

KIRTLAND BOARD OF EDUCATION
ORGANIZATIONAL MEETING AGENDA
KIRTLAND ELEMENTARY HORNET HALL

January 10, 2022

7:00 p.m.

I. INTRODUCTIONS

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call

II. BOARD GOVERNANCE

A. OATH OF OFFICE

In accordance with 3313.10 of the Ohio Revised Code, a Board member shall take the Oath of Office before beginning his or her official duties.

B. NOMINATION AND ELECTION OF THE PRESIDENT

In accordance with Section 3313.14 of the Ohio Revised Code, the Board of Education shall organize by electing one of its members President for a term of one year until the election of a new president at the January 2022 Organizational meeting. (Nominations do not require a second)

MOTION____ SECOND____ TC____ JH____ SG____ JW____ MW____

PRESIDENT TAKES THE CHAIR

C. NOMINATION AND ELECTION OF THE VICE PRESIDENT

MOTION____ SECOND____ TC____ JH____ SG____ JW____ MW____

In accordance with Section 3313.14 of the Ohio Revised Code, the Board of Education shall organize by electing one of its members Vice President for a term of one year. (Nominations do not require a second)

D. BOARD REPRESENTATIVE APPOINTMENTS

- 1. OSBA Legislative Liaison
- 2. OSBA Student Achievement
- 3. Student Learning Achievement Committee
- 4. Finance Committee

III. REQUESTS FOR BOARD ACTION

Board Members

- 1. Resolution to Establish Regular Business Meeting Dates for 2022:
In accordance with Section 3313.15 of the Ohio Revised Code, the Board of Education shall fix the time and dates for holding its monthly meetings.

2. BOARD OF EDUCATION SERVICE FUND
Establish Board of Education Service Fund for the year 2022 in the amount of \$10,000.00
3. Recommendation to Adopt A Resolution Authorizing the Superintendent/Treasurer to Utilize Legal Counsel as Appropriate:
BE IT RESOLVED, by the Board of Education of the Kirtland Local School District that the Superintendent and Treasurer are authorized to utilize legal counsel on behalf of the district regarding various areas of concern.
4. Recommendation to Approve Membership Dues and Legal Assistance Fund Dues for Ohio School Boards Association (OSBA) for 2022:
WHEREAS, Ohio School Boards Association serves over 700 school districts; and 3,500 school board members; and
WHEREAS, Ohio School Boards Association's special programs and services include the policy network, newsletters, special reports, workshops and other opportunities; and
WHEREAS, the Ohio School Boards Association continually provides advocacy and information on state, national and federal issues that would benefit this district;
NOW, THEREFORE BE IT RESOLVED, That the Kirtland Board of Education approves membership and participation in the Legal Assistance Fund in the Ohio School Boards Association for calendar year 2022 and authorizes the Treasurer to make payment not to exceed \$6,000 to OSBA.
5. Recommendation to Adopt A Resolution Appointing a hearing officer:
WHEREAS, federal and state regulations require a Board of Education to designate a Hearing Officer for student discipline matters;
NOW, THEREFORE BE IT RESOLVED That the Board of Education designates Superintendent Mr. Chad VanArnhem, or his designee, as the Hearing Officer for student discipline matters during calendar year 2022.
6. Recommendation to Appointment of Compliance Officers
FOR THE KIRTLAND LOCAL SCHOOL DISTRICT
FOR CALENDAR YEAR 2022

504 & Title IX (Staff) Compliance Officer
Kristen Schutte, Director of Pupil Services

504 & Title IX (Students) Compliance Officer
Kristen Schutte, Director of Pupil Services

District Safety Compliance Officer for Public Employee Risk Reduction Act
Chad VanArnhem, Superintendent

ADA Employment Compliance Officer
Chad VanArnhem, Superintendent

ADA Facility Compliance Officer
James Smith, Director of Buildings and Grounds

ADA Programs Compliance Officer
Kristen Schutte, Director of Pupil Services

Harassment Compliance Officer (Staff)
Chad VanArnhem, Superintendent

Harassment Compliance Officer (Students)
Chad VanArnhem, Superintendent

Civil Rights/Title VI Compliance Officer (Students)
Chad VanArnhem, Superintendent

