

**CLEAR FORK VALLEY LOCAL SCHOOLS
BOARD OF EDUCATION
Organizational & Regular Meeting
January 4, 2023
Butler Elementary Cafeteria
6:30 p.m.**

District Mission Statement: *Striving to Exceed Expectations*

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

Employees of the Board: Janice Wyckoff, Superintendent
Jon Mason, 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 INVOCATION

4.0 PLEDGE

5.0 ELECT OFFICERS FOR 2023 (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 2023:

a. (If there is only one nomination) Motion by _____ to close nominations and elect _____ for President of the Board of Education for 2023.
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 2023:

a. (If there is only one nomination) Motion by _____ to close nominations and elect _____ for Vice-President of the Board of Education for 2023. 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 2023 (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 County Auditor for advances of real estate taxes, when available.

9.2 Investment of Inactive Funds: Authorize the Treasurer to invest available interim monies at the most productive rates, in accordance with ORC 135.08, 135.09 and 135.14 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 petty cash as needed in food service, the building offices for supplies, athletic events and for use in concession stands.

9.5 Purchasing Agent: Authorize the Superintendent to serve as the district's 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 Board Member Health Insurance: Authorize the Treasurer to offer to Board members participation in district provided group health and dental insurance at their own expense, as permitted by the Ohio Revised Code 3313.202.

9.8 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.

9.9 Appropriations: Authorize the Treasurer to file Certificate of Estimated Resources and the Certificate of Total Appropriations with the county auditor as required and as adjustments are needed.

9.10 Service Fund: The Board establishes a service fund appropriation in the amount of \$2,500 (O.R.C. 3315.15) to pay expenses of training and professional development for Board Members in performing their duties.

9.11 Debt Service: Authorize the Treasurer to make payment as required for the district's debt obligation, including fund transfers as needed. Board ratification shall be brought as part of the financial reports at the next regular meeting.

9.12 Appropriation Modifications: Authorize the Treasurer to modify appropriations as necessary, provided that total fund appropriations do not exceed estimated resources, and that the modifications are presented to the Board for ratification prior to the end of the fiscal year.

9.13 New Appropriation: Authorize the Treasurer to make new appropriation fund changes, provided that total fund appropriations do not exceed estimated resources, and that the modifications are presented to the Board for ratification prior to the end of the fiscal year.

9.14 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.

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

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

9.17 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.

9.18 Professional Association Membership: The Board approves continuing its membership in Ohio School Board Association (OSBA) for the calendar year, including dues, charges for subscriptions and periodicals.

9.19 Professional Legal Assistance Fund: The Board approves continued participation with the Ohio School Boards Association (OSBA) Legal Assistance Fund (LAF) for the calendar year. (\$250.00)

9.20 State and Federally Funded Programs: Authorize the Superintendent and or Treasurer to apply for and participate in applicable State and Federal grant programs and projects for the district. Such awards shall be brought as part of the financial reports at the next regular meeting.

9.21 Federal Programs Coordinator: The Board designates the Superintendent, or their 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:

Federal Programs Coordinator:

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

Dissemination and Notices: All Staff and Student Handbooks are to be disseminated at the beginning of each school year. Notices throughout the year will be delivered through Parent Newsletters, the Richland Source public newspaper, and District Web Site.

9.22 Safety Director(s): The Board appoints the Assistant High School Principal and the Director of Physical Facilities to be Safety Directors of the District.

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

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

9.25 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. Such donations shall be brought as part of the financial reports at the next regular meeting.

9.26 Public Records Representative: Authorize the Treasurer to be the Board of Education's designated representative of public records, and shall attend required training to meet the Public Records Law for Elected Officials in accordance with Ohio Revised Code 109.43 (B) and 149.43 (E)(1).

9.27 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.

9.28 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.

9.29 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.

9.30 Five-Year Financial Forecast: Authorize the Treasurer to file the Five-Year Financial Forecast with The Ohio Department of Education as required.

9.31 Blanket Purchase Order: Authorize the use of a "blanket" Purchase Orders pursuant to District Policy DJ.

9.32 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.

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

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 & Eckler

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

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

11.0 ADOPTION OF FISCAL YEAR 2024 TAX BUDGET

Moved by _____, Seconded by _____

The Board approves the Fiscal Year 2024 Tax Budget. Treasurer shall deliver said Tax Budget to the Richland County Auditor as required prior to January 20th.

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

12.0 ADJOURN at _____

Moved by _____, Seconded by _____

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

JANUARY 4, 2023 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 PRESENTATIONS: Butler Purple Star Students

4.0 ADMINISTRATION REPORT(S)

- 4.1 Maintenance
- 4.2 Food Service
- 4.3 Transportation

5.0 COMMUNICATIONS FROM THE PUBLIC – Public comments will only be permitted during this section of the agenda per Public Participation at Board Meetings (Policy: KD)

5.1 If any visitor wishes to speak to any agenda item, notify the president at this time. You will then be given an opportunity to speak on the item during discussion.

5.2 If any visitor wishes to speak on an item that is not on the agenda, notify the president at this time. The president will assign a time, now or later in the agenda for discussion.

6.0 APPROVAL OF MINUTES

Moved by _____, Seconded by _____

December 15, 2023 – Regular Meeting

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

7.0 TREASURER'S REPORT

Moved by _____, Seconded by _____ .

7.1 Recommendation: The Board approves the December 2022 Financial Report.

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

8.0 SUPERINTENDENT'S REPORT

8.1 Personnel

Moved by _____, Seconded by _____

8.11 Recommendation: The Board approves the following personnel to advance on the salary schedule effective January 6, 2023 in accordance with the Clear Fork Valley Education Association, AFT/OFT Agreement.

Richard Hoover Masters + 15

8.12 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 2, 2022, March 10, 2022, April 1, 2022, April 11, 2022, May 2, 2022 or May 11, 2022 to those who may be qualified and that the following personnel be employed on a one (1) year supplemental contract for the 2022-2023 school year per the adopted salary schedule:

Matt Endicott Freshman Boys Basketball

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

9.0 EXECUTIVE SESSION

Moved by _____, Seconded by _____

Motion to enter into executive session for the purpose of reviewing the employment of a public employees at _____.

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

9.1 EXIT EXECUTIVE SESSION

Moved by _____, Seconded by _____

Motion to exit out of executive session at _____.

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

10.0 ADJOURN at _____

Moved by _____, Seconded by _____

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