

January 12, 2022
Organizational and Regular Board Meetings

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AGENDA
SPENCERVILLE BOARD OF EDUCATION
ORGANIZATIONAL MEETING
Board Conference Room
January 12, 2022
6:15 p.m.

I. Meeting called to order by President Pro Tem, Spencer Clum

II. Silent Meditation

III. Pledge of Allegiance

IV. Oath of Office - Administered by Treasurer

Oath or Affirmation of Office of Board Member Ohio Constitution XV Section 7 (ORC 3313.10, 147.07, 3.24):

Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as members of the Board of Education of Spencerville Local School District, Allen County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereafter to be enacted, during your continuance in said office, and until your successor is elected and qualified? If so, please answer I do.

Elizabeth Klaus

Nate Pohlman

Sworn to/affirmed before me and signed in my presence, this 12th day of January, 2022.

Gayla Metzger, Notary (SEAL)

V. Roll Call by Treasurer

Mrs. Klaus _____
Mr. Pohlman _____
Mr. Clum _____

Mr. Prichard _____
Mrs. Ringwald _____

Others in Attendance:

Superintendent Endsley _____
Journal News _____
Student Senate Rep _____

Interim Treasurer Koch _____
SEA Representative _____

Administrators:

Scott Gephart _____
John Edinger _____
Susan Wagner _____

Staff:

Public:

Organizational Agenda - January 12, 2022

VI. Action Items

1. Election of Board President for 2022 (OR1-22-1)

The President Pro Tem, Clum, called for nominations for President of the Spencerville Local Board of Education for calendar year 2022.

_____ nominated _____ for President of the Spencerville Local School District Board of Education for the calendar year 2022.

_____ moved and _____ seconded the motion to close nomination for President.

Upon the call of the roll, the vote to close nominations was recorded as follows:

Mrs. Klaus	<u>Aye</u>	Mr. Prichard	Absent
Mr. Pohlman	<u>Aye</u>	Mrs. Ringwald	<u>Aye</u>
Mr. Clum	Abstain		

Upon the call of the roll on the nomination of _____ as President of the Spencerville Board of Education for calendar year 2022, the vote was recorded as follows:

The meeting was turned over to President _____ who called for nominations for Vice President. The President takes office and presides over the balance of the agenda.

2. Election of Vice President of the Board for 2022 (OR1-22-2)

_____ nominated _____ for Vice President of the Spencerville Board of Education for calendar year 2022.

_____ moved and _____ seconded the motion to close nominations.

Upon the call of the roll, the vote to close nominations was recorded as follows:

Upon the call of the roll on the nomination of _____ as Vice President of the Spencerville Board of Education for calendar year 2022, the vote was recorded as follows:

Insert Information into Board Actions (e.g. names, dates, etc.)

Discuss dates of regular board meetings and fill in action item.

3. Date, Time, Place of Regular Meetings (OR1-22-3)

_____ moved and _____ seconded the motion to establish _____ (date, time, place) for regular Board meetings held in 2022, except for the meeting on June ____, 2022 and the exception of the change of time for the August, 2022 meeting to start at 6:00 p.m. for facility tour. Meeting dates as follows (assuming that the third Thursday of each month is preferred):

- February 24, 2022
- March 17, 2022
- April 21, 2022
- May 19, 2022
- June ____, 2022 (As late in month as possible)
- July 21, 2022
- August ____, 2022 (All-Comer meet Aug 18, 2022, Allen County Fair Aug 19-27)
- September 15, 2022
- October 20, 2022
- November 17, 2022
- December 15, 2022 (Dec. 21 last day of class)

Upon the call of the roll, the vote was recorded as follows:

4. Appoint Legal Counsel (OR1-22-4)

_____ moved and _____ seconded the motion to appoint the firm of Scott, Scriven and Wahoff, LLP and Peck, Shaffer & Williams as legal counsel to the Spencerville Local School District Board of Education as needed in accordance with ORC Section 309.10.

