

# Sandusky City Schools Board Meeting Agenda



## Organizational Meeting and Regular Meeting



Board of Education  
7:50 & 8:00 a.m.  
Thursday, January 12, 2017



### ***Mission:***

*To provide a diverse educational experience where all students will become respected, productive, and valued members of our community.*

### **• Board of Education •**

Mr. Jeff Krabill, President - 419.627.9999  
Mr. Thomas Patterson, Vice-President - 419.625.9170  
Mrs. Brigitte Green-Churchwell, Member - 419.239.7222  
Mrs. Martha Murray, Member - 419.621.1120  
Ms. Kate Vargo, Member - 419.656.5490



Eugene T.W. Sanders, Ph.D., CEO & Superintendent  
Office: 419.984.1000

Mrs. Gina Deppert, CFO & Treasurer  
Office: 419.984.1005



## *Sandusky City Schools District Goals*

### *Academics*

We will achieve and maintain the highest standards of academic excellence while providing an environment in which students are encouraged to reach their maximum potential.

### *Financial Resources*

We will maintain and enhance the financial condition of the district so as to provide sufficient resources for our programs and facilities.

### *Facilities*

We will strive to provide an optimal learning, safe and healthy environment for our students, staff and community so that there will be no physical barriers to learning.

### *Community*

We will continue to improve communications with our students, families and community members, as well as our staff. We will encourage collaboration with these stakeholders on all fronts, including the recruitment and retention of students.

### *Staff*

The entire staff of SCS will be held accountable for the success of our students. We will provide and facilitate professional development for our staff so that they will have the ability to challenge every student. We will recruit and retain highly qualified staff members who will be strongly encouraged to participate in all aspects of the SCS community.

• **Welcome** •

The Sandusky Board of Education encourages and appreciates the attendance of parents, students, staff members and other interested citizens at meetings of the Board. Decisions of your Board affect our children's education and future, and, in the long run, the well-being of the community. Thank you for coming to this meeting.

• **District Goals** •

1. **Academics:** We will achieve and maintain the highest standards of academic excellence while providing an environment in which students are encouraged to reach their maximum potential.
2. **Financial Resources:** We will maintain and enhance the financial condition of the district so as to provide sufficient resources for our programs and facilities.
3. **Facilities:** We will strive to provide an optimal learning, safe and healthy environment for our students, staff and community so that there will be no physical barriers to learning.
4. **Community:** We will continue to improve communications with our students, families and community members, as well as our staff. We will encourage collaboration with these stakeholders on all fronts, including the recruitment and retention of students.
5. **Staff:** The entire staff of SCS will be held accountable for the success of our students. We will provide and facilitate professional development for our staff so that they will have the ability to challenge every student. We will recruit and retain highly qualified staff members who will be strongly encouraged to participate in all aspects of the SCS community.

• **The Board of Education** •

The Board of Education is a policy-making body and, within the framework of State law, exercises complete control over the educational and financial affairs of the school district. Among its numerous duties, the Board adopts an annual budget and approves all expenditures; employs personnel; hires and evaluates a Superintendent of Schools; approves curriculum, textbooks and courses of study; and makes decisions on building plans.

The Board of Education is elected by qualified voters who reside within the Sandusky City School District. The Board is made up of five members, each elected for a four-year term. These terms are staggered to ensure that there will always be experienced individuals serving in the Board.

Board members elect a president and vice-president for one-year terms at their Organizational Meeting in January. The regular meeting dates for the remainder of the year are also set at the Organizational Meeting.

• **Superintendent of Schools** •

The superintendent is appointed by the Board as its chief administrative officer. The Board delegates to the superintendent the authority, and charges him with the responsibility, to implement its policies; to establish necessary procedures and regulations, to carry out its policies; and conduct the active administration of the schools and the educational program. The superintendent also acts as advisor to the Board and keeps board members informed of the needs and progress of the schools.

• **Board Meetings** •

Regular and special meetings of the Board of Education are open to the public and the news media. The Board of Education can act officially only at a public meeting when there are three or more members present. No member of the Board has the authority to act in the name of the Board outside of a legally constituted meeting.

The Board of Education may recess a regular or special meeting to meet privately in executive session to discuss only those matters permitted by (Sunshine Law) statute. No official action may be taken in executive session.

• **The Order of Business** •

The order of business for all official meetings of the Board of Education shall be as follows:

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Reading and Approval of Minutes
4. Approve Agenda
5. Student Recognition
6. Citizens Participation
7. Staff Presentations
8. Correspondence - Informational
9. Correspondence - Related to Action
10. Treasurer's Reports
11. Superintendent's Reports
12. Treasurer's Recommendations
13. Superintendent's Recommendations
14. Anticipated Action
15. Unfinished Business
16. New Business
17. Board Liaison Committee Reports
18. Recommendations or Questions from Board Members
19. Next Meeting
20. Adjournment

• **Audience/Community Participation** •

All regular and special meetings of the Sandusky City School District Board of Education shall be open to the public. Although Board of Education meetings are held in public, but are NOT public meetings, the Board recognizes the right of citizens to be heard and wishes to hear their views on issues that affect the District. Citizens of the school district may express ideas, concerns and judgments about the schools to the administration, to the staff, to any appointed advisory body and ultimately to the Board (Policy ABA).

An opportunity for citizens to address the Board shall be contingent upon the following criteria: 1. Individuals wishing to address the Board shall complete a Request Sheet listing their address, phone number, purpose of their comment(s), what group(s) they may be representing and with whom in the administrative chain they have previously had a discussion relative to their concern. The Request Sheet shall be turned in to the President of the Board **BEFORE** the beginning of the meeting. No requests will be accepted after the meeting has begun. 2. By signing the Request Sheet, individuals agree to the following guidelines: a. no employee or student in the school district can be criticized by name or inference, b. a sense of decorum will be maintained at all times, c. a strict time limit of three (3) minutes shall be enforced, d. a response to the speaker's concern(s) shall be submitted in writing within one (1) week with a copy of the response sent to the Board. 3. The Board has the right to deny comment to any individual who has not abided by the aforementioned rules on one (1) previous occasion. 4. The Board may suspend public comment at any meeting by giving and voting on a stated reason. A request may result in a referral to a school district employee who could more efficiently and more effectively address the concern.

