

**MINUTES OF THE BUDGET HEARING AND ORGANIZATIONAL
MEETING OF THE ST. BERNARD-ELMWOOD PLACE
BOARD OF EDUCATION ON JANUARY 4, 2016**

The St. Bernard-Elmwood Place Board of Education held the Budget Hearing at 5:30 p.m. on Monday, January 4, 2016, 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. Linda Radtke, and opened with the Pledge to the Flag.

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

Emily Hauser administered the Oath of Office to the following Board Members:

Linda Radtke – Re-elected
Tinette Underwood – Newly Elected

Roll Call

Present: Linda Radtke, Dr. Jason McMullan, Micki Spears, Tinette Underwood, and Joe Wheeler

Also present: Dr. Mimi Webb, Emily Hauser, and Bruce Helwagen

Visitors (who signed in): None

16-1 Election of President

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

The motion passed by the following roll call vote:

Yes – Dr. McMullan, Mrs. Spears, Mrs. Underwood, and Mr. Wheeler
Abstain – Mrs. Radtke

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

16-2 Election of Vice President

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

The motion passed by the following roll call vote:

Yes – Mrs. Radtke, Dr. McMullan, Mrs. Underwood, and Mr. Wheeler
Abstain – Mrs. Spears

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

16-3 Regular Board Meeting Dates for 2016

Mr. Wheeler made a motion, seconded by Mrs. Spears, 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 2016 in the Board Room at 5:45 p.m.

January 25	July 25
February 22	August 22
March 28	September 26
April 25	October 24
May 23	November 28
June 27	December 12

The motion passed by the following roll call vote:

Yes – Mrs. Radtke, Dr. McMullan, Mrs. Spears, Mrs. Underwood, and Mr. Wheeler

16-4 Set Treasurer and Board President Bond

Mrs. Spears made a motion, seconded by Mrs. Underwood, 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, Dr. McMullan, Mrs. Spears, Mrs. Underwood, and Mr. Wheeler

16-5 Payment of District Bills

Mr. Wheeler made a motion, seconded by Mrs. Spears, 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, Dr. McMullan, Mrs. Spears, Mrs. Underwood, and Mr. Wheeler

16-6 Adoption of Modified 2016-2017 Tax Budget as Presented at Budget Hearing
Dr. McMullan made a motion, seconded by Mrs. Spears, to adopt the tax budget for Fiscal Year 2017 as presented at the budget hearing.

The motion passed by the following roll call vote:

Yes – Mrs. Radtke, Dr. McMullan, Mrs. Spears, Mrs. Underwood, and Mr. Wheeler

16-7 Authorization of Fund Signature

Mrs. Underwood made a motion, seconded by Mrs. Spears, 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, Dr. McMullan, Mrs. Spears, Mrs. Underwood, and Mr. Wheeler

16-8 Appointment of Purchasing Agent

Mrs. Spears made a motion, seconded by Mr. Wheeler, 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 2017,

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, Dr. McMullan, Mrs. Spears, Mrs. Underwood, and Mr. Wheeler

16-9 Service Fund

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

The motion passed by the following roll call vote:

Yes – Mrs. Radtke, Dr. McMullan, Mrs. Spears, Mrs. Underwood, and Mr. Wheeler

16-10 Authorization for Treasurer to Invest Interim Funds

Mrs. Spears made a motion, seconded by Mr. Wheeler, 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, Dr. McMullan, Mrs. Spears, Mrs. Underwood, and Mr. Wheeler

16-11 Authorization for Superintendent to Employ Temporary Personnel in Order to Cover Emergency Situations

Dr. McMullan made a motion, seconded by Mrs. Underwood, 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, Dr. McMullan, Mrs. Spears, Mrs. Underwood, and Mr. Wheeler

16-12 Authorization for Superintendent and Treasurer to Attend Essential and Beneficial Meetings

Mrs. Spears made a motion, seconded by Mr. Wheeler, 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, Dr. McMullan, Mrs. Spears, Mrs. Underwood, and Mr. Wheeler

16-13 Authorization to Pay Expenses for Board Related Meetings

Mrs. Spears made a motion, seconded by Dr. McMullan, 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, Dr. McMullan, Mrs. Spears, Mrs. Underwood, and Mr. Wheeler

Appointments

The following appointments were made:

Curriculum Council – Joe Wheeler

Student Achievement & Student Affairs – Dr. Jason McMullan and Micki Spears

Education Hall of Fame Committee – Micki Spears and Tinette Underwood

Alumni Association – no appointment

Great Oaks Institute of Technology & Career Development Representative – Joe Wheeler, third year of a three-year term

Legislative Liaison – Dr. Jason McMullan

Tax Incentive Review Council Member – Joe Wheeler

Finance Advisors – Linda Radtke and Dr. Jason McMullan

St. Bernard Chamber of Commerce – No one

Audit Representatives – Micki Spears and Tinette Underwood

Business Liaison – Tinette Underwood

16-14 Adjournment

Mrs. Spears made a motion, seconded by Dr. McMullan, to adjourn the meeting. Meeting adjourned at 6:16 p.m.

The motion passed by the following roll call vote:

Yes – Mrs. Radtke, Dr. McMullan, Mrs. Spears, Mrs. Underwood, and Mr. Wheeler

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