

RECORD OF PROCEEDINGS

Minutes of: Streetsboro City Schools Board of Education, Organizational Meeting Held: Thursday, January 10, 2013

The Streetsboro Board of Education met in Organizational Session at 6:45 p.m. in the Henry Defer Intermediate Cafeteria, 1895 Annalane Drive, Streetsboro, Ohio, on Thursday, January 10, 2013.

PLEDGE OF ALLEGIANCE

Mr. Kevin Grimm led the Pledge of Allegiance.

CALL TO ORDER AND ROLL CALL

The following members were present when Treasurer Catherine Rouse called the roll: Mrs. Denise Baba, Mr. Kevin Grimm, Mr. John Kelly, and Mr. Andrew Lesak.

Mrs. Cynthia Pennock-Hanish was absent.

ELECTION OF OFFICERS

Nomination and Election of 2013 President (2013-1-1)

Mr. Grimm, President Pro Tempore, called for nominations for 2013 President of the Board.

Mr. Lesak nominated Denise Baba for President of the Board for 2013. Mr. Kelly moved; Mr. Lesak seconded. No other nominations were offered. Mr. Grimm declared nominations closed.

Mr. Grimm asked Mrs. Rouse to poll the Board by roll call vote.

<u>Roll</u>	Ayes:	Mrs. Baba, Mr. Grimm, Mr. Kelly, Mr. Lesak
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Mrs. Baba became the presiding officer at this point in the meeting.

Nomination and Election of 2013 Vice President (2013-1-2)

Mrs. Baba called for nominations for 2013 Vice President of the Board.

Mrs. Baba nominated Andrew Lesak for Vice President of the Board for 2013. Mr. Kelly moved; Mrs. Baba seconded. No other nominations were offered. Mr. Grimm declared nominations closed.

Regular Strategic Planning Meeting (2013-1-5)

Mr. Lesak moved the Board during calendar year 2013 hold its regular strategic planning meeting at Henry Defer Intermediate in accordance with the following schedule; Mr. Kelly seconded.

Regular Strategic Planning Meeting Dates

Saturday, February 2, 2013, 9:00 a.m.

Roll **Ayes:** Mrs. Baba, Mr. Grimm, Mr. Kelly,
Mr. Lesak

Regular Annual Building Board Tour Meeting (2013-1-6)

Mr. Lesak moved the Board during calendar year 2013 hold its regular annual building board tour meeting in accordance with the following schedule; Mr. Grimm seconded.

Regular Annual Building Board Tour Meeting Date

Thursday, August 15, 2013

Roll **Ayes:** Mrs. Baba, Mr. Grimm, Mr. Kelly,
Mr. Lesak

Order of Business (2013-1-7)

Mr. Lesak moved the Board during the calendar year 2013 follow the Order of Business listed below; Mr. Grimm seconded.

- I. Call to Order, Welcome and Roll Call
- II. Pledge of Allegiance
- III. Public Comments
- IV. Approval of Minutes
- V. Superintendent's Report
- VI. Treasurer's Report
- VII. Board Report
- VIII. Consent Agenda Items
- IX. Superintendent's Recommendations
- X. Treasurer's Recommendations
- XI. Board President's Recommendations
- XII. Old Business
- XIII. New Business
- XIV. Adjournment

Roll **Ayes:** Mrs. Baba, Mr. Grimm, Mr. Kelly,
Mr. Lesak

Board Liaisons to the Superintendent and Treasurer (2013-1-8)

Mr. Grimm moved the Board appoint the following Board Liaisons to the Superintendent and Treasurer for 2013 with membership as indicated below; Mr. Kelly seconded.

<u>Fiscal Integrity</u> Andrew Lesak John Kelly	<u>Planning</u> John Kelly Kevin Grimm	<u>Performance Outcomes</u> Cindy Pennock-Hanish Andy Lesak	<u>City Council/Mayoral Liaison</u> Kevin Grimm Denise Baba
<u>Athletic Booster</u> John Kelly	<u>Music Booster</u> Kevin Grimm	<u>Education Foundation</u> Andy Lesak	<u>PTA</u> Denise Baba
<u>PASS</u> Cindy Pennock-Hanish			

Roll **Ayes:** Mrs. Baba, Mr. Grimm, Mr. Kelly,
Mr. Lesak

Board Member Compensation (2013-1-9)

Mr. Grimm moved the Board members be compensated for attended meetings and attendance of professional development activities in accordance with Resolution 2003-1-6 as adopted at the 2003 Organizational Meeting; Mr. Lesak seconded.

