

The Bellbrook-Sugarcreek Board of Education met in regular session on January 13, 2022 at the Bellbrook High School Cafeteria.

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

Current President David Carpenter swore in newly-appointed Board member Heidi Anderson and re-elected members Audra Dorn and Michael Kinsey.

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 President Pro Tem Mr. David Carpenter.

ATTENDANCE:

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

**MOTION 22-1**                      **NOMINATIONS FOR PRESIDENT**

Mrs. Audra Dorn nominated Mr. David Carpenter for the position of President of the Bellbrook-Sugarcreek Board of Education for the 2022 calendar year.

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

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

**MOTION 22-2**                      **VOTE FOR OFFICE OF PRESIDENT**

The Roll Call vote for the office of President of the Board of Education for the 2022 calendar year went as follows: Mr. Carpenter – Mr. Carpenter, Mrs. Dorn –Mr. Carpenter, Mrs. Anderson – Mr. Carpenter, and Mr. Kinsey – Mr. Carpenter.

Mr. David Carpenter was elected to the position of President for 2022.

**MOTION 22-3**                      **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 2022 calendar year.

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

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

**MOTION 22-4**                      **VOTE FOR OFFICE OF VICE-PRESIDENT**

The Roll Call vote for the office of Vice-President of the Board of Education for the 2022 calendar year went as follows: Mr. Carpenter – Mrs. Dorn, Mrs. Dorn –Mrs. Dorn, Mrs. Anderson – Mrs. Dorn, Mr. Kinsey - Mrs. Dorn.

Mrs. Audra Dorn was elected to the position of Vice-President for 2022.

**MOTION 22-5**                      **SERVICE FUND**

Moved by Mrs. Dorn, seconded by Mr. Kinsey 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-four, nays-none, Motion carried.

**MOTION 22-6**

**FEDERAL PROGRAMS REPRESENTATIVE**

Moved by Mr. Kinsey, seconded by Mrs. Dorn 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-four, nays-none, Motion carried.

**MOTION 22-7**

**STANDING AUTHORIZATIONS**

Moved by Mr. Kinsey, seconded by Mrs. Dorn 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 2022 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 districtwide Public Records Designee.*

Roll Call: Mr. Carpenter –aye, Mrs. Dorn – aye, Mrs. Anderson – nay and Mr. Kinsey – aye. Motion carried.

**MOTION 22-8**                      **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 2023 until duly reappointed by associate Board members or replaced by a duly-elected successor at the Annual Organizational Meeting.

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

**MOTION 22-9**                      **MEMBERSHIP/APPOINTMENT**

Moved by Mr. Kinsey, seconded by Mrs. Dorn to approve the following positions:

OSBA Student Achievement Liaison	Mrs. Anderson
OSBA Legislative Liaison	Mr. Kinsey
OSBA Capital Conference delegate	Mr. Carpenter
OSBA Capital Conference alternate	Mrs. Anderson
Representative to Bellbrook-Sugarcreek Education Foundation	Mrs. Dorn
Representative to the Financial Advisory Committee	Mrs. Dorn
Representative to the BSS Safety Committee	Mr. Price
Representative to GCESC Business Advisory Committee	Mr. Kinsey

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

**MOTION 22-10**                      **FACSIMILE SIGNATURE**

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

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

**MOTION 22-11**                      **WAIVE READING OF MINUTES**

Moved by Mr. Carpenter, seconded by Mrs. Dorn 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-four, nays-none, Motion carried.

**MOTION 22-12**                      **PURCHASING COOPERATIVE MEMBERSHIP**

Moved by Mr. Kinsey, seconded by Mrs. Dorn 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-four, nays-none, Motion carried.

**MOTION 22-13**                      **BOARD MINUTES APPROVAL**

Moved by Mrs. Dorn, seconded by Mr. Kinsey to approve the minutes of the regular meeting of December 9, 2021.

Roll Call: Mr. Carpenter –aye, Mrs. Dorn – aye, Mrs. Anderson – abstain and Mr. Kinsey – aye. Motion carried.

**MOTION 22-14**                      **TREASURER’S REPORT**

Moved by Mrs. Dorn, seconded by Mr. Kinsey to approve Treasurer’s Report and approval of expenditures for the month of December 2021.

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

**MOTION 22-15**                      **TAX BUDGET**

Moved by Mr. Carpenter, seconded by Mrs. Anderson to approve the 2022-2023 Tax Budget as reviewed during the budget hearing held prior to the reorganizational meeting, per R.C. 5705.28.

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

**MOTION 22-16**                      **ADVANCE**

Moved by Mrs. Dorn, seconded by Mr. Kinsey to approve an advance of \$1753.20 from the general fund to fund 451-9122 Network Connectivity Grant.

