

**Governing Board of the Auglaize County Educational Service Center  
Organizational Meeting Agenda**

**January 9, 2014**

**4:00 P.M.**

\* Records Commission meeting

**I. CALL TO ORDER** -- President Pro Tempore, Mr. David Myers (Time: \_\_\_\_ PM)

**II. PLEDGE OF ALLEGIANCE**

**III. OATH OF OFFICE**

Pursuant to Board Policy 0152, the Treasurer will administer the oath of office to newly elected Board member Holly Turner and returning board members Linda Kitzmiller and Dave Shephard. ORC 3313.10

“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 a member of the Governing Board of Education of the Auglaize County Educational Service Center to the best of your ability and in accordance with the laws now in effect and hereinafter enacted, during your continuance in said office and until your successor is elected and qualified?” If so answer, “I do”.

**IV. ROLL CALL** -- Treasurer, Mrs. Kristy Weaks

Norm Holcomb \_\_\_\_, Linda Kitzmiller \_\_\_\_, Dave Myers \_\_\_\_, Dave Shephard \_\_\_\_, Holly Turner \_\_\_\_.

Visitors to the Board meeting: \_\_\_\_\_

**V. APPROVAL OF AGENDA for January**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt the January organizational agenda.

Holcomb \_\_\_\_, Kitzmiller \_\_\_\_, Myers \_\_\_\_, Shephard \_\_\_\_, Turner \_\_\_\_, Vote: \_\_\_\_\_.

**VI. ELECTION OF PRESIDENT**

The President Pro Tempore asks for nominations for President of the Board, pursuant to ORC §3313.14 and Board Policy 0152. Nominations need not be seconded. After repeating the name(s) of the nominee(s), the President Pro Tempore asks for further nominations. If there is no response, the President Pro Tempore asks a second time, and then declares the nominations are closed.

\_\_\_\_\_ nominated \_\_\_\_\_ to be President of the Board.

\_\_\_\_\_ nominated \_\_\_\_\_ to be President of the Board.

**[The following motion is used only if there is more than one nominee.]**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, to close nominations for President of the Board and proceed to vote.

Holcomb \_\_\_\_, Kitzmiller \_\_\_\_, Myers \_\_\_\_, Shephard \_\_\_\_, Turner \_\_\_\_, Vote: \_\_\_\_\_.

The Treasurer calls the roll to determine those in favor of the nominee(s) for President of the Board. Each member will respond by stating the name of the preferred nominee.

Holcomb	_____	Shephard	_____
Kitzmiller	_____	Turner	_____
Myers	_____		

The President Pro Tempore declares the nominee who receives a majority vote elected as President of the Board and retains the chair to preside over the election of the Vice President of the Board.

**VII. ELECTION OF VICE PRESIDENT**

The President Pro Tempore asks for nominations for Vice President of the Board, pursuant to ORC § 3313.14 and Board policy 0152. Nominations need not be seconded. After repeating the name(s), the President Pro Tempore asks for further nominations. If there is no response, the President Pro Tempore asks a second time, and then declares the nominations are closed.

\_\_\_\_\_ nominated \_\_\_\_\_ to be Vice President of the Board.

\_\_\_\_\_ nominated \_\_\_\_\_ to be Vice President of the Board.

**[The following motion is used only if there is more than one nominee.]**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, to close nominations for Vice President of the Board and proceed to vote.

Holcomb \_\_\_\_, Kitzmiller \_\_\_\_, Myers \_\_\_\_, Shephard \_\_\_\_, Turner \_\_\_\_, Vote: \_\_\_\_\_.

The Treasurer calls the roll to determine those in favor of the nominee(s) for Vice President of the Board. Each member will respond by stating the name of the preferred nominee.

Holcomb	_____	Shephard	_____
Kitzmiller	_____	Turner	_____
Myers	_____		

The President Pro Tempore declares the nominee who receives a majority vote elected as Vice President of the Board.

**VIII. INSTALLMENT OF OFFICERS**

The Treasurer will administer the oath of office to the new President and Vice President who will then assume their duties.

“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 perform faithfully the duty of President/Vice President of the Governing Board of the Auglaize County Educational Service Center?” If so answer, “I do”.

**IX. APPOINTMENT OF MEMBERS**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, to fill the following positions as described below, pursuant to ORC §3313.87 and Board Policy 0153:

- appoint \_\_\_\_\_ as the Board's Delegate to the Ohio School Boards Association annual conference for the 2014 calendar year.
- appoint \_\_\_\_\_ as the Board's Alternate Delegate to the Ohio School Boards Association annual conference for the 2014 calendar year.
- appoint \_\_\_\_\_ as the Board's Legislative Liaison to the Ohio School Boards Association for the 2014 calendar year.
- appoint \_\_\_\_\_ as the Board's Student Achievement Liaison to the Ohio School Boards Association for the 2014 calendar year.
- the Governing Board of the Auglaize County Educational Service Center does hereby continue existence of the *ad hoc* Finance Committee for the purpose of studying and monitoring the finances of the Auglaize County Educational Service Center and to appoint \_\_\_\_\_ and \_\_\_\_\_ as the members of the Finance Committee.
- appoint Kristy Weeks, Treasurer, as the board trained designee (called the “district records officer” (DRO)) dealing with public records policy on behalf of board members.

Holcomb \_\_\_\_, Kitzmiller \_\_\_\_, Myers \_\_\_\_, Shephard \_\_\_\_, Turner \_\_\_\_,       Vote: \_\_\_\_\_.

**X. TIME, DATE, AND LOCATION OF REGULAR MEETINGS**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, that, pursuant to ORC §3313.15 and Board policy 0154, the regular meetings of the Governing Board of the Auglaize County Educational Service Center during calendar year 2014 will be held on the dates and at the designated locations as follows:

MONTH	DATE	TIME	LOCATION
(Possible dates Third Thursday)		4:00 PM	1045 Dearbaugh, Suite 2, Wapakoneta, OH
February	_20_		
March	_20_		
April	_17_		
May	_15_		
June	_19_		
July	_17_		
August	_21_		
September	_18_		
October	_16_		
November	_20_		
December	_11_		

All meeting dates, times and locations can be subject to change due to unforeseen circumstances. Current information is available by calling the Auglaize County ESC office at (419) 738-3422.

Holcomb \_\_\_\_, Kitzmiller \_\_\_\_, Myers \_\_\_\_, Shephard \_\_\_\_, Turner \_\_\_\_,       Vote: \_\_\_\_\_.

## **XI. CONSENT CALENDAR**

A member of the Board or the Superintendent may request that any item be removed from the consent calendar and voted upon separately.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, that all of the following items which appear in this portion of the agenda constitute the consent calendar and are hereby adopted by this one single motion; provided, however, that should any item included within this motion be declared by a court of competent jurisdiction to be void or illegal, all remaining items within this motion shall remain in full force and effect notwithstanding the status of the voided item.

### **A. Robert's Rules of Order**

To adopt Robert's Rules of Order, Newly Revised, as the parliamentary procedure guidelines for meetings of the Board and of its committees.

### **B. Reaffirm Policies**

To reaffirm that all Board policies in effect at the date of this meeting are continued in full force and effect unless modified by subsequent action of the Board, pursuant to ORC §3301-35-02.

### **C. Permit Payment of Purchases**

To dispense with the adoption of individual, separate, monthly, or regular resolutions authorizing the purchase or sale of property (except real estate), the payment of debts or claims, and the salaries of the Superintendent, teachers or other employees; or approving warrants for the payment of any claim from school funds when provisions therefore are made in the annual appropriations resolution, pursuant to ORC §3313.18.

### **D. Investment of Funds**

To authorize the Treasurer to invest interim funds not needed to meet current expenditures at the most productive interest rate, pursuant to ORC §135.14 and 135.142.

### **E. Substitute Securities**

To authorize the Treasurer to request public depositories to substitute securities on a continuing basis, pursuant to ORC Chapter 135.

### **F. Purchasing Agent**

To authorize the Superintendent as purchasing agent for the Governing Board of the Auglaize County Educational Service Center.

### **G. Advisory Committees**

To authorize the continuance of the District Records Commission during 2014, as necessary, and to authorize the Board President or designee to make such adjustments in their membership as may be required to fill vacancies or to fulfill the obligations of the committee, pursuant to Board Policy 8310.

