

**CLEAR FORK VALLEY LOCAL SCHOOLS
BOARD OF EDUCATION
Organizational & Regular Meeting
January 6, 2022
High School Media Center
6:30 p.m.**

District Mission Statement: *Striving to Exceed Expectations*

Board of Education Members: Koti Epperson
Carl Gonzalez
Ryan Knuckles
Rick Kvochick
Lori McKee, President Pro-Tempore

Employees of the Board: Janice Wyckoff, Superintendent
Bradd Stevens, Treasurer

ORGANIZATIONAL MEETING AGENDA ITEMS

1.0 CALL TO ORDER at _____

2.0 ROLL CALL

Mrs. Epperson ____ Mr. Gonzalez ____ Mr. Knuckles ____ Mr. Kvochick ____ Mrs. McKee ____

3.0 OATH OF OFFICE – Mrs. Epperson, Mr. Kvochick

4.0 INVOCATION

5.0 PLEDGE

6.0 ELECT OFFICERS FOR 2022 (O.R.C. 3313.14)

5.1 Nomination of Board President

Nominations for President (no second required)

Election of President of the Board of Education for 2022:

a. (If there is only one nomination) Motion by _____ to close nominations and elect _____ for President of the Board of Education for 2022.
Second by _____.

Roll Call to close nominations for President:

Epperson ____ Gonzalez ____ Knuckles ____ Kvochick ____ McKee ____

b. (If there is more than one nomination) Motion by _____ to close nominations for President. Second by _____.

Roll Call to elect President:

Epperson ____ Gonzalez ____ Knuckles ____ Kvochick ____ McKee ____

[NEW PRESIDENT ASSUMES CHAIR]

5.2 Nomination of Board Vice-President (O.R.C. 3313.14)

Nominations for Vice-President (no second required)

Election of Vice-President of the Board of Education for 2022:

a. (If there is only one nomination) Motion by _____ to close nominations and elect _____ for Vice-President of the Board of Education for 2022. Second by _____.

Roll Call to close nominations for Vice-President:

Epperson ____ Gonzalez ____ Knuckles ____ Kvochick ____ McKee ____

b. (If there is more than one nomination) Motion by _____ to close nominations for Vice-President. Second by _____.

Roll Call to elect Vice-President:

Epperson ____ Gonzalez ____ Knuckles ____ Kvochick ____ McKee ____

[NEW VICE-PRESIDENT ASSUMES CHAIR]

7.0 OATH OF OFFICE – OFFICERS

8.0 SCHEDULE REGULAR BOARD MEETINGS FOR 2022 (O.R.C. 3313.15)

Moved by _____, Seconded by _____

Motion to establishment of Regular Board Meeting dates, times and place.

Day _____ Time _____ Place _____

Exceptions: _____

Roll Call: Epperson ____ Gonzalez ____ Knuckles ____ Kvochick ____ McKee ____

9.0 STANDING AUTHORIZATIONS

Moved by _____, Seconded by _____

Motion to adopt the following standing authorizations to allow for efficient financial management and full execution of duties by the Treasurer, Board President and Superintendent:

9.1 Advances on Tax Settlements: Authorize the Treasurer to apply to the Richland and/or Knox County Treasurer and the County Auditor for advances of taxes, when appropriate, throughout the 2022 calendar year.

9.2 Investment of Inactive Funds: Authorize the Treasurer to invest available interim monies, during 2022 at the most productive interest rate, in accordance with 135.08, 135.09 and 135.14 Ohio Revised Code and according to policy of the Clear Fork Board of Education.

9.3 Payment of Bills: Authorize the Treasurer to pay all bills within the limits of the appropriation resolution after invoices and merchandise have been received and/or services have been performed.

9.4 Petty Cash: Authorize the Treasurer to issue checks for change as needed in food service, the building offices for the sale of workbook and supplies, athletic events and for use in concession stands.

9.5 Purchasing Agent: Authorize the appointment of the Superintendent to serve as purchasing agent for the Clear Fork Valley Local Schools.

9.6 Disposal of Property: Authorize the Superintendent to dispose of personal property of less than \$2,000 aggregate value (equipment, furnishings, books and other materials) without further resolution by the Board per board policy DN.

9.7 One Time Borrowing Authority: Authorize the Treasurer to borrow up to \$300,000 against anticipated tax receipts at any one time during the year if necessary due to cash flow problems.

9.8 Board Health Insurance: Authorize the Treasurer to offer to Board members that they may participate at their own expense in the group health and dental insurance plans provided to employees of the district as permitted by the Ohio Revised Code 3313.202

9.9 Positional Bonds: Authorize the Treasurer to secure position bonds as prescribed by the Ohio Revised Code 3313.25 for Board President, Superintendent and Treasurer. Such bonds to be paid from district funds.

9.10 Appropriations: Authorize the Treasurer to file requests as needed for amendments of the Certificate of Estimated Resources and the Certificate of Total Appropriations with the county auditor as information becomes available to the Treasurer to warrant such filings.

9.11 Service Fund: The Board establishes a service fund appropriation in the amount of \$7,500 (O.R.C. 3315.15) to pay expenses of Board Members or their official representatives incurred in performing their duties for the Board of Education. Amount not spent may be transferred, where needed, at a later date.

9.12. Debt Service: Authorize the Treasurer to make fund-to-fund advances, advance returns and transfers as needed throughout the year with Board ratification as part of the financial reports at the next regular meeting.

9.13. Appropriation Modifications: Authorize the Treasurer to modify the appropriation resolution to re-direct funds previously appropriated to other appropriation accounts as requested by the Superintendent or her designee, provided that total fund appropriations are not increased and that the modifications are presented to the Board for ratification on or before the last day of the fiscal year.

9.14. New Appropriation Modifications: Authorize the Treasurer to make appropriate modifications within a particular fund including intra-fund transfers to add new appropriations as necessary to conduct the financial business of the school district.

9.15 Temporary Employment of Staff: Authorize the Superintendent to employ temporary and/or substitute personnel as needed. Such employment to be presented for approval by the Board at the next regular meeting.

9.16 Use of Legal Counsel: Authorize the Superintendent and Treasurer to use legal counsel as needed for calendar year 2022.

9.17 Home Instruction Employment: Authorize the Superintendent to employ home instruction tutors on an as needed basis at the approved tutor rate.

9.18 Hearing and Appeal Representative: Authorize the Superintendent to be the designee of the Board of Education to hear appeals of suspensions and make decisions regarding any recommendation for expulsion.

9.19 Professional Association Membership: The Board approves continuing its membership in Ohio School Board Association (OSBA) for calendar year 2022. Dues, charges for subscriptions and periodicals are approximately \$5,341.00.

9.191 Professional Legal Assistance Fund: The Board approves the following resolution:

Whereas, the Clear Fork Valley Local School District 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 (OSBA) Legal Assistance Fund (LAF) has been established for this purpose,

Therefore, the Board hereby resolves to participate in the OSBA LAF for calendar year 2022 and authorizes the treasurer to pay the OSBA for the LAF at a rate of \$250.00.

9.192 State and Federally Funded Programs: Authorize the administration to apply for and participate in any and all applicable State and Federally funded programs and projects for the 2022/2023 and 2023/2024 school years.

9.193 Federal Programs Coordinator: The Board designates the Superintendent or her designee to be the Title VI Coordinator, the Title IX Coordinator, and the Section 504 Coordinator. Complaints regarding Title VI (race, color, national origin), Title IX (sex), or Section 504 (handicap) should be referred to:

Superintendent or her designee at:

Clear Fork Valley Local Schools
211 School Street
Bellville, Ohio 44813

Dissemination Procedures: All Staff Handbooks at the beginning of each school year
Students Student Handbook & Rules Folder, Parent Newsletters General Public
Newspaper, and District Web Site.

9.194 Safety Director: The Board appoints the Assistant High School Principal in
conjunction with Director of Physical Facilities to be Safety Director of the District.

9.195 Homeless Coordinator: The Board appoints the Special Education Director to be
Coordinator of the Homeless.

9.196 Annual Review of Board Policy IGBL – Parental Involvement in Education

9.197 Donations to Clear Fork Valley Schools: Authorize the Superintendent or Treasurer
to accept all donations to the school district on behalf of the Board of Education.

9.198 Public Records Representative: Authorize the Treasurer to be the designee of the
Board Members to attend all required training and seminars to meet the Public Records
Law for Elected Officials in accordance with Ohio Revised Code 109.43 (B) and 149.43
(E)(1).

9.199 Technical Corrections to Board Policies: Authorize the Superintendent to make
technical corrections to Board policies that have already been adopted through normal
procedures. These technical corrections may include: - renumbering subsections, sections,
chapters and titles - corrections or additions for grammatical or typographical errors, -
alternations and omissions not affecting the constructions or meaning of those sections,
subsections, chapters, titles, or policies as a whole.

9.200 Employment of Staff: Authorize the Superintendent during periods when this Board
is not in session, to make offers of employment directly to candidates for either teaching or
non-teaching positions on behalf of this Board, and to acknowledge acceptance of such
offers on behalf of this Board, subject to a subsequent vote of ratification by this Board, the
employment shall be deemed effective as of the date and time of the employee's
acceptance of the Superintendent's offer.

9.201 Accepting Resignations: Authorize the Superintendent, on behalf of this Board, to
accept resignations which have been submitted by employees during times when this
Board is not in session, subject to ratification by this Board; provided however, that upon
ratification by this Board, such resignations shall be deemed effective as of the date and
time of the Superintendent's acceptance.

9.202 Five-Year Financial Forecast: Authorize the Treasurer to file amended Five-Year
Financial Forecasts with the proper state authorities.

9.203 Blanket Purchase Order: Authorization of a blanket purchase order pursuant to
Policy DJ of the Clear Fork Valley Local School District, the Board hereby authorizes the
issuance of "blanket" purchase orders (certificates) by the District Treasurer, in the amount
not to exceed \$400,000.

