

RECORD OF PROCEEDINGS 001
Minutes of MADEIRA BOARD OF EDUCATION
Organizational Meeting & Regular Meeting
Held January 11, 2016

The Organization and Regular meeting of the Madeira Board of Education was held on Monday, January 11, 2016 at 7pm respectively in accordance with written notices sent to each member. The meeting was called to order by President Pro-Tempore Dr. Cathy Swami.

Present: Mr. Kamil, Mrs. Madden, Mr. Palmer, Mr. Shea, Dr. Swami

Also present at the meeting were Steve Kramer, Kenji Matsudo, Susan Crabill, Tim Weber, Tom Olson, Kevin Wright, Diane Nichols, Kam Misleh, Tanya Weber, Mackenzie Weber, Kellie Palmer, Abigail Palmer, and Chuck Madden.

AGENDA (01-16) – Mr. Kamil moved, seconded by Mr. Palmer to approve the agenda with changes for the January 11, 2016 meeting of the Board of Education.

Vote: Mr. Kamil, aye; Mrs. Madden, aye; Mr. Palmer, aye; Mr. Shea, aye; Dr. Swami, aye.

ORGANIZATIONAL MEETING

Oath of Office – Mrs. Ginger Madden and Mr. Richard Palmer took the Oath of Office.

Board Recognition – Mr. Steve Kramer introduced and thanked the **Madeira Board of Education** for their service to the school district and the community.

Nomination and Election of Officers for 2016

Background Information – Election of Officers

By Statute 3313.14 city, local and exempted village boards may organize at any time within the first 15 days of January.

If more than one person is nominated for the position of president or vice president, the treasurer shall publicly call the roll of the board and ask the members to vote their choice. Secret ballots would be a violation of the Sunshine Law. Ohio law requires a majority vote of all members of the board to elect an officer. Once the officers have been elected and sworn in, the meeting will proceed with the newly elected president presiding.

President Pro-Tempore (02-16) – Dr. Cathy Swami, representing the Board, nominated **Mr. Pat Shea** as President of the Madeira Board of Education for the 2016 calendar year.

President took over the meeting from the President Pro Tempore for nomination and election of Vice President

Vote: Mr. Kamil, aye; Mrs. Madden, aye; Mr. Palmer, aye; Mr. Shea, aye; Dr. Swami, aye.

Vice-President (03-16) – Dr. Swami, representing the Board, nominated **Mr. Kamil** as Vice President of the Madeira Board of Education for the 2016 calendar year.

Vote: Mr. Kamil, aye; Mrs. Madden, aye; Mr. Palmer, aye; Dr. Swami, aye; Mr. Shea, aye.

ORDER OF THE ROLL CALL (04-16) – Mr. Kami moved, seconded by Dr. Swami to approve the order by alphabetical order, with rotation of the first voter in the previous meeting to the fourth during the current meeting, and the President always voting fifth and last.

Vote: Mr. Kamil, aye; Mrs. Madden, aye; Mr. Palmer, aye; Dr. Swami, aye; Mr. Shea, aye.

TIME, DATE, AND LOCATION OF MEETINGS (05-16)- Mr. Kamil moved, seconded by Dr. Swami to designate the following dates at 7pm in the Madeira High School – Perin Learning Commons, 7465 Loannes Dr., Hamilton County, Madeira, Ohio, unless otherwise announced.

| | | | |
|--------------------|-----------------|---------------------|--------------------|
| January 11 | April 18 | July 18 | October 17 |
| February 16 | May 16 | August 8 | November 21 |
| March 21 | June 20 | September 19 | December 19 |

Vote: Mr. Kamil, aye; Mrs. Madden, aye; Mr. Palmer, aye; Dr. Swami, aye; Mr. Shea, aye.

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BOARD SERVICE FUND (06-16) – Dr. Swami moved, seconded by Mr. Palmer to approve the amount of \$5,000 to be set aside from the General fund to be used in paying expenses incurred by the Madeira Board of Education or their official representatives in the performance of their duties during 2016.

Vote: Mr. Kamil, aye; Mrs. Madden, aye; Mr. Palmer, aye; Dr. Swami, aye; Mr. Shea, aye.