### **H. Board Member Compensation**

To authorize compensation of the Board members at the rates and for the purposes authorized by ORC §3313.12, pursuant to Board Policy 0147.

### **I. Legal Counsel**

To authorize the Superintendent and Treasurer to utilize the services of the Auglaize County Prosecutor

as legal counsel to the Board, and to designate the law firms of Scott, Scriven & Wahoff, LLP; Bricker & Eckler; Pepple & Waggoner, Ltd., as legal counsel(s) to the Board, pursuant to Board policy 0174; to enter into an agreement with the Ohio School Boards Association for Legal Assistance Fund service from January 1 through December 31, 2014, at a cost of \$250, pursuant to ORC §3313.171; and to authorize the Superintendent and Treasurer to secure necessary legal assistance as conditions require, pursuant to ORC §3309.10, 3313.35 and 3313.18.

**J. Dispense with Reading Board Minutes**

To waive the reading of the minutes of the Board, as authorized and governed by ORC §3313.26.

**K. Authority to File Applications for Projects**

To grant the Superintendent or designee authority to file applications for all projects considered desirable for the Auglaize County Educational Service Center, pursuant to Board policy 6110.

**L. Hiring Authority**

To authorize the Superintendent to employ personnel between Board meetings, pursuant to ORC §3313.18, 3313.47 and 3319.01.

**M. Resignation Authority**

To authorize the Superintendent to accept resignations between Board meetings.

**N. Professional Meetings**

To permit the Board Members, Superintendent and Treasurer to attend necessary local and state meetings within available appropriations, pursuant to ORC §3313.18.

**O. Workers' Compensation**

To approve CompManagement, Inc. as third party administrator for workers' compensation and unemployment compensation claims management services.

**P. Flexible Spending Account**

To approve contract with American Fidelity to supply flexible medical spending account.

**Q. Property, Fleet, Liability Insurance**

To approve a continued contract with Schools of Ohio Risk Sharing Authority (SORSA) not to exceed an amount of \$18,000 for all property, fleet and liability insurance for one year beginning July 1, 2014.

**R. OSBA Membership**

To join the Ohio School Boards Association (OSBA) at a cost of \$3,000 in dues, pursuant to ORC §3313.87.

**S. OESCA Membership**

To approve membership in the Ohio Educational Service Center Association (OESCA) not to exceed an amount of \$2,000 for the 2014-15 school year.

**T. BASA Membership**

To approve membership in the Buckeye Association of School Administrators (BASA) not to exceed an amount of \$1,200 for the 2014-15 school year.

**U. OASBO Membership**

To approve membership in the Ohio Association of School Business Officials (OASBO) not to exceed an amount of \$700 for the 2014-15 school year.

**V. Northwestern Ohio Educational Research Council Membership**

To approve membership in the Northwestern Ohio Educational Research Council, Inc. not to exceed an amount of \$200 for the 2014-15 school year.

**W. OACSA Membership**

To approve membership in the Ohio Association of Community School Authorizers (OACSA) not to exceed an amount of \$800 for the 2014-15 school year.

Holcomb \_\_\_\_, Kitzmiller \_\_\_\_, Myers \_\_\_\_, Shephard \_\_\_\_, Turner \_\_\_\_,       Vote: \_\_\_\_\_.

**XII. ADJOURNMENT OF ORGANIZATION MEETING**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, to adjourn organization meeting at Time: \_\_\_\_ PM.

Holcomb \_\_\_\_, Kitzmiller \_\_\_\_, Myers \_\_\_\_, Shephard \_\_\_\_, Turner \_\_\_\_,       Vote: \_\_\_\_\_.

**Governing Board of the Auglaize County Educational Service Center**  
**Regular Meeting Agenda**  
**January 9, 2014**

**I. CALL TO ORDER REGULAR MEETING** – President \_\_\_\_\_ (Time: \_\_\_\_ PM)

**II. ROLL CALL** – Treasurer, Mrs. Kristy Weaks

Norm Holcomb \_\_\_\_, Linda Kitzmiller \_\_\_\_, Dave Myers \_\_\_\_, Dave Shephard \_\_\_\_, Holly Turner \_\_\_\_.

