

**CLEAR FORK VALLEY LOCAL SCHOOLS  
BOARD OF EDUCATION  
Organizational & Regular Meeting  
January 14, 2025  
High School Media Center  
6:00 p.m.**

**District Mission Statement:** *Striving to Exceed Expectations*

Clear Fork Valley Board of Education Meetings are for the purpose of conducting the business of the district. School board meetings are formal business meetings held in public. A school board meeting serves as a platform for the board members to collaboratively work together to address matters that impact the educational journey of our students. As stewards of this district, we are committed to making informed decisions that prioritize the well-being and academic growth of every student in our care. Thank you for your presence and your dedication to the betterment of our district's educational landscape.

**Board of Education Members:** Lori McKee  
Brian Johnson  
Rick Kvochick  
Terry McDermott  
Troy Tingley

**Employees of the Board:** John Thomas, Interim Superintendent  
Jon Mason, Treasurer

**ORGANIZATIONAL MEETING AGENDA ITEMS**

**1.0 CALL TO ORDER** at \_\_\_\_\_

**2.0 ROLL CALL**

**Mr. Johnson** \_\_\_ **Mr. Kvochick** \_\_\_ **Mr. McDermott** \_\_\_ **Mr. Tingley** \_\_\_ **Mrs. McKee** \_\_\_

**3.0 INVOCATION**

**4.0 PLEDGE**

**5.0 ELECT OFFICERS FOR 2025 (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 2025:

**a.** (If there is only one nomination) Motion by \_\_\_\_\_ to close nominations and elect \_\_\_\_\_ for President of the Board of Education for 2025.

Second by \_\_\_\_\_.

Roll Call to close nominations for President:

**Johnson** \_\_\_\_ **Kvochick** \_\_\_\_ **McDermott** \_\_\_\_ **Tingley** \_\_\_\_ **McKee** \_\_\_\_

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

Roll Call to elect President:

**Johnson** \_\_\_\_ **Kvochick** \_\_\_\_ **McDermott** \_\_\_\_ **Tingley** \_\_\_\_ **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 2025:

**a.** (If there is only one nomination) Motion by \_\_\_\_\_ to close nominations and elect \_\_\_\_\_ for Vice-President of the Board of Education for 2025.

Second by \_\_\_\_\_.

Roll Call to close nominations for Vice-President:

**Johnson** \_\_\_\_ **Kvochick** \_\_\_\_ **McDermott** \_\_\_\_ **Tingley** \_\_\_\_ **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:

**Johnson** \_\_\_\_ **Kvochick** \_\_\_\_ **McDermott** \_\_\_\_ **Tingley** \_\_\_\_ **McKee** \_\_\_\_

**[NEW VICE-PRESIDENT ASSUMES CHAIR]**

**6.0 OATH OF OFFICE – OFFICERS**

**6.1** To show our appreciation for our School Board Members, we would like to acknowledge School Board Recognition Month. Thank you all for your service to our district and our community.

**7.0 SCHEDULE REGULAR BOARD MEETINGS FOR 2025 (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: Johnson**\_\_\_\_ **Kvochick** \_\_\_\_ **McDermott** \_\_\_\_ **Tingley** \_\_\_\_ **McKee** \_\_\_\_\_

## 8.0 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:

- 8.1 Advances on Tax Settlements: Authorize the Treasurer to apply to the County Auditor for advances of real estate taxes, when available.
- 8.2 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.
- 8.3 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.
- 8.4 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.
- 8.5 Purchasing Agent: Authorize the Superintendent to serve as the district's purchasing agent for the Clear Fork Valley Local Schools.
- 8.6 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.
- 8.7 Board Member Health Insurance: Authorize the Treasurer to offer Board members participation in district provided group health and dental insurance at their own expense, as permitted by the Ohio Revised Code 3313.202.
- 8.8 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 are to be paid from district funds.
- 8.9 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.

- 8.10** Service Fund: The Board establishes a service fund appropriation in the amount of \$2,500 (O.R.C. 3315.15) to pay expenses for training and professional development for Board Members in performing their duties.
- 8.11** 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.
- 8.12** 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.
- 8.13** 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.
- 8.14** 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.
- 8.15** Use of Legal Counsel: Authorize the Superintendent and Treasurer to use the following, Bricker Graydon LLP, and Peters Kalail & Markakis Co., LPA for legal counsel as needed for calendar year.
- 8.16** Home Instruction Employment: Authorize the Superintendent to employ home instruction tutors on an as needed basis at the approved tutor rate.
- 8.17** 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.
- 8.18** 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.
- 8.19** 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)
- 8.20** 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.
- 8.21** 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

