

The Bellbrook-Sugarcreek Board of Education met in regular session on January 12, 2023 at the Bellbrook Middle School.

The Records Commission, consisting of the Board President, Superintendent and Treasurer, met prior to the meeting and determined that no financial records needed to be destroyed at this time.

The annual budget meeting was held at 6:45 followed by the reorganizational/regular meeting.

The meeting was called to order at 7:00 p.m. by Vice-President Pro Tem Mrs. Audra Dorn.

ATTENDANCE:

Roll Call: Mrs. Heidi Anderson, Mrs. Audra Dorn and Mr. Michael Kinsey. Mr. David Carpenter and Mr. Kevin Price were absent.

MOTION 23-1 **PRESIDENT PRO TEM**

Moved by Mrs. Anderson, seconded by Mr. Kinsey to approve Vice President Audra Dorn as President Pro Tem at the Annual Organizational Meeting on January 12, 2023 until duly reappointed by associate Board members or replaced by a duly-elected successor.

Roll Call: ayes-three, nays-none, Motion carried.

MOTION 23-2 **NOMINATIONS FOR PRESIDENT**

Mrs. Audra Dorn nominated Mr. Mike Kinsey for the position of President of the Bellbrook-Sugarcreek Board of Education for the 2023 calendar year.

Moved by Mrs. Anderson, seconded by Mrs. Dorn to close the nominations for the office of President.

Roll Call: ayes-three, nays-none, Motion carried.

MOTION 23-3 **VOTE FOR OFFICE OF PRESIDENT**

The Roll Call vote for the office of President of the Board of Education for the 2023 calendar year went as follows: Mrs. Dorn –Mr. Kinsey, Mrs. Anderson – Mr. Kinsey, and Mr. Kinsey – Mr. Kinsey.

Mr. Mike Kinsey was elected to the position of President for 2023. At this time, Mr Kinsey assumed responsibilities.

MOTION 23-4 **NOMINATIONS FOR VICE-PRESIDENT**

Mr. Michael Kinsey nominated Mrs. Audra Dorn for the position of Vice-President of the Bellbrook-Sugarcreek Board of Education for the 2023 calendar year.

Moved by Mr. Kinsey, seconded by Mrs. Anderson to close the nominations for the office of Vice-President.

Roll Call: ayes - three, nays - none, Motion carried.

MOTION 23-5 **VOTE FOR OFFICE OF VICE-PRESIDENT**

The Roll Call vote for the office of Vice-President of the Board of Education for the 2023 calendar year went as follows: Mrs. Dorn –Mrs. Dorn, Mrs. Anderson – Mrs. Dorn, Mr. Kinsey - Mrs. Dorn.

Mrs. Audra Dorn was elected to the position of Vice-President for 2023.

MOTION 23-6 **ORGANIZATIONAL CHART**

Moved by Mrs. Dorn, seconded by Mrs. Anderson to approve the district wide Organizational Chart.

Roll Call: ayes-three, nays-none, Motion carried.

MOTION 23-7 **SERVICE FUND**

Moved by Mrs. Anderson, seconded by Mrs. Dorn to approve a Service Fund be established in the amount of \$4,000.00 for FY 2023 for the purpose of board member professional meeting expenses as permitted by ORC 3315.15 (FY 2022 rate set at \$4,000.00).

Roll Call: ayes-three, nays-none, Motion carried.

MOTION 23-8 **FEDERAL PROGRAMS REPRESENTATIVE**

Moved by Mrs. Dorn, seconded by Mrs. Anderson to appoint the Superintendent of Schools as the representative for Federal Programs and recommend authorizing the Superintendent to file applications for Federal Programs and Educational Grants and to appoint representatives to complete all forms and evaluations required by the programs and/or grants.

Roll Call: ayes - three, nays-none, Motion carried.

MOTION 23-9 **STANDING AUTHORIZATIONS**

Moved by Mrs. Dorn, seconded by Mrs. Anderson to approve that the following authorizations be granted to the Superintendent, Treasurer and President of the Bellbrook-Sugarcreek Board of Education to carry out their duties involving personnel and finances:

- a. *Treasurer is authorized to secure advances from the Greene County Auditor when funds are available and payable to the school district.*
- b. *Treasurer is authorized to invest interim funds at the most productive interest rate when interim funds are available.*
- c. *Treasurer is authorized to sign all checks and to pay all bills within the limits of the appropriations resolution as invoices are received and when merchandise has been received in good condition.*
- d. *Superintendent is authorized to employ such temporary personnel as needed for emergency situations; such appointees are to be presented for Board approval at the next regular meeting.*
- e. *Superintendent is authorized to accept employee resignations between meetings when the board is not in session; resignations are to be presented for Board approval at the next regular meeting retroactive to the date of the Superintendent's (designee) acceptance.*
- f. *Treasurer is authorized to borrow money if needed in accordance with the provisions of the Ohio Revised Code.*
- g. *Superintendent is authorized to approve attendance at in-state professional meetings for all licensed and support staff personnel.*
- h. *Superintendent and Treasurer are authorized to attend those business and professional meetings as deemed necessary, with expenses paid according to school board appropriations, to properly conduct the business of the district and promote education.*

- i. Superintendent, Treasurer, and Board President are authorized to sign legal papers as representatives of the Board.*
- j. Superintendent is authorized to serve as the purchasing agent for the school district.*
- k. Treasurer is authorized to make temporary advances from one fund to other funds as allowed by Ohio Revised Code.*
- l. Treasurer is authorized to arrange for and sign depository contracts with local banks.*
- m. Treasurer is authorized to re-establish the Treasurer's Petty Cash Fund for 2023 at Two Hundred Fifty Dollars (\$250.00) and to establish individual Petty Cash Funds as needed for efficient operation.*
- n. Treasurer is authorized to credit all earned interest to the general fund (with the exception of trust funds and the lunchroom fund).*
- o. Treasurer is authorized to act as district wide Public Records Designee.*

Roll Call: ayes-three, nays-none, Motion carried.

MOTION 23-10 **PRESIDENT PRO-TEM**

Moved by Mrs. Dorn, seconded by Mrs. Anderson to approve the incumbent President to serve as President Pro-Tem at the Annual Organizational Meeting in January 2024 until duly reappointed by associate Board members or replaced by a duly-elected successor at the Annual Organizational Meeting.

Roll Call: ayes-three, nays-none, Motion carried.

MOTION 23-11 **FACSIMILE SIGNATURE**

Moved by Mrs. Dorn, seconded by Mrs. Anderson to approve the use of a facsimile signature of the Treasurer on checks.

Roll Call: ayes-three, nays-none, Motion carried.

MOTION 23-12 **WAIVE READING OF MINUTES**

Moved by Mrs. Dorn, seconded by Mrs. Anderson to approve a resolution to waive the reading of the record(s) of proceedings of previous meeting(s) in accordance with section 3313.26 O.R.C.

Roll Call: ayes-three, nays-none, Motion carried.

MOTION 23-13 **PURCHASING COOPERATIVE MEMBERSHIP**

Moved by Mrs. Dorn, seconded by Mrs. Anderson to approve authorization for the district's continuation of membership in the Southwestern Ohio Educational Purchasing Cooperative and the Ohio Purchasing Cooperative Program and hereby approve the payment of all applicable membership fees.

Roll Call: ayes-three, nays-none, Motion carried.

MOTION 23-14 **BOARD MINUTES APPROVAL**

Moved by Mrs. Anderson, seconded by Mrs. Dorn to approve the minutes of the regular meeting of December 19, 2022.

Roll Call: ayes-three, nays-none, Motion carried.

MOTION 23-15 **TREASURER’S REPORT**

Moved by Mrs. Anderson, seconded by Mrs. Dorn to approve Treasurer’s Report and approval of expenditures for the month of December 2022.

Roll Call: ayes-three, nays-none, Motion carried.

MOTION 23-16 **TAX BUDGET**

Moved by Mrs. Dorn, seconded by Mrs. Anderson to approve the 2023-2024 tax budget for the period 7/1/2023 – 6/30/2024 as reviewed during the budget hearing held prior to the reorganizational meeting, per R.C. 5705.28.

Roll Call: ayes-three, nays-none, Motion carried.

MOTION 23-17 **ADVANCE**

Moved by Mrs. Anderson, seconded by Mrs. Dorn to approve an advance (loan) from general fund 001 to the following funds:

003	Permanent Improvement	\$ 240,110.76
507-9023	ESSER ARP III	\$ 47,844.71 (federal grant)
590-9123	Title II-A	\$ 2,245.03

Roll Call: ayes-three, nays-none, Motion carried.

MOTION 23-18 **OSBA LEGAL ASSISTANCE FUND**

Moved by Mrs. Anderson, seconded by Mrs. Dorn to approve the following resolution in support of OSBA Legal Assistance Fund:

Whereas, the Bellbrook-Sugarcreek Board of Education wishes to support the efforts of other boards of education to obtain favorable judicial decisions and,

Whereas, the Ohio School Boards Association Legal Assistance Fund has been established for this purpose,

Therefore, the Board hereby resolves to participate in the OSBA LAF for calendar year 2023 and authorizes the treasurer to pay the LAF \$250.

Roll Call: ayes-three, nays-none, Motion carried.

MOTION 23-19 **STUDENT ACTIVITY ACCOUNT**

Moved by Mrs. Anderson, seconded by Mrs. Dorn to approve of a new student activity account, *The Other TP*, at Bellbrook High School.

Roll Call: ayes-three, nays-none, Motion carried.

