
Minutes of ORGANIZATIONAL Meeting

January 08, 2014

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 6:30 p.m. The following Board Members and Board Members-Elect were present: Mrs. Cain-Criswell, Mrs. Davis, Mr. Felber, Mr. Stuver, and Mrs. Turle-Waldron. 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.

Oath of Office: For the Twinsburg Board of Education, Treasurer, Mr. Aho, administered the Oath of Office to the Newly Elected Board Members Mrs. Davis, Mr. Felber, and Mrs. Turle-Waldron. Exhibits are attached to the end of this document.

Mrs. Cain-Criswell, President Pro-tem for the Board of Education called the meeting to Order.

Election of Board President

14-001 Mrs. Cain-Criswell nominated Mr. Stuver for the President of the Board of Education for the calendar year 2014 and with no further nominations being brought forth, Mr. Felber moved and Mrs. Turle-Waldron seconded the nomination.

14-002 The motion was made by Mrs. Cain-Criswell and seconded by Mrs. Davis and by a vote of 5-0, Mr. Stuver was elected President of the Twinsburg Board of Education for calendar year 2014 and to serve as President Pro-tem at next years' Organizational Meeting until the 2015 President is elected.

Mr. Stuver, as Board President is now presiding:

Election of Board Vice President

14-003 Mr. Stuver nominated Mrs. Cain-Criswell for the Vice President of the Board of Education for the calendar year 2014 and with no further nominations being brought forth, Mr. Felber moved and Mrs. Davis seconded the nomination.

14-004 The motion was made by Mr. Stuver and seconded by Mrs. Cain-Criswell and by a vote of 5-0, Mrs. Cain-Criswell was elected Vice President of the Twinsburg Board of Education for calendar year 2014.

Mr. Felber moved and Mrs. Turle-Waldron seconded that the Twinsburg Board of Education adopt resolutions 14-005 to 14-029

14-005 **Robert's Rules of Order**

That the Twinsburg Board of Education follow the Order of Voting on Motions and Resolutions in 2014; 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.

14-006 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;

14-007 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;

14-008 Board Service Fund

AND FURTHER RESOLVE to appropriate a \$10,000 Service Fund account in 2014;

14-009 Faithful Performance Bond for Bd. Members and Superintendent

AND FURTHER RESOLVE to authorize the Treasurer to make payment of the 2014 installment for the Faithful Performance Bond covering the Board Members and Superintendent, in accordance with the Ohio Revised Code;

14-010 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;

14-011 Fiscal Procedures

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

14-012 Fiscal Procedures

AND FURTHER RESOLVE to designate the Superintendent or her designee as purchasing agent for the Twinsburg City School District for 2014;

14-013 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;

14-014 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);

14-015 Fiscal Procedures

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

14-016 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;

14-017 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: will receive \$100 per meeting for a maximum number of 36 meetings for calendar year 2014;

14-018 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 2014;

Day:	First and third Wednesday of each month, with the following exceptions: January: second and fourth Wednesday of the month (1/8/14 & 1/22/14); April: first and fourth Wednesday of the month (4/2/14 & 4/23/14); June: first and fourth Wednesday of the month (6/04/14 & 6/25/14); July: only one board meeting – 7/16/14.
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

14-019 Accept any/all Federal and State Grants for 2014-2015

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 2014-15;

14-020 Superintendent Employments

AND FURTHER RESOLVE to authorize the Superintendent to employ personnel and accept resignations, as needed during calendar year 2014. Such employments and resignations will be reviewed by the Board of Education at its next regularly scheduled meeting;

14-021 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;

14-022 Appointment of OSBA Capital Conference Delegate and Alternate

AND FURTHER RESOLVE to appoint Mrs. Cain-Criswell as a Delegate and Mrs. Davis as the Alternate Delegate to the Ohio School Boards Association 2014 Capital Conference;

14-023 Appointment of CVCC

AND FURTHER RESOLVE to approve the *following Resolution of Appointment to Cuyahoga Valley Career Center JVSD (CVCC):*

WHEREAS Cuyahoga Valley Career Center JVSD (CVCC) has a vacancy on its board;

WHEREAS Twinsburg City School District is a member of the Cuyahoga Valley Career Center JVSD and is authorized by the CVCC "plan" on file with the State Board of Education to appoint an individual, Stephen Shebeck, to fill the vacancy;

WHEREAS the Twinsburg City School District has reviewed the statutory requirements for making the appointment, including those in Ohio Revised Code 3311.19 (as amended) and its requirements that

JVSD Board members have experience as chief executive officers, chief financial officers, human resources managers, or other business, industry, or career counseling professionals who are qualified to discuss the labor needs of the region with respect to the regional economy; and the requirement that JVSD Board members represent employers in the region served by CVCC and be qualified to consider the state's workforce needs with an understanding of the skills, training, and education needed for current and future employment opportunities in the state; and the requirement that JVSD Board members be selected based on the diversity of the employers in the territory served by CVCC;

WHEREAS Twinsburg City School District has performed and documented its due diligence in considering the Appointee's qualifications to meet the legal requirements to serve;

WHEREAS Twinsburg City School District is party to a Memorandum of Understanding ("MOU") (attached) with CVCC and the other school districts that make up the JVSD and the appointment is in keeping with the terms of the MOU;

NOW, THEREFORE BE IT RESOLVED that Twinsburg City School District appoints Stephen Shebeck, to the Cuyahoga Valley Career Center School District Board for a three-year term of office to commence on January 9, 2014 and expire on December 31, 2016.

