

POLICIES  
OF  
THE GOVERNING AUTHORITY  
OF  
FOUNDATION ACADEMY

An Ohio Non-Profit Corporation  
and  
Ohio Community School

# ACCEL OHIO





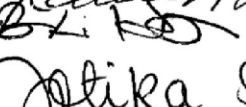

## Foundation Academy

### BOARD OF TRUSTEES

May 18, 2017  
5:00 P.M.

### AGENDA

1. Call to Order
2. Roll Call

Rev. Thomas Hunt   
 Ed Olson   
 Roeliff Harper, Secretary   
 Adriana Miranda   
 Brad Hostetler   
 Jotika Shetty 

3. Approval of the Minutes

Motion made by:  
Seconded by:  
Discussion: none  
Approve:  
Dissent:  
Abstain:  
Passed

4. Marketing Presentation

5. Discussion and approval of the new Management Agreement

1. ACCEL OHIO

# Foundation Academy

## BOARD OF TRUSTEES

May 18, 2017

5:00 P.M.

## AGENDA

1. Call to Order by at 5:02 p.m. by 2. Roll Call

\_\_\_ab\_Roeliff Harper , Secretary

\_\_X\_\_Rev. Thomas Hunt

\_\_X\_\_Ed Olson

\_\_X\_\_Adriana Miranda

\_\_X\_\_Brad Hostetler

\_\_X\_\_Jotika Shetty

Other attending: Kathleen Hudson/ Accel Ohio and Caroline Zito, Massa Accounting; Mr. Scott McClain, OCCS Sponsor; Mitzi Kimani/Assistant Head of School; Elisa Butler, Vice President of Marketing/Pansophic Learning

3. Approval of the Minutes

Motion made by: Ed Olson to approve the minutes.

Seconded by: Brad Hostetler

Discussion: none

Approve: 5

Dissent: 0

Abstain: 0

Passed

4. Marketing Presentation, Elisa Butler

Gave the Board a handout which included the following topics:

- Introduction of the marketing team and layout
- Student recruitment philosophy
- Enrollment tools and resources

- Enrollment data
- Marketing tactics

5. Discussion and approval of the new Management Agreement

Motion made by: Ed Olson to adopt the management agreement that was drawn up by Amy

Borman effective July 1, 2017

Seconded by: Adriana Miranda

Discussion: none

Approve: 5

Dissent: 0

Abstain: 0

Passed

6. Up-date regarding window project and paving project

- No new news
- FA has a broken clay pipe out by the back playground/modular area; we are getting that trenched and repaired. Our custodian will do the repair. We will jet the line.

7. **Approval of new Board Policy Manual**

Motion made by: Adriana Miranda to adopt the entire Board Policy Manual and the current up-dates listed below.

Seconded by: Jotika Shetty

Discussion: Current policy up-dates:

- Ethics and Conflicts Policy #114
- Admissions and Lottery Standards #241
- Student Assessment and Academic Prevention/Intervention Services #242
- Student Assessment and Academic Prevention/Intervention Services Procedures #242-A
- Calamity Day Make-Up Policy #254
- Expulsion and Suspension Policy #273
- Return to Play #285
- Form I-9 Employment Eligibility Verification #307-A
- Care of Student with Diabetes #402.1
- Free and Reduced-Price Meals #452
- Hearing Procedures #452-A
- Application to Receive Free and Reduced-Price Meals #452-B
- Parental Notice of Availability of Free and Reduced-Price Meals #452-C

Approve: 5

Dissent: 0

Abstain: 0

Passed

8. Policy Up-dates if applicable See above.

## 9. MISCELLANEOUS

### Old/New Business

#### 9. Financial Update

A. School Finances April Financials / Kate Hudson, Caroline Zito, representing Dave Massa's office will be attending

Notes from Caroline:

- Reviewed handouts
  - Foundation Academy is in a healthy situation
- Notes from Kathleen
- Consistent FTE
  - Spending grants
  - 5-year forecast packet (includes the 1-year, 5-year,
  - 1-year forecast: Enrollment of 425; FTE based on a decline as reflects reality (400 year-end); 1 ½ % increase, new Title 4, expenses built-in staff needs, end the year favorable.

While reporting hand-out from Kathleen Hudson, Jotika Shetty questioned figures #14 and #15. It was concluded that corrections needed to be made.