In order for the Board to fulfill its obligation to complete a planned agenda in an effective and efficient fashion, a maximum of thirty (30) minutes may be set aside for public participation. Citizens approved to address the Board shall be recognized by the President of the Board at which time the presenter is required to state their name, phone number and address, etc. prior to making their statement. During those thirty (30) minutes, no person shall speak more than one time.

• **Questions and Concerns** •

Questions regarding individual students should usually be taken up initially with the teacher involved, and later, if necessary, with the principal or administrator who is closest to the situation. If still further discussion seems necessary, the questions can be referred to the Superintendent who may consider the matter himself or assign a staff member to resolve it.

This procedure has been effective for most people because it secures for the questioner a direct response and, at the same time, frees the Board to consider matters that affect the entire district. It is the posture of the board to give first consideration to the good of all children in the schools and the total educational program when evaluating requests, complaints or suggestions.

• **The Sunshine Law** •

The Sunshine Law has again been amended with an effective date of June 29, 1988. The legislation which modified the Sunshine Law is Amended Substitute Senate Bill #150. This statutory amendment contains several significant items. First, it requires that an executive session may be held only upon a roll call vote. Second, the motion to go into executive session must state which one or more of the approved reasons listed in the statute are the purposes for which the executive session is to be held. The statute provides that the motion need not include the name of any person to be considered at the executive session. Third, any person may bring an action to enforce the statute, and the new amendment provides for injunctive relief and attorney's fees, plus a civil forfeiture of \$100. Should the Court determine that the action seeking to enforce the Sunshine Law was frivolous, it may award costs and attorney's fees to the public body.

The reasons for an executive session are outlined as follows: (1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee or regulated individual. The motion and vote to hold an executive session shall state which one or more of the approved purposes previously listed are the purposes for which the executive session is to be held, but need not include the name of any person to be considered at the meeting; (2) to consider the purchase of property for public purposes, or for the sale of property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest; (3) conferences with an attorney for the public body concerning disputes involving the public body that are subject to pending or imminent court action; (4) preparing for, conducting, or reviewing negotiations or bargaining session with public employees concerning their compensation or other terms and conditions of their employment; (5) matters required to be kept confidential by federal law or rules or state statutes; (6) specialized details of security arrangements where disclosure of the matters discussed might reveal

**• The Sunshine Law • (continued)**

information that could be used for the purpose of committing or avoiding prosecution for a violation of the law.

If a public body holds an executive session to consider any of the matters listed in numbers 2 through 6 above, the motion and vote to hold that executive session shall state which one or more of the approved matters listed in these sections are to be considered at the executive session.

**• Board Liaison Committees •**

The Sandusky Board may authorize the establishment of liaison committees from among its membership as it finds necessary to study operations in specific areas and to make recommendations for Board action. The following rules will govern the appointment and function of Board liaison committees: (1) The liaison committee shall be established through action of the Board. (2) The chairperson will be named by the Board president. (3) The chairperson may make recommendations for Board action, but may not act for the Board unless specifically authorized. (4) The Board president and school superintendent will be ex-officio members of all committees. (5) All liaison appointments will be for no longer than the ensuing annual organizational meeting, at which time the newly elected president will have the privilege of making new appointments or reappointments. However, a liaison committee may be dissolved at any time by a vote of the Board. (6) The Sunshine Law -- and its exceptions -- apply to both Board meetings and meetings at which a majority of the Board members are present.

**2016 Calendar Year**

<u>Area of Expertise</u>	<u>Liaison Chairperson</u>
Curriculum and Instruction	Brigitte Green-Churchwell and Martha Murray
Operations and Facilities	Jeff Krabill and Kate Vargo
Policies	Brigitte Green-Churchwell and Martha Murray
Finance and Audit	Jeff Krabill and Tom Patterson
Hall of Fame	Tom Patterson
Community Relations	Brigitte Green-Churchwell and Tom Patterson
Business Advisory	Jeff Krabill and Martha Murray
Parent Congress	Jeff Krabill and Martha Murray

**• Schedule of Board Meetings – 2016•**

<u>Meeting Date</u>	<u>Meeting Time</u>	<u>Meeting Type</u>
Monday, January 11, 2016	7:50	Budget
Tuesday, January 12, 2016	8:00 a.m.	Reg & Organ'l
Monday, February 8, 2016	7:00 p.m.	Regular Meeting
Monday, March 7, 2016	8:00 a.m.	Regular Meeting
Monday, March 7, 2016	9:00 a.m.	<b>Board Work Session</b>
Monday, April 11, 2016	7:00 p.m.	Regular Meeting
Monday, May 9, 2016	8:00 a.m.	Regular Meeting
Monday, June 13, 2016	8:00 a.m.	Regular Meeting
Monday, June 13, 2016	9:00 a.m.	<b>Board Work Session</b>
Monday, June 20, 2016	8:00 a.m.	Regular Meeting
Monday, July 11, 2016	8:00 a.m.	Regular Meeting
Monday, August 8, 2016	8:00 a.m.	Regular Meeting
Monday, August 8, 2016	9:00 a.m.	<b>Board Work Session</b>
Monday, September 12, 2016	7:00 p.m.	Regular Meeting
Monday, October 10, 2016	7:00 p.m.	Regular Meeting
Monday, November 14, 2016	8:00 a.m.	Regular Meeting
Monday, November 14, 2016	9:00 a.m.	<b>Board Work Session</b>
Monday, December 12, 2016	8:00 a.m.	Regular Meeting
Monday, January 9, 2017	7:50 / 8:00 a.m.	Budget / Reg & Organ'l

**• Uniform School Accounting System – Account Codes**

<b>A. Fund</b>		<b>B. Function</b>
001-General	200-Student Managed Activities	1000-Instruction
002-Bond Retirement	300-District Managed Student Activities	2000/3000-Support Services
003-Permanent Improvement	401,....499-State Projects	4000-Extracurricular Activities
005-Replacement	501,....599-Federal Projects	5000-Facilities Acquisition & Construction Services
006-Food Service		6000-Debt Service
007-Special Trusts		7000-Other
008-Endowment		
012-Adult Education		
014-Internal Services Rotary		
018-Public School Support		
019-Other Grants		
022-District Agency		
024-Employee Benefits Self Insurance		
029-Educational Foundation		

Revised 10/7/2016

**C. Object**

**100-Personal Services**

- (Salaries & Wages)
- 200-Employee Retirement & Insurance Benefits
- 400-Purchased Services
- 500-Supplies & Materials
- 600-Capital Outlay
- 700-Capital Outlay
- 800-Other (Debt Retirement, Interest on Debt, Dues and Fees)
- 900-Transfers, Advances, Refunds from Prior Year Receipts

**D. Special Cost Center**

is a dimension which recognizes that school districts must track costs to satisfy temporary or special requirements. The special cost center is also used for each special project which is supported by restricted monies when more than one project exists within a given fund. Special cost center assignments are to be made at the school district level.

**E. Subject Area/Subject**

is dimensions used to identify specific educational costs. Subject, a six (6) character dimension, can be separated into three (3) segments of two (2) characters each. The first two (2) characters, the subject area, are used to identify the basic subject areas. The second set of two (2) characters

provides a further breakdown of basic subject areas, while the third set provides a breakdown of the second set.

**F. Operational Unit**

is the dimension which identifies facilities in the system. An operational unit is identified as a permanent operational entity, such as a school, administration building, warehouse, department, office, etc. This dimension is used to identify costs by unit or facility. Operational unit assignments are made by each school district.

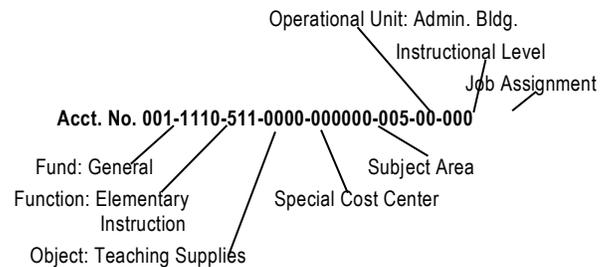
**G. Instructional Level**

is the dimension used to differentiate between various grades or educational levels within the district. Instructional level codes are assigned by the Auditor of State.

**H. Job Assignment**

is the dimension used to identify staff costs. This dimension has value principally for local officials in personnel administration, staff evaluation, assignments, and recruiting. It may be used also in relating staff cost to the activity to which they are assigned. It has value in manpower supply/demand studies and reports. Job assignment codes should be used to identify what personnel do, and are assigned by each school district.

**EXAMPLE OF EXPENSE CODING:**



**• Administrative Staff •**

Jude Andres	Principal, Mills Elementary School
Donna Brown	Principal, Venice Heights Elementary School
Keith Brown	Assistant Treasurer
Shawn (William) Coakley	Athletics & Activities Director
Gina Deppert	CFO & Treasurer
Todd Downing	Elementary Athletic & Activities Coordinator
Eric Eckenrode	Technology Coordinator
Claire Grantier	Technology Facilitator
Nancy Hall	Director of Career Technical and Adult Education
Colin Irish	Family & Community Liaison
Jodi Johns	Coordinator of Community Programming
Jennifer Joubert	Assistant Principal, Sandusky High School
Dakota King-White, PhD	Director of Student Services & Family Support
Richard Koonce, PhD	College & Career Readiness Coach
Timothy Kozak	Principal, Ontario Elementary
Bradley Kraft	Supervisor of Food Services
Julie Lenner-McDonald, EdD	Chief Academic Officer (CAO) – PreK-16
Rebecca Muratori	Principal, Osborne Elementary School
Nichole O'Hara	Executive Assistant to the CEO and Superintendent
Kathy Pace-Sanders	Principal, Hancock Elementary School
Theodore (Ted) Peters	Transportation Supervisor
Megan Peugeot	Executive Director of Curriculum and Expanded Services
Todd Peugeot	Assistant Principal, Sandusky High School
Dan Poggiali	Chief of Staff and Transformation Officer
Marie Prieto	Principal, Sandusky Middle School
Eugene T.W. Sanders, PhD	CEO & Superintendent
Sherry Smith	Alternative Program Coordinator, Sandusky Digital Academy
Eric Talbot	Principal, Sandusky High School
Tara Toft	Principal, RCAAS
Kevin Toms	Supervisor of Buildings/Facilities
Linda Wohl	Interim Asst. Principal, Sandusky Middle School



## SANDUSKY CITY SCHOOLS

### Board of Education Organizational Meeting Thursday, January 12, 2017 7:50 a.m.

1. Call to Order – Jeff Krabill, President Pro Tem
  
2. Pledge of Allegiance
  
3. Adjourn sine die  
Passage of this motion terminates the present organization of the Board of Education.
  
4. Organizational Meeting
  - Call to Order – Jeff Krabill, President Pro Tem
  - Roll Call
  - Nomination and Election of President for 2017 ..... EXHIBIT A ..... 1
  - Oath of Office - President..... EXHIBIT B ..... 1
  - Nomination and Election of Vice-President for 2017 ..... EXHIBIT C ..... 2
  - Oath of Office - Vice-President..... EXHIBIT D ..... 2
  - Scheduled Board of Education Meetings – 2017 ..... EXHIBIT E..... 3
  - Establishment of Organizational / Regular Meeting Date  
of Board of Education (RC §3313.14) – 2017 ..... EXHIBIT F ..... 4
  - Reconfirmation of Board of Education Compensation ..... EXHIBIT G ..... 4
  - O.S.B.A. Membership ..... EXHIBIT H ..... 5
  - Performance Bonds ..... EXHIBIT I..... 5
  - Confirmation of the Establishment of Board of Education  
Service Fund (ORC §3315.15)..... EXHIBIT J..... 6
  - Extended Contract Certificate (ORC §5705.412) ..... EXHIBIT K ..... 7
  - Resolution of Agreement Compliance ..... EXHIBIT L..... 8
  - Reconfirmation of Resolution for Standing Authorizations..... EXHIBIT M..... 8
  - Reconfirmation of Resolution for Standing Authorization  
to Effect Loans (R.C. §133.30) ..... EXHIBIT N ..... 10
  - Resolution to Authorize CEO & Superintendent to Approve  
Short-Term, Unpaid Leaves of Absence ..... EXHIBIT O ..... 11
  - Board Liaison Committees ..... EXHIBIT P ..... 11
  - Adjournment to Regular Meeting..... EXHIBIT Q ..... 13

**NOMINATION AND ELECTION OF PRESIDENT FOR 2017**

**Jeff Krabill, Pro Term**, as President, called for nomination for President. Mr./Mrs.

\_\_\_\_\_ placed the name of \_\_\_\_\_ in nomination.

