

Sandusky City Schools Board Meeting Agenda



Budget Hearing Meeting and Organizational Meeting



**Board of Education
6:00 p.m. & 6:10 p.m.
Monday, January 4th, 2021**



Mission:

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

• Board of Education •

Martha Murray, President - 419.621.1120
Thomas Patterson, Vice-President - 419.625.9170
Brigitte Green-Churchwell, Member - 419.239.7222
Ebony Sizemore, Member - 419.366.5153
Kate Vargo, Member - 419.656.5490



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

Mr. Jeff Hall, 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.

2020 Calendar Year

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

• Schedule of Board Meetings – 2020•

<u>Meeting Date</u>	<u>Meeting Time</u>	<u>Meeting Type</u>
Monday, January 13, 2020	7:50 a.m.	Budget
Monday, January 13, 2020	8:00 a.m.	Reg & Organ'1
Monday, February 17, 2020	6:00 p.m.	Regular Meeting
Monday, March 9, 2020	8:00 a.m.	Regular Meeting
Monday, March 9, 2020	9:00 a.m.	Board Work Session
Monday, April 20, 2020	6:00 p.m.	Regular Meeting
Monday, May 18, 2020	8:00 a.m.	Regular Meeting
Monday, June 15, 2020	8:00 a.m.	Regular Meeting
Monday, June 15, 2020	9:00 a.m.	Board Work Session
Monday, July 20, 2020	6:00 p.m.	Regular Meeting
Monday, August 17, 2020	6:00 p.m.	Regular Meeting
Monday, August 17, 2020	7:00 a.m.	Board Work Session
Monday, September 21, 2020	8:00 a.m.	Regular Meeting
Monday, October 19, 2020	6:00 p.m.	Regular Meeting
Monday, November 16, 2020	8:00 a.m.	Regular Meeting
Monday, November 16, 2020	9:00 a.m.	Board Work Session
Monday, December 14, 2020	8:00 a.m.	Regular Meeting
Monday, January 4, 2021	7:50 / 8:00 a.m.	Budget/Reg & Organ'1

• Uniform School Accounting System – Account Codes

A. Fund	
001-General	200-Student Managed Activities
002-Bond Retirement	300-District Managed Student Activities
003-Permanent Improvement	401, ...,499-State Projects
005-Replacement	501, ...,599-Federal Projects
006-Food Service	
007-Special Trusts	
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	
B. Function	
	1000-Instruction
	2000/3000-Support Services
	4000-Extracurricular Activities
	5000-Facilities Acquisition & Construction Services
	6000-Debt Service
	7000-Other

Revised 6/21/2018

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

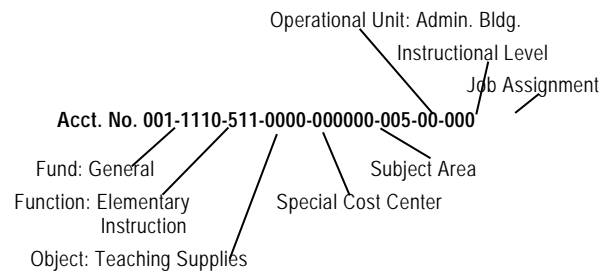
D. Special Cost Center

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

EXAMPLE OF EXPENSE CODING:



• Administrative Staff •

Cosetta Adkins	Asst. Principal, Sandusky Intermediate Building
Vilicia Cade Ed.D.	Chief Academic Officer (CAO) – PreK-16
Shawn (William) Coakley	Athletics & Activities Director
Todd Downing	Elementary Athletic & Activities Coordinator
Eric Eckenrode	Technology Coordinator
Jeffrey Hall	CFO/Treasurer
Colin Irish	Assistant Principall
Richard Koonce, Ph.D.	College & Career Readiness Coach
Timothy Kozak	Principal, Sandusky Middle School
Bradley Kraft	Supervisor of Food Services
Richard Moreck	Sandusky Career Center, Director
Rebecca Muratori	Principal, Sandusky Primary Building
Kathy Pace	Principal, Sandusky Early Learning Academy
Theodore (Ted) Peters	Transportation Supervisor
Megan Peugeot, Ed.D.	Director of Student Services & Family Support
Todd Peugeot	Assistant Principal, Sandusky High School
Brent Maillard	Asst. Principal, Sandusky Intermediate Building
Stephen Sturgill, Ed.D.	Chief of Staff and Transformation Officer
Eugene T.W. Sanders, Ph.D.	CEO & Superintendent
Sherry Smith	Alternative Program Coordinator, Sandusky Digital Academy
Donna Taylor	Principal, Sandusky Intermediate Building
Eric Talbot	Principal, Sandusky High School
Melanie Thorbahn	Executive Assistant to the CEO and Superintendent
Tara Toft	Principal, RCAAS
Kevin Toms	Supervisor of Buildings/Facilities
Tim Willer	Network Engineer
Sean Wolanin	Assistant Principal, Sandusky Middle School

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.