14-024 **Appointment of CVCC**

AND FURTHER RESOLVE to approve the *following Resolution of Appointment to Cuyahoga Valley Career Center JVSD (CVCC)*:

WHEREAS Cuyahoga Valley Career Center JVSD (CVCC) has vacancy on its board which is to be filled on a rotational basis by member school districts of the Cuyahoga Valley Career Center JVSD;

WHEREAS Twinsburg City School District is a member of the Cuyahoga Valley Career Center JVSD and is authorized by the CVCC "plan" on file with the State Board of Education to appoint an individual, Mark Curtis, to fill the vacancy;

WHEREAS the Twinsburg City School District has reviewed the statutory requirements for making the appointment, including those in Ohio Revised Code 3311.19 (as amended) and its requirements that JVSD Board members have experience as chief executive officers, chief financial officers, human resources managers, or other business, industry, or career counseling professionals who are qualified to discuss the labor needs of the region with respect to the regional economy; and the requirement that JVSD Board members represent employers in the region served by CVCC and be qualified to consider the state's workforce needs with an understanding of the skills, training, and education needed for current and future employment opportunities in the state; and the requirement that JVSD Board members be selected based on the diversity of the employers in the territory served by CVCC;

WHEREAS Twinsburg City School District has performed and documented its due diligence in considering the Appointee's qualifications to meet the legal requirements to serve;

WHEREAS Twinsburg City School District is party to a Memorandum of Understanding ("MOU") (attached) with CVCC and the other school districts that make up the JVSD and the appointment is in keeping with the terms of the MOU;

NOW, THEREFORE BE IT RESOLVED that Twinsburg City School District appoints Mark Curtis, to the Cuyahoga Valley Career Center School District Board for a three-year term of office to commence on January 9, 2014 and expire on December 31, 2016 unless otherwise modified by the Cuyahoga Valley Career Center JVSD and the Ohio Department of Education.

14-025 **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 2014;

14-026 **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;

14-027 **Records Commission**

AND FURTHER RESOLVE to appoint the records commission of the Twinsburg City School District for calendar year 2014, 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;

14-028 **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;

14-029 **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: Mrs. Cain-Criswell, Mrs. Davis, Mr. Felber, Mr. Stuver, and Mrs. Turle-Waldron.
The Board President declared the motions approved.*

14-030 **Board Committees:**

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

Athletic Council	<u>Mr. Stuver</u>	<u>Mrs. Turle-Waldron</u>
Buildings And Grounds	<u>Mrs. Cain-Criswell</u>	<u>Mrs. Turle-Waldron</u>
Curriculum/Technology	<u>Mrs. Davis</u>	<u>Mr. Felber</u>
Finance/Audit	<u>Mr. Stuver</u>	<u>Mrs. Cain-Criswell</u>
Policy Review	<u>Mrs. Davis</u>	<u>Mr. Felber</u>
Legislative Liaison to the Ohio School Boards Association		<u>Mr. Stuver</u>
Student Achievement Liaison to the Ohio School Boards Association		<u>Mrs. Davis</u>

*Ayes: Mrs. Cain-Criswell, Mrs. Davis, Mr. Felber, Mr. Stuver, and Mrs. Turle-Waldron.
The Board President declared the motion approved.*

14-031 Legal Counsel

Mr. Stuver moved and Mrs. Davis seconded that the Twinsburg Board of Education RESOLVES to approve the following firms for legal counsel representation during 2014;

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

Additionally, the Ohio School Boards Association (OSBA)

*Ayes: Mrs. Cain-Criswell, Mrs. Davis, Mr. Felber, Mr. Stuver, and Mrs. Turle-Waldron.
The Board President declared the motion approved.*

14-032 Position Recognition

Mrs. Cain-Criswell moved and Mr. Felber seconded that the Twinsburg Board of Education RESOLVES to approve the appointment of staff to positions for the 2014 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: Mrs. Cain-Criswell, Mrs. Davis, Mr. Felber, Mr. Stuver, and Mrs. Turle-Waldron.
The Board President declared the motion approved.*

14-033 District Records Officer

Mrs. Davis moved and Mrs. Cain-Criswell 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: Mrs. Cain-Criswell, Mrs. Davis, Mr. Felber, Mr. Stuver, and Mrs. Turle-Waldron.
The Board President declared the motion approved.*

14-034 Adjournment

Mr. Stuver moved and Mrs. Cain-Criswell seconded that the Twinsburg Board of Education adjourn at 7:10pm.

*Ayes: Mrs. Cain-Criswell, Mrs. Davis, Mr. Felber, Mr. Stuver, and Mrs. Turle-Waldron.
The Board President declared the motion approved.*

Board President

Treasurer