Visitors to the Board meeting: \_\_\_\_\_

**III. APPROVAL OF MINUTES**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the minutes of the December 12, 2013 regular meeting.

Holcomb \_\_\_\_, Kitzmiller \_\_\_\_, Myers \_\_\_\_, Shephard \_\_\_\_, Turner \_\_\_\_,       Vote: \_\_\_\_\_.

**IV. APPROVAL OF AGENDA for January**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt the January agenda as presented with such modifications made by the Superintendent.

Holcomb \_\_\_\_, Kitzmiller \_\_\_\_, Myers \_\_\_\_, Shephard \_\_\_\_, Turner \_\_\_\_,       Vote: \_\_\_\_\_.

**V. REPORTS AND RECOMMENDATIONS OF THE TREASURER**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the financial reports and the payment of bills as presented and also review the financial reports for the Auglaize County Educational Academy.

Holcomb \_\_\_\_, Kitzmiller \_\_\_\_, Myers \_\_\_\_, Shephard \_\_\_\_, Turner \_\_\_\_,       Vote: \_\_\_\_\_.

**VI. RECOMMENDATIONS OF THE SUPERINTENDENT**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, to engage in the following personnel actions as listed below; provided, however, that should any item included within this motion be declared by a court of competent jurisdiction to be void or illegal, all remaining items within this motion shall remain in full force and effect notwithstanding the status of the voided item.

- amended the limited teaching contract with Michele Wilson, Speech Language Pathologist, for an additional 0.5 day per week for the remainder of the 2013-14 school year to cover the additional preschool unit for Wapakoneta.
- employ Audree Crites, ACE Academy Special Education Support Personnel, on limited supplemental contract at rate of \$300 per class with no fringe benefits from December 13, 2013 through June 30, 2014.
- accept resignation from Marilyn Johnson, Administrative Secretary, effective end of day on January 3, 2014.
- employ Marilyn Johnson as substitute secretary on as needed basis.
- approve FMLA for Julie Hammer beginning March 14, 2014.
- approve FMLA for Erin Gantt beginning April 17, 2014.

► approve the following personnel for the current school year substitute teacher roster as follows:

**Sub Teachers:**

First	Last
Glenn	Gigandet
Lori	Schmackers

**Sub Aides:**

First	Last

Holcomb \_\_\_\_, Kitzmiller \_\_\_\_, Myers \_\_\_\_, Shephard \_\_\_\_, Turner \_\_\_\_,      Vote: \_\_\_\_\_.

**VII. CONSENT CALENDAR**

A member of the Board or the Superintendent may request that any item be removed from the consent calendar and voted upon separately.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, that all of the following items which appear in this portion of the agenda constitute the consent calendar and are hereby adopted by this one single motion; provided, however, that should any item included within this motion be declared by a court of competent jurisdiction to be void or illegal, all remaining items within this motion shall remain in full force and effect notwithstanding the status of the voided item.

- approve amended interdistrict agreement with Wapakoneta City Schools.

Holcomb \_\_\_\_, Kitzmiller \_\_\_\_, Myers \_\_\_\_, Shephard \_\_\_\_, Turner \_\_\_\_,      Vote: \_\_\_\_\_.

**VIII. Discussion:**

Sidewalk

**IX. EXECUTIVE SESSION**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ that the Board, pursuant to ORC 121.22 adjourn to executive session for the purpose of discussing:

Personnel - Employment

Holcomb \_\_\_\_, Kitzmiller \_\_\_\_, Myers \_\_\_\_, Shephard \_\_\_\_, Turner \_\_\_\_, Vote: \_\_\_\_\_.

\_\_\_\_\_ Time

**X. REGULAR SESSION**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to move into regular session.

Holcomb \_\_\_\_, Kitzmiller \_\_\_\_, Myers \_\_\_\_, Shephard \_\_\_\_, Turner \_\_\_\_, Vote: \_\_\_\_\_.

\_\_\_\_\_ Time

**XI. ADJOURNMENT**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, to adjourn at Time: \_\_\_\_\_ PM.

Holcomb \_\_\_\_, Kitzmiller \_\_\_\_, Myers \_\_\_\_, Shephard \_\_\_\_, Turner \_\_\_\_, Vote: \_\_\_\_\_.