

**MINUTES OF THE BUDGET HEARING AND ORGANIZATIONAL
MEETING OF THE ST. BERNARD-ELMWOOD PLACE
BOARD OF EDUCATION ON JANUARY 7, 2013**

The St. Bernard-Elmwood Place Board of Education held the Budget Hearing at 6:00 p.m. on Monday, January 9, 2012, followed by the Organizational Meeting at 6:15 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. Linda Radtke, and opened with the Pledge to the Flag.

Roll Call

Present: Linda Radtke, Tricia Hackney, Dr. Jason McMullan, Steven Rutemueller, and Deborah Steidel

Also present: Dr. Mimi Webb, Mike Mays, and Bruce Helwagen

Visitors : None

13-1 Election of President

Mrs. Radtke called for nominations for President of the Board of Education. Mrs. Hackney nominated Mrs. Radtke. Mrs. Hackney made a motion, seconded by Dr. McMullan, to close nominations and to approve by vote of acclamation.

The motion passed by the following roll call vote:

Yes – Mr. Rutemueller, Mrs. Hackney, Dr. McMullan, and Mrs. Steidel
Abstain – Mrs. Radtke

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

13-2 Election of Vice President

Mrs. Radtke called for nominations for Vice President of the Board of Education. Mrs. Hackney nominated Mr. Rutemueller. Mrs. Steidel made a motion, seconded by Dr. McMullan, to close nominations and to approve by vote of acclamation.

The motion passed by the following roll call vote:

Yes – Mrs. Radtke, Mrs. Hackney, Dr. McMullan and Mrs. Steidel
Abstain – Mr. Rutemueller

Mr. Rutemueller was elected as Vice President of the Board of Education.

13-3 Regular Board Meeting Dates for 2013

Mrs. Hackney made a motion, seconded by Mrs. Steidel, 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 2013 in the Board Room on the fourth Monday of each month at 6:30 p.m., with exceptions* as noted.

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|-------------|--------------------------|
| January 28 | July 22 |
| February 25 | August 26 |
| March 25 | September 23 |
| April 22 | October 28 |
| May 20* | November 25 |
| June 24 | December 16, 5:30 p.m. * |

The motion passed by the following roll call vote:

Yes – Mrs. Radtke, Mrs. Hackney, Dr. McMullan, Mr. Rutemueller, and Mrs. Steidel

13-4 Set Treasurer and Board President Bond

Mrs. Steidel made a motion, seconded by Mr. Rutemueller, 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, Mrs. Hackney, Dr. McMullan, Mr. Rutemueller, and Mrs. Steidel

13-5 Payment of District Bills

Mrs. Steidel made a motion, seconded by Mrs. Hackney, 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, Mrs. Hackney, Dr. McMullan, Mr. Rutemueller, and Mrs. Steidel

13-6 Adoption of Tax Budget

Mrs. Steidel made a motion, seconded by Mrs. Hackney, to adopt the tax budget for 2013-2014 as presented at the budget hearing. The motion passed by the following roll call vote:

Yes – Mrs. Radtke, Mrs. Hackney, Dr. McMullan, Mr. Rutemueller, and Mrs. Steidel

13-7 Authorization of Fund Signature

Mrs. Hackney made a motion, seconded by Mr. Rutemueller, 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, Mrs. Hackney, Dr. McMullan, Mr. Rutemueller, and Mrs. Steidel

13-8 Appointment of Purchasing Agent

Mrs. Steidel made a motion, seconded by Mrs. Hackney, 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 2014,

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, Mrs. Hackney, Dr. McMullan, Mr. Rutemueller, and Mrs. Steidel

13-9 Service Fund

Dr. McMullan made a motion, seconded by Mrs. Steidel, to 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 (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. The motion passed by the following roll call vote:

Yes – Mrs. Radtke, Mrs. Hackney, Dr. McMullan, Mr. Rutemueller, and Mrs. Steidel

13-10 New Business

Mrs. Hackney made a motion, seconded by Dr. McMullan, to approve the following:

Authorization for Treasurer to Invest Interim Funds

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.

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 2013.

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

Employment of Temporary Personnel

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.

Authorization for Superintendent and Treasurer to Attend Essential and Beneficial Meetings

Authorize the Superintendent and Treasurer to attend meetings that are considered essential or beneficial in carrying out their responsibilities.

Authorization to Pay Expenses for Board Member Meetings

Authorize payment of expenses (i.e. meals, registration, and mileage) incurred by Board members at various committee meetings held throughout the year.

Resolution to Approve Advertising and Receiving of Bids for the Purchase of Four School Buses

WHEREAS, the St. Bernard-Elmwood Place Board of Education wishes to advertise and receive bids for the purchase of four (4) school buses,

NOW, THEREFORE, BE IT RESOLVED that the St. Bernard-Elmwood Place Board of Education wishes to participate and authorize the Southwestern Ohio Educational Purchasing Council to advertise and receive bids on said Boards' behalf as per the specifications submitted for the cooperative purchase of four (4) school buses.

The motion passed by the following roll call vote:

Yes – Mrs. Radtke, Mrs. Hackney, Dr. McMullan, Mr. Rutemueller, and Mrs. Steidel

Appointments

The following appointments were made:

Curriculum Council – Deborah Steidel

Student Achievement – Tricia Hackney

Education Hall of Fame Committee – Tricia Hackney and Dr. Jason McMullan

Alumni Association – Steven Rutemueller

13-11 Appointment to Great Oaks Institute of Technology & Career Development Representative

Mrs. Hackney made a motion, seconded by Mrs. Steidel, to appoint Steven Rutemueller as the Great Oaks Institute of Technology & Career Development Representative for 2013. The motion passed by the following roll call vote:

Yes – Mrs. Radtke, Mrs. Hackney, Dr. McMullan and Mrs. Steidel

Abstain – Mr. Rutemueller

Continuation of Appointments

Legislative Liaison – Linda Radtke

Tax Incentive Review Council Member – Dr. Jason McMullan

Finance Advisors – Dr. Jason McMullan and Steve Rutemueller

St. Bernard Chamber of Commerce – No appointment

Audit Representatives – Linda Radtke and Deborah Steidel

13-12 Adjournment

Mrs. Steidel made a motion, seconded by Mrs. Hackney, to adjourn the meeting. Meeting adjourned at 6:33 p.m. The motion passed by the following roll call vote:

Yes – Mrs. Radtke, Mrs. Hackney, Dr. McMullan, Mr. Rutemueller, and Mrs. Steidel

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