Upon the call of the roll, the vote was recorded as follows:

5. Membership in Self-Funded Insurance Pool of Southwestern Ohio Educational Purchasing Council (OR1-22-5)

_____ moved and _____ seconded the motion to reaffirm membership as follows:

MEMBERSHIP IN THE SOUTHWESTERN OHIO EDUCATIONAL PURCHASING COUNCIL -
LIABILITY, FLEET & PROPERTY INSURANCE PROGRAM

This Board of Education has the authority to participate with other units of government for the purpose of jointly providing property and casualty protections through self-insurance and insurance; and

Pursuant to this authority this Board has receipted and reviewed an agreement for this School District's participation in a self-funded insurance and excess insurance property and casualty pool known as the Southwestern Ohio Educational Purchasing Council - Liability, Fleet & Property Insurance Program; and

The operations of the self-funded property and casualty program has, over the years, been beneficial to the interest of School Districts; and

Certain formats and procedures have evolved for the prompt and efficient operation and administration of the Southwestern Ohio Educational Purchasing Council - Liability, Fleet & Property Insurance Program.

THEREFORE:

1. This Board of Education approves membership in and adopts the Intergovernmental Agreement for the Southwestern Ohio Educational Purchasing Council - Liability, Fleet & Property Insurance program as presented and intends to be bound thereto
2. This Board of Education authorizes and directs its President and Secretary to execute the signature page

of the Intergovernmental Agreement on behalf of this School District in the form as attached hereto

and to purchase a combined insurance policy including all school property, boiler and machinery, general liability, automobile liability, professional liability, excess liability, crime/dishonesty and pollution liability from Southwestern Ohio EPC Liability, Fleet & Property Program (EPC LFP) with quoted limits and deductibles (see proposal) effective July 1, 2021 to June 30, 2022 for a total cost of \$57,001.00. Purchase of these policies provides insurance coverage to the board, employees, volunteers, and supporting school district groups including the PTO, Band Boosters, Athletic Boosters, Young Farmers, SHS Alumni, Spencerville FFA Alumni and the Spencerville High School Post Prom Committee. However, if the funds raised by these groups are not controlled through the school Treasurer/CFO's office, then such group is NOT covered for crime/dishonesty coverage. This combined policy for EPC LFP replaces other current policies.

Upon the call of the roll, the vote was recorded as follows:

6. Appoint Board Members as Committee Members or Liaisons (OR1-22-6)

_____ moved and _____ seconded the motion to appoint the following Board members onto the listed Board of Education committees or as Board liaisons for 2022 or for 2 years as indicated:

- Athletic Council: _____ and _____
 - Buildings and Grounds: _____ and _____
 - Curriculum/CIP _____ and _____
 - Finance/Audit: _____ and _____
 - Legislative Liaison: _____
 - Spencerville Ed. Foundation Trustees: _____ and _____ (2-year term for CY 2022 and 2023)
 - Student Achievement Liaison: _____
 - Technology: _____ and _____
 - Personnel: _____ and _____
 - Records Retention Board's Designee: Treasurer
- Note: Spencer Clum is Apollo Board Rep Jan. 2022 through Dec. 2022

Upon the call of the roll, the vote was recorded as follows:

7. Authorize Treasurer's Request for Tax Advances for 2022 (OR1-22-7)

_____ moved and _____ seconded the motion to authorize the Treasurer to request all tax advances available for 2022 from all counties (Allen, Auglaize and Van Wert).

Upon the call of the roll, the vote was recorded as follows:

8. Authorization of Treasurer and Board President Bond (OR1-22-8)

_____ moved and _____ seconded the motion recognizing the Treasurer and Board President bond (length of appointment) covered through the membership in SW Ohio Purchasing Liability, Fleet & Property Insurance Policy. (Supt. Bond is done to coincide with contract)

Upon the call of the roll, the vote was recorded as follows:

9. Board Service Fund (OR1-22-9)

_____ moved and _____ seconded the motion to establish the Board Service Fund according to ORC 3315.15 for each year at \$20,000. (Note: The O.R.C. limits are not to exceed \$2.00 per student or \$20,000, whichever is greater.)