**OATH OF OFFICE - PRESIDENT**

I, \_\_\_\_\_, do solemnly affirm that I will support the Constitution of the United States and the Constitution of the State of Ohio; and that I will faithfully and impartially discharge my duties as President in and for the said Sandusky City School District, Erie County, Ohio, to the best of my ability, and in accordance with the laws now in effect and hereafter to be enacted, during my continuance in said office and until my successor is chosen and qualified.

\_\_\_\_\_

Affirmed to and subscribed before me, this 12<sup>th</sup> day of January, 2017.

\_\_\_\_\_  
Gina Deppert  
CFO & Treasurer

**NOMINATION AND ELECTION OF VICE-PRESIDENT FOR 2017**

\_\_\_\_\_ as President, called for nomination for Vice-President. Mr./Mrs.  
\_\_\_\_\_ placed the name of \_\_\_\_\_ in nomination.

**OATH OF OFFICE - VICE-PRESIDENT**

I, \_\_\_\_\_, do solemnly affirm that I will support the Constitution of the United States and the Constitution of the State of Ohio; and that I will faithfully and impartially discharge my duties as Vice-President in and for the said Sandusky City School District, Erie County, Ohio, to the best of my ability, and in accordance with the laws now in effect and hereafter to be enacted, during my continuance in said office and until my successor is chosen and qualified.

\_\_\_\_\_

Affirmed to and subscribed before me, this 12<sup>th</sup> day of January, 2017.

\_\_\_\_\_  
Gina Deppert  
CFO & Treasurer

## SCHEDULED BOARD OF EDUCATION MEETINGS

*Proposed 2017*

The Regular Meetings of the Sandusky Board of Education scheduled **during the school year will usually be held in The Board Decade Room on the 3<sup>rd</sup> floor at the Administration Building beginning at 8:00 a.m. or 7:00 p.m.,** unless otherwise noted.

The Regular Meetings of the Sandusky Board of Education scheduled **during the summer months will usually be held in The Board Decade Room on the 3<sup>rd</sup> floor at the Administration Building beginning at 8:00 a.m.,** unless otherwise noted.

<b><u>Day of Week</u></b>	<b><u>2017 Meeting Dates</u></b>	<b><u>Meeting Time</u></b>	<b><u>Location</u></b>
Thursday	January 12, 2017	7:50 a.m. (Budget Hearing)	Board of Education
Thursday	January 12, 2017	8:00 a.m.	Board of Education
			Regular & Organizational Meeting (New Officers)
Monday	February 6, 2017	7:00 p.m.	Board of Education
Monday	March 6, 2017	8:00 a.m.	Board of Education
Monday	April 3, 2017	7:00 p.m.	Board of Education
Monday	May 8, 2017	8:00 a.m.	Board of Education
Monday	June 5, 2017	8:00 a.m.	Board of Education
Monday	*June 26, 2017	8:00 a.m.	Board of Education
Monday	July 10, 2017	8:00 a.m.	Board of Education
Monday	August 7, 2017	8:00 a.m.	Board of Education
Monday	September 11, 2017	7:00 p.m.	Board of Education
Monday	October 9, 2017	7:00 p.m.	Board of Education
Monday	November 13, 2017	7:00 p.m.	Board of Education
Monday	December 11, 2017	8:00 a.m.	Board of Education
Monday	January 8, 2018	7:50 a.m. (Budget Hearing)	Board of Education
		8:00 a.m. (Regular and Organizational Meeting)	
			New Officers

\* Denotes 2<sup>nd</sup> meeting of the month

Note: As the school year progresses, additional special meetings may be scheduled.

**ESTABLISHMENT OF ORGANIZATIONAL/REGULAR  
MEETING DATE OF BOARD OF EDUCATION (RC §3313.14) -- 2017**

Under Ohio law, the Board of Education is authorized to hold its Organizational Meeting at any time during the first fifteen (15) days of the new calendar year. It is recommended that the Sandusky Board of Education establish and set a combined Budget Hearing/Organizational/Regular Meeting for Thursday, January 12, 2017, with the current President serving as President Pro Tem. The combined meeting will be held beginning at 7:50 a.m. with the Budget Hearing followed by the Organizational/Regular Meeting at 8:00 a.m. in the Board of Education Meeting Room at the Administration Building.

**RECONFIRMATION OF BOARD OF EDUCATION COMPENSATION**

**WHEREAS**, Ohio Revised Code Section 3313.12 establishes rates of compensation for Board of Education members;

**THEREFORE**, the Sandusky City Board of Education reconfirms the compensation of each board member to be at the highest level authorized for that individual by the Ohio Constitution and Ohio Statutes and such compensation shall be based upon a maximum of twenty-four (24) meetings per year. (This action has no increased economic impact or effect on the current members of the Sandusky Board of Education.)

**O.S.B.A. MEMBERSHIP**

To authorize Board membership in the Ohio School Boards Association and the Legal Defense Fund for the 2017 calendar year, and to appoint \_\_\_\_\_ as the Legislative Liaison and \_\_\_\_\_ as the Student Achievement Liaison with the Ohio School Boards Association.

**PERFORMANCE BONDS**

To purchase performance bonds in the amount of \$200,000 each for the Board President, CEO & Superintendent, and CFO & Treasurer.

**CONFIRMATION OF THE  
ESTABLISHMENT OF BOARD OF EDUCATION SERVICE FUND  
(ORC §3315.15)**

WITNESS our hands, this 12<sup>th</sup> day of January, 2017.

WHEREAS, the Sandusky Board of Education may, as prescribed in O.R.C. 3315.15, set aside each year from the General Fund a sum not to exceed two dollars per pupil, or \$20,000.00, whichever is greater, and,

WHEREAS, the amount set aside shall be placed in a fund known as the “Service Fund,” and,

WHEREAS, the amount shall be used only in paying the expenses of members of such board of education actually incurred in the performance of their duties.

BE IT RESOLVED, now, that such “Service Fund” to be established in the amount of \$7,500.00 for the fiscal year beginning July 1, 2017.

**EXTENDED CONTRACT CERTIFICATE  
(ORC §5705.412)**

It is hereby certified with respect to the contract, agreement, obligation, payment, wage or salary schedule, or order for the expenditure of funds attached hereto that the SANDUSKY CITY SCHOOL DISTRICT has in effect for the remainder of the current fiscal year (January 1 to June 30) and the succeeding fiscal year (July 1 to June 30) the authorization to levy taxes, including the renewal of existing levies, which, when combined with the estimated revenue from all other sources available to the district at the time of certification, are sufficient to provide the operating revenues necessary to enable the district to operate an adequate educational program on all the days set forth in its adopted school calendar for the current fiscal year (January 1 to June 30) and for the number of days in the succeeding fiscal year (July 1 to June 30) equal to the number of days instruction was held or is scheduled for the current fiscal year.

