

**Governing Board of the Auglaize County Educational Service Center**  
**Organizational Meeting Agenda**  
**January 15, 2015**  
**4:00 P.M.**

\* Records Commission meeting

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

**II. PLEDGE OF ALLEGIANCE**

**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 2015 calendar year.
- appoint \_\_\_\_\_ as the Board's Alternate Delegate to the Ohio School Boards Association annual conference for the 2015 calendar year.
- appoint \_\_\_\_\_ as the Board's Legislative Liaison to the Ohio School Boards Association for the 2015 calendar year.
- appoint \_\_\_\_\_ as the Board's Student Achievement Liaison to the Ohio School Boards Association for the 2015 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	19		
March	19	December 10	
April	16		
May	21		
June	18		
July	16		
August	20		
September	17		
October	15		
November	19		

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 2015, 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, 2015, 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) for all property, fleet and liability insurance for one year beginning July 1, 2015.

**R. OSBA Membership**

To join the Ohio School Boards Association (OSBA), pursuant to ORC §3313.87.

**S. OESCA Membership**

To approve membership in the Ohio Educational Service Center Association (OESCA) for the 2015-16 school year.

**T. BASA Membership**

To approve membership in the Buckeye Association of School Administrators (BASA) for the 2015-16 school year.

**U. OASBO Membership**

To approve membership in the Ohio Association of School Business Officials (OASBO) for the 2015-16 school year.

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

To approve membership in the Northwestern Ohio Educational Research Council, Inc. for the 2015-16 school year.

**W. OACSA Membership**

To approve membership in the Ohio Association of Community School Authorizers (OACSA) for the 2015-16 school year.

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

**X. ADJOURNMENT OF ORGANIZATION MEETING**

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

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

Time: \_\_\_\_\_ PM

**Governing Board of the Auglaize County Educational Service Center**  
**Regular Meeting Agenda**  
**January 15, 2015**

**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 11, 2014 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.

- Approve a one (1) year limited non teaching contract for Ernie Steinke, as a bus aide, as needed for the remainder of the 2014-15 school year.
- Approve a one (1) year limited tutoring contact for Brandy Cox, for Kenton home instruction, for the 2014-15 school year.
- Approve a one (1) year limited non teaching contract for Lorry Hess, as a Wapakoneta Attendant Aide, as needed, for 5.75 hours per day, starting January 20, 2015 for the remainder of the 2014-15 school year, pending approval of ODE licensure.
- Approve college students Kayla Boysell and McKensie Simons to observe in our classrooms.
- Approve the following for a one (1) limited supplemental contract, for ACT Workshop Instructor, for the 2014-15 school year.
  - Mindy Bettinger
  - Jill Sudhoff
  - Andrea Johnson

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

**Sub Teachers:**

First	Last
Shari	Banks
Magen	Carney
Amanda	Garver
Kali	Goins
Russell	Patton
Kristyn	Schneider
Jessica	Sommer
Courtney	Brown

**Sub Aides:**

First	Last
Caralee	Skinner
Maria	Smith

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 new Attainment Curriculum for all our units to align with Ohio's New Learning Standards
- Approve Creative Curriculum for pre-school
- Approve FMLA leave for Heather Brandewie, starting Feb 17, 2015.

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

**VIII. Discussion:**

**X. ADJOURNMENT**

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

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