

NEW BREMEN LOCAL SCHOOL DISTRICT
Organizational Meeting
January 11, 2017 (W)
7:00 P.M.

I. Call To Order: Mr. Doug Hall (President Pro Tem)

II. Pledge of Allegiance:

The pledge is led by President Pro Tem Doug Hall

III. Roll Call of Board Members:

Bertke _____ Busse _____ Hall _____ Paul _____ Suchland _____

IV. Election of 2017 Board President and Vice-President:

1. Nominations and Vote for School Board President:

a. _____ Nominations Do Not Require A

b. _____ Motion Nor Second

c. Motion by _____, second by _____ to close nominations for President.

Roll Call:

Bertke _____ Busse _____ Hall _____ Paul _____ Suchland _____

d. During vote, each member must indicate name of person s/he wishes to vote for.

Bertke _____ Busse _____ Hall _____ Paul _____ Suchland _____

2. Nominations and Vote for School Board Vice-President

a. _____ Nominations Do Not Require A

b. _____ Motion Nor Second

c. Motion by: _____, second by _____ to close nominations for Vice-President.

Roll Call:

Busse _____ Hall _____ Paul _____ Suchland _____ Bertke _____

d. During vote, each member must indicate name of person s/he wishes to vote for.

Busse _____ Hall _____ Paul _____ Suchland _____ Bertke _____

VI. Consent Agenda Items

Following are recommendations that have been identified for approval as part of the consent agenda. If a member of the board would wish to remove any item(s) from this agenda for further discussion prior to taking action, please let either the superintendent or board president know.

A. Board Meeting Dates

The Superintendent recommends that the Board adopt the following dates, time, and place for the regular monthly school board meeting unless specifically changed by consensus of the Board:

Dates: The N-B School Board will normally meet on the second Wednesday of each month. Specific dates for regular school board meetings during the 2017 calendar year are recommended as follows:

January	11	May	10	September	13
February	8	June	14	October	11
March	8	July	12	November	8
April	12	August	9	December	13 (6:00 P.M.)

Time: 7:00 P.M.; December 6:00 P.M.

Place: H.S. Community Room

B. Appointment of Purchasing Agent for All Funds

The Board should appoint the Superintendent the Purchasing Agent for the New Bremen Local School District with the authority to expend money from the previously approved appropriations. This would include professional leaves as described in the NBTA Agreement with the exception of out-of-state requests which require overnight lodging.

C. Performance Bonds

Performance bonds have or will be purchased for selected positions in the N-B Schools through the New Bremen Insurance Agency to protect N-B District Funds and comply with State Law Regulations.

<u>Position</u>	<u>Present Employee</u>	<u>Amount of Bond</u>
Board President		\$20,000
Treasurer	Jill Ahlers	\$20,000
Superintendent	Andrea Townsend	\$20,000

D. Miscellaneous Business Items

The Board needs to approve numerous annual items of business related to meeting requirements of the Ohio Revised Code and/or administrative procedures for the ongoing smooth operations of the New Bremen Local Schools. The following school-related items are recommended for the Board's approval:

1. Designate the First National Bank as depository for all New Bremen Local School District Funds for five (5) years (January 1, 2014 through December 31, 2018). Designate US Bank as depository for the district's direct deposit payroll account. In addition, designate Hunington Bank, Multi-Bank Securities and Fifth Third Bank as our investment brokers, and approve all Ohio Depository Banks as acceptable depositories for certificates of deposit of less than \$250,000.
2. Authorize the Board President, Treasurer, and the Superintendent to sign the necessary certificates as required by H.B. 1285 to verify that sufficient funds are available when negotiated agreements are ratified.

3. Authorize the Treasurer to request advances on local taxes when obtainable from the Auglaize County Auditor and Treasurer.
4. Authorize the Treasurer to pay all bills within the limits of the Budget Appropriations after determined by the Superintendent and the Treasurer that merchandise or services received were satisfactory.
5. Authorize the Treasurer to modify the Annual Budget Appropriations as needed and report to the Board monthly.
6. Authorize the Board, Superintendent and Treasurer to attend those business and professional meetings necessary with expenses paid to properly conduct the business of the school. This includes the authorization of the Superintendent to attend a national convention or meeting the equivalent of one meeting every other year.
7. Authorize the Superintendent to employ temporary personnel to assist as needed in emergency situations. Such employment would be presented for Board approval at the next regularly scheduled school board meeting.
8. Designate the Superintendent as the New Bremen School District's representative for State and Federal Programs.
9. Appoint the Superintendent as the School District Special Education Officer with the Building Principals as Special Education Placement Committee Chairpersons for their respective buildings.
10. Designate the Superintendent as the representative for the current board for public records training.
11. Authorize the ongoing assistance from the State Auditor's Office to the New Bremen Schools for GAAP Accounting assistance.
12. Appoint the HS Guidance Counselor as Records Control Officer (K-12) and Testing Coordinator (9-12). Appoint the Elementary Guidance Counselor as the Testing Coordinator (K-8).
13. Authorize the Superintendent and Treasurer to jointly decide to write off bad debts for the school fees of families who have moved from the district or who are experiencing extreme financial hardship when necessary.
14. Authorize the Treasurer to credit the interest earned on the investment of principal in the Replacement Fund (005), other fund 005's with balances totaling \$2,000 or more on a monthly basis, Lunchroom Fund (006), H.A. Schrage Trust (007), Local Donation – Technology (019-9012) and the Student Activity Funds (200 and 300) having a balance of \$2,000 or more to each fund on a monthly basis.

- 15. Establish the following Petty Cash Funds to be used for supplies and postage:

<u>Petty Cash Fund</u>	<u>Amount</u>
Elementary	\$50
High School	\$50
District Postage	\$50

- 16. Establish a service fund for the Board in the amount of \$10,000. The ORC 3315.15 allows for Boards to set aside \$2.00 per student or a total of \$20,000 whichever is greater. The sum is used to pay expenses of Board Members in the performance of their duties as Board Members. (001-2310-439)
- 17. Authorize the 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 subsequent vote of ratification by this board; provided however, that upon ratification by this Board, the employment shall be deemed effective as of the date and time of the employee’s acceptance of the Superintendent’s offer.
- 18. Authorize the Superintendent, on behalf of this Board, to accept resignations which have been submitted by employees during times when this Board is not is session, subject to ratification by this Board, provided however, that upon ratification by this Board, such resignations shall be deemed effective as of the date and time of the Superintendent’s acceptance.

E. Board Member Committee Appointments for 2017 -

- 1. Tri Star Career Compact Advisory: _____
- 2. Cardinal Pride Representative: _____
- 3. Athletic Council Representatives (2): _____
- 4. OSBA Legislative Liaison/Delegate: _____
- 5. NBT A Negotiations Committee (2): _____
- 6. Village Annex/Abatement/CIC member: _____
- 7. Finance Committee Representative: _____
- 8. Buildings/Grounds Committee Rep (2): _____
- 9. Student Achievement Liaison (OSBA): _____
- 10. Technology Committee Rep: _____
- 11. Ag Advisory Committee Rep: _____
- 12. New Bremen Education Foundation: _____

Motion by: _____, second by: _____ that the board approve the motions contained in the Organizational Meeting as presented.

Roll Call:

Hall _____ Paul _____ Suchland _____ Bertke _____ Busse _____

VII. Adjournment of the Organizational Meeting:

Action Taken:

Motion: _____ Second: _____ Vote: _____ Time: _____