

# **RECORD OF PROCEEDINGS 001**

## **Minutes of MADEIRA BOARD OF EDUCATION**

### **Organizational Meeting & Regular Meeting Held January 8, 2018**

The Organization and Regular meeting of the Madeira Board of Education was held on Monday, January 8, 2018 at 7pm respectively in accordance with written notices sent to each member. The meeting was called to order by President Pro-Tempore Mr. Richard Palmer.

Present: Mr. Steve Bernicke, Mr. Ryan Lex, Mrs. Ginger Madden, Mr. Palmer, Mr. Shea

Also present at the meeting were Kenji Matsudo, Susan Crabill, Tim Weber, Chris Stewart, Gray Palmer, Alex Bernicke, Mark Letscher, Samuel Bernicke, Avery Slusher, Jennie Kane, Kellie Palmer, Abigail Palmer, Stephanie Lex, Kate Lex, Lily Lex, Graham Sarg, and Skip Sorg.

**AGENDA (01-18)** – Mr. Shea moved, seconded by Mrs. Madden to approve the agenda for the January 8, 2018 meeting of the Board of Education.

Vote: Mr. Bernicke, aye; Mr. Lex, aye; Mrs. Madden, aye; Mr. Shea, aye; Mr. Palmer

#### **ORGANIZATIONAL MEETING**

**Oath of Office** – Mr. Bernicke, Mr. Lex and Mr. Shea took the Oath of Office.

**President Pro-Tempore (02-18)** – Mr. Richard Palmer, representing the Board, nominated **Mr. Pat Shea** as President of the Madeira Board of Education for the 2018 calendar year, seconded by Mr. Lex.

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

Vote: Mr. Bernicke, aye; Mr. Lex, aye; Mrs. Madden, aye; Mr. Shea, aye; Mr. Palmer

**Vice-President (03-18)** – Mr. Shea, representing the Board, nominated **Mr. Palmer** as Vice President of the Madeira Board of Education for the 2018 calendar year, seconded by Mr. Palmer.

Vote: Mr. Bernicke, aye; Mr. Lex, aye; Mrs. Madden, aye; Mr. Shea, aye; Mr. Palmer

**ORDER OF THE ROLL CALL (04-18)** – Mr. Palmer moved, seconded by Mr. Lex 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. Bernicke, aye; Mr. Lex, aye; Mrs. Madden, aye; Mr. Shea, aye; Mr. Palmer

**TIME, DATE, AND LOCATION OF MEETINGS (05-18)**- Mr. Palmer moved, seconded by Mr. Bernicke 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.

<b>January 8</b>	<b>April 16</b>	<b>July 16</b>	<b>October 15</b>
<b>February 20</b>	<b>May 21</b>	<b>August 6</b>	<b>November 19</b>
<b>March 19</b>	<b>June 18</b>	<b>September 17</b>	<b>December 17</b>

Vote: Mr. Bernicke, aye; Mr. Lex, aye; Mrs. Madden, aye; Mr. Shea, aye; Mr. Palmer

**BOARD SERVICE FUND (06-18)** – Mr. Lex 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 2018.

Vote: Mr. Bernicke, aye; Mr. Lex, aye; Mrs. Madden, aye; Mr. Shea, aye; Mr. Palmer

#### **BOARD APPOINTEES**

**(07-18)** – Mr. Bernicke moved, seconded by Mr. Palmer to appoint as follows:

- Planning Commission – Mr. Ryan Lex
- Legislative – Mr. Pat Shea
- Student Achievement Liaison – Mrs. Ginger Madden
- Great Oaks – Community Member, Dr. Cathy Swami
- Vote: Mr. Bernicke, aye; Mr. Lex, aye; Mrs. Madden, aye; Mr. Shea, aye; Mr. Palmer

**LEGAL COUNSEL (08-18)** – Mr. Lex moved, seconded by Mr. Bernicke to appoint Ennis Britton as legal counsel for calendar year 2018 in accordance with ORC 3313.203 and 3313.47.

Vote: Mr. Bernicke, aye; Mr. Lex, aye; Mrs. Madden, aye; Mr. Shea, aye; Mr. Palmer

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**IRS MILEAGE RATE (09-18)** – Mr. Lex moved, seconded by Mr. Palmer to approve the 2017 IRS mileage reimbursement rate and any changes issued during the year (\$.545/mile as of 1/1/18) for professional leave and district business approved within the course of assigned district positions.

Vote: Mr. Bernicke, aye; Mr. Lex, aye; Mrs. Madden, aye; Mr. Shea, aye; Mr. Palmer

**SUPERINTENDENT AUTHORIZATIONS**

**Professional Leave (10-18)** – Mr. Palmer moved, seconded by Mr. Bernicke to authorize the Superintendent to approve requests from school employees to attend professional meetings within the amount of appropriations for the calendar year 2018.

Vote: Mr. Bernicke, aye; Mr. Lex, aye; Mrs. Madden, aye; Mr. Shea, aye; Mr. Palmer

**Temporary Personnel (11-18)**- Mr. Lex moved, seconded by Mr. Bernicke 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. Bernicke, aye; Mr. Lex, aye; Mrs. Madden, aye; Mr. Shea, aye; Mr. Palmer

**Resignations (12-18)** – Mr. Palmer moved, seconded by Mrs. Madden 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. Bernicke, aye; Mr. Lex, aye; Mrs. Madden, aye; Mr. Shea, aye; Mr. Palmer

**TREASURER AUTHORIZATIONS**

**Federal, State and Local Grants (13-18)** – Mr. Lex 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. Bernicke, aye; Mr. Lex, aye; Mrs. Madden, aye; Mr. Shea, aye; Mr. Palmer

**Certificate of Estimated Resources (14-18)** – Mr. Palmer moved, seconded by Mr. Lex 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. Bernicke, aye; Mr. Lex, aye; Mrs. Madden, aye; Mr. Shea, aye; Mr. Palmer

**Fund to Fund Transfers (15-18)** – Mr. Bernicke moved, seconded by Mr. Palmer 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. Bernicke, aye; Mr. Lex, aye; Mrs. Madden, aye; Mr. Shea, aye; Mr. Palmer

**Property Tax Payments (16-18)** – Mr. Lex moved, seconded by Mrs. Madden 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 2018.

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Vote: Mr. Bernicke, aye; Mr. Lex, aye; Mrs. Madden, aye; Mr. Shea, aye; Mr. Palmer

**Inactive Funds (17-18)** – Mr. Lex moved, seconded by Mr. Bernicke 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. Bernicke, aye; Mr. Lex, aye; Mrs. Madden, aye; Mr. Shea, aye; Mr. Palmer

**Deposits and Withdrawals (18-18)** – Mr. Bernicke moved, seconded by Mr. Lex 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, 2018 until the organizational meeting of the Board in January, 20189, in accordance with ORC 3315.51.

Vote: Mr. Bernicke, aye; Mr. Lex, aye; Mrs. Madden, aye; Mr. Shea, aye; Mr. Palmer

**Public Records Officer (19-18)** – Mrs. Madden moved, seconded by Mr. Bernicke 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. Bernicke, aye; Mr. Lex, aye; Mrs. Madden, aye; Mr. Shea, aye; Mr. Palmer

**Pay Bills (20-18)** – Mr. Lex moved, seconded by Mr. Bernicke 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. Bernicke, aye; Mr. Lex, aye; Mrs. Madden, aye; Mr. Shea, aye; Mr. Palmer

**Tax Budget (21-18)** – Mr. Bernicke moved, seconded by Mr. Palmer to adopt the Tax Budget for fiscal year July 1, 2018 through June 30, 2019.

Vote: Mr. Bernicke, aye; Mr. Lex, aye; Mrs. Madden, aye; Mr. Shea, aye; Mr. Palmer

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

**REPORT – DISTRICT GOAL REVIEW**

Mr. Weber revisited the 2017-2018 Annual Goals and the strategies that the buildings and grade levels have been working on. Mr. Weber also reviewed the Administrative “90 Day Priorities” process for the Administrative staff to continually focus on the district and building programs. Mr. Matsudo and Mr. Weber also reminded the Board about the Strategic Plan planning commission study and how that will be used to focus and develop 2018-2019 Goals.

