch and seconded by J.G.M. Thewissen to adjourn the meeting. The motion passed by voice vote at 5:50 p.m.


Michael J. Kerrigan, Jr., President


Kathryn Porter, Treasurer/Secretary