BOARD APPOINTEES

(07-16) – Dr. Swami moved, seconded by Mr. Palmer to appoint as follows:

- Planning Commission – Mrs. Ginger Madden
- Legislative – Mr. Pat Shea
- Student Achievement Liaison – Dr. Cathy Swami

Vote: Mr. Kamil, aye; Mrs. Madden, aye; Mr. Palmer, aye; Dr. Swami, aye; Mr. Shea, aye.

(08-16) – Mr. Kamil moved, seconded by Mrs. Madden to appoint as follows:

- Great Oaks Board – Dr. Cathy Swami

Vote: Mr. Kamil, aye; Mrs. Madden, aye; Mr. Palmer, aye; Mr. Shea, aye.

LEGAL COUNSEL (09-16) – Dr. Swami moved, seconded by Mr. Kamil to appoint Ennis Britton as legal counsel for calendar year 2016 in accordance with ORC 3313.203 and 3313.47.

Vote: Mr. Kamil, aye; Mrs. Madden, aye; Mr. Palmer, aye; Dr. Swami, aye; Mr. Shea, aye.

IRS MILEAGE RATE (10-16) – Mrs. Madden moved, seconded by Dr. Swami to approve the 2016 IRS mileage reimbursement rate and any changes issued during the year (\$.54/mile as of 1/1/16) for professional leave and district business approved within the course of assigned district positions.

Vote: Mr. Kamil, aye; Mrs. Madden, aye; Mr. Palmer, aye; Dr. Swami, aye; Mr. Shea, aye.

SUPERINTENDENT AUTHORIZATIONS

Professional Leave (11-16) – Mr. Kamil moved, seconded by Dr. Swami to authorize the Superintendent to approve requests from school employees to attend professional meetings within the amount of appropriations for the calendar year 2016.

Vote: Mr. Kamil, aye; Mrs. Madden, aye; Mr. Palmer, aye; Dr. Swami, aye; Mr. Shea, aye.

Temporary Personnel (12-16)- Mr. Kamil moved, seconded by Dr. Swami to 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 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.

Nothing in this resolution shall require the Board of Education to employ or continue to employ an individual who has not provided a criminal records check satisfactory to the Board or who has not satisfied any other prerequisite to employment created by law or Board Policy.

The authorization provided by this resolution shall remain in effect until withdrawn by formal action of this Board.

Vote: Mr. Kamil, aye; Mrs. Madden, aye; Mr. Palmer, aye; Dr. Swami, aye; Mr. Shea, aye.

Resignations (13-16) – Dr. Swami moved, seconded by Mr. Palmer to authorize the Superintendent to accept resignations which have been submitted by employees during times when the Board is not in session, subject to ratification by this Board; provided however, that upon ratification by the Board, such resignations shall be deemed effective as of the date and time of the Superintendent's acceptance.

The authorization provided by this resolution shall remain in effect until withdrawn by formal action of this Board.

Vote: Mr. Kamil, aye; Mrs. Madden, aye; Mr. Palmer, aye; Dr. Swami, aye; Mr. Shea, aye.

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TREASURER AUTHORIZATIONS

Federal, State and Local Grants (14-16) – Mr. Kamil moved, seconded by Mrs. Madden to authorize the Treasurer to enter into and/or accept or participate in Federal, State, and Local Grants or agreements and authorize the Treasurer to appropriate funds for the grants awarded.

Vote: Mr. Kamil, aye; Mrs. Madden, aye; Mr. Palmer, aye; Dr. Swami, aye; Mr. Shea, aye.

Certificate of Estimated Resources (15-16) – Dr. Swami moved, seconded by Mr. Palmer to authorize the Treasurer to file requests for amendments of the Certificate of Estimated Resources with the Hamilton County Auditor as information becomes available to the Treasurer to warrant such a filing.

Vote: Mr. Kamil, aye; Mrs. Madden, aye; Mr. Palmer, aye; Dr. Swami, aye; Mr. Shea, aye.

Fund to Fund Transfers (16-16) – Mr. Kamil moved, seconded by Mrs. Madden to authorize the Treasurer to make fund to fund advances, advance returns and transfers as needed throughout the year with Board ratification per current law as part of the financial reports at the regular meetings.

Vote: Mr. Kamil, aye; Mrs. Madden, aye; Mr. Palmer, aye; Dr. Swami, aye; Mr. Shea, aye.

Property Tax Payments (17-16) – Mr. Kamil moved, seconded by Dr. Swami to resolve that the Auditor and Treasurer of Hamilton County, Ohio be requested to draw and pay to the Treasurer of the Madeira City School District, Susan Crabill, in accordance with ORC 321.34 the money derived from all real and/or tangible personal property taxes and other sources, payable by law to the county Treasurer, to the account of Madeira City School District, and lawfully applicable for the purpose of the current fiscal year of funds due in any settlement in calendar year 2016.

Vote: Mr. Kamil, aye; Mrs. Madden, aye; Mr. Palmer, aye; Dr. Swami, aye; Mr. Shea, aye.

Inactive Funds (18-16) – Dr. Swami moved, seconded by Mr. Palmer to authorize the Treasurer to invest inactive funds at the most productive interest rate, whenever these funds are available, within the limits of the law and district policy.

Vote: Mr. Kamil, aye; Mrs. Madden, aye; Mr. Palmer, aye; Dr. Swami, aye; Mr. Shea, aye.

Deposits and Withdrawals (19-16) – Mr. Kamil moved, seconded by Dr. Swami to resolve that the funds of the Madeira Board of Education be deposited in its name, and that, after authorization by Board resolution, the same be subject to withdrawal by checks, drafts, and other orders for the payment of money, made, signed, withdrawn, accepted or endorsed in the name of the Madeira Board of Education and signed by the Treasurer, effective January 1, 2016 until the organizational meeting of the Board in January, 2016, in accordance with ORC 3315.51.

Vote: Mr. Kamil, aye; Mrs. Madden, aye; Mr. Palmer, aye; Dr. Swami, aye; Mr. Shea, aye.

Public Records Officer (20-16) – Dr. Swami moved, seconded by Mrs. Madden to designate the Treasurer as the Public Records Officer and authorize the Treasurer to convene meetings of the Records Commission not limited to, but at minimum, annually.

Vote: Mr. Kamil, aye; Mrs. Madden, aye; Mr. Palmer, aye; Dr. Swami, aye; Mr. Shea, aye.

Pay Bills (21-16) – Mr. Palmer moved, seconded by Dr. Swami to authorize the Treasurer to pay all bills within the limits of the appropriations resolution as prescribed by ORC 3313.18 as bills are received under assumption goods received or services performed are acceptable.

Vote: Mr. Kamil, aye; Mrs. Madden, aye; Mr. Palmer, aye; Dr. Swami, aye; Mr. Shea, aye.

Tax Budget (22-16) – Dr. Swami moved, seconded by Mr. Kamil to adopt the Tax Budget for fiscal year July 1, 2016 through June 30, 2017.

Vote: Mr. Kamil, aye; Mrs. Madden, aye; Mr. Palmer, aye; Dr. Swami, aye; Mr. Shea, aye.

HEARING OF THE PUBLIC – There was no public participation at this time.

PERSONNEL (23-16) – Dr. Swami moved, seconded by Mr. Kamil to approve **Mr. Tim Weber** as the new Madeira City School District Assistant Superintendent for a three (3) year contract, August 1, 2016 through July 31, 2019 at a salary recommended by the Finance Committee.

Vote: Mr. Kamil, aye; Mrs. Madden, aye; Mr. Palmer, aye; Dr. Swami, aye; Mr. Shea, aye.

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REPORT

Demographic Study – Mr. Kramer and Mr. Matsudo summarized the demographic study that was prepared by Cropper GIS. The study was developed based on historical enrollment data, city population, fertility rates over the life of the forecasts, 18 to 24 year old population, median age of the district population, home construction, and some other assumptions. The study also made assumptions based on the current economy, interest rates, mortgage approval levels, rate of housing foreclosures, employment rates in Hamilton County, transfers into the district, and various other assumptions. Over the course of 5-8 years, the demographic study indicated a 9.2% increase from 2016 to 2021. Total enrollment will grow by 3.7% from 2021 to 2026.

Mr. Kramer indicated to the Board that based on current kindergarten enrollment there should be an additional first grade teacher/class for the 2016/2017 school year. Additional classroom space will be made available from the preschool wing of the elementary school. Plans are in place to use two classrooms for preschool instead of three classrooms.

Mr. Weber, elementary principal, reviewed with the Board target points for adding grade level classroom sections; K-2 grades aide support may be added at 24/25 students per classroom dependent upon the make-up of the classrooms, 26/27 students per class an additional classroom teacher instead of aides again dependent upon the make-up of the classrooms. Within the next few weeks a survey will be sent to potential incoming kindergarten students to determine their intention of attending Madeira elementary. Kindergarten enrollment will occur in the next five weeks.