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

**MOTION 22-17**                      **SUPERINTENDENT’S REPORT**

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

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

- 1.) Approved teacher employment contract for the remainder of the 2021- 2022 school year:  

Ronda George \*, Stephen Bell RTI instructor, MA, Step 10, eff. January 18, 2022

\* Pending satisfactory results of Ohio BCII & federal FBI backgrd cks
- 2.) Approved unpaid family medical leave-of-absence for teacher Ellen Guthrie for the period of March 21 – May 6, 2022 (dates approximate).
- 3.) Approved the following supplemental duty/pupil activity volunteers for the 2021-2022 school year (prev. approval unless \*):

Nathan Burchfield *	HS Asst Softball
Emily Nuthall *	HS Asst Softball
Steven Nuthall *	HS Asst Softball
Aaron West	Districtwide music dept

- 4.) Approved the following substitute teachers for the first^ and second semester of the 2021-2022 school year (prev. approval unless \*):

Sandra Bolton	Hannah Lechner *
Meredith Brinegar *	Halee Middleton *
Stephanie Caro *	David Moodie *
Amanda Ciacchi *	Tiffany Morris *
James Federici *	Stephanie Neuroth *
Morgan Foister * ^	Stewart Sheckler *
Cameron Halls ^	Cheryl Smith *
Taylor Hemmerich *	
Nicolas Huggard *	
Phyllis Hutchinson *	

- 5.) Approved the resignation from elementary teacher MaryAnn Rice for the purpose of full Ohio STRS retirement effective end-of-day on May 31, 2022.

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

- 1.) Approved to amend Motion # 21-179 (November 11, 2021) designating the date of voluntary transfer for Christopher Funderer to van driver as retroactive to August 16, 2021.

- 2.) Approved the following support staff employment contract for the remainder of the 2021-2022 school year:

Douglas Beltz \*, Custodian-Class #3, Step 0, 7.5 hrs day, 209 days (reg. school yr), effective January 7, 2022

\*Pending satisfactory results of federal FBI backgrd ck

- 3.) Approved the resignation for the purpose of full Ohio SERS retirement from Special Needs Assistant Shanda Cridlin effective end-of-day March 31, 2022.

- 4.) Approved the following substitute support staff for the second semester of the 2021-2022 school year (prev. approval unless \*):

Sarah Johnson *	Secretary
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Roll Call: ayes-four, nays-none, Motion carried.

**MOTION 22-18**                      **AMEND MEETING CALENDAR 2022**

Moved by Mr. Dorn, seconded by Mrs. Anderson to approve amendments to the 2022 meeting calendar of the Bellbrook-Sugarcreek Local Board of Education.

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

**MOTION 22-19**                      **OUT-OF-STATE TRAVEL**

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

Physical Education teacher Sasha Taylor to New Orleans, LA, April 26-30, 2022 to attend the 2022 SHAPE America Convention (no cost to district)

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

**MOTION 22-20**                      **RESOLUTION IN SUPPORT**

Moved by Mrs. Dorn, seconded by Mrs. Anderson approve a resolution in support of the Ohio School Boards Association Legal Assistance Fund.

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

**MOTION 22-21**                      **ADJOURNMENT**

Moved by Mrs. Dorn, seconded by Mrs. Anderson to adjourn the January 13, 2022 re-organizational meeting of the Bellbrook-Sugarcreek Board of Education.

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

The regular January 13, 2022 meeting of the Bellbrook-Sugarcreek Board of Education adjourned at 8:24 p.m.

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President

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Treasurer

**REPORTS AND ITEMS OF INFORMATION**

1. During Good News Recognition, Mr. Carpenter presented certificates to Cadet Ethan Bui attending the 2022 AFJROTC Summer Flight Academy; BHS Football team members recognized by the Ohio Associated Press include Seth Borondy (1st team All State Offense), Ashton Ault (1st team All State Defense), Ashton Kooken (2nd team All State Defense), & Sam Vine (3rd team All State Offense); Trace Terry was named as High School All-American in Boys Soccer by the United Soccer Coaches Association; Brent Palmer was named 2021 State (Boys) Assistant Coach of the Year by the Ohio Scholastic Soccer Coaches Association; and the Miami Valley Football Coaches Association named Brian Woll as Division III Assistant Football Coach of the Year and Jeff Jenkins as Division III Head Football Coach of the Year.
2. Superintendent Doug Cozad presented the board members with certificates in honor of Ohio School Boards Association Board Member Appreciation Month, January 2022.
3. Dr. Cozad presented pre-planning information for the 2022-2023 school year. After previous reductions including staff and course offerings, projected enrollment figures for the upcoming school year indicate a need for additional staff to reduce student/teacher ratios and reinstate some course offerings. It is projected that nine classroom teachers, art at the elementary level and middle school, and digital literacy reinstated at Stephen Bell and Bell Creek Intermediate will be added. Additional transportation will be reinstated in the fall, expanding the eligibility zones for riders which will include high school busing,

and adjusting school start times. Supplemental duty positions (coaches, club advisors, and academic advisors) will be restored to previous 2018 levels.

4. In order for the district to receive federal ESSR funds, a plan was established for the Safe Return to School and Continuity of Services. Initially presented in August 2021, a six-month review is required. Information is available on the district webpage (COVID-19). Requirements for inclusion in the plan include face-to-face instruction, health & safety guidelines, an instructional plan and academic gap-filling, social & emotional needs, which includes a periodic review.
5. Dr. Cozad shared information regarding an update on the district COVID-19 dashboard.
6. Dr. Cozad shared the 1st semester bullying/harassment report