January 12, 2017

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Gina Deppert  
CFO & Treasurer

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Eugene T.W. Sanders, Ph.D.  
CEO & Superintendent

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President  
Board Of Education

**RESOLUTION OF AGREEMENT COMPLIANCE**

The Sandusky Board of Education hereby acknowledges, affirms, and restates its compliance with all articles, provisions, and financial/mathematical computations of provisions of the current and in place Negotiated Agreements and administratively designed and implemented Memorandums of Understanding between said Board and the Sandusky Education Association and the Sandusky Non-Teaching Employees Association.

**RECONFIRMATION OF RESOLUTION FOR STANDING AUTHORIZATIONS**

WHEREAS, the Sandusky City Schools' Board of Education places responsibility for the financial management of the district on the CFO & Treasurer and CEO & Superintendent and,

WHEREAS, the Board is ever mindful of its obligation to the citizens and taxpayers of the City of Sandusky to exercise sound fiscal practices, and,

WHEREAS, the Board acknowledges that in order to meet its obligation to the community, achieve efficiency and maximize the return on its resources, the CFO & Treasurer and CEO & Superintendent must be able to make certain decisions in a timely and forthright manner within the constraints of applicable statutes and Board policy, and,

BE IT RESOLVED, that the Sandusky Board of Education hereby approves the following standing authorizations for the calendar year 2017 to be exercised by the CFO & Treasurer and CEO & Superintendent only when, in their judgment, such exercise meets the specifications so cited, herein:

- Authorizes CFO & Treasurer to secure advances from the Auditor when funds are available and payable to the Sandusky City School District;
- Authorizes CFO & Treasurer to invest inactive funds at the most productive interest rate whenever such funds are available;
- Authorizes CFO & Treasurer to pay all bills within the limits of the appropriations resolution as bills are received and when the goods and/or services have been received as ordered;

**RECONFIRMATION OF RESOLUTION FOR STANDING AUTHORIZATIONS**  
(continued)

- Authorizes CEO & Superintendent, during periods when this Board is not in session, to make offers of employment directly to candidates for either teaching or non-teaching positions on behalf of this Board, and to acknowledge acceptance of such offers on behalf of this Board, subject to a subsequent vote of ratification by this Board; upon ratification by this Board, the employment shall be deemed effective as of the date and time specified in the CEO & Superintendent's offer of employment accepted by the employee.
- Authorizes CEO & Superintendent, on behalf of this Board, to accept resignations which have been submitted by employees during times when this Board is not in session, subject to ratification by this Board; provided however, that upon ratification by this Board, such resignation shall be deemed effective as of the date and time of the CEO & Superintendent's acceptance.
- Authorizes CEO & Superintendent to employ such temporary personnel as may be required with such employment to be submitted to the Board for action at its next regular meeting.
- Authorizes CFO & Treasurer and CEO & Superintendent to sign and certify, on behalf of the Board, proposal/funding required Statements of Assurances and Certification for all projects identified by administration as benefiting the recipients of educational offerings; and thereby certifying that all federal and state rules and regulations applicable to the use of said funds will be observed; and that information contained in all applications will be correct and complete; and that the Board authorizes its administrative representatives to file all applications on its behalf.
- Designates CEO & Superintendent or designee as purchasing agent.
- Designates the CFO & Treasurer and CEO & Superintendent to act for the board on matters pertaining to surplus property procurement and federal grant applications and reports.
- Authorizes the CFO & Treasurer and/or the CEO & Superintendent to act as official custodians of district safety deposit box.
- Authorizes the CEO & Superintendent or his/her designee to approve use of school buses for field trips outside the district.
- Authorizes the CEO & Superintendent or his/her designee to approve attendance of staff members at professional meetings and conferences outside the district.
- Authorizes the CFO & Treasurer and CEO & Superintendent to attend professional meetings at the local, state, and nationwide level.
- Authorizes the CFO & Treasurer and CEO & Superintendent to utilize appropriate legal council as general council for the school district for calendar year 2017 and thereafter until a successor has been selected by the Board of Education.

**RECONFIRMATION OF RESOLUTION FOR STANDING AUTHORIZATION  
TO EFFECT LOANS (R.C. §133.30)**

WHEREAS, the Sandusky City Schools' Board of Education places responsibility for the financial management of the district on the CFO & Treasurer and CEO & Superintendent and,

WHEREAS, the Board is ever mindful of its obligation to the citizens and taxpayers of the City of Sandusky to exercise sound fiscal practices, and,

WHEREAS, the Board acknowledges that in order to meet its obligation to the community, achieve efficiency and maximize the return on its resources, the CFO & Treasurer and CEO & Superintendent must be able to make certain decisions in a timely and forthright manner within the constraints of applicable statutes and Board policy, and,

BE IT RESOLVED, that the Sandusky Board of Education hereby approves the following standing authorizations for the calendar year 2017 to be exercised by the CFO & Treasurer and CEO & Superintendent only when, in their judgment, such exercise meets the specifications so cited, herein:

...to borrow money and issue notes in anticipation of the collection of current revenues for the current fiscal year, if the financial situation of the school district should warrant such borrowing.

BE IT FINALLY RESOLVED, that the Sandusky Board of Education hereby mandates that the CFO & Treasurer and CEO & Superintendent advise said board when the need arises to borrow funds, with said advisory information being presented at the next meeting of the board for concurrence consideration.

**RESOLUTION TO AUTHORIZE CEO & SUPERINTENDENT TO APPROVE  
SHORT-TERM, UNPAID LEAVES OF ABSENCE**

The Sandusky Board of Education hereby approves a standing authorization for the calendar year 2017 to be exercised by the CEO & Superintendent to authorize short term unpaid leaves of absence and medical and family leaves of absence for a duration of less than one semester.

**BOARD LIAISON COMMITTEES**

The Sandusky Board of Education policy BCE, identified as Board Liaison Committees, establishes committees from among its members as it finds necessary to study operations in specific areas and to make recommendations for board action. Annually, the President of the Sandusky Board of Education makes appointments relative to these committees. It is anticipated that the chairperson role will be identified for each of these committees at our Board Meeting of January 12, 2017. The committees in the past have included the areas of: Curriculum and Instruction, Operations and Facilities, Policies, Finance and Audit, Hall of Fame, and Community Relations.