District enrollment is monitored closely each year.

CONSENT CALENDAR (24-14)- Dr. Swami moved, seconded by Mr. Kamil to approve the consent calendar.

A. Minutes

1. December 7, 2015

B. Resignation – Classified

1. **Tony Mitchell** – Wrestling Coach

C. Supplemental - Certified

Funded with General Funds

| | | |
|-----------------------|-----------------------|------------------|
| Katie Naegeli | Home Instruction | \$25.00 per hour |
| Jennifer Lewis | Home Instruction | \$25.00 per hour |
| Tim Keeton | MHS – Wrestling Coach | \$1,000.00 |

Funded with Non-General Funds

| Name | Assignment | Amount |
|----------------------|-------------------------------|---------------|
| Rick Rockwell | Mighty Mustangs Camp Director | \$1,500.00 |
| Jon Unger | Girls Soccer Trainer | \$500.00 |

D. Supplemental – Classified

Funded with Non-General Funds

| Name | Assignment | Amount |
|------------------------|---------------------------------|---------------|
| Jacob Sullivan | Mighty Mustangs Camp Supervisor | \$950.00 |
| Evan Westendorf | Mighty Mustangs Camp Supervisor | \$950.00 |
| Chris Bukas | Mighty Mustangs Camp Supervisor | \$1,000.00 |
| Pete Hopewell | Mighty Mustangs Camp Supervisor | \$1,000.00 |

E. Treasurers Report

1. **General Fund Financial Report** for December, 2015 and **warrant payments for all funds** in the amount of \$417,408.31.

| | Dec 1- Dec 31 | FY16 FYTD | FY15 FYTD |
|---------------------|----------------------|------------------|------------------|
| Revenues | \$244,719 | \$8,957,632 | \$8,713,911 |
| Expenditures | \$1,891,415 | \$9,096,956 | \$8,683,507 |
| Ending Cash | \$7,642,841 | \$7,642,841 | \$7,020,381 |

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2. Donations

| Donor | Item/Recipient | Amount |
|----------------------------|---|------------|
| Montgomery Woman's Club | MHS - Theatre | \$50.00 |
| Ventress Family Foundation | MHS – Girls Basketball program | \$1,326.25 |
| Neediest Kids of All | MMS | \$400.00 |
| CEI Sports, Inc | MHS – Baseball | \$125.00 |
| Mr. and Mrs. Petro | MHS – After Prom | \$40.00 |
| Buffalo Wild Wings | Donation in Kind to MHS - Entrepreneur Club | \$250.00 |
| Chili's | Donation in Kind to MHS - Entrepreneur Club | \$111.00 |
| Eli's BBQ | Donation in Kind to MHS - Entrepreneur Club | \$639.00 |
| Dunkin Donuts | Donation in Kind to MHS - Entrepreneur Club | \$179.80 |
| Chick-fil-A | Donation in Kind to MHS - Entrepreneur Club | \$305.00 |
| Graeters Ice Cream | Donation in Kind to MHS - Entrepreneur Club | \$325.00 |
| Jersey Mike's Subs | Donation in Kind to MHS - Entrepreneur Club | \$330.00 |
| Spradlin Auto Care | Donation in Kind to MHS - Entrepreneur Club | \$299.00 |
| Mr. Kam Misleh | Donation in Kind to MHS - Entrepreneur Club | \$235.75 |
| Ms. Amy Kahn | Donation in Kind to MHS - Entrepreneur Club | \$1,403.95 |
| Ms. Angie Schilling | Donation in Kind to MHS - Entrepreneur Club | \$400.00 |
| The Sampson Family | MHS – Entrepreneur Club | \$100.00 |
| The Mitchell Family | MHS – Entrepreneur Club | \$363.00 |
| Mr. and Mrs. Clark Eads | MHS – Entrepreneur Club | \$20.00 |
| MHS National Honor Society | MHS – Foods Club for Father/Daughter Dance | \$130.00 |

Vote: Mr. Kamil, aye; Mrs. Madden, aye; Mr. Palmer, aye; Dr. Swami, aye; Mr. Shea, aye.