Civil Rights/Title VI Compliance Officer (Staff)
Chad VanArnhem, Superintendent

Equal Employment Opportunity Compliance Officer
Chad VanArnhem, Superintendent

AHERA Designated Person
James Smith, Director of Buildings and Grounds

Homeless Education Liaison
Kristen Schutte, Director of Pupil Services

HIPPA Officer
Chad VanArnhem, Superintendent

7. Recommendation to Adopt A Resolution Authorizing Treasurer to Invest Funds:
WHEREAS, the Kirtland Local Board of Education, during the calendar year will receive funds periodically for the current expenses and other expenditures of said school district, and WHEREAS, funds that are not to be expended immediately shall be invested as interim funds, NOW, THEREFORE BE IT RESOLVED, that the Board of Education of the Kirtland Local School District does hereby direct the Treasurer to invest interim funds during the calendar year 2022.
8. Recommendation to Approve in accordance with Section 3313.642 and Section 3313.813 of the Ohio Revised Code the Board of Education establish class fees, students' fees and other appropriate fees by adopting the following resolution:
NOW THEREFORE BE IT RESOLVED, by the Kirtland School District Board of Education that in accordance with Section 3313.642 and Section 3313.813 of the Ohio Revised Code, the Superintendent be authorized to establish class fees, student fees, activity fees, extracurricular participation fees, lunch prices, and other appropriate fees.
9. Recommendation to Adopt A Resolution authorizing compensation for some miscellaneous duties performed by certified staff members:
WHEREAS, the Kirtland Local School Board of Education wishes to facilitate the orderly and efficient payroll management by the Treasurer; and WHEREAS, the Superintendent has determined that certificated and classified staff members perform various services such as, but not limited to, ticket takers, referees/officials, ushers, security services; NOW, THEREFORE BE IT RESOLVED that upon the recommendation of the Superintendent, the Treasurer is authorized to compensate certificated and classified staff members who perform various miscellaneous services on behalf of the Kirtland Local School Board of Education at the board adopted rates of pay.
10. Recommendation to Adopt A Resolution Authorizing Approval of Property Tax Complaints, Agreements and Settlements:
NOW THEREFORE BE IT RESOLVED that for calendar year 2022 the Board of Education of the Kirtland Local School District hereby authorizes the Treasurer to direct authorized legal counsel to file original complaints against the valuation of commercial properties, to file counter-complaints against the valuation of commercial properties, to present evidence relating to the value of such properties at hearing or trial, to appeal decisions of the Lake County Board of Revision and the Ohio Board of Tax Appeals, to participate in any other real property tax appeal, to enter into settlement agreements and stipulations of value regarding tax complaints and appeals, and to take such other actions that are necessary to protect the best interests of the Kirtland Local School District in matters of real property taxation, provided that the Treasurer gives regular updates regarding such actions to the Board of Education.

11. Recommendation to Adopt A Resolution authorizing submission of grants and funding programs: WHEREAS, various opportunities arise for the Kirtland Local School District to apply for grants from federal, state and local sources; and WHEREAS, these grants may supplement the curricular and other needs of the Kirtland Local School District; and WHEREAS, the application deadlines for many of the grants require immediate funding request submissions; and WHEREAS, the applications often require the approval and authorization of the Board of Education of the Kirtland Local School District as part of the submission; NOW, THEREFORE BE IT RESOLVED, That the Kirtland Local School District Board of Education authorize the Superintendent of Schools to seek grants and contracts for various funded programs from outside sources including the federal, state, and other governments, foundations, private sector corporations any other funding source that would be of benefit to the School District. Such grants and contracts include, but are not limited to, Every Student Succeeds Act, Title Funds, the Individuals with Disabilities Education Act, and other federal programs; and Auxiliary Service Funds, SchoolNet Funds, and similar State Grants. BE IT FURTHER RESOLVED That the Board of Education of the Kirtland Local School District authorizes the Superintendent, Treasurer and Board President to sign and submit the applications for grant funding; and BE IT FURTHER RESOLVED that a copy of any such application would be forwarded to the Board of Education at their request.