Upon the call of the roll, the vote was recorded as follows:

10. Authorize Superintendent (OR1-22-10)

_____ moved and _____ seconded the motion to establish the Superintendent as the Spencerville Board of Education designee on suspension hearings for students and expulsions of students.

Upon the call of the roll, the vote was recorded as follows:

11. Investing Funds (OR1-22-11)

_____ moved and _____ seconded the motion to authorize the Treasurer of the Spencerville Board of Education to invest board funds consistent with ORC 135.14 as the Treasurer determines the need and ability to invest throughout the calendar year 2022, subject to a monthly report to the board. Investments are limited to Certificate of Deposits, Treasury Bills, Savings Accounts, Repurchase Agreements, Star Ohio and Star Term. The board pursuant to ORC 135.14 may, by majority vote, direct the Treasurer to sell any or all investments at any time. In compliance with Section 3315.01 (A) ORC the Board directs the Treasurer to distribute interest earnings to the following funds on a percentage basis of fund balance: (001) General Fund, (002) Bond Retirement, (003) Permanent Improvement Fund, (006) Lunchroom Fund, (018-000) Activity Interest Fund. (Activity Interest Fund consists of all 018, 200, and 300 fund balances to be deposited in 018-000 fund only for all. The general fund interest includes percentage of interest earned based on month end fund balances of all other funds not specified elsewhere.) Goodwin Scholarship (008), and Spencerville Education Foundation (029) funds all earn specific interest posted to each respective fund. It is recognized that Multi-Bank Securities Inc. has an eConnect Direct system that is being used for investments.

Upon the call of the roll, the vote was recorded as follows:

12. Name Superintendent as Agent and Representative (OR1-22-12)

_____ moved and _____ seconded the motion to name the Superintendent as the following for 2022:

- A. Purchasing Agent for the board within the limits of appropriations;
- B. Federal and/or State Programs Representative for the board in all federal and/or state programs and directs the representative that the Board wishes to be involved in any and all appropriate federal and/or state programs.
- C. Board Representative for authorization of all staff attendance issues as necessary.
- D. Board Representative for authorization of the use of all temporary personnel as necessary.

Upon the call of the roll, the vote was recorded as follows:

13. Fiscal Authorization for Treasurer (OR1-22-13)

_____ moved and _____ seconded the motion to authorize the Treasurer as follows:

- A. whereas, when it is necessary, during the course of the calendar year, to make purchases and/or expend

funds for which no specific appropriation code has been established;

B. and whereas, the USAS (Uniform Schools Accounting System) provides that funds may be transferred from one appropriation code to another.

C. whereas, be it resolved, that the Spencerville Board of Education authorizes the Treasurer to make purchases and/or expend funds for which no specific appropriation code has been established; and whereas, the USAS (Uniform Schools Accounting System) provides that funds may be transferred from one appropriation code to another, to make necessary transfers, advances, appropriations and/or budget modifications as necessary for the year, when applicable, and report them to the Board at a board meeting for approval;

D. whereas, be it resolved, that the Treasurer be authorized to pay all bills as they are presented provided applicable funds are available, and to report monthly to the Board of Education those bills that have been paid.

E. whereas, be it resolved, that the Treasurer be the authorized signer on all bank accounts and therefore sign all checks issued. It is understood that a check signer is used in a secure manner for this signature.

F. whereas, be it resolved, that the Treasurer will accept donations on behalf of the board and will include a detailed board action for the acceptance of such donations throughout the year.

Upon the call of the roll, the vote was recorded as follows:

14. Official Newspaper (OR1-22-14)

_____ moved and _____ seconded the motion to designate The Journal News, the weekly local Spencerville newspaper, as the official newspaper of the school district.

Upon the call of the roll, the vote was recorded as follows:

15. Board Member Insurance Coverage Authorization (OR1-22-15)

_____ moved and _____ seconded the authorization that Board Members, while serving the district, are eligible for health and/or dental insurance coverage through the district's group policies with the Board Member paying 100% of the premium.

Upon the call of the roll, the vote was recorded as follows:

16. Authorize Forecast Submission (OR1-22-16)

_____ moved and _____ seconded the motion to authorize the treasurer to file the current 5-year forecast with the Allen County Auditor to fulfill the budget filing requirements on or before the 20th of January each year.

