

**The Educational Development Center of Trumbull County  
Life Skills Center of Trumbull County**

***Meeting Minutes***

June 15, 2015

12:00 PM

458 Franklin Street, SE

Warren, OH 44481

**I. Call to Order: 12:11 PM**

**II. Roll Call**

**Board Members Present:**

Thomas Conley, *President*

Clifford Roberts, *Vice President*

Larry Bonner, *Treasurer*

Sandra L. Matlock, *Secretary*

Pamela Smith

**Other Attendees:**

Jason Cooper, *School Administrator*

Delores Junior, *Sponsor Representatives, Charter School Specialists*

Amy Goodson, *Board Legal Counsel*

Carlena Hart, *Assistant to Board Legal Counsel*

Jeff Foster, *Fiscal Officer Representative, via Adobe Connect*

Karen Chambers, *White Hat Management, via Adobe Connect*

Joe Palmer, *Cambridge Education Group*

**III. Public Comment - none**

**IV. Approval of Agenda**

**V. Action & Discussion Items**

**a) Approval of Minutes of Prior Meeting**

**RESOLVED**, that the Board of Directors approves the minutes of the meeting of May 11, 2015 and May 19, 2015 as presented.

Moved: Bonner Seconded: Roberts

Ayes: 5 Nays : 0

**b) State of the School**

**RESOLVED**, that the Board of Directors accepts the State of the School Report as presented.

Moved: Matlock Seconded: Smith

Ayes: 5 Nays: 0

**c) Financial Report**

**RESOLVED**, that the Board of Directors accepts the financial report as presented.

Moved: Roberts Seconded: Bonner  
Ayes: 5 Nays: 0

**d) Approval of Fiscal Services Starting July 1, 2015**

**RESOLVED**, that the Board of Directors hereby approves entering into a new fiscal services agreement with Skoda Minotti effective July 1, 2015 for \$2,300.00 per month for fiscal year ending June 30, 2016, \$2,450 per month for fiscal year ending June 30, 2017, and \$2,550 per month for fiscal year ending June 30, 2018, and further authorizes its Board President to sign such agreement on the School's behalf.

Moved: Bonner Seconded: Roberts  
Ayes: 5 Nays: 0

**e) Election of Officers**

The Board of Directors tables the election of officers until the July meeting.

**f) Annual Review of Code of Ethics and Conflict of Interest**

**RESOLVED**, that the Board of Directors adopts the Code of Ethics/Conflict of Interest Policy as presented.

Moved: Matlock Seconded: Roberts  
Ayes: 5 Nays: 0

**g) Approval of Policies**

**RESOLVED**, that the Board of Directors hereby approves and adopts the following policies as presented.

- Academic Prevention and Intervention Policy
- Public Records Policy and Retention Policy
- Media and Public Relations Policy
- Educator Misconduct Policy
- Section 504/ADA Policy
- Technology and Internet Safety Policy

Moved: Bonner Seconded: Matlock  
Ayes: 5 Nays: 0

**h) 2015-2016 School Calendar**

**RESOLVED**, that the Board of Directors adopts the 2015-2016 School Calendar to be presented.

Moved: Matlock Seconded: Roberts  
Ayes: 5 Nays: 0

**i) 2015-2016 Board Meeting Calendar**

**RESOLVED**, that the Board of Directors adopts the 2015-2016 Board Meeting Calendar as presented.

Moved: Matlock Seconded: Bonner  
Ayes: 4 Nays: 0

**j) 2015-2016 Parent-Student Handbook**

**RESOLVED**, that the Board of Directors adopts the 2015-2016 Parent-Student Handbook as presented once in final form reviewed and approved by legal counsel.

Moved: Bonner Seconded: Matlock  
Ayes: 5 Nays: 0

**k) Form 990 Preparation**

**RESOLVED**, that the Board of Directors hereby authorizes Skoda Minotti to prepare and submit on its behalf the School's 2013 Form 990 (fiscal year ending June 30, 2014), and further authorizes its Board President to execute the engagement letter once in final form reviewed and approved by legal counsel.

Moved: Bonner Seconded: Roberts  
Ayes: 5 Nays: 0

**VI. Informational Reports**

**a) Sponsor Update**

Ms. Junior highlighted some portions of the June Sponsor Connection, including updates concerning the budget bill.

**b) Legal Update**

Ms. Goodson noted that the June Legal Update was included in the board book. Ms. Goodson reported on some of the proposed legislative changes affecting charter schools.

**c) White Hat Management Update**

Ms. Chambers stated that administrator's budget was included in the board book. Ms. Goodson requested a listing of the board owned assets from the management company.

**d) Renovation Presentation**

Mr. Palmer spoke to the renovation proposal. The Board decided to schedule a special meeting to hear further information related to the renovation proposal. The meeting is scheduled for Monday, June 22, 2015 at 11:00 AM at the School.

**RESOLVED**, that the Board of Directors authorizes Cambridge to work with the School's landlord to approve the facility improvements and negotiate a rent reduction/maintenance under the facility lease.

Moved: Bonner Seconded: Roberts  
Ayes: 5 Nays: 0

**VII. Confirmation of Next Regular Meeting** – Monday, July 20, 2015 at 12:00 P.M., at River Gate High School

458 Franklin Street, Warren, Ohio 44481

**VIII. Adjournment** – 1:26 PM

Moved: Roberts Seconded: Matlock

Ayes: 5 Nays : 0

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Approved by the Board of Directors of Educational Development Center of Trumbull County  
on \_\_\_\_\_.

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Board Secretary