9.204 Beverages and Meals as a Public Purpose: The Board of Education authorizes, as a public purpose, the provision of meals and/or beverages to employees and attendees during meetings as a means of improving efficiency as authorized by the Superintendent.

9.205 Borrowing Authority: Authorization for the Treasurer and Board President to borrow funds, if needed, within the limitations established by state and federal laws.

9.206 Issuing Purchase Orders: Authorization for administration to issue purchase orders within adopted appropriations.

Roll Call: Epperson ____ Gonzalez ____ Knuckles ____ Kvochick ____ McKee ____

10.0 LEGAL COUNSEL

Moved by _____, Seconded by _____

10.1 Approve the employment of the following legal firms for use on an as needed basis:

Bricker & Ecler
Peters Kalail & Markakis Co., L.P.A.

Roll Call: Epperson ____ Gonzalez ____ Knuckles ____ Kvochick ____ McKee ____

11.0 ADOPTION OF FISCAL YEAR 2022 TAX BUDGET

Moved by _____, Seconded by _____

The Board approves the Fiscal Year 2023 Tax Budget. The public hearing, as required by law, was held at the Board Office on December 29, 2021.

Roll Call: Epperson ____ Gonzalez ____ Knuckles ____ Kvochick ____ McKee ____

12.0 ADJOURN at _____

Moved by _____, Seconded by _____

Roll Call: Epperson ____ Gonzalez ____ Knuckles ____ Kvochick ____ McKee ____

JANUARY 6, 2022 REGULAR MEETING AGENDA ITEMS

1.0 CALL TO ORDER at _____

2.0 ROLL CALL

Mrs. Epperson ____ Mr. Gonzalez ____ Mr. Knuckles ____ Mr. Kvochick ____ Mrs. McKee ____

3.0 APPROVAL OF MINUTES

Moved by _____, Seconded by _____

December 16, 2022 – Regular Meeting

Roll Call: Epperson _____ Gonzalez _____ Knuckles _____ Kvochick _____ McKee _____

4.0 TREASURER'S REPORT

Moved by _____, Seconded by _____ .

4.1 Recommendation: The Board approves the December 2021 Financial Report.

4.2 Recommendation: The Board accepts the following donations:

\$5.00 to the Purple Star Military Kids from Victor Swisher

\$400.00 to the FFA from Krone North America for placing 2nd in the Hay Art Contest

\$183.00 from the Ohio FFA Foundation for use towards the purchase of student FFA Jackets

4.3 Recommendation: The Board approves a transfer from the General Fund to the Athletic Fund (300/9500) in the amount of \$180,000.00 for partial payroll expenses for the months of July 2021 – December 2021. Including this transfer, the year-to-date total transferred to athletics from the General Fund for payroll expenses is \$180,000.00. Of this amount \$132,164.93 is salaries and \$47,835.07 is benefits. Additional General Fund Athletic Expenditures not included in the transfer are transportation costs, less wages, less wages, of \$27,105.00.

Roll Call: Epperson _____ Gonzalez _____ Knuckles _____ Kvochick _____ McKee _____

5.0 SUPERINTENDENT'S REPORT

5.1 Personnel

Moved by _____, Seconded by _____

5.11 Recommendation: The Board rescind the supplemental contract awarded to Kaitlyn King, item 9.13 at the December 16, 2021 Board of Education Meeting.

5.12 Recommendation: The Board accepts the following supplemental resignation:

Jason Bateson Assistant High School Boys Track

5.12 Recommendation: The Board approves the following staff members to receive \$50.00 per book study they completed

Climbing the Literacy Ladder – Susan Brown, Jennifer Kahl

5.13 Recommendation: The following classified personnel be employed on a one year limited contract beginning with the 2021-2022 school year per the adopted salary schedule, pending completion of requirements:

Michael Conrad-Bus Driver-effective January 3, 2022

5.14 Recommendation: The following certified personnel are employed on a one (1) year supplemental contract for the 2021-2022 school year:

Jared Beans	Middle School Boys Track
Tyler Hunter	Assistant High School Girls Track
Matthew Reffel	High School Boys Track

9.13 Recommendation: In accordance with 3319.22 ORC the Clear Fork Board of Education affirms that the following positions have been offered to the certified employees of the Clear Fork Valley Local School District and no qualified employee has been selected for the position(s). Furthermore, the Board affirms that the position(s) had been advertised on the Clear Fork website on March 22, 2021 or July 16, 2021 to those who may be qualified and that the following personnel be employed on a one (1) year supplemental contract for the 2021-2022 school year per the adopted salary schedule:

Jason Bateson	High School Girls Track
Eric Beck	Assistant High School Boys Track
Garrett Bunnell	Assistant Middle School Boys/Girls Track
Christopher Clapper	Varsity Softball
Haylie Miller	Assistant Varsity Softball

Roll Call: Epperson ____ Gonzalez ____ Knuckles ____ Kvochick ____ McKee ____

6.0 ADJOURN at _____

Moved by _____, Seconded by _____

Roll Call: Epperson ____ Gonzalez ____ Knuckles ____ Kvochick ____ McKee ____