Upon the call of the roll, the vote was recorded as follows:

17. Adjournment (OR1-22-17)

_____ moved and _____ seconded the motion to adjourn this annual organizational meeting of the Spencerville Local Board of Education at _____ p.m.

Upon the call of the roll, the vote was recorded as follows:

AGENDA
SPENCERVILLE BOARD OF EDUCATION
REGULAR MEETING
Board Conference Room
January 12, 2022
6:30 p.m.

I. Meeting Called to Order by President

II. Silent Meditation

III. Pledge of Allegiance

IV. Roll Call by Treasurer

Mrs. Klaus _____
Mr. Pohlman _____
Mr. Clum _____

Mr. Prichard _____
Mrs. Ringwald _____

Others in Attendance:

Superintendent Endsley _____
Journal News _____
Student Senate Rep _____

Interim Treasurer Koch _____
SEA Representative _____

Administrators:

Scott Gephart _____
John Edinger _____
Susan Wagner _____

Staff:

Public:

V. Minutes of Previous Meeting December 16, 2021 regular meeting are presented for your review. If found to be in order, your approval is needed:

____ moved and ____ seconded the motion approving the minutes of the regular meeting of December 16, 2021 as presented/corrected.

Upon the call of the roll, the vote to close nominations was recorded as follows:

Mrs. Klaus _____
Mr. Pohlman _____
Mr. Clum _____

Mr. Prichard _____
Mrs. Ringwald _____

VI. Recognize visitors and insert additional items into the agenda.

Recognize visitors; permit anyone from the public to address the board; insert additional items into the agenda.

*NOTE: Each person addressing the board shall give his/her name and address. Each person will be allotted 3 minutes. During the public participation period, no person may speak twice until all who desire to speak have had the opportunity to do so. Persons desiring more time should follow the procedures of the Board to be placed on the regular agenda. Persons granted placement on the Board=s regular agenda will typically be given up to 15 minutes to present to the Board. However, the Board has the discretion to either shorten or extend this time frame as it deems appropriate.

VII. Treasurer's Report:

- a) Spencerville Ed. Foundation annual meeting is January , 2022 at 8:00 a.m. in the Board Room.
- b) Budget - Allen County accepts current Five-Year Forecast
- c) School funding update
- d) Current Bills - motion to accept

___ moved and ___ seconded the motion approving payment of bills in the amount of \$1,333,619.87 the previous month end reconciliation and all reports submitted as prepared by the Treasurer.

Upon the call of the roll, the vote was recorded as follows:

Mrs. Klaus	___	Mr. Prichard	___
Mr. Pohlman	___	Mrs. Ringwald	___
Mr. Clum	___		

VIII. Apollo Report

IX. Administrative Reports – None this month
Scott Gephart

John Edinger

Susan Wagner

X. Superintendent's Report

1. Recognize Board Members for their service and dedication - Thank You!
2. COVID Update
3. Buildings and Grounds
4. Kolter Road LED School Zone Signs
5. Website Design Company change
6. Policies

XI. Action Items

1. Accept Donations (1-22-1)

<u>Date</u>	<u>Item Description</u>	<u>Amount</u>
12/9/2021	Ed. Foundation/Softball Donation	2500.00
12/11/2021	Ed. Foundation/Memory of Deb Wagner	100.00
12/17/2021	Ed. Foundation/Payroll Deductions	950.00
12/17/21	HS 018/Fall Picture Commission	15.00

Upon the call of the roll, the vote was recorded as follows:

2. Employ Test Proctors (1-22-2)

_____ moved and _____ seconded the motion to employ LuAnn Youngpeter, Joyce Buetner, Gina Clement, Megan Sanderson, Karri Purdy, Daniele Hurst, Brianna Osterhage, Priscilla Willrath, Diane Binkley, Trent Smith and Jen Parent as test proctors during the 2021-2022 school year as needed to be paid \$23.00 per hour, per time sheet approved and submitted to the treasurer’s office.

Upon the call of the roll, the vote was recorded as follows:

3. Authorize Proxy Vote (1-22-3)

_____ moved and _____ seconded the motion to authorize the district Treasurer to vote for the district Superintendent in the event of their absence from an Allen County Health Consortium Director’s meeting.

Upon the call of the roll, the vote was recorded as follows:

4. EPC Resolution (1-22-4)

_____ moved and _____ seconded the motion to approved the following:

Whereas the Spencerville Local School District Board of Education wishes to advertise and receive bids for the purchase of school buses;

Therefore, be it resolved the Spencerville Local School District Board of Education wishes to participate and authorize the Southwestern Ohio Educational Purchasing Council to advertise and receive bids on said Board’s behalf as per the specifications submitted for the cooperative purchase of school buses.

Upon the call of the roll, the vote was recorded as follows:

5. Employ Substitutes (1-22-5)

_____ moved and _____ seconded the motion to employ the following substitutes per demand for the 2021-2022 school year, per salary schedule in effect.

- Bus Driver – Tim Smith
- Monitor – Stephanie Bowersock
- Secretary – Tracy Clark, Stephanie Bowersock
- Teacher – Sheena Eickholt, Carla Jean Baden, Randy Prichard, Rachel Oakman

Upon the call of the roll, the vote was recorded as follows:

6. Employ Extra-Curricular Personnel (1-22-6)

_____ moved and _____ seconded the motion to employ the following extra-curricular personnel for the 2021-2022 school year.

MS Girls Track Coach – Karri Purdy

Upon the call of the roll, the vote was recorded as follows:

7. Transportation Coordinator Job Description (1-22-7)

_____ moved and _____ seconded the motion to approve the job description of Transportation Coordinator as presented.

Upon the call of the roll, the vote was recorded as follows:

8. Revised Classified Salary Schedules (1-22-8)

_____ moved and _____ seconded the motion to approve the revised classified salary schedules as presented.

Upon the call of the roll, the vote was recorded as follows:

9. Employ Transportation Coordinator (1-22-9)

_____ moved and _____ seconded the motion to employ Tara Kaverman as Transportation Coordinator (half-time (4 hours per day) effective January 17, 2022, one-year contract, Step 2 (2 years experience), per calendar and salary schedule adopted.

Upon the call of the roll, the vote was recorded as follows:

10. Consultant Agreement (1-22-10)

_____ moved and _____ seconded the motion to approve the Consultant Agreement for the Professional Development StartSOLE Program at a fee of \$2,000 as presented.

Upon the call of the roll, the vote was recorded as follows:

11. Approve Payments (1-22-11)

_____ moved and _____ seconded the motion to approve payment of the following:

<u>Invoice</u>	<u>Company</u>	<u>Date</u>	<u>Amount</u>
9945	Moore Orchards	11/30/2021	\$2,280.00
	Metzger Popcorn Farms	11/29/2021	\$331.00
32938	Pearl Valley Cheese	11/30/2021	\$1,797.75
1-631	Florida Farm Bureau	11/27/2021	\$12,542.75
686	Signature Beef LLC	11/29/2021	\$4,488.00

Upon the call of the roll, the vote was recorded as follows:

12. Board Policy Manual Additions and Update (1-22-12)

_____ moved and _____ seconded the motion to approve the following additions and updates to the Spencerville

Local School District Board Policy Manual:

File: IKF Graduation Requirements

File: DJF-R Purchasing Procedures

Upon the call of the roll, the vote was recorded as follows:

13. Executive Session (1-22-13)

It is recommended that the Board of Education retire to executive session to discuss personnel.

_____ moved and _____ seconded the motion that the Board of Education retire to executive session to discuss personnel.

Upon the call of the roll, the vote was recorded as follows:

The Spencerville Board of Education retired to executive session at _____ p.m.

The Spencerville Board of Education returned to regular session at _____ p.m.

14. Adjournment (1-22-14)

_____ moved and _____ seconded the motion to adjourn this regular meeting of the Spencerville Board of Education at _____ p.m.

Upon the call of the roll, the vote was recorded as follows: