

The Twinsburg City School District Board of Education met in the ORGANIZATIONAL session on the above date at the Twinsburg Government Center in Council Chambers at 7:00 p.m. The following board members were present: Mr. Andrews, Mr. Crosby, Mr. Shebeck and Mr. Stuver. Absent was Mrs. Cain-Criswell. Recordings of the Board of Education meeting are made and kept at the Board Office. Video recordings and Board approved Minutes are available on the District's web site.

Election of Board President

- 13-001 Mr. Stuver nominated Mrs. Cain-Criswell for the President of the Board of Education for calendar year 2013. Mr. Andrews seconded the nomination. Mr. Stuver closed nominations when no further nominations were brought forth.
- 13-002 The motion was made by Mr. Stuver and seconded by Mr. Andrews and by a vote of 4-0, Mrs. Cain-Criswell was elected President of the Twinsburg Board of Education for calendar year 2013 and to serve as President Pro-tem at next years' Organizational Meeting until the 2014 President is elected.

Election of Board Vice President

- 13-003 Mr. Stuver nominated Mr. Crosby for the Vice President of the Board of Education for calendar year 2013. Mr. Andrews seconded the motion. Mr. Stuver closed nominations when no further nominations were brought forth.
- 13-004 The motion was made by Mr. Stuver and seconded by Mr. Andrews and by a vote of 4-0, Mr. Crosby was elected Vice President of the Twinsburg Board of Education for calendar year 2013.

Mr. Crosby, Board Vice President presiding in the absence of Mrs. Cain-Criswell:

13-005 **Robert's Rules of Order**

Mr. Stuver moved and Mr. Shebeck seconded that the Twinsburg Board of Education follow the Order of Voting on Motions and Resolutions in 2013; Use of Robert's Rules of Order. The member making the motion is called first, the member seconding the motion is called next, the Vice-President called second last, and the President called last; in alphabetical order when possible. Robert's Rules of Order shall prevail in determining all board meeting procedural questions.

By a vote of 4-0, the Board Vice President declared the motion approved.

Mr. Shebeck moved and Mr. Andrews seconded that the Twinsburg Board of Education adopt resolutions 13-006 to 13-027

13-006 **Reading of Board Minutes**

RESOLVE that the Board of Education dispense with the reading of the Board minutes of each regular and special meeting provided they are delivered to the Board members at least two days prior to the Board Meeting where approval is anticipated;

13-007 **Fiscal Procedures**

AND FURTHER RESOLVE that the Superintendent and Treasurer do internal appropriation modifications whenever necessary under provisions of the Purchasing and other Financial Policies of the District and under Ohio Law;

13-008 **Board Service Fund**

AND FURTHER RESOLVE to appropriate a \$10,000 Service Fund account in 2013;

13-009 Faithful Performance Bond for Bd. Members and Superintendent

AND FURTHER RESOLVE to authorize the Treasurer to make payment of the 2013 installment for the Faithful Performance Bond covering the Board Members and Superintendent, in accordance with the Ohio Revised Code;

13-010 Applications

AND FURTHER RESOLVE to grant the Superintendent or her designee authority to file applications for all projects considered desirable for the Twinsburg City School District;

13-011 Fiscal Procedures

AND FURTHER RESOLVE to authorize the signature of the Treasurer, or the facsimile thereof, to be used on all checks and warrants;

13-012 Fiscal Procedures

AND FURTHER RESOLVE to designate the Superintendent or her designee as purchasing agent for the Twinsburg City School District for 2013;

13-013 Fiscal Procedures

AND FURTHER RESOLVE to authorize the Treasurer to invest funds, whenever practical as permitted by law, either in short-term or long-term investments and to give a report to the Board;

13-014 Fiscal Procedures

AND FURTHER RESOLVE to authorize the Treasurer to provide payments to employees for salaries and expenses and to suppliers for goods and services within appropriations (a check register will be presented to the Board);

13-015 Fiscal Procedures

AND FURTHER RESOLVE that the Treasurer's name will appear on all active accounts;

13-016 Fiscal Procedures

AND FURTHER RESOLVE that the budgetary level of authority is at fund-object level for the General Fund and at the fund level for all other funds;

13-017 Set Board Member Pay per Meeting and Number of Meetings

AND FURTHER RESOLVE that the Twinsburg Board of Education sets the payment for board members per the following schedule: Ron Stuver and Kate Cain-Criswell will receive \$100 per meeting; Paul Crosby, David Andrews and Steve Shebeck will receive \$125 per meeting, for a maximum number of 36 meetings for calendar year 2013;

13-018 Set day, time and place for Board Meetings

AND FURTHER RESOLVE that the Twinsburg Board of Education sets the day, time, and place for regular board meetings for calendar year 2013;

Day: First and third Wednesday of each month, with the following exceptions:
 January: fourth Wednesday of the month (1/23/13);
 April: second and third Wednesday of the month (4/10/13 & 4/17/13);
 June: first and fourth Wednesday of the month (6/05/13 & 6/26/13);
 July: only one board meeting – 7/17/13;
 September: second and fourth Wednesday of the month (9/11/13 & 9/25/13).