Roll **Ayes:** Mrs. Baba, Mr. Grimm, Mr. Kelly,
Mr. Lesak

Service Fund (2013-1-10)

Mr. Grimm moved the Board establish a Service Fund in the amount of \$5,000.00 for 2013; Mr. Lesak seconded.

Roll **Ayes:** Mrs. Baba, Mr. Grimm, Mr. Kelly,
Mr. Lesak

Ohio School Boards Association Membership (2013-1-11)

Mr. Kelly moved the Board renew its membership in the Ohio School Boards Association for calendar year 2013, marking the Board's 57th consecutive year of membership; Mr. Lesak seconded.

Roll **Ayes:** Mrs. Baba, Mr. Grimm, Mr. Kelly,
Mr. Lesak

Ohio School Boards Association Legal Assistance Fund (2013-1-12)

Mr. Grimm moved the Board Education participate in the Ohio School Boards Association Legal Assistance Fund for calendar year 2013; Mrs. Baba seconded.

Roll **Ayes:** Mrs. Baba, Mr. Grimm, Mr. Kelly,
Mr. Lesak

Ohio School Boards Association Legislative Liaison (2013-1-13)

Mr. Kelly moved the Board recommend Denise Baba serve as the Board's official legislative liaison for calendar year 2013; Mr. Grimm seconded.

Roll **Ayes:** Mrs. Baba, Mr. Grimm, Mr. Kelly,
Mr. Lesak

Ohio School Boards Association Academic Achievement Liaison (2013-1-14)

Mr. Grimm moved the Board recommend John Kelly serve as the Board's official academic liaison for calendar year 2013; Mr. Lesak seconded.

Roll **Ayes:** Mrs. Baba, Mr. Grimm, Mr. Kelly,
Mr. Lesak

Tax Incentive Review Council (2013-1-15)

Mrs. Baba moved the Board recommend Andrew Lesak serve as the Board's official representative to the Streetsboro Tax Incentive Review Council for calendar year 2013; Mr. Grimm seconded.

Roll **Ayes:** Mrs. Baba, Mr. Grimm, Mr. Kelly,
Mr. Lesak

Designation of Legal Council (2013-1-16)

Mr. Grimm moved the Board designate the following firms (or their successors or assigns) as legal counsel for calendar year 2013 on an as needed basis by the Board, Superintendent and or Treasurer; Mr. Kelly seconded.

McGown & Markling, LPA	Pepple & Waggoner, LTD
Squires, Sanders, Dempsey LLP	Hoover Six & Associates, LLC
Roetzel & Andress, LPA	Benesch, Friedlander, Coplant & Arnoff LLP
Brittain, Smith, Peters & Kalail, LPA	Booth, Freret, Imlay & Tepper, P.C.

Roll **Ayes:** Mrs. Baba, Mr. Grimm, Mr. Kelly,
Mr. Lesak

Standing Authorizations (2013-1-17)

Mr. Lesak moved the Board adopt the following Standing Authorizations to allow for the efficient management and full execution of duties as set forth below; Mr. Grimm seconded.

1. **Employment of Personnel Between Board Meetings**
Authorize the Superintendent, during periods when this Board is not in session, to make offers of employment directly to candidates for either teaching or nonteaching positions on behalf of this Board, and to acknowledge acceptance of such offers on behalf of this Board, subject to a subsequent vote of ratification by this Board; provided however, that upon ratification by this Board, the employment shall be deemed effective as of the date and time of the employee's acceptance of the Superintendent's offer.
2. **Acceptance of Resignations**
Authorize the Superintendent, on behalf of this Board, to accept resignations which have been submitted by employees during times when this Board is not in session, subject to ratification by this Board; provided however, that upon ratification by this Board, such resignations shall be deemed effective as of the date and time of the Superintendent's acceptance.
3. **Grant Applications**
Authorize the Superintendent and Treasurer to apply for state, federal or other grants when such monies become available during 2013 and to authorize the Treasurer to appropriate funds for the grant awarded, including the advancement of funds for later reimbursement when required by grant terms without further Board approval.
4. **Purchasing Agent**
Authorize the Superintendent to serve as purchasing agent for the District; if the Superintendent is unavailable or in cases of urgent necessity, the Superintendents designee shall serve as the purchasing agent for the District.
5. **Investments**
Authorize the Treasurer to invest interim and inactive funds as available in 2013 in only low-risk investments authorized by State law in accordance with Auditor of State regulations and Board Policy.
6. **Acceptance of Donations**
Authorize the Superintendent or Treasurer to accept all donations to the School District on behalf of the Board of Education.
7. **Payment of Bills**
Authorize the Treasurer to pay all bills, within the limits of appropriations resolutions, as bills are received and when, if applicable, the merchandise is received in good condition.
8. **Appropriations Modifications**
Authorize the Treasurer to modify the appropriations resolution to redirect funds previously appropriated to other appropriations accounts provided that total fund appropriations are not increased and that the modifications are presented to the Board of Education for ratification on or before the last day of the fiscal year.
9. **Tax Advancements**
Authorize the Treasurer to apply to the Portage County Auditor for tax advancements as available throughout calendar year 2013.
10. **Fund-to-Fund Transfers**
Authorize the Treasurer to make fund-to-fund transfers as needed throughout the year, with Board ratification as part of the financial reports at the next regular meeting.
11. **Public Records Training**
Authorize the Treasurer to serve as the designee of the members of the Board of Education for Public Records Training as required by State law.