Meeting schedules are administratively determined. An outline of responsibilities follows:

<b><u>Curriculum and Instruction</u></b> –	(To be determined by the Board President)
Serve with:	Chief Academic Officer and Select Staff Members
Responsibility:	Review, analyze, and recommend any and all curriculum changes, modifications, and/or deletions, including textbook and resource purchases.
<b><u>Operations and Facilities</u></b> –	(To be determined by the Board President)
Serve with:	Chief of Staff & Transformation Officer and Select Staff Members (Directors of Food Service, Transportation, and Facilities)

**BOARD LIAISON COMMITTEES**  
(continued)

Responsibility: Review, analyze, and recommend any and all changes and/or modifications to food service operations, building and grounds, and transportation services.

**Policies** – (To be determined by the Board President)

Serve with: CEO & Superintendent or designees

Responsibility: Review, analyze, and recommend any and all changes and/or modifications to the current and in-place policies of the district. Be watchful and aware of any and all OSBA and legislative changes, which would prompt policy review. Present regular reports to the balance of the Board on timely topics of future consideration.

**Finance and Audit** – (To be determined by the Board President)

Serve with: CFO & Treasurer

Responsibility: Review, and analyze, and recommend any and all changes and/or modifications to the fiscal operations of the district, including expenditure and revenue projections/needs and long range planning.

**Hall of Fame** – (To be determined by the Board President)

Serve with: Chief of Staff & Transformation Officer and select staff and community liaisons

Responsibility: Serve on Athletic Hall of Fame induction committee.

**Community Relations** – (To be determined by the Board President)

Serve with: CEO & Superintendent

Responsibility: Review, analyze, and recommend any and all strategies, directions, and image enhancements which provide for not only increased knowledge base about the district but provides opportunities for increased participation in school system.

**ADJOURNMENT FROM ORGANIZATIONAL MEETING**

\_\_\_\_\_ moved, and \_\_\_\_\_ seconded, to  
adjourn from the Organizational Meeting and return to the Regular Meeting of January 12, 2017.



**SANDUSKY CITY SCHOOLS**  
**Board of Education**  
**Regular Meeting**  
**Thursday, January 12, 2017**  
**8:00 a.m.**

1. Call to Order and Roll Call – Board President
2. Pledge of Allegiance
3. Reading and Approval of Minutes of the December 12, 2016 Meeting – Mrs. Gina Deppert, Treasurer/CFO (Pages 20-26)
4. Approve Agenda
5. Citizens Participation
6. Correspondence – Related to Action  
There are no scheduled correspondences related to action.
7. Treasurer’s Report – Discussion Items, Mrs. Gina Deppert  
There are no discussion items at this time.
8. Superintendent’s Report – Discussion Items, Dr. Eugene Sanders  
There are no discussion items at this time.
9. Treasurer’s Recommendations – Action Items, Mrs. Gina Deppert
  - a) Approval of Monthly Financial Statement and Monthly Investments (Pages 27-44)  
It is recommended that the Board of Education approve the financial statement and investments as listed in the attached documentation for the month of December, 2016.
  - b) Approval of an Amended Certificate of Estimated Resources (Pages 45-46)  
It is recommended that the Board of Education approve an Amended Certificate of Estimated Resources.
  - c) Approval of Investment Management Services (Pages 47-51)  
It is recommended that the Board of Education approve an agreement of investment management services with Meeder Investment Management for the construction funds adhering to all applicable laws of Ohio Revised Code.
  - d) Approval of Abatement Resolution (Pages 52-58)  
It is recommended that the Board of Education approve the resolution of an abatement.
  - e) Adoption of Fiscal Year 2018 Tax Budget (Pages 59-66)  
It is recommended that the budget covering the period July 1, 2017 through June 30, 2018 (Fiscal Year 2018) be adopted, and that the CFO & Treasurer be directed to submit copies as required to the Erie County Budget Commission.

f) Second Supplement to Compensation Agreement – City of Sandusky (Pages 67-71)

It is recommended that the Board of Education approve the second Supplement to Compensation Agreement with the City of Sandusky as proposed.

10. CEO & Superintendent’s Recommendations – Action Items, Dr. Eugene T.W. Sanders

It is recommended that the Sandusky Board of Education approve the following action items as delineated below. The recommendations presented to the Board of Education have been provided to the Board in advance of the Board meeting. Board members have had the opportunity to review available background information and request additional information to further prepare for action on recommendations presented in this section prior to the Board meeting.

a) Personnel:

1) Approval of Employment – Support Staff

It is recommended that the Board of Education approve the employment of the following staff member(s) for the remainder of the 2016/17 school year, effective January 3, 2017, as recommended by Mr. Dan Poggiali, Chief of Staff, as submitted by Mr. Ted Peters, Transportation Supervisor and Mr. Kevin Toms, Facilities Supervisor:

<b>Employment of Support Staff - 2016/2017 SY</b>			
<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Effective Date(s)</b>
Goff	Sheryl	Bus Driver	01/03/2017
Walton	Halden	Interim Class II w/BL	01/03/2017

2) Approval of Employment of Substitutes – Classified

It is recommended that the Sandusky Board of Education approve for employment as a classified substitute the individual(s) listed below, as recommended by Dan Poggiali, Chief of Staff & Transformation Officer, as submitted by Ted Peters, Transportation Supervisor and Mrs. Kathy Pace-Sanders, Principal Hancock Elementary:

<b>Employment of Substitutes – Classified - 2016/17 SY</b>				
<b>Last</b>	<b>First</b>	<b>Position</b>	<b>Pay</b>	<b>Effective Date</b>
Dahs	Carly	Translation – time card	Current rate	2016/17 SY
Forney	Dawn	Custodian-time card	Current rate	1/3/2017

3) Approval of Pay Increase Due to Additional Hours (effective *Second Semester*)

It is recommended that the Sandusky Board of Education approve the following pay increase effective 2016/17 School Year, per the SEA Negotiated Agreement, as submitted and recommended by Dan Poggiali Chief of Staff:

<b>Salary Level</b>				
<b>Last Name</b>	<b>First Name</b>	<b>From</b>	<b>To</b>	<b>Effective Date</b>
Ott	Michele	MA+12	MA+24	1/3/2017