LIMITED CONTRACTS FOR NON-TEACHING PUPIL ACTIVITY DUTIES (25-16) – Mr. Kamil moved, seconded by Mr. Palmer to resolve that a vacancy exists in the positions listed below, that the position was offered to current district or out of district licensed employees and no such qualified person applied for or accepted the position. The following non-licensed person/s applied for and is qualified for the position. ***Contract will be dependent upon person/s obtaining a valid pupil activity program permit issued by the State Board of Education per 3319.303.***

| Name | Assignment | Amount |
|---------------|-----------------------|------------|
| Tony Mitchell | MHS – Wrestling Coach | \$2,900.00 |
| Brad Keeton | MMS – Wrestling Coach | \$900.00 |

Vote: Mr. Kamil, aye; Mrs. Madden, aye; Mr. Palmer, aye; Dr. Swami, aye; Mr. Shea, aye.

TREASURER AGENDA

OSBA Membership (26-16) – Mr. Kamil moved, seconded by Mr. Palmer to approve the 2016 membership in the Ohio School Boards Association, electronic subscription to Briefcase, electronic subscription to School Management News, and participation in its legal assistance fund.

Vote: Mr. Kamil, aye; Mrs. Madden, aye; Mr. Palmer, aye; Dr. Swami, aye; Mr. Shea, aye.

Resolution Designating Depositories of Public Monies (27-16) – Dr. Swami moved, seconded by Mrs. Madden to resolve that depositories of active monies from January 1, 2016 through December 31, 2020, subject to control of the Board, be deposited in 5/3 Bank, first \$25,000, and any amount in excess may be deposited in 5/3 Bank, Huntington Bank, First Financial Bank, PNC, and US Bank.

Vote: Mr. Kamil, aye; Mrs. Madden, aye; Mr. Palmer, aye; Dr. Swami, aye; Mr. Shea, aye.

GOVERNANCE

High School Course Planner (28-16) – Mr. Kamil moved, seconded by Dr. Swami to adopt the High School Course Planner for the 2016-2017 school year.

Vote: Mr. Kamil, aye; Mrs. Madden, aye; Mr. Palmer, aye; Dr. Swami, aye; Mr. Shea, aye.

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School Calendar (29-16) – Mrs. Madden moved, seconded by Dr. Swami to adopt the school calendars for 2016-2017 and 2017-2018 school years.

Vote: Mr. Kamil, aye; Mrs. Madden, aye; Mr. Palmer, aye; Dr. Swami, aye; Mr. Shea, aye.

PLANNING COMMISSION

Resignation of Members (30-16) – Mr. Palmer moved, seconded by Mrs. Madden to accept with great appreciation the resignation of Planning Commission members listed below, effective at the end of the calendar year, 12/31/2015.

Ginger Madden

Richard Palmer

Vote: Mr. Kamil, aye; Mrs. Madden, aye; Mr. Palmer, aye; Dr. Swami, aye; Mr. Shea, aye.

SUPERINTENDENT COMMITTEE REPORTS

- Finance – Mr. Kramer appointed Mr. Pat Shea and Mr. Richard Palmer to be on the Finance Committee for the calendar year 2016. The Finance Committee met on Dec. 17, 2015 and reviewed the Tax Budget, the Banking Services RFP, and the salary recommendation for the Asst. Superintendent for approval on the January 11, 2016 agenda.
- Buildings and Grounds – Mr. Kramer appointed Mr. Richard Palmer to be on the Buildings and Grounds Committee for calendar year 2016. Mr. Matsudo updated the Board on the high school fitness center that is being funded by the Madeira Schools Foundation donors.
- Community Relations – Mr. Kramer appointed Mr. Pat Shea to be on the Community Relations Committee for calendar year 2016.
- Policy – Mr. Kramer appointed Mrs. Ginger Madden and Mr. Tarek Kamil to be on the Policy Committee for calendar year 2016.

BOARD COMMITTEE/LIASION REPORTS

- Planning Commission – February 16 Board Agenda will include one study; One to World.
- Great Oaks – Dr. Swami has been appointed the chairman of the Education Committee.
- Legislation Liaison – No report at this time.
- Student Achievement Liaison – No report at this time.

DISCUSSION ITEMS

ADJOURNMENT (31-16) – Dr. Swami moved, seconded by Mr. Palmer that the January 11, 2016 meeting of the Madeira Board of Education be adjourned.

Vote: Mr. Kamil, aye; Mrs. Madden, aye; Mr. Palmer, aye; Dr. Swami, aye; Mr. Shea, aye.

Board President

Treasurer