

**MINUTES OF THE BUDGET HEARING AND ORGANIZATIONAL
MEETING OF THE ST. BERNARD-ELMWOOD PLACE
BOARD OF EDUCATION ON JANUARY 8, 2018**

The St. Bernard-Elmwood Place Board of Education held the Budget Hearing at 5:30 p.m. on Monday, January 8, 2018, followed by the Organizational Meeting at 5:45 p.m. in the Board of Education Office, 105 Washington Avenue, St. Bernard, Ohio 45217. The meeting was called to order by the President *pro tempore*, Mrs. Tinette Underwood and opened with the Pledge to the Flag.

Oath of Office to Re-elected and Newly Elected Board Members

St. Bernard Mayor John Estep administered the Oath of Office to Newly Elected Board Member Katie Estep.

Treasurer Emily Hauser administered the Oath of Office to Newly Elected Board Member Marc Fleak and Re-elected Board Member Micki Spears.

Roll Call

Present: Linda Radtke, Katie Estep, Marc Fleak, Micki Spears, and Tinette Underwood
Also present: Dr. Mimi Webb, Emily Hauser, and Bruce Helwagen

Visitors (who signed in): John Estep, Patty Estep, Amy Fleak, Sydney Fleak, and Trevor Fleak

18-1 Election of President

Mrs. Underwood called for nominations for President of the Board of Education. Mrs. Spears nominated Mrs. Radtke. There being no further nominations, Mrs. Spears made a motion, seconded by Mrs. Underwood, to close nominations and to approve by roll call.

The motion passed by the following roll call vote:

Yes – Miss Estep, Mr. Fleak, Mrs. Spears, and Mrs. Underwood

Abstain – Mrs. Radtke

Mrs. Radtke was elected as President of the Board of Education and assumed the chair.

18-2 Election of Vice President

Mrs. Radtke called for nominations for Vice President of the Board of Education. Mrs. Underwood nominated Mrs. Spears. There being no further nominations, Mrs. Underwood made a motion, seconded by Mr. Fleak, to close nominations and to approve by roll call.

The motion passed by the following roll call vote:

Yes – Mrs. Radtke, Miss Estep, Mr. Fleak, and Mrs. Underwood

Abstain – Mrs. Spears

Mrs. Spears was elected as Vice President of the Board of Education.

18-3 Regular Board Meeting Dates for 2018

Mrs. Spears made a motion, seconded by Mrs. Underwood, to approve the following:

WHEREAS, the Board of Education is required to establish dates, times, and locations of its regular Board meetings, and

WHEREAS, changes or additional meetings may be made if determined necessary in addition to special meetings as provided for in Ohio Revised Code 3313.16 and governed by Ohio Revised Code 121.22.

NOW, THEREFORE, BE IT RESOLVED that under the provisions of Ohio Revised Code 3313.15, the Board of Education shall hold its regular meetings for 2018 in the Board Room at 5:45 p.m.

January 22	July 30
February 26	August 27
March 26	September 24
April 23	October 22
May 21	November 19
June 25	December 10

The motion passed by the following roll call vote:

Yes – Mrs. Radtke, Miss Estep, Mr. Fleak, Mrs. Spears, and Mrs. Underwood

18-4 Set Treasurer and Board President Bond

Mrs. Underwood made a motion, seconded by Mrs. Spears, to set the performance bond for the Treasurer in the amount of \$35,000, and for the Board President in the amount of \$20,000.

The motion passed by the following roll call vote:

Yes – Mrs. Radtke, Miss Estep, Mr. Fleak, Mrs. Spears, and Mrs. Underwood

18-5 Payment of District Bills

Mrs. Spears made a motion, seconded by Miss Estep, that the Treasurer pay all bills as they are presented, provided that funds are available and to report monthly to the Board of Education those bills that were paid.

The motion passed by the following roll call vote:

Yes – Mrs. Radtke, Miss Estep, Mr. Fleak, Mrs. Spears, and Mrs. Underwood

18-6 Adoption of Modified 2018-2019 Tax Budget as Presented at Budget Hearing

Mrs. Underwood made a motion, seconded by Miss Estep, to adopt the tax budget for Fiscal Year 2019 as presented at the budget hearing.