Motion made by: Ed Olson to approve the 5-year forecast. Seconded by: Brad Hostetler Discussion:

Approve: 5

Dissent: 0

Abstain: 0

Passed

Motion made by: Brad Hostetler to adopt the 1-year forecast. Seconded by: Ed Olson Discussion: Approve:

5

Dissent: 0

Abstain: 0

Passed

B. Federal Entitlement Review (Joann Hipsher, Accounting Rep. & Brad Hostetler)  Title I: One teacher coming out of Title and she will be replaced by a current classroom teacher, additional Title I teacher could be going into a classroom

- Purchasing several kidney tables, teacher laptops and additional Chrome Books for a mini-lab
- Continuing to utilize a Literacy Coach for K-2, monies from the contracted services coming from Title I
- Summer School June 5-30 cost approximately \$7,000.00

Motion made by: Brad Hostetler motion to approve these Federal entitlements.

Seconded by: Jotika Shetty

Approve: 4

Dissent:0

Abstain:0

Passed

#### 11. Head of School Report (Head of School)

- Had our last Pre-K site visit, on our way to “Step Up to Quality “
- Completed K-2 ITBS testing May 5
- Completed all On-line State testing May 13
- Science Fair held May 11 Thanks to Tom, Ed and Scott for judging
- You have received the window project time frame, nothing more on paving project
- Fundraiser participants were treated to a program thru the Columbus Zoo. There were several “wild” creatures on site (besides the usual ones)
- Passed the Backflow test after some minor repairs
- Water leak in the modular, Gr. 8 Reported to Mod Space and they are to be fixing it this week
- Small broken pipe behind school which will be trenched and repaired prior to paving  Completed May Fire Drill 44 seconds.
- Tornado drill scheduled for next week
- Meeting with a member of the Scholarship committee as soon as possible
- Talent Show was held for school, May 5<sup>th</sup> and several acts performed at Foundation Academy Presents..... on May 11.
- Spring Music Concert May 25
- Expulsion Hearing discussion
- No School May 29 Memorial Day
- Carnival/Field Day June 1
- OPEN HOUSE for tours and help with on-line enrollment from 4-6 on June 1
- June 2 early release at 11:30 Second half of the day Teacher Work Day  Large Garage Sale/Flea Market at Foundation June 3 from 10-3  Summer School begins June 5 through June 30 8:30 to 11:30.
- Had a successful Health Inspection
- Brought up discussion to fill Cheryl Carter’s and Thomas Hunt’s seats

#### 12. Sponsor Report – Mr. Scott McClain, OCCS

- Training School Leadership in August
- SPED Audit May 24 and reported at the June meeting
- Adriana Miranda attended the sponsor training in Columbus
- OCCS is giving Foundation Academy 30 Chrome books

#### 13. Public Comment

None

14. Adjournment at: 6:40 p.m.

Motion made by: Jotika Shetty to adjourn.

Seconded by: Ed Olson

Next meeting: June 22, 2017

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The following policy must appear in any student handbook, and in any publications that set forth the comprehensive rules, procedures and standards for the School and students. Information regarding this policy must be incorporated into employee training materials. Annually, the School shall send a written statement describing the policy and the consequences for violating the policy to each student's custodial parent or guardian, either electronically or with report cards.

The School prohibits acts of harassment, intimidation, or bullying (including cyber-bullying) of any student on school property or at school-sponsored events (any event conducted on or off School property, including School buses and other School related vehicles, that is sponsored, recognized or authorized by the Board). A safe and civil environment in the School is necessary for students to learn and achieve high academic standards. Harassment, intimidation and bullying, like other disruptive or violent behaviors, are conduct that disrupts both a student's ability to learn and the School's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying.

"Harassment, intimidation, or bullying" means either of the following: 1) any intentional, written, verbal, electronic, graphic, or physical act that a student or group of students has exhibited toward another particular student more than once and the behavior both causes mental or physical harm to the other student; and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student; or 2) violence within a dating relationship. The definition of "harassment, intimidation or bullying" also includes the above described acts which are electronically generated, stored or transmitted, sometimes called "cyberbullying".

The School reserves the right to discipline students' off campus behavior which substantially disrupts the School's educational process or mission, or threatens the safety or well-being of a Student or Staff member. Factors which may be considered in determining whether the behavior warrants discipline include, but are not limited to, the following: (1) whether the behavior created material and substantial disruption to the educational process or the School's mission due to the stress on the individual(s) victimized or the time invested by Staff in dealing with the behavior or its consequences; (2) whether a nexus to on-campus activities exists; (3) whether the behavior creates a substantial interference with a Student's or Staff member's security or right to educate and receive education; (4) whether the behavior invades the privacy of others; or (5) whether any threat is deemed to be a true threat by the administration or Board, using factors and guidelines set out by the courts or by common sense, reasonable person standards.