**CONSENT CALENDAR (22-18)**- Mr. Bernicke moved, seconded by Mr. Palmer to approve the consent calendar.

**A. Minutes**

1. December 18, 2017

**A. Resignations – Classified**

1. **Ann Kean** – Educational Assistant at Madeira High School

**B. Supplemental - Certified**

**Funded with General Funds - Certified**

Name	Assignment	Amount
Chris Stewart	Football Head Coach	\$8,000.00

**Funded with Non-General Funds - Certified**

Name	Assignment	Amount
Rick Rockwell	Mighty Mustangs Camp Director	\$1,500.00

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**D. Treasurers Report**

**1. General Fund Financial Report** for December, 2017 and **warrant payments for all funds** in the amount of \$392,290.47.

	<b>Dec 1- Dec 31</b>	<b>FY18 FYTD</b>	<b>FY17 FYTD</b>
<b>Revenues</b>	\$252,682	\$10,310,407	\$8,923,861
<b>Expenditures</b>	\$1,913,063	\$9,518,532	\$9,266,319
<b>Ending Cash</b>	\$9,799,098	\$9,799,098	\$7,641,785

Vote: Mr. Bernicke, aye; Mr. Lex, aye; Mrs. Madden, aye; Mr. Palmer, aye; Mr. Shea, aye.

**LIMITED CONTRACTS FOR NON-TEACHING PUPIL ACTIVITY DUTIES (23-18)** – Mrs. Madden moved, seconded by Mr. Bernicke 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.***

<b>Name</b>	<b>Assignment</b>	<b>Amount</b>
<b>Chris Bukas</b>	Mighty Mustangs Camp Supervisor	\$1,000.00

Vote: Mr. Bernicke, aye; Mr. Lex, aye; Mrs. Madden, aye; Mr. Palmer, aye; Mr. Shea, aye.

**TREASURER'S AGENDA**

**OSBA Membership (24-18)** – Mr. Palmer moved, seconded by Mr. Lex to approve the 2018 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. Bernicke, aye; Mr. Lex, aye; Mrs. Madden, aye; Mr. Palmer, aye; Mr. Shea, aye.

**GOVERNANCE**

**High School Course Planner (25-18)** – Mr. Bernicke moved, seconded by Mr. Lex to adopt the High School Course Planner for the 2018-2019 school year.

Vote: Mr. Bernicke, aye; Mr. Lex, aye; Mrs. Madden, aye; Mr. Palmer, aye; Mr. Shea, aye.

**2018-2019 Calendar (26-18)** – Mr. Palmer moved, seconded by Mr. Lex to adopt the revised 2018-2019 District Calendar.

Vote: Mr. Bernicke, aye; Mr. Lex, aye; Mrs. Madden, aye; Mr. Palmer, aye; Mr. Shea, aye.

**SUPERINTENDENT COMMITTEE REPORTS**

- Finance – There may be a Finance Meeting prior to the next board meeting to approve revised appropriations for 2017-2018 due to the new 029 Education Foundation fund that was established.
- Buildings and Grounds – Notices are in the paper for the playground renovation
- Community Relations – No report at this time.
- Policy – No policies to be reviewed at this time.

**BOARD COMMITTEE/LIASION REPORTS**

- Planning Commission – Meeting on Thursday, Jan. 11.
- Great Oaks – Dr. Swami is the community representative to the Oaks. Any updates will be forwarded to Mr. Matsudo.
- Legislation – No report at this time.
- Student Achievement Liaison – No update at this time.

**DISCUSSION ITEMS**

- Mr. Matsudo confirmed the representatives to the Superintendent Committees; Finance-Mr. Shea and Mr. Palmer, Buildings and Grounds-Mr. Palmer, Community Relations-Mr. Shea, Policy-Mr. Bernicke and Mrs. Madden
- Mr. Matsudo suggested that a Board retreat be scheduled within the coming weeks.

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**ADJOURNMENT** – Mr. Lex moved, seconded Mr. Bernicke that the January 8, 2018 regular meeting of the Madeira Board of Education be adjourned.

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Board President

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Treasurer