MOTION 23-20 **SUPERINTENDENT’S REPORT**

Moved by Mrs. Dorn, seconded by Mrs. Anderson to approve the following:

A. Certified/Licensed Employment/Resignation/Leave-of-Absence/Supplemental Duty:

- 1.) Approved the acceptance of resignation for the purpose of full Ohio State Teachers Retirement from teacher Susan Seela, effective end-of-day on July 31, 2023.

- 2.) Supplemental Duty – Other Be it resolved, the Bellbrook-Sugarcreek Board of Education has offered these supplemental duty positions, via posting, to licensed employees of the district. The board either had no qualified licensed employee applicants or no employees applied before these positions were offered to other qualified individuals. The following individuals have met qualifications for the board posting of supplemental duty positions as noted below.

- 3.) Approved the following supplemental duty/pupil activity contracts for the 2022-2023 school year (stipend 100% unless indicated, previous approval unless *):

Robert Kosins	HS Reserve Wrestling, 50%
Ben Schram	HS Reserve Wrestling, 50%

- 4.) Approved the following supplemental duty/pupil activity volunteer effective for the 2022-2023 school year (prev. approval unless *):

Kassandra Charlesworth	Districtwide Music Dept
Gerald Reeder *	HS Asst Baseball

- 5.) Approved the following substitute teachers for the second semester of the 2022-2023 school year (prev. approval unless *):

Jenna Ashley *
Logan Bliss *
Sara Burns (nurse) *
Carol Chan (nurse) *
Carissa George *
Grace Lockwood *
Marlee Richardson
Erica Whitcomb *

- 6.) Approved the acceptance of 2022-2032 supplemental duty resignations effective immediately:

Katie Blankenship	HS Spring Musical Theater Director
Alexis Breese	HS Asst Productions Advisor

B. Support Staff Employment/Resignation/Leave-of-Absence:

- 1.) Approved the resignation from Special Needs Assistant Clara Faria effective end-of-day January 27, 2023.

- 2.) Approved the following substitute support staff for the remainder of the 2022-2023 school year (prev. approval unless *):
- | | |
|---------------|---------------------------------|
| Wendy Shields | Certified Van Driver, Custodian |
| Katie Simpson | Certified Van Driver |

C. Central Office Employment/Resignation/Leave of Absence:

- 1.) Approved an employment contract for Danielle Woeste as Transportation Secretary effective January 3 - June 30, 2023, Class II, Step 2, 8 hr/day, 220 days (reg sch yr)

Roll Call: ayes-three, nays-none, Motion carried.

MOTION 23-21 **2023-2024 COURSES OF STUDY**

Moved by Mr. Dorn, seconded by Mrs. Anderson to approve the 2023-2024 Courses of Study for Bellbrook High School and Bellbrook Middle School.

Roll Call: ayes-three, nays-none, Motion carried.

MOTION 23-22 **OUT-OF-STATE TRAVEL**

Moved by Mrs. Dorn, seconded by Mrs. Anderson to approve the following out-of-state travel:

- 1.) HS Softball to Murfreesboro, TN, March 26-28, 2023 to participate in Spring Break Tournament play (no cost to district)
- 2.) Bridgett Pritchard, Director of Special Education, to Louisville KY, March 1-4, 2023, to attend Conference for Exceptional Children annual conference (all fees paid by Title II-A funds)

Roll Call: ayes-three, nays-none, Motion carried.

MOTION 23-23 **DONATION**

Moved by Mrs. Dorn, seconded by Mrs. Anderson to approve acceptance of the following donation *with gratitude*:

Bellbrook Lions Club	\$3000 cash donation toward repairs/upgrade to stadium High Jump Pit
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Roll Call: ayes-three, nays-none, Motion carried.

MOTION 23-24 **ADJOURNMENT**

Moved by Mrs. Dorn, seconded by Mrs. Anderson to adjourn the January 12, 2023 re-organizational meeting of the Bellbrook-Sugarcreek Board of Education.

Roll Call: ayes-three, nays-none, Motion carried.

The regular January 12, 2023 meeting of the Bellbrook-Sugarcreek Board of Education adjourned at 7:55 p.m.

President

Treasurer

REPORTS AND ITEMS OF INFORMATION

1. During Good News Recognition Mr. Kinsey presented Certificates of Recognition to the following: Football - Sam Vine, Sam Barhorst, Carson Labensky, Eldon Korber; Golf - CJ Scohy; Boys Cross Country - Mikuya Ford; Boys Soccer - Riley Ferrin.
2. High School Principal David Hann and Middle School Assistant Principal Jenna Hill reviewed the 2023-2024 school course selection guides and discussed course offerings.
3. Dr. Cozad shared the 1st semester bullying/harassment report.
4. Discussion was held regarding agenda items for the upcoming January 28 regular/work session of the board.