4) Approval of Change in Classification – Support Staff

It is recommended that the Board of Education approve the change in classification of the following per the SNTEA Negotiated Agreement, as recommended by Mr. Dan Poggiali, Chief of Staff:

<b>Change in Classification – Support Staff - Effective 12/27/2016</b>				
<b>Last Name</b>	<b>First Name</b>	<b>From - Position</b>	<b>To - Position</b>	<b>Effective Date</b>
Brewer	Damon	Class II w/boiler	Head Custodian - Mills	12/27/2016

5) Approval of Supplemental Contracts – Employees/Non-Employees

It is recommended that the Board of Education approve the following supplemental assignments as submitted by William Coakley, Athletic Director, Ms. Marie Prieto, SMS Principal and Mr. Timothy Kozak, Ontario Principal:

*The Board has posted and advertised the positions listed as being available to employees of the district who hold educator licenses. It is recommended that the employees listed be awarded a supplemental contract in the area stipulated. Employment of the following supplemental staff is contingent upon their successful completion of all pre-employment requirements and receipt of the proper certification/training.*

<b>Approval of Supplemental Assignments 2016/17 SY</b>			
<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Building</b>
Good	Alicia	SMS-Technology Specialist	SMS
Haynes, Jr.	David	Ontario – Technology Specialist	Ontario
Redding	Brittany	Volunteer-Girls Basketball Coach	Non-employee
Sartor	Erin	Wrestling Team Statistician	SHS
Sherman	Jeffrey	Drama Club Advisor	SHS
Towns	Mary	Ontario – Student Council Advisor	Ontario

6) Approval of Payment – Preschool Health & Safety Training

It is recommended that the Board of Education approve the payments of the following Adult Education and Preschool staff member(s) for required First Aid and CPR training as submitted by Dakota King-White, Ph.D., Director of Student Services and Family Supports, as recommended by Julie McDonald, Ed.D., Chief Academic Officer:

<b>First Aid and CPR Training - December 2016</b>				
<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Hours</b>	<b>Hourly Rate</b>
Dahs	Carly	Paraprofessional	6.0	\$16.36
Kaufman	Kristy	Paraprofessional	6.0	\$14.92
Kromer	Melinda	Renhill Paraprofessional	6.0	\$10.00
Larrick	Darlene	Paraprofessional	6.0	\$16.86
Moore	Constance	Renhill Paraprofessional	6.0	\$10.00
O'Loughlin	Jacqueline	Paraprofessional	6.0	\$18.39
Panzer	LeAnn	Paraprofessional	6.0	\$19.01
Pool	April	Renhill Paraprofessional	6.0	\$10.00
Wahl	Jennifer	Renhill Paraprofessional	6.0	\$10.00
Weimer	Susan	Paraprofessional	6.0	\$16.36
Wimmer	Bradford	Instructor/Trainer	7.0	\$23.54

7) Approval of Employment of a Student Intern – Support

It is recommended that the Sandusky Board of Education approve for employment as a student intern, effective July 1, 2016 the individual(s) listed below, as recommended by Mr. Dan Poggiali, Chief of Staff:

<b>Employment of Student Intern- 2016/17 School Year</b>			
<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Pay</b>
Lawrence	Ashley	Student Intern	\$10.00 per hour

8) Approval of Stipend Payment - Big Brother Big Sister Grant

It is recommended that the Sandusky Board of Education approve the following to be paid by the Big Brother Big Sister Grant for work completing during the 2015/16 school year, the individual(s) listed below, as recommended Julie McDonald, EdD, Chief Academic Officer:

<b>Grant Stipend - 2015/16 School Year</b>			
<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Pay</b>
Koonce	Richard	Grant Coordinator	\$3,000.00

9) Approval to Give Written Notice to Administrators

It is recommended that the Sandusky Board of Education authorize the Superintendent to give written notice, pursuant to Ohio Revised Code 3319.02, to each administrator listed below whose contract expires at the end of this fiscal year, that the Administrator may request a meeting with the Board of Education by giving the Treasurer written notice of the administrator's request at least 24 hours before the Board's regular meeting to be held in February. The date of the February meeting will be posted after the organization meeting January 12, 2017.

<b>Sandusky City Schools Administrative Contract Expiring 2017</b>				
<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Current Contract</b>	<b>Expires</b>
Andres	Jude	Elementary Principal	Mills	7/31/2017
Brown	Donna	Elementary Principal	Venice	7/31/2017
Brown	Keith	Assistant Treasurer	Adm Bldg	7/31/2017
Ehrnsberger	William	Brand Development, Retention and Recruitment Coordinator	Adm Bldg	6/30/2017
Johns	Jodi	Coordinator of Community Programming	SMS	7/30/2017
Kraft Sr.	Bradley	Dining Services Supervisor	Adm Bldg	7/31/2017
Muratori	Rebecca	Elementary Principal	Osborne	7/31/2017
Pace-Sanders	Kathy	Elementary Principal	Hancock	7/31/2017
Peugeot	Todd	Assistant Principal	SHS	7/30/2017
Wohl	Linda	Interim Assistant Principal	SMS	7/31/2017

b) Other:

1) Approval of Educational Service Agreement (Pages 72-74)

It is recommended that the Sandusky Board of Education approve the following Educational Service Agreement between Sandusky City School District and Huron City School District Board of Education as recommended by Dakota King-White, PhD, Student Services Director and submitted by Julie McDonald, EdD, Chief Academic Officer for the 2016/2017 school year.

2) Approval of Agreement with Jon Brasfield, Ph.D. for Consulting Services as an Academic Growth Incentive Consultant for Sandusky City Schools (Page 75)

It is recommended that the Board of Education approve the agreement with Jon Brasfield, Ph.D., for Academic Growth Incentive consulting services for Sandusky City Schools, to be paid through General funds as submitted by Megan Peugeot, Executive Director of Curriculum and Expanded Services and recommended by Julie McDonald, EdD, Chief Academic Officer.

3) Approval of Behavioral Consultation Service Agreement (Page 76)

It is recommended that the Sandusky Board of Education approve the following Behavioral Consultation Service Agreement between Sandusky City School District and Robin Welch as recommended by Dakota King-White, PhD, Student Services Director and submitted by Julie McDonald, EdD, Chief Academic Officer for the 2016/2017 school year.

4) Approval of Behavioral Professional Development Service Agreement (Page 77)

It is recommended that the Sandusky Board of Education approve the following Behavioral Professional Development Service Agreement between Sandusky City School District and Robin Welch as recommended by Dakota King-White, PhD, Student Services Director and submitted by Julie McDonald, EdD, Chief Academic Officer for the 2016/2017 school year.

