

Sandusky City Schools Board Meeting Agenda



Organizational Meeting and Regular Meeting



Board of Education
8:00 a.m.
Tuesday, January 12, 2016



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



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

Mrs. Gina Deppert, CFO & Treasurer
Office: 419.984.1005

• **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.

2015 Calendar Year

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

• Schedule of Board Meetings – 2015•

<u>Meeting Date</u>	<u>Meeting Time</u>	<u>Meeting Type</u>
Monday, January 6, 2015	7:50 / 8:00 a.m.	Budget / Reg & Organ'l
Monday, February 9, 2015	7:00 p.m.	Regular Meeting
Monday, March 9, 2015	8:00 a.m.	Regular Meeting
Monday, March 9, 2015	9:00 a.m.	Board Work Session
Monday, April 13, 2015	7:00 p.m.	Regular Meeting
Monday, May 11, 2015	8:00 a.m.	Regular Meeting
Monday, June 8, 2015	8:00 a.m.	Regular Meeting
Monday, June 8, 2015	9:00 a.m.	Board Work Session
Monday, June 29, 2015	8:00 a.m.	Regular Meeting
Monday, July 13, 2015	8:00 a.m.	Regular Meeting
Monday, August 10, 2015	8:00 a.m.	Regular Meeting
Monday, August 10, 2015	9:00 a.m.	Board Work Session
Monday, September 14, 2015	7:00 p.m.	Regular Meeting
Monday, October 12, 2015	7:00 p.m.	Regular Meeting
Monday, November 16, 2015	8:00 a.m.	Regular Meeting
Monday, November 16, 2015	9:00 a.m.	Board Work Session
Monday, December 14, 2015	8:00 a.m.	Regular Meeting
Monday, January 11, 2016	7:50 / 8:00 a.m.	Budget / Reg & Organ'l

• Uniform School Accounting System – Account Codes

A. Fund		B. Function
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		

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.

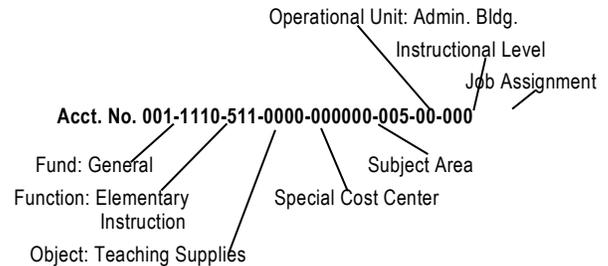
G. Instructional Level

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
David Danhoff	Principal, SHS
Gina Deppert	CFO & Treasurer
Todd Downing	Elementary Athletic & Activities Coordinator
Claire Grantier	Technology Facilitator
Colin Irish	Family & Community Liaison
Jodi Johns	Principal, Sandusky Middle School
Richard Koonce, PhD	College & Career Readiness Coach
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
Todd Peugeot	Principal, Digital Academy
Marie Prieto	Assistant Principal, Sandusky Middle School
Eugene T.W. Sanders, PhD	CEO & Superintendent
Sabrina Scott	Director of Student Services
Eric Talbot	Assistant Principal, SHS
Tara Toft	Principal, RCAAS
Kevin Toms	Supervisor of Buildings/Facilities
Jill Wasiniak	Principal, Ontario Elementary School
Tonya Walker	Assistant Principal, SHS
Nancy Zechman	Director of Career Technical and Adult Education



SANDUSKY CITY SCHOOLS

Board of Education Organizational Meeting Tuesday, January 12, 2016 8:00 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 2016 EXHIBIT A 1
 - Oath of Office - President..... EXHIBIT B 1
 - Nomination and Election of Vice-President for 2016 EXHIBIT C 2
 - Oath of Office - Vice-President..... EXHIBIT D 2
 - Scheduled Board of Education Meetings – 2016 EXHIBIT E..... 3
 - Establishment of Organizational / Regular Meeting Date
of Board of Education (RC §3313.14) – 2016 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

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NOMINATION AND ELECTION OF PRESIDENT FOR 2016

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 12th day of January, 2016.

Gina Deppert
CFO & Treasurer

NOMINATION AND ELECTION OF VICE-PRESIDENT FOR 2016

_____ 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 12th day of January, 2016.

Gina Deppert
CFO & Treasurer

SCHEDULED BOARD OF EDUCATION MEETINGS

Proposed 2016

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 3rd 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 3rd floor at the Administration Building beginning at 8:00 a.m.,** unless otherwise noted.

<u>Day of Week</u>	<u>2016 Meeting Dates</u>	<u>Meeting Time</u>	<u>Location</u>
Monday	January 11, 2016	7:50 a.m. (Budget Hearing)	Board of Education
Tuesday	January 12, 2016	8:00 a.m.	Board of Education
		Regular & Organizational Meeting (New Officers)	
Monday	February 8, 2016	7:00 p.m.	Board of Education
Monday	March 7, 2016	8:00 a.m.	Board of Education
Monday	April 11, 2016	7:00 p.m.	Board of Education
Monday	May 9, 2016	8:00 a.m.	Board of Education
Monday	June 13, 2016	8:00 a.m.	Board of Education
Monday	*June 27, 2016	8:00 a.m.	Board of Education
Monday	July 11, 2016	8:00 a.m.	Board of Education
Monday	August 8, 2016	8:00 a.m.	Board of Education
Monday	September 12, 2016	7:00 p.m.	Board of Education
Monday	October 10, 2016	7:00 p.m.	Board of Education
Monday	November 14, 2016	7:00 p.m.	Board of Education
Monday	December 12, 2016	8:00 a.m.	Board of Education
Monday	January 9, 2017	7:50 a.m. (Budget Hearing)	Board of Education
		8:00 a.m. (Regular and Organizational Meeting)	
		New Officers	

* Denotes 2nd 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) -- 2016**

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 Monday, January 9, 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 2016 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 12th day of January, 2016.

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, 2016.

**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, 2016

Gina Deppert
CFO & Treasurer

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

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 2016 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 2016 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 2016 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 2016 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, 2016. 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:

<u>Curriculum and Instruction</u> –	(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.
<u>Operations and Facilities</u> –	(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, 2016.

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SANDUSKY CITY SCHOOLS
Board of Education
Regular Meeting
Tuesday, January 12, 2016
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 15, 2015 Regular Meeting – Gina Deppert, CFO & Treasurer (Pages 21-28)
4. Approve Agenda
5. Citizens Participation
6. Correspondence – Related to Action (Pages 29-31)
Julia Morton – Administrative Assistant
Charita Brown – Bus Driver
Al Stacey - Coach
7. CFO & Treasurer’s Report – Discussion Items, Gina Deppert
Report on the Fiscal Year 2017 tax budget hearing.
8. CEO & Superintendent’s Report – Discussion Items, Dr. Eugene T.W. Sanders
There are no scheduled reports from the CEO & Superintendent for the Tuesday, January 12, 2016 Board meeting.
9. CFO & Treasurer’s Recommendations – Action Items, Mrs. Gina Deppert
 - a) Approval of Monthly Financial Statement and Monthly Investments (Pages 33-51)
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, 2015.
 - b) Adoption of Fiscal Year 2017 Tax Budget (Pages 53-59)
It is recommended that the budget covering the period July 1, 2016 through June 30, 2017 (Fiscal Year 2017) be adopted, and that the CFO & Treasurer be directed to submit copies as required to the Erie County Budget Commission.
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 – Administrator

It is recommended that the Board of Education approve the employment of the following staff member(s) for the remainder of the 2015/16 school year, effective January 5, 2016:

Employment of Administrator 2015/2016 School Year			
Last Name	First Name	Position	Effective Date(s)
Poggiali	Dan	Interim Chief of Staff	01/05/2016

2) Approval of Employment – Professional Staff

It is recommended that the Board of Education approve the employment of the following Substitute Counselor as needed for the 2015/16 school year:

Employment of Substitute Counselor 2015/2016 School Year				
Last Name	First Name	Position	Effective Date(s)	Pay
Maceo	Betty	Interim Counselor	01/04/2016	\$400.00 per day

3) Acceptance of Retirement Resignation – Support Staff

Mrs. Julia Morton – Administrative Assistant for the Chief of Staff, effective January 1, 2016 per her provided correspondence, received December 29, 2015. Mrs. Morton is retiring with thirty years of service within Sandusky City Schools.

4) Acceptance of Resignation – Support Staff, Supplemental Staff

Ms. Charita Brown – Bus Driver, effective January 4, 2016 per her provided correspondence, received December 30, 2015.

Mr. Al Stacey – Varsity boys Basketball Assistant, effective 2015/16 school year per his provided correspondence, received January 5, 2016.

5) Approval of Family and Medical Leave of Absence and Unpaid Leave of Absence – Professional Staff

Mrs. Lori Ness – FMLA effective March 11 – June 3, 2016

Mrs. Stephanie Hinton – Unpaid Leave of Absence effective December 1, 2015 – June 9, 2016.

Mrs. Faith Hixson – FMLA – Intermittent leave - effective December 31, 2015 – June, 2016

6) 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:

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.

Approval of Supplemental Assignments 2015/16 SY			
Last Name	First Name	Position	Building
Sartor	Carolyn	Elem Cheer	Hancock
Kluding	Dave	Elem Boys BK	Non-employee
Moore	Demar	Elem Boys BK	Non-employee
Fox	Paris	Elem Boys WR	Non-employee
Moore	Demar	Varsity Boys Basketball Asst.	Non-employee

- 7) Approval of Life Coach Job Description (Page 61)
It is recommended that the Sandusky Board of Education approve the Life Coach job description as provided, effective January 1, 2016.

- 8) Approval of Life Coach Support Stipend 2015/16 SY
It is recommended that the Board of Education approve the following as submitted by Shawn Coakley, Athletic Director:

Last Name	First Name	Position	Pay
Sherman	Jeffrey	Life Coach	\$2,000.00 per semester

- 9) Approval of SHS Class II Custodian Trainer Job Description (Page 63)
It is recommended that the Board of Education approve the SNTEA job description as provided, recommended by Mr. Kevin Toms, Facilities Supervisor.

- 10) Approval of Employment – Support Staff
It is recommended that the Board of Education approve the employment of the following Custodian Trainer for Sandusky High School effective January 4, 2016 as recommended by Mr. Kevin Toms, Facilities Supervisor:

Employment of Custodian Trainer Sandusky High School				
Last Name	First Name	Position	Effective Date(s)	Pay
VanScoy	William	Custodian Trainer	01/04/2016	Class II w/b scale

- 11) Approval of Change in Classification – Support Staff
It is recommended that the Board of Education approve the change in classification for the following staff members per the SNTEA Negotiated Agreement effective January 4, 2016:

Classification Change – Effective January 4, 2016			
Last Name	First Name	From	To
Dunn	Rex	Class II Custodian w/b	Head Custodian/Trainee
Dewey	Irvin	Class II Custodian w/b	Head Custodian/SHS Swing Shift

- 12) Approval of Supplemental Memorandum of Understanding – SEA (Page 65)
It is recommended that the Sandusky Board of Education approve the Memorandum of Understanding as provided to add additional coaching positions to our current programs to align with the Sandusky City Schools Transformation Plan as submitted by Mr. William Coakley, Athletic Director.

13) 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 Kevin Toms, Facilities Supervisor:

Employment of Substitutes – Classified 2015/16 School Year			
Last Name	First Name	Position	Effective Date
Kubas	Donna	Substitute Custodian	12/16/2015

14) Approval of Administrative Contract

Administrative Contract				
Last Name	First Name	Job Title	Contract Days	Effective
McDonald	Julie	Chief Academic Officer Pre-K-16	260	8/1/2016 – 7/31/2019

b) Other:

1) Approval of Mutual Aid Agreement with Sandusky Library (Pages 67-68)

It is recommended that the Sandusky Board of Education approve the attached Mutual Aid Agreement between the Board of Directors of the Sandusky Library and the Board of Education of the Sandusky City School District as recommended by Dr. Julie McDonald, Chief Academic Officer.

2) Approval of Interagency Agreement with Huron City School District – FBO Firelands Montessori Title I Services (Pages 69-70)

It is recommended that the Sandusky Board of Education approve the attached Interagency Agreement between Sandusky City School District and Huron City School District – FBO Firelands Montessori to provide Title I reading intervention services to identified students who have a home district in Sandusky City School District as recommended by Dr. Julie McDonald, Chief Academic Officer.

3) Approval of Agreement of Terms and Conditions for College Credit Plus and MyUniversity Guarantee between Lorain County Community College & The University Partnership and Sandusky City School District (Pages 71-74)

It is recommended that the Board of Education approve the attached agreement of Terms and Conditions for College Credit Plus and MyUniversity between Lorain County Community College & The University Partnership and Sandusky City School District effective July 1, 2015 through June 30, 2018 as submitted by Dr. Julie McDonald, Chief Academic Officer.