- 12. Amendments to Certificates of Estimated Resources**
Authorize the Treasurer to file requests for amendment of the Certificate of Estimated Resources with the Portage County Auditor as information becomes available to the Treasurer to warrant such a filing.
- 13. Reading of Minutes and Proposed Policies**
Authorize the waiving of the verbal reading of the minutes and proposed policies provided that such documents are provided to Board members at least 24 hours before the meeting at which time the applicable document is to be presented.
- 14. Portage County Health & Welfare Trust Representatives**
Authorize the Superintendent to serve as the primary representative and Treasurer to serve as alternate representative in business meetings of the Portage County Health & Welfare Trust.
- 15. Bank Credit Cards**
Authorize the Treasurer, as fiscal agent of the School District, to maintain in the name of the School District a direct bill credit card to conduct the necessary business of the School District, and require the Treasurer to report all bills to the President of the Board of Education.
- 16. Financial Reports**
Designate that all monthly, quarterly and annual financial reports produced and retained by the Treasurer are to be considered by the Auditor of State and other regulatory entities as approved by the Board upon adoption of the monthly financial report resolution, whether or not bound into the meeting agenda, including but not limited to: bank reconciliations, investment reports, outstanding purchase order and encumbrance reports, revenue report summaries and ledgers, appropriation report summaries and ledgers, budgetary report summaries and ledgers, cash report summaries and ledgers.
- 17. Open Purchase Orders**
Authorize, within the limits of valid appropriations resolutions, the Treasurer to use open purchase orders throughout the fiscal year in accordance with Section 5705.41(D) (3) of the Ohio Revised Code in an amount not to exceed \$100,000.
- 18. Educational Foundation Funds**
Authorize the Treasurer to encumber funds for grants made by the Streetsboro City Schools Educational Foundation upon majority affirmative vote of the Foundation board and expend funds upon ratification of the grants by the Streetsboro Board; and, further, to authorize the Treasurer to encumber and expend funds for miscellaneous authorized fund-raising and support activities.
- 19. Procurement of Insurance**
Authorize the Treasurer to procure insurance by binder, agreement in principle or otherwise to meet the insurance requirements and obligations of the School District, with Board ratification at the next regular meeting of the Board.
- 20. Change Funds**
Authorize the Treasurer to issue change funds, to be closed out, at the end of the fiscal year and reopened at the start of the new fiscal year, to the following persons in the following amounts:
Athletic Director: \$2,500.00 Athletic Department Change
Cafeteria Director: \$640.00 Cafeteria Change
- 21. Petty Cash**
Authorize the Treasurer to imprest the following amounts to meet the petty cash needs of the School District:
Treasurer: \$800.00 Cash secured in vault
High School Secretary: \$50.00 Cash secured in High School Vault
- 22. Newspaper of Record**
Authorize that the Record Courier is the newspaper of record for Streetsboro City School District's legal business and notices.

Roll **Ayes:** Mrs. Baba, Mr. Grimm, Mr. Kelly,
Mr. Lesak

Motion to Adjourn (2013-1-18)

Mr. Lesak moved to adjourn the meeting; Mr. Grimm seconded.

The meeting adjourned at 7:01 p.m.

Denise Baba, President

ATTEST: _____
Catherine V. Rouse, Treasurer