

KIRTLAND BOARD OF EDUCATION
ORGANIZATIONAL MEETING AGENDA
KIRTLAND HIGH SCHOOL – LGI ROOM

Regular Meeting will immediately follow the Organizational Meeting

January 10, 2013
7:00 P.M.

I. INTRODUCTIONS

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Election of Officers
 - 1. President
 - 2. Vice President
- E. Welcome

II. REQUESTS FOR BOARD ACTION

A. Board Members

- 1. Resolution to Establish Regular Business Meeting Dates for 2013: 3rd Monday of Each Month, High School Large Instruction Room, 9150 Chillicothe Rd., 7:00 PM:
January 10, 2013 (Organizational and Regular)
February 25, 2013
March 18, 2013
April 15, 2013
May 20, 2013
June 17, 2013
July 15, 2013
August 19, 2013
September 16, 2013
October 21, 2013
November 18, 2013
December 16, 2013
- 2. Resolution Authorizing Payment to Board Members for Regular and Special Meetings in 2013-Maximum of 24 Meetings to be Paid: \$80 per meeting, total pay per Board member, \$1,920.00 per year
- 3. 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, 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 2013.

4. Resolution Authorizing Superintendent to Obligate Board for Purchase of Supplies:

WHEREAS 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 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.

5. Resolution Dispensing with Separate Resolution to Pay Invoices:
WHEREAS, 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 21, 2010, 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 Superintendent authorizing the amount to be expended, and bear his/her own certification of availability of funds.

6. Resolution to Authorize the Treasurer to Make Determinations on Equipment to be Removed from the District's Inventory: Authorizing the Treasurer 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.

7. 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.
8. 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.
9. Resolution Authorizing the Superintendent to Employ Personnel in Emergency Situations, Thereafter Subsequent to Board Approval
10. Resolution to Authorize 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.
11. Resolution to Accept 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.
12. 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.

13. Resolution Authorizing Approval of Property Tax Complaints, Agreements and Settlements:
NOW THEREFORE BE IT RESOLVED that for calendar year 2013, 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 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.

MOTION_____ SECOND_____RB_____TC_____TK_____TM_____KT_____

III. ADJOURNMENT

MOTION_____ SECOND_____RB_____TC_____TK_____TM_____KT_____

*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 Welcome. During the Agenda Items and Requests for Board Action portions of the meeting, there will be no opportunity for public participation. Once we complete the Requests for Board Action, we will offer another opportunity for public participation.

The Board is available via email (see Kirtland School District website www.kirtland.k12.oh.us) for any further questions/discussion. We appreciate your time and feedback.

KIRTLAND BOARD OF EDUCATION
REGULAR MEETING AGENDA
KIRTLAND HIGH SCHOOL – HS GYM

January 10, 2013
To Follow Organizational Approx. 7:30 p.m.

The Kirtland Local School District will make reasonable accommodation for individuals with disabilities to be able to participate in this activity. Please make all requests to the Superintendent.

I. INTRODUCTIONS

- F. Call to Order
- G. Pledge of Allegiance
- H. Roll Call
- I. Welcome
- * E. Requests for Public Hearing Regarding Board Agenda Items

II. COMMENDATIONS

Matt Paul – Athletic Awards

Board Appreciation Month - Board Member Recognition

III. PRESENTATION

Alysha Needham, Sarah Brown, Jessica Rittacco – Teaching Writing to Elementary Teachers By Way Of Writing Workshop

IV. REPORTS

Finance Committee

V. REQUESTS FOR BOARD ACTION

A. Board Members

**1. A RESOLUTION DECLARING IT NECESSARY TO
RENEW AN EXISTING TAX LEVY**

MOTION _____ SECOND _____ RB _____ TC _____ TK _____ TM _____ KT _____

VI. AGENDA ITEMS

A. Approval of Minute Transcripts

1. December 17, 2012

MOTION_____ SECOND_____RB_____TC_____TK_____TM_____KT_____

B. Treasurer

1. Public Hearing for comments on the 2013 Tax Budget
2. Recommendation to Approve the 2013 Tax Budget and Authorizing the Treasurer to submit the budget to the Lake County Budget Commission
3. Recommendation to Approve Membership Dues for Ohio School Boards Association for 2013, and membership in the Legal Assistance Fund

MOTION_____ SECOND_____RB_____TC_____TK_____TM_____KT_____

C. Administration, Superintendent of Schools

1. PERSONNEL

A. Recommendation to Approve personnel changes:

Name	Old Position	Hours	New Position	Hours	Action
Melissa Rettger	KMS Mid-Day Aide	2 hours per day	None		Resignation
Vickie Gilbert	KES Mid-Day Aide	1.5 hours per day	KMS Mid-Day Aide	2 hours per day	Took Rettger job
Diana Eisler	Mid-Day Bus Aide	1.5 hours per day	KES Mid-Day Aide	1.5 hours per day	Took Gilbert job
Sheila Dikowicz	RIF	0	Mid-Day Bus Aide	1.5 hours per day	Took Eisler job

B. Recommendation to Approve following contract adjustments, these adjustments are the result in a change to a Special Ed student placement at an out of district school

Chuck Bramley -.25 hours/day = 4 hrs/day, eff. 12/18/12
Denise Haines +.25 hours/day=4.5 hrs/day, eff. 12/18/12

Karen Kog +.75 hours/day = 5.5 hrs/day, eff. 1/7/13

- C. Recommendation to Approve Ray Hounshell, Sub Bus Driver/Sub Bus Aide, as needed, \$12.00/hr-driver, \$7.82/hr-aide, eff. 1-7-13
- D. Recommendation to Approve Larry Coco, Sub Bus Driver, as needed, \$7.82/hr, eff. 12-17-12
- E. Recommendation to Approve Lori Stout, bus driver replacement for Melissa Rettger, 4.75 hrs/day, 5 days/week, 23.75 hrs/week, \$17.65/hour, eff, 1-7-13

MOTION_____ SECOND_____RB_____TC_____TK_____TM_____KT_____

* Employment of personnel recommended for Board approval is contingent upon candidate compliance with all local, state and federal employment requirements/statutes and Board Policies 3121/4121, and any certification/licensure requirements.

* Employment as a coach, or permission to act as a volunteer coach, is contingent upon the candidate's compliance with all local, state and federal law, any and all applicable Board Policies and any applicable state certification/licensure requirements, including possession of a valid Pupil Activity Permit during the entire term of the coaching contract/volunteer period.

VII. * REQUESTS FOR PUBLIC HEARING REGARDING NON AGENDA ITEMS

VIII. ADJOURNMENT

MOTION_____ SECOND_____RB_____TC_____TK_____TM_____KT_____

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