Time: The board meetings will be called to order at 7 o'clock p.m.
 Place: The board meetings will be held in the Twinsburg Government Center or
 Twinsburg High School (LGI or Band Room) when Government Center is not
 available

13-019 **Accept any/all Federal and State Grants for 2013-2014**

AND FURTHER RESOLVE that the Twinsburg Board of Education accepts any and all federal and state grant monies available to the district and to authorize the participation of staff members in any grant programs available to the district during school year 2013-14;

13-020 **Superintendent Employments**

AND FURTHER RESOLVE to authorize the Superintendent to employ personnel and accept resignations, as needed during calendar year 2013. Such employments and resignations will be reviewed by the Board of Education at its next regularly scheduled meeting;

13-021 **Tax Incentive Review Appointees**

AND FURTHER RESOLVE to recommend that the Twinsburg Board of Education appoint the Treasurer, Superintendent, Assistant to the Superintendent and Alan Shorr of Christley, Herington and Pierce, as representatives to the Tax Incentive Review Council meetings at Summit County Department of Economic Development;

13-022 **Appointment of OSBA Capital Conference Delegate and Alternate**

AND FURTHER RESOLVE to appoint Mr. Crosby as a Delegate and Mrs. Cain-Criswell as the Alternate Delegate to the Ohio School Boards Association 2013 Capital Conference;

13-023 **Membership Renewal in OSBA**

AND FURTHER RESOLVE that the Twinsburg Board of Education approves the annual membership and dues for the Ohio School Boards Association, Legal Assistant Fund, and annual subscriptions for "Briefcase" and "Negotiator" publications for calendar year 2013;

13-024 **Fiscal Procedures**

AND FURTHER RESOLVE that The Akron Beacon Journal, The Plain Dealer (both daily newspapers of general circulation) and/or the Twinsburg Bulletin, be designated the official publications for legal notices;

13-025 **Records Commission**

AND FURTHER RESOLVE to appoint the records commission of the Twinsburg City School District for calendar year 2013, comprised of the President of the Board of Education, Superintendent, Assistant to the Superintendent and Treasurer of the district. The records commission shall meet at least once each calendar year to establish rules for retention and disposal of records and to review same;

13-026 **Fiscal Procedures**

AND FURTHER RESOLVE that the Board of Education approves Petty Cash Funds. Building Principal (or designee) and Athletic Director may request up to \$300. Central Office Budgetary Officer may request up to \$200. Food Service Director may request \$200 petty cash in addition to \$360 "change fund". Expenditures up to \$25 may be made from Petty Cash;

13-027 **Committee**

AND FURTHER RESOLVE that the Audit Committee will consist of a member of the Finance Committee in addition to the Superintendent and/or Assistant to the Superintendent and Treasurer.

*Ayes: Mr. Andrews, Mr. Crosby, Mr. Shebeck, and Mr. Stuver.
The Vice Board President declared the motions approved.*

13-028 **Board Committees:**

Mr. Stuver moved and Mr. Andrews seconded that the Twinsburg Board of Education appoints the following Board of Education Members to District committees;

Athletic Council	Mr. Shebeck	Mr. Crosby
Buildings And Grounds	Mr. Shebeck	Mrs. Cain-Criswell
Curriculum/Technology	Mr. Stuver	Mrs. Cain-Criswell
Finance/Audit	Mr. Stuver	Mr. Andrews
Policy Review	Mr. Crosby	Mr. Andrews
Legislative Liaison to the Ohio School Boards Association		Mr. Andrews
Student Achievement Liaison to the Ohio School Boards Association		Mrs. Cain-Criswell

*Ayes: Mr. Andrews, Mr. Crosby, Mr. Shebeck, and Mr. Stuver.
The Vice Board President declared the motion approved.*

13-029 **Legal Counsel**

Mr. Andrews moved and Mr. Shebeck seconded that the Twinsburg Board of Education RESOLVES to approve the following firms for legal counsel representation during 2013;

*Britton, Smith, Peters & Kalail Co., LPA
Squire, Sanders & Dempsey LLP
Christley, Herington & Pierce, Attorneys at Law*

Additionally, the Ohio School Boards Association (OSBA)

*Ayes: Mr. Andrews, Mr. Crosby, Mr. Shebeck, and Mr. Stuver.
The Vice Board President declared the motion approved.*

13-030 **Position Recognition**

Mr. Stuver moved and Mr. Shebeck seconded that the Twinsburg Board of Education RESOLVES to approve the appointment of staff to positions for the 2013 year;

1. Title IX Hearing Officer: Assistant to the Superintendent
2. Anti-Harassment Grievance Officer: Assistant to the Superintendent
3. 504/ADA Compliance Officer: Assistant to the Superintendent
4. Civil Rights Coordinator: Assistant to the Superintendent
5. Homeless Liaison: Director of Pupil Personnel
6. Suspension Appeal Officer, as designee of the Board: Superintendent or designee

*Ayes: Mr. Andrews, Mr. Crosby, Mr. Shebeck, and Mr. Stuver.
The Vice Board President declared the motion approved.*

13-031 **District Records Officer**

Mr. Andrews moved and Mr. Stuver seconded that the Twinsburg Board of Education RESOLVES to recognize the Administrative Assistant to the Superintendent as District Records Officer (DRO), as established under Twinsburg City Schools Administrative Guideline 8310A. The individual in this position will also serve as the Twinsburg City School District designee in this regard.

*Ayes: Mr. Andrews, Mr. Crosby, Mr. Shebeck, and Mr. Stuver.
The Vice Board President declared the motion approved.*

13-032 **Adjournment**

Mr. Crosby moved and Mr. Shebeck seconded that the Twinsburg Board of Education adjourn at 7:20pm.

*Ayes: Mr. Andrews, Mr. Crosby, Mr. Shebeck, and Mr. Stuver.
The Board Vice President declared the meeting adjourned.*

Board President

Treasurer