- 5) Approval of Sandusky City Schools Board of Education Policy Manual Revisions  
It is recommended that the Board of Education approve the following revised Sandusky City Schools Board of Education policies, provided by the Ohio School Boards Association (OSBA) and approved by the Sandusky City Schools Policy Committee: (policies provided to board members under separate cover)

<b>Sandusky City Schools Policy Manual Revisions</b>		
<b>Month</b>	<b>Policy #</b>	<b>Policy Title or Policy Regulation Title</b>
December 2016 Updates	AC	Nondiscrimination
	ACA	Recoded as Dual Coded Policy ACA/ACAA
	ACA/ACAA	Nondiscrimination on the Basis of Sex/Sexual Harassment
	ACA-R/ ACAA-R	Nondiscrimination on the Basis of Sex/Sexual Harassment Grievance Procedures - Regulation
	IIBH	District Websites
	JEC	School Admission
	JECAA	Admission of Homeless Students
	JECAA-R	Admission of Homeless Students - Regulation
	JFCF	Hazing and Bullying
	JFCF-R	Hazing and Bullying - Regulation
	JFG	Interrogations and Searches
	JFG-R	Interrogations and Searches - Regulation
	JHCB	Immunizations
	JO	Student Records
	JO-R	Student Records - Regulation
JEG	Exclusions and Exemptions From School Attendance	

- 6) Approval of 2017-18 Sandusky High School Course Selection Guide (provided under separate cover)

It is recommended that the Sandusky Board of Education approve the SHS course selection guide, which includes the post secondary options with our University partners: Bowling Green State University, Lorain Community College, Terra State Community College and Owens Community College, provided under separate cover, as submitted by Mr. Eric Talbot, SHS Principal and recommended by Dr. Julie McDonald, Chief Academic Officer.

- 7) Approval of Sandusky City School Student Activity Fundraisers

It is recommended that the Sandusky Board of Education approve the following list of fundraisers from IN-HOUSE clubs, as recommended by Gina Deppert, CFO & Treasurer, as submitted by Julie Bittinger, Business/Fiscal Office.

<b>Sandusky City Schools – “In-House” Fundraisers</b>		
<b>Group Name</b>	<b>Fundraiser Event</b>	<b>Dates of Fundraiser</b>
RCAAS Model United Nations	Marcos Pizza Nights (1 night/month)	12/12/16-6/30/17
RCAAS Model United Nations	Raffle Baskets monthly (donated items)	1/3/17-5/31/17
RCAAS Model United Nations	Dominos Pizza "Dough" Nights	1/17/17-5/31/17
RCAAS Model United Nations	Bob Evans % Nights	1/17/17 and 3/7/17
RCAAS Model United Nations	Corso's Flower & Garden Gift Card Sale	2/1/17-5/31/17
RCAAS Model United Nations	Tea Cup Auction @ Fine Arts Gala	4/5/2017
RCAAS Model United Nations	Mikey's Frozen Yogurt Froyo Nights	2/17/17-4/21/17
SHS Varsity Swimming	A-Behr Swimming Invite T-Shirt Sale	12/10/2016

c) Donations:

The Sandusky City Schools accept the following gifts and contributions and in doing so, do hereby acknowledge the positive and supportive activities of the identified party:

<b>Sandusky City Schools – Donations</b>		
<b>Donator Name</b>	<b>Donation To</b>	<b>Donation</b>
Carolyn Schuefler	Tom Schuefler Memorial Scholarship Fund	\$1,000.00
Richard Twardzik	SHS Class of 1964 Scholarship Fund	\$1,964.00
Mary Ann Pelz	SHS Class of 1964 Scholarship Fund	\$100.00
Debbie Miller	Clothing for Sandusky Career Center Suits & Such	\$50.00
David Waddington	Charles E. Odums II Memorial Scholarship	\$30.00
Darcy Johnson	Andrew Dunn Sandusky Police Academy Scholarship	\$8.00
Thomas Hord	SHS Class of 1964 Scholarship Fund	\$100.00
David Halley	SHS Class of 1964 Scholarship Fund	\$100.00
Kenneth Slayton	SHS Class of 1964 Scholarship Fund	\$100.00
Donald Didelius	SHS Scholarship Fund	\$125.00
Douglas & Barbara Mehling	SHS Class of 1964 Scholarship Fund	\$500.00
John Lauder	SHS Class of 1964 Scholarship Fund	\$200.00
Anonymous	Sandusky City Schools Girls & Boys Soccer Program	\$2,500.00
Anonymous	Gentlemen's Club of Sandusky City Schools	\$5,000.00

\*\* Value of non-monetary donation

11. Anticipated Action

12. Unfinished Business

13. New Business

14. Board Liaison Committee Reports

15. Recommendations or Questions from Individual Board Members

16. Executive Session – Negotiations

17. Next Meeting

The next regular meeting of the Board of Education is tentatively scheduled for ***Monday, February 6, 2017, at 7:00 p.m. in the 3<sup>rd</sup> floor Board Decade Room at the Administration Building.***

18. Adjournment

## **PUBLIC COMPLAINTS**

Constructive criticism of the District is welcomed by the Board. Although no member of the community is denied the right to bring his/her complaints to the Board, he/she is referred to the proper administrative channels for solution before investigation or action by the Board. Exceptions may be made when the complaints concern Board actions or Board operations.

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible. The staff should be given the opportunity to consider the issues and attempt to resolve the problems prior to involvement by the Board. The proper channeling of complaints involving instruction, discipline or learning materials are: employee, principal, Superintendent and then the Board of Education.

If a complaint, which was presented to the Board and referred through the proper channels, is resolved before it comes back to the Board, a report of the disposition of the matter is made to the Board and then placed in the official files.

The Board expects the staff to receive complaints courteously and to make a proper reply to the complainant.

Matters referred to the Superintendent and/or Board must be in writing and signed. Requests are expected to be specific in terms of the action desired. Matters that are presented in writing and signed will receive a response.

[Adoption date: November 19, 2001]

[Re-adoption date: March 19, 2007]

[Re-adoption date: December 7, 2009]

LEGAL REFS.: ORC 121.22  
149.43

CROSS REFS.: KLB, Public Complaints about the Curriculum or Instructional Materials  
KLD, Public Complaints about District Personnel