Some acts of harassment, intimidation, bullying and cyber-bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation, bullying or cyber-bullying that they require a response either in the classroom, School building, or by law enforcement officials. Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation, bullying or cyber-bullying range from positive behavioral interventions

up to and including suspension or expulsion. Due process procedures for suspension and expulsion will be followed, as provided for under R.C. 3313.66. The disciplinary procedures and code of conduct of the School shall be followed and shall not infringe on any student's First Amendment rights under the United States Constitution.

All school personnel, volunteers and students are required to report prohibited incidents of which they are aware to the Principal or his/her designee. All other persons may report prohibited incidents of which they are aware to the Principal or his/her designee. Anonymous communications, if necessary, may be made by telephone, electronic mail, or in writing. The Principal or his/her designee is then responsible for determining whether an alleged incident constitutes a violation of this policy. In so doing, the Principal or his/her designee shall conduct a prompt and thorough investigation of the reported incident, and prepare a report documenting the prohibited incident that is reported (See attached Form for Reporting Incidents of Harassment Intimidation and Bullying at **Appendix 264.1-A**). Once an investigation is completed, if the reported incident has been substantiated, the Parent of any Student involved in the prohibited incident shall be notified. To the extent permitted by R.C. 3319.321 and the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g), Parents have access to any written reports pertaining to the prohibited incident, and, if the School has a website, the School shall post this summary of reported incidents on the School website. Semiannually, the Principal will provide the Board President with a written summary of all reported incidents. All School personnel, volunteers and Students shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy.

The School prohibits reprisal or retaliation against any victim or person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or his/her designee after consideration of the nature and circumstances of the act, in accordance with School policies and procedures. However, Students who deliberately make false reports of harassment, intimidation, or bullying will be disciplined up to and including suspension or expulsion.

The School shall implement the following strategy for protecting victims: supervise and discipline offending students fairly and consistently; provide adult supervision during recess, lunch time, bathroom breaks and in the hallways during times of transition; maintain contact with parents and guardians of all involved parties; provide counseling for the victim if assessed that it is needed; inform School personnel of the incident and instruct them to monitor the victim and the offending party for the indications of harassing, intimidating and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed; check with the victim daily to insure that there has been no incidents of harassment/intimidation/bullying or retaliation from the offender or other parties.

Harassment, intimidation and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation and bullying. While conduct that rises to the level of "harassment, intimidation or bullying" will warrant disciplinary action whether and to what extent to impose disciplinary action (*i.e.*, detention, in- and out-of-school suspension, or expulsion) is a matter left in the professional discretion of the Principal. The following procedure sets forth possible interventions for the Principal to enforce the prohibition

against harassment, intimidation or bullying. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

1. Non-disciplinary Interventions. When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation or bullying, its prohibition and their duty to avoid any conduct that could be considered harassing, intimidating or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Peer mediation may be deemed inappropriate to address the concern at the discretion of the School administration.
2. Disciplinary Interventions. When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation. Expulsion may be imposed only after a hearing before the Board of Directors, a committee of the board or an impartial hearing officer designated by the Board of Directors in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation or bullying and/or situations where past interventions have not been successful in eliminating prohibited behaviors.

Nothing in this policy prohibits a victim from seeking redress under any provision of Ohio law that may apply.

To the extent state or federal funds are appropriate, the School shall require that all students enrolled in the School be provided with age-appropriate instruction of this policy annually. The School may form a prevention task force and/ or programs to educate students about this policy, such as holding an assembly on harassment, intimidation and bullying for Parents and Students, to raise the level of awareness and help prevent the prohibited conduct.

The School shall incorporate training on this policy into the in-service training required under R.C. 3319.073. The School may provide training, workshops, or courses to other Staff and volunteers who have direct contact with students.

*R.C. §§ 3313.666, 3313.667, 3319.073*

See also Policy No. 271 Student Code of Conduct; Policy No. 273 Expulsion and Suspension; Policy No. 232 Technology and Internet Acceptable Use; Policy No. 234 Electronic Communication Devices; Policy No. 261 Student Expression; Policy No. 262 Student Bill of Rights/Responsibilities; and Policy No. 264 Sexual and Other Forms of Harassment.