SANDUSKY CITY SCHOOLS

**Board of Education
Organizational Meeting
Monday, January 4th, 2021
6:00 p.m./6:10 p.m.**

1. Call to Order – Martha Murray, 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 – Martha Murray, President Pro Tem
 - Roll Call
 - Nomination and Election of President for 2021 EXHIBIT A 2
 - Oath of Office - President..... EXHIBIT B 2
 - Nomination and Election of Vice-President for 2021 EXHIBIT C 3
 - Oath of Office - Vice-President..... EXHIBIT D 3
 - Scheduled Board of Education Meetings – 2021 EXHIBIT E..... 4
 - Establishment of Organizational / Regular Meeting Date
of Board of Education (RC §3313.14) – 2021 EXHIBIT F 5
 - Reconfirmation of Board of Education Compensation EXHIBIT G 5
 - O.S.B.A. Membership EXHIBIT H 6
 - Performance Bonds EXHIBIT I..... 6
 - Confirmation of the Establishment of Board of Education
Service Fund (ORC §3315.15)..... EXHIBIT J..... 7
 - Extended Contract Certificate (ORC §5705.412) EXHIBIT K 8
 - Resolution of Agreement Compliance EXHIBIT L..... 9
 - Reconfirmation of Resolution for Standing Authorizations..... EXHIBIT M..... 9&10
 - Reconfirmation of Resolution for Standing Authorization
to Effect Loans (R.C. §133.30) EXHIBIT N 11
 - Resolution to Authorize Chief Executive Officer and Superintendent to Approve
Short-Term, Unpaid Leaves of Absence EXHIBIT O 12
 - Board Liaison Committees EXHIBIT P... 12,13&14
 - Adjournment..... EXHIBIT Q 15

NOMINATION AND ELECTION OF PRESIDENT FOR 2021

Martha Murray, Pro Tem, 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 4th day of January, 2021.

Jeff Hall
CFO/Treasurer

NOMINATION AND ELECTION OF VICE-PRESIDENT FOR 2021

_____ 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 4th day of January, 2021.

Jeff Hall
CFO/Treasurer

SCHEDULED BOARD OF EDUCATION MEETINGS

Proposed 2021

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>2021 Meeting Dates</u>	<u>Meeting Time</u>	<u>Location</u>
Monday	January 4 th , 2021	6:00 pm (Budget Hearing) 6:10 pm (New Officers Elected/Organizational meeting)	Admin. Building-Bd. Room Admin. Building-Bd. Room
Tuesday	January 19 th , 2021	8:00 a.m. (Regular meeting)	Admin., Building-Bd. Room
Tuesday	February 16 th , 2021	8:00 a.m.	Admin., Building-Bd. Room
Tuesday	March 9 th , 2021	6:00 p.m.	Admin., Building-Bd. Room
Tuesday	April 20 th , 2021	8:00 a.m.	Admin., Building-Bd. Room
<i>Tuesday</i>	<i>April 20th, 2021</i>	<i>9:00 a.m. (Work Session)</i>	<i>Admin., Building - Bd. Room</i>
Tuesday	May 18 th , 2021	8:00 a.m.	Admin., Building-Bd. Room
Tuesday	June 8 th , 2021	6:00 p.m.	Admin., Building-Bd. Room
Tuesday	June 29 th , 2021	8:00 a.m.	Admin., Building-Bd. Room
<i>Tuesday</i>	<i>June 29th, 2021</i>	<i>9:00 a.m. (Work Session)</i>	<i>Admin., Building - Bd. Room</i>
Tuesday	July 20 th , 2021	8:00 a.m.	Admin., Building-Bd. Room
Tuesday	August 17 th , 2021	6:00 p.m.	Admin., Building-Bd. Room
Tuesday	September 21 st , 2021	8:00 a.m.	Admin., Building-Bd. Room
<i>Tuesday</i>	<i>September 21st, 2021</i>	<i>9:00 a.m. (Work Session)</i>	<i>Admin., Building - Bd. Room</i>
Tuesday	October 19 th , 2021	8:00 a.m.	Admin., Building-Bd. Room
Tuesday	November 16 th , 2021	6:00 p.m.	Admin., Building-Bd. Room
Tuesday	December 14 th , 2021	8:00 a.m.	Admin., Building-Bd. Room
<i>Tuesday</i>	<i>December 14th, 2021</i>	<i>9:00 a.m.</i>	<i>Admin., Building - Bd. Room</i>
Monday	January 3 rd , 2022	7:50 am (Budget Hearing) 8:00 am (New Officers Elected/Organizational Meeting)	Admin., Building-Bd. Room

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) -- 2021**

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 Meeting for Monday, January 3rd, 2022, with the current President serving as President Pro Tem. The combined meeting will begin at 7:50 a.m. with the Budget Hearing meeting followed by the Organizational Hearing at 8:00 a.m. in the Board of Education Decade Meeting Room. The Regular Meeting will be determined at a later date in the Board of Education Decade 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 2021 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 4th day of January, 2021.

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 \$20,000.00 for the fiscal year beginning July 1st, 2021.

**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 1st to June 30th) and the succeeding fiscal year (July 1st to June 30th) 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 1st to June 30th) and for the number of days in the succeeding fiscal year (July 1st to June 30th) equal to the number of days instruction was held or is scheduled for the current fiscal year.

January 4th, 2021

Mr. Jeff Hall
CFO/Treasurer

Eugene T.W. Sanders, Ph.D.
Chief Executive Officer and 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 2021 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, within the super blanket purchase order threshold in the amount of \$750,000.

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 2021 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 2021 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 advises 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 2021 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 4th, 2021. 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, including retention and recruitment, which provide for not only increased knowledge base about the district but provides opportunities for increased participation in school system.

Parent Congress –

(To be determined by the Board President)

Serve with:

Chief of Staff & Transformation Officer and select staff and community liaisons

Responsibility:

To help the Sandusky City Schools provide a diverse educational experience where all students will become respected, productive, and valued members of our community by volunteering our time and assets to The Parent Congress.”

Business Advisory –

(To be determined by the Board President)

Serve with:

CEO & Superintendent and CFO

Responsibility:

To offer insight, expertise, and leadership knowledge about the District’s strategic initiatives, return on investment approaches and the comprehensive transformation plan scheduled to be implemented in our schools.

ADJOURNMENT FROM ORGANIZATIONAL MEETING

_____ moved, and _____ seconded, to
adjourn from the Organizational Meeting.

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