The motion passed by the following roll call vote:

Yes – Mrs. Radtke, Miss Estep, Mr. Fleak, Mrs. Spears, and Mrs. Underwood

18-7 Authorization of Fund Signature

Mrs. Spears made a motion, seconded by Mrs. Underwood, that the Treasurer be signatory as required for the disbursement of district funds.

The motion passed by the following roll call vote:

Yes – Mrs. Radtke, Miss Estep, Mr. Fleak, Mrs. Spears, and Mrs. Underwood

18-8 Appointment of Purchasing Agent

Mrs. Spears made a motion, seconded by Miss Estep, to approve the following:

WHEREAS, the Superintendent is the Chief Executive Officer of the Board of Education; and

WHEREAS, the acquisition of supplies, equipment, and services is centralized in the Superintendent's office and through whose offices all purchasing transactions are conducted, and

WHEREAS, the Superintendent is authorized to employ legal, consultant, and contracted services during the year and until the organizational meeting of 2019,

NOW, THEREFORE, BE IT RESOLVED under the provisions of Ohio Revised Code 3313.47 and Ohio Revised Code 3319.01, the Board assigns the Superintendent the responsibility for the quantity and quality of purchases; and

BE IT FURTHER RESOLVED under the provisions of Ohio Revised Code 3313.47 and Ohio Revised Code 5705.41, the Superintendent or his/her designee is hereby designated purchasing agent and authorized to approve purchases within the appropriate amounts insofar as such purposes are consistent with the approved educational goals and programs of the district.

The motion passed by the following roll call vote:

Yes – Mrs. Radtke, Miss Estep, Mr. Fleak, Mrs. Spears, and Mrs. Underwood

18-9 Service Fund

Mrs. Spears made a motion, seconded by Mrs. Underwood, to establish a service fund in accordance with Ohio Revised Code 3315.15, for members of the Board of Education or their designated representatives to attend professional meetings or conferences in performance of their duties as representatives of the school district and that this be set at

\$5,000.00 (Ohio Revised Code 3315.15 permits Boards of Education to appropriate \$2.00 per child or \$20,000, to establish a service fund). The Treasurer will monitor expenses and report to the Board of Education.

The motion passed by the following roll call vote:

Yes – Mrs. Radtke, Miss Estep, Mr. Fleak, Mrs. Spears, and Mrs. Underwood

18-10 Authorization for Treasurer to Invest Interim Funds

Mrs. Underwood made a motion, seconded by Mrs. Spears, to authorize the Treasurer to invest interim funds at the most productive interest rate whenever interim funds are available. Said funds are to be invested only with financial institutions which have complied with collateralization requirements set forth in the Ohio Revised Code.

The motion passed by the following roll call vote:

Yes – Mrs. Radtke, Miss Estep, Mr. Fleak, Mrs. Spears, and Mrs. Underwood

18-11 Authorization for Superintendent to Employ Temporary Personnel in Order to Cover Emergency Situations

Mrs. Spears made a motion, seconded by Mr. Fleak, to approve the following resolution:

WHEREAS, it may become necessary to employ personnel for emergency or unexpected situations on a short term, casual, per diem/hourly basis; and

WHEREAS, it may be inefficient to call a special board meeting to employ such persons and/or not in the best interest of the district to wait until such time that the Board might meet.

NOW, THEREFORE, BE IT RESOLVED that the Superintendent is hereby authorized to employ such certificated and classified personnel as needed, as defined in Ohio Revised Code 3313.47; and

BE IT FURTHER RESOLVED, under the provisions of Ohio Revised Code 3313.47 the Superintendent shall present such employment recommendations to the Board at the next regular meeting for formal action.

The motion passed by the following roll call vote:

Yes – Mrs. Radtke, Miss Estep, Mr. Fleak, Mrs. Spears, and Mrs. Underwood

18-12 Authorization for Superintendent and Treasurer to Attend Essential and Beneficial Meetings

Mr. Fleak made a motion, seconded by Mrs. Spears, to authorize the Superintendent and Treasurer to attend meetings that are considered essential or beneficial in carrying out their responsibilities.

The motion passed by the following roll call vote:

Yes – Mrs. Radtke, Miss Estep, Mr. Fleak, Mrs. Spears, and Mrs. Underwood

18-13 Authorization to Pay Expenses for Board Related Meetings

Mrs. Spears made a motion, seconded by Miss Estep, to authorize payment of expenses (i.e. meals, registration, and mileage) incurred by Board members at various related meetings held throughout the year. The Treasurer will monitor expenses and report to the Board of Education.

The motion passed by the following roll call vote:

Yes – Mrs. Radtke, Miss Estep, Mr. Fleak, Mrs. Spears, and Mrs. Underwood

18-14 Authorization to Compensate Board of Education Members for Approved Training Programs

Mrs. Underwood made a motion, seconded by Mrs. Spears, to approve the following:

WHEREAS, Section 3313.12 of the Ohio Revised Code provides that a board of education of any school district may provide by resolution compensation of its members for attendance at approved training programs in an amount not to exceed \$60.00 per day for training programs three hours or less in length and \$125.00 per day for training programs longer than three hours in length; and

WHEREAS, this Board desires to set compensation levels for its members for attendance at approved training programs pursuant to Section 3313.12 of the Revised Code.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the St. Bernard-Elmwood Place City School District, County of Hamilton, State of Ohio, that:

Section 1. This Board hereby finds, determines, and declares that the compensation of Board of Education members for attendance at approved training programs be set at \$60.00 per day for training programs three hours or less in length and \$125.00 per day for training programs longer than three hours in length;

Section 2. A request for compensation for attendance at an approved training program shall be at the discretion of each Board Member. In order to receive compensation, the training program must be approved by the Board as a professional conference, and the Board Member seeking payment shall present to the Treasurer a request for compensation.

Section 3. This Board finds and determines that all formal actions of this Board concerning and relating to the adoption of this Resolution were taken in an open meeting of this Board.

Section 4. This Resolution shall be in full force and effect from and immediately upon its adoption.

The motion passed by the following roll call vote:

Yes – Mrs. Radtke, Miss Estep, Mr. Fleak, Mrs. Spears, and Mrs. Underwood

Liaison Appointments

The following appointments were made:

Curriculum Council Liason – Micki Spears
Student Achievement & Student Affairs Liaison – Katie Estep
Education Hall of Fame Committee Liaisons – Tinette Underwood and Marc Fleak
Alumni Association Liaison –Micki Spears and Marc Fleak

18-15 Great Oaks Institute of Technology & Career Development Representative

Mrs. Underwood nominated Mrs. Spears as the Great Oaks Institute of Technology & Career Development Representative. Mr. Fleak seconds the nomination. Miss Estep nominated Mr. Fleak as the Great Oaks Institute of Technology & Career Development Representative. Mrs. Underwood seconded the nomination.

After further discussion, Mr. Fleak removed his name from the nomination, with the stipulation he would shadow Mrs. Spears during 2018.

Therefore, the following roll call vote approved Mrs. Spears as the as the Great Oaks Institute of Technology & Career Development Representative for 2018:

Yes – Miss Estep, Mr. Fleak, Mrs. Spears, and Mrs. Underwood
Abstain – Mrs. Radtke

Liaison Appointments continued

Legislative Liaison – Katie Estep
Tax Incentive Review Council Member – Emily Hauser
Finance Advisors – Tinette Underwood and Marc Fleak
Audit Liaisons – Micki Spears and Katie Estep
Business Liaison – Tinette Underwood

18-16 Tax Incentive Review Council Member

Mrs. Spears made a motion, seconded by Mr. Fleak, to appoint Emily Hauser as the Tax Incentive Review Council Member.

The motion passed by the following roll call vote:

Yes – Mrs. Radtke, Miss Estep, Mr. Fleak, Mrs. Spears, and Mrs. Underwood

18-17 Adjournment

Mrs. Spears made a motion, seconded by Mrs. Underwood, to adjourn the meeting. Meeting adjourned at 6:47 p.m. The motion passed by the following roll call vote:

Yes – Mrs. Radtke, Miss Estep, Mr. Fleak, Mrs. Spears, and Mrs. Underwood

The Records Retention Commission met immediately after the Board meeting. Commission consists of Board President, Superintendent, and Treasurer.

Minutes approved by the Board of Education: _____

Treasurer Date

Board President Date