12. Recommendation to Adopt A Resolution authorizing the Treasurer to maintain petty cash and change funds: WHEREAS, Kirtland Local Schools Board of Education wishes to facilitate the orderly and efficient fiscal management of the school district; and WHEREAS, the Treasurer has recommended the continued maintenance of petty cash funds and change funds; NOW, THEREFORE BE IT RESOLVED that the Kirtland Local School District Board of Education authorizes the following petty cash funds and change funds for calendar year 2022:

Petty Cash Funds

Treasurer's Office	\$150.00
High School Office	\$50.00
Middle School Office	\$50.00
Elementary School Office	\$50.00
Athletics Change Fund	\$1,000.00

13. Recommendation to Adopt A Resolution authorizing selected student activity program contracts: WHEREAS, certain student activity and other public-school support function programs require that contracts be entered with vendors; and WHEREAS, O.R.C. Section 3313.33 requires that all contracts of the district be authorized by the Board of Education by vote and signed by both the Board President and Treasurer before these contracts are valid and before funds for such proposed expenditures may be encumbered; and WHEREAS, the Treasurer’s signature on the requisition/purchase order and contract indicates that there is a sufficient appropriation and sufficient monies available to honor that contract for relatively small financial commitments; and WHEREAS, “relatively small financial commitment” shall be defined as those contractual commitments not exceeding \$2,500; and WHEREAS, all student activity and other public-school support fund contracts of the District not exceeding \$2,500 may upon request be submitted at least annually to the Board for review; NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of the Kirtland Local School District that authorization be given to building principals and the Treasurer to enter into on behalf of the Board during 2022 student activity and other public school support program contracts involving relatively small financial commitments, providing such contracts are consistent with the Ohio

Revised Code and fall within the scope of activity program goals, purposes and budget as approved by the Board of Education.

14. Recommendation to Adopt A Resolution Dispensing with Separate Resolutions to Pay Invoices: WHEREAS, O. R. C. 3313.18 provides that a School Board that has by a majority vote of its' members adopted a Temporary or Permanent Appropriation Resolution, may by general resolution dispense with the adoption of resolutions authorizing purchase of certain property and payment of certain claims,
THEREFORE, BE IT RESOLVED, That the Kirtland Board of Education, having on June 28, 2021, by a majority vote of its Members adopted an Appropriation Resolution, wishes thereafter to dispense with the adoption of separate resolutions authorizing expenditure of funds that come within the provisions of the Temporary and Permanent Appropriations Resolutions. It will, therefore, not be necessary for the Treasurer to submit a list of invoices for the approval at the monthly Board Meeting; he/she may instead immediately issue warrants for the payment of claims provided that they are covered by purchase orders signed by the Treasurer authorizing the amount to be expended, and bear his/her own certification of availability of funds.
15. Recommendation to Adopt A Resolution authorizing "blanket" and "super blanket" purchase orders:
WHEREAS, the Ohio Revised code, Auditor of State regulations, and Board of Education policy 6320 provide for the issuance of purchase orders; and
WHEREAS, the Auditor of State Ohio Compliance Supplement provides for the issuance of blanket certificates for a sum not exceeding an amount established by Board resolution against any specific line item account over a period not extending beyond the end of the current fiscal year; and
WHEREAS, Board of Education policy 6320 authorizes the Treasurer's processing of requisitions and purchase orders; and
NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of the Kirtland Local School District that authorization is given the Treasurer to execute "blanket" and "super blanket" purchase orders in accordance with policy 6320.
16. Recommendation to Adopt A Resolution Authorizing Superintendent to Obligate Board for Purchase of Supplies:
WHEREAS O.R.C. 3313.20 provides that a School Board may designate the person to obligate the Board for the purchase of supplies and services,
THEREFORE, BE IT RESOLVED, That the Kirtland Board of Education hereby authorizes its Superintendent, to obligate this Board for the purchase of supplies as he may deem necessary for the operation of the schools with the provision that:
 - 1a. all expenditures must be within the limits provided for in the annual Appropriation Resolution.
 - 2a. He may not contract for teachers' services nor buy and sell real estate, nor any other action not provided for by law.
 - 3a. that his signature must appear on all purchase orders showing his approval of the amount of purchase.
 - 4a. that the Treasurer's Certificate of the availability of funds shall also appear on purchase orders as required by O.R.C. 5705.41. It is intended that this resolution shall stand as if part of the Temporary and Permanent Appropriation Resolutions passed by this Board.
17. Recommendation to Adopt A Resolution to Authorizing the Superintendent to Make Determinations on Equipment to be Removed from the District's Inventory: Authorizing the Superintendent to make determinations on obsolete/or non-operating equipment for removal from the district's inventory. A current record of said equipment shall be kept in the Superintendent's and Treasurer's office and made available for audit.
18. Recommendation to Adopt A Resolution Authorizing the Superintendent/Treasurer to Expend Funds for Necessary Meetings, Supplies, Food, Awards:
BE IT RESOLVED, by the Board of Education of the Kirtland Local School District, that the

Superintendent and Treasurer are authorized to expend district money in recognition of students, staff and community members. BE IT FURTHER RESOLVED that the Superintendent and Treasurer are also authorized to spend district funds on refreshments and meals for its offices, guests and employees of the district at appropriate meetings.

19. Recommendation to Adopt A Resolution Authorizing the Superintendent to Employ Personnel in Emergency Situations, Thereafter Subsequent to Board Approval.
20. Recommendation to Adopt A Resolution to Authorize the Purchase of Liability Insurance for Superintendent, Treasurer and Board Members:
WHEREAS, ORC 2744.08 provides that a political subdivision may procure insurance against its and its employee's potential tort liability under ORC Chapter 2744;
NOW THEREFORE BE IT RESOLVED that the Board authorizes the purchase of liability insurance on behalf of the Superintendent, Treasurer and Board Members.
21. Recommendation to Adopt A Resolution to Accept the Resignation of Any Employee of the Kirtland Local School District:
NOW THEREFORE BE IT RESOLVED by the Board of Education of the Kirtland Local School District hereby authorizes the Superintendent or his designee to accept the resignation of any employee of Kirtland Local School District by indicating acceptance in writing on the employee's written or printed resignation statement;
BE IT FURTHER RESOLVED that the Board of Education determines that a resignation shall be final and irrevocable once the Superintendent or his designee has accepted it.
22. Recommendation to Adopt A Resolution Appointing Designee to Attend Public Records Training:
NOW THEREFORE BE IT RESOLVED by the Board of Education of the Kirtland Local School District that the Treasurer is hereby appointed to attend public records training required for Board members by applicable law, namely, R.C. 109.43, and to convey such information to all members of the Board of Education.
23. Recommendation to Adopt A Resolution authorizing the Treasurer to advertise for bids by adopting the following in accordance with Section 3313.46 of the Ohio Revised Code;
WHEREAS, this Board is required pursuant to Section 3313.46 of the Revised Code to advertise for bids whenever it determines to build, repair, enlarge, demolish or furnish a schoolhouse, or make any improvements or repairs, the cost of which will exceed the statutory limit, except in cases of urgent necessity, or for the security and protection of school property, and except as otherwise provided in the Revised Code; and
WHEREAS, this Board has determined that it is appropriate and, in the best, interests of the School District to authorize the Treasurer to commence advertising for such bids pursuant to Section 3313.46 of the Revised Code, once this board has caused to be prepared such plans, specifications and related provisions as required by law, without obtaining in each instance specific direction from this Board to place or otherwise announce such advertisement; and
WHEREAS, this Board finds and determines that such authorization does not, and is not intended to, diminish, replace, modify or otherwise interfere with this Board's absolute authority to determine the best bid and to award contracts subsequent to the advertisement and receipt of bids as provided for in Section 3313.46 of the Revised Code; and
WHEREAS, this Board has determined that the public opening and reading of bids by the Treasurer immediately after the time for filing such bids has expired, at the place of meeting of the Board, and for tabulation of such bids and report thereof to the Board at its next regular meeting, provides for more bidder participation;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of the Kirtland Local School District, County of Lake, State of Ohio, that:

1. For the reasons and based upon the findings and determinations recited in the preambles hereto, the Treasurer is hereby authorized and directed to commence advertising for bids pursuant to Section 3313.46 of the Revised Code. The Treasurer shall notify the board of the intent to seek bids ten (10) business days prior to the commencement of advertising.
2. Bids shall be publicly opened and read by the Treasurer immediately after the time for filing, and tabulated and reported at the next regular meeting.
3. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in these formal actions were in meetings open to the public, in compliance with the law.

24. Recommendation to approve tax budget and recertify tax rates for 2021, collection year 2022

MOTION_____ SECOND_____ TC_____ JH_____ SG_____ JW_____ MW_____

IV. **ADJOURNMENT**

MOTION_____ SECOND_____ TC_____ JH_____ SG_____ JW_____ MW_____

*In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient fashion, public participation is permitted at each meeting at the discretion of the Board President. During regular business meetings, the public will be given an opportunity to address questions related to agenda items at the beginning of the meeting after the Roll Call and the Review of the Agenda by the Board.