

Meeting Minutes

September 18, 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 September 18, 2012. Present were Debi Heppe, Dale Hluch, Tim Sisson, J.G.M. Thewissen, and Mike Kerrigan. Also present were Stephanie Lammlein, Director and Kathy Porter, Treasurer/Secretary.

The meeting was called to order by Chair, Michael Kerrigan at 5:30 p.m.

The Pledge of Allegiance was recited.

Roll Call: Debi Heppe, Tim Sisson, Michael Kerrigan, J.G.M. Thewissen, and Dale Hluch were present.

RESOLUTION 2012-9-01

ADOPT the Sept. 18, 2012 Agenda

It was requested by Michael Kerrigan to adopt the agenda.

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

RESOLUTION 2012-9-02

APPROVE Minutes of the Aug.21, 2012 Regular Meeting

It was requested by Michael Kerrigan to approve the minutes from the August 21, 2012 regular meeting.

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

Director Reports/Recommendations:

Director Lammlein described the need for additional desks in the classrooms. Currently there are desks being used that were loaned to Bio-Med from NEOMED, but are a bit too big for the rooms when students and their laptops, etc. are in the rooms. Not user friendly for instruction. She is recommending that we buy additional desks, but this would cause the school to exceed the current furniture budget.

Director Lammlein reported that there were state legislative changes that will affect our required policies. These new policies were sent out to the Board when received, last Friday. These will be reviewed and discussed at our next meeting.

Director Lammlein reported that two students will be withdrawing from Bio-Med. She discussed that some kids are still adjusting to the school. We are not quite sure if it is due to kids adjusting to high school, adjusting to the new format or adjusting to increased requirements. It is mostly likely all three.

The teachers have taken this into account and are adjusting the work load accordingly. Math seems to be the biggest struggle. They will be restructuring the math coursework. Also starting next week, every Wednesday will include study strategy/coping trainings to help the kids adjust easier and reduce stress.

There is a fieldtrip to a park that was re-scheduled from today to this Thursday. The kids do not yet know why they are going. We wanted it to be a surprise. They know they are going to collect samples, but do not know what kind or why. They seem excited about it.

MERLIN is a project out of Michigan. A team is going around the country talking to students about waterways. Bio-Med will be working with this project on and off throughout the year but spending more focus on it in the Spring when they talk about water.

Last month the Board approved recognizing Travis Adkins for his involvement in the Soap Box Derby. A letter was written, but was not brought to the meeting for Board signatures. Mrs. Lammlein will bring the letter for signatures to next month's meeting.

Electives will be taught during the shorter winter term. Some of the electives requested by the students are:

Theater, Photography, Health & Wellness, Computer Construction/Destruction, Computer (Scratch), and Forensic Science.

Once the list is finalized it will be sent out to the Board.

Treasurer's Report:

Mr. Kerrigan asked for an update on the Heartland On-line Payment System for the school lunch program. There will be training on the process tomorrow. Once we have the procedure documented, it will be pushed out to the parents so they can load their child's account. We are hoping to have this accomplished this week. As a follow-up, all non-directory information was immediately removed from the Heartland system.

Ms. Porter commented on the requested changes on Policy 148.2- Fixed Assets. The policy was a bit inadequate and incorrect. She recommended making changes to the capitalization threshold. This was recommended due to being consistent with other schools and with NEOMED. Also additional asset classes were suggested due to have different depreciable lives. In addition, all depreciation lives were detailed.

There was discussion for the need to allocate additional monies for legal services for services outside our contract such as filing of IRS form 1023 (Tax Exempt Status) and any new contracts. Ms. Porter estimates that it could run approximately \$10,000 to file the form 1023.

Ms. Porter reviewed the expenses incurred through August 31, 2012. The major expenses incurred are salaries & benefits; legal expenses; staff computers; furniture; and office and instructional supplies.

Secretary's Report: N/A

Executive Session: Not needed.

Unfinished Business:

RESOLUTION 2012-9-03

Approve recommended changes to Bio-Med Science Academy's Code of Regulations

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

RESOLUTION 2012-9-04

Approve changes to 2012-2013 furniture budget

D. Hluch made a motion, and T. Sisson seconded. A motion to table discussion was brought forward before adoption of the motion in question.

Motion to table RESOLUTION 2012-9-04 until October meeting

After lengthy discussion regarding the tight budget vs. the proper student learning environment need, it was decided to table the motion for the budget change until next month.

D. Heppe made a motion, and J.G.M. Thewissen seconded, the motion to table until next month was passed by voice vote.

RESOLUTION 2012-9-05

Adopt and approve changes to Policy 148.2 – Fixed Assets

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

RESOLUTION 2012-9-06

Adopt and approve changes to Policy 148.3 – Audit Committee to include all Members of the Board

D. Hluch made a motion, and D. Heppe seconded, the motion passed by voice vote.

RESOLUTION 2012-9-07

Constitute a Finance Advisory Committee to further workout first year budget adjustments- Members include two Board members, Academy Director and Treasurer,

**and up to two additional people
selected by the Director. Meetings
will be held at least bi-monthly.**

Current members will be Dale Hluch, Tim Sisson, Stephanie Lammlein and Kathy Porter.

D. Hluch made a motion, and M. Kerrigan seconded, the motion passed by voice vote.

New Business:

Mr. Kerrigan received a ruling from the Ohio Ethics Commission stating that currently all Community School Board members do not have to file an annual financial disclosure form. If the school changes to a STEM status then the director may have to start filing this form. The Treasurer is currently the only one required to file this form.

Mr. Kerrigan made a recommendation to change our FERPA student directory information to include the student's city and state information as well as photographs. This was requested because of our partnership with NEOMED who would like to use this information to help publicize their partnership with Bio-Med and its students.

RESOLUTION 2012-9-08

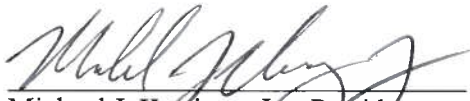
**Adopt and Approve new FERPA
Student Directory Information**

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

RESOLUTION 2012-9-09

ADJOURNMENT

It was moved by T. Sisson and seconded by D. Heppe to adjourn the meeting. The motion passed by voice vote at 7:20 p.m.


Michael J. Kerrigan, Jr., President


Kathryn Porter, Treasurer/Secretary