4) Approval of 2016 Battelle for Kids Data Services Agreement (Pages 75-79)

It is recommended that the Sandusky Board of Education approve the attached 2016 data services agreement with Battelle for Kids for approved vendor testing for value-added reporting for the 2015-2016 school year, per the provided agreement submitted by Ms. Julie McDonald, Chief Academic Officer.

5) Approval of Consultant Services Agreement with Ohio Sue Young (Page 81)

It is recommended that the Board of Education approve the attached Consultant Services Agreement between Sandusky City Schools and Ohio Sue Young for the term starting on December 1, 2015 and ending on July 30, 2016 as recommended by Dr. Eugene, T.W. Sanders, Chief Executive Officer and Superintendent. Funding will be paid through Title 1 Grant Application.

6) 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:

Sandusky City Schools Policy Manual Revisions		
Month	Policy #	Policy Title or Policy Regulation Title
December 2015 Updates	AFB	Evaluation of the Superintendent (Also CBG)
	AFBA	Evaluation of the Treasurer (Also BCCB)
	BCCB	Evaluation of the Treasurer (Also AFBA)
	CBG	Evaluation of the Superintendent (Also AFB)
	DJ	Purchasing
	EEA	Student Transportation Services
	EEAA	Eligibility Zones for Pupil Transportation
	EEAC	School Bus Safety Program
	EEACC	Student Conduct on District Managed Transportation (Also JFCC)
	EEACC-R	Student Conduct on District Managed Transportation -Regulation (Also JFCC-R)
	EEACCA	Recording Devices on Transportation Vehicles
	EEACD	Drug Testing for District Personnel Required to Hold a Commercial Driver's License
	EEAD	Non-Routine Use of School Buses
	EEAE	Student Transportation In Private Vehicles
	IGCH-R	College Credit Plus - Regulation (Also LEC-R)
	IKC	Class Rankings
	JEA	Compulsory Attendance Ages (Legal Reference Update Only)
	JECAA-R	Admission of Homeless Students - Regulation
	JFCC	Student Conduct on District Managed Transportation (Also EEACC)
	JFCC-R	Student Conduct on District Managed Transportation - Regulation (Also EEACC-R)
LEC-R	College Credit Plus - Regulation (Also IGCH-R)	

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:

Sandusky City Schools – Donations		
Donator Name	Donation To	Donation
Pamela Roesch	Sandusky High School Scholarship Fund for the Arts Impact Award scholarship	\$100.00
Nicole Wilson-Fennell	Coach Terry Wilson Scholarship Fund	\$25.00
The Mylander Foundation	Sandusky City Elementary Schools	\$7,010.00
The Mylander Foundation	Sandusky Career Center to purchase Health Careers Equipment	\$1,590.00
Mary Anne Lenhart	Wightman Wieber Community Safety Fair Kidsfest	\$20.00
JOIN Restaurants, LLC	Wightman Wieber Community Safety Fair Kidsfest	\$160.00
Artron Shoe Corp, Inc.	Wightman Wieber Community Safety Fair Kidsfest	\$50.00
Ralph Samson Jr.	SHS Class of 1964 Scholarship Fund	\$100.00
Vernon Chill Jr.	SHS Class of 1964 Scholarship Fund	\$100.00
Wightman-Wieber Charitable Foundation	Sandusky Elementary Athletic Association	\$1,500.00
Wightman-Wieber Charitable Foundation	Sandusky Elementary Swim Team	\$1,500.00
Julie Cruse	Sandusky High School Scholarship Fund for the Arts Impact Award scholarship	\$150.00
Darcy Johnson	Andrew Dunn Sandusky Police Academy Memorial Scholarship	\$8.00
Eugene T.W. Sanders, PhD	SCS Retention and Recruitment	\$199.00
David Waddington	Charles E. Odums II Memorial Scholarship	\$30.00
James Lipp	SHS Class of 1964 Scholarship Fund	\$250.00
Anonymous	SHS Class of 1964 Scholarship Fund	\$1,000.00
Carolyn Schuefler	Tom Schuefler Memorial Scholarship Fund	\$1,000.00
Richard Twardzik	SHS Class of 1964 Scholarship Fund	\$1,964.00
Anonymous	Sandusky City Schools Gentlemen's Club	\$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: To discuss personnel matters.

17. Next Meeting

The next regular meeting of the Board of Education is tentatively scheduled for **Monday, February 8, 2016, at 7:00 p.m. in the 3rd floor Board Decade Room at the Administration Building.**

18. Adjournment