

**ST. BERNARD-ELMWOOD PLACE SCHOOLS**

**January 9, 2012**

**AGENDA**

**6:00 p.m. Budget Hearing**

**6:15 p.m. Organizational Meeting**

- I. President Pro Tem Calls Meeting to Order
- II. Pledge to the Flag
- III. Administer Oath of Office to New Board Members
- IV. Roll Call
- V. Election of President  
President Assumes Control of the Meeting
- VI. Election of Vice President
- VII. Set Date, Time, and Place of Regular Meetings for 2012

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 2012 in the Board Room on the fourth Monday of each month at 6:30 p.m., with exceptions as noted:

January 23	July 23
February 27	August 27
March 26	September 24
April 23	October 22
May 21	November 26
June 25	December 17, 5:30 p.m.

- VIII. Set Bond for Treasurer and Board President

Treasurer - \$35,000 - Board President - \$20,000

IX. Authorization for Treasurer to 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

X. Adopt 2012-2013 Tax Budget as Presented at Budget Hearing

XI. Authorization of Fund Signature

It is recommended to approve authorization of the Treasurer as signatory, required for the disbursement of district funds.

XII. Appointment of Purchasing Agent

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 2013,

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.

XIII. Establish a Service Fund

In accordance with Ohio Revised Code 3315.15, a service fund 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 may be established. (Ohio Revised Code 3315.15 permits Boards of Education to appropriate \$2.00 per child or \$20,000, to establish a service fund.) It is recommended that this be set at \$5,000.00.

XIV. New Business

A. Authorization for Treasurer to Invest Interim Funds

It is recommended that the Treasurer be authorized 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.

B. Adoption of Resolution to Request Advances on Local Taxes, as Needed

BE IT RESOLVED by the St. Bernard-Elmwood Place Board of Education of St. Bernard, Ohio

SECTION 1. That the Auditor and Treasurer of Hamilton County, Ohio, be requested respectively to draw and pay to the Treasurer of the St. Bernard-Elmwood Place School District,

In accordance with Section 321.34 of the Ohio Revised Code, money derived from taxes or other sources payable by law to the County Treasurer, to the account of St. Bernard-Elmwood Place School District and lawfully applicable for the purpose of the current fiscal year of funds due in any settlement of 2012.

SECTION 2. That the Treasurer of St. Bernard-Elmwood Place School District forward to the County Auditor a certified copy of this resolution.

C. Authorization for Superintendent to Employ Temporary Personnel in Order to Cover Emergency Situations

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.

D. Authorization for Superintendent and Treasurer to Attend Meetings that are Considered Essential or Beneficial in Carrying out Their Responsibilities

E. Authorization to Pay Expenses for Board Member Meetings

It is recommended that attendance and payment of expenses (i.e. meals, registration, and mileage) incurred by Board members at various committee meetings held throughout the year be approved.

F. Appointments

1. Curriculum Council Representative
2. Student Achievement Representative
3. Education Hall of Fame Committee Representatives
4. Alumni Association Representative
5. Great Oaks Institute of Technology & Career Development Representative
6. Legislative Liaison Representative
7. Tax Incentive Review Council Member
8. Finance Advisors
9. St. Bernard Chamber of Commerce Representative
10. Audit Representatives

G. Adjournment

Records Retention Commission will meet immediately after Board meeting. Commission consists of Board President, Superintendent, and Treasurer.