- 8.22** 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.
- 8.23** Safety Director(s): The Board appoints the Assistant High School Principal and the Director of Physical Facilities to be Safety Directors of the District.
- 8.24** Homeless Coordinator: The Board appoints the Special Education Director to be Coordinator of the Homeless.
- 8.25** Annual Review of Board Policy IGBL – Parental Involvement in Education.
- 8.26** 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.
- 8.27** 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).
- 8.28** 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.
- 8.29** 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.
- 8.30** 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.
- 8.31** Five-Year Financial Forecast: Authorize the Treasurer to file the Five-Year Financial Forecast with The Ohio Department of Education as required.
- 8.32** Blanket Purchase Order: Authorize the use of a “blanket” Purchase Orders pursuant to District Policy DJ.

- 8.33** 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.
- 8.34** Borrowing Authority: Authorization for the Treasurer and Board President to borrow funds, if needed, within the limitations established by state ORC and federal laws.

**Johnson**\_\_\_\_ **Kvochick** \_\_\_\_ **McDermott** \_\_\_\_ **Tingley** \_\_\_\_ **McKee** \_\_\_\_

**9.0 ADJOURN** at \_\_\_\_\_

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_

**Johnson**\_\_\_\_ **Kvochick** \_\_\_\_ **McDermott** \_\_\_\_ **Tingley** \_\_\_\_ **McKee** \_\_\_\_

**JANUARY 14, 2025  
REGULAR MEETING  
AGENDA ITEMS**

**1.0 CALL TO ORDER** at \_\_\_\_\_

**2.0 ROLL CALL**

*Mr. Johnson*\_\_\_\_ *Mr. Kvochick* \_\_\_\_ *Mr. McDermott*\_\_\_\_ *Mr. Tingley*\_\_\_\_ *Mrs. McKee* \_\_\_\_

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

**3.1** 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 about the item during discussion.

**3.2** 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.

**4.0 APPROVAL OF MINUTES**

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_

December 17, 2024 – Regular Meeting

**Johnson**\_\_\_\_ **Kvochick** \_\_\_\_ **McDermott**\_\_\_\_ **Tingley**\_\_\_\_ **McKee** \_\_\_\_

**5.0 TREASURER’S REPORT**

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_.

**5.1** Recommendation: The Board approves the December 2024 Financial Report.

**5.2** Recommendation: The Board approves the Tax Budget for FY2026.

**5.3** Recommendation: The Board approves the fund 029-0000 Educational Scholarship Fund and establishes new appropriations as follows:

Scholarship – Purchased Services  
029-2100-400-0000 \$1.000

**5.4** Recommendation: The Board accepts the following donations:

ADVOCATES for KIDS - \$1,000 in support of the school district's need-based scholarship fund. This donation is made possible through their partnership with the Bellville American Legion Post 535.

Irvin Hiskey Post 535 American Legion - \$3,500 -For the cost of the charter bus and help with admission costs for the Bellville Elementary's 5<sup>th</sup> Grade field trip to Cleveland.

**Johnson**\_\_\_\_ **Kvochick** \_\_\_\_ **McDermott** \_\_\_\_ **Tingley** \_\_\_\_ **McKee** \_\_\_\_\_

## **6.0 SUPERINTENDENT'S REPORT**

### **Personnel**

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_

**6.1** Motion: 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. Furthermore, the Board affirms that the position(s) had been advertised on the Clear Fork website on May 15, 2024, to those who may be qualified, and the following personnel be employed on a one (1) year supplemental contract for the 2024-2025 school year per the adopted salary schedule.

Kimberly Wolbert – Musical Set Design

**6.2** Recommendation: The Board approves the retirement of Denette Mottayaw, Teacher Librarian, effective June 30, 2025.

**6.3** Recommendation: The Board approves the resignation of Tracy Burkepile, High School ELA Teacher, effective Friday, January 10, 2025.

**6.4** Recommendation: Motion for the Board to approve personnel to be employed for the remainder of the 2024-2025 school year.

Rachel Bieri – High School ELA teacher

**Johnson**\_\_\_\_ **Kvochick** \_\_\_\_ **McDermott** \_\_\_\_ **Tingley** \_\_\_\_ **McKee** \_\_\_\_\_

## 7.0 NEW/OLD BUSINESS

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_

- 7.1 Motion for the Board to approve the list of students as recommended by Mrs. Jennifer Klaus to be awarded graduate status January 2025 provided all local and state requirements have been met for graduation.
- 7.2 Motion for the Board to approve the CFHS Ski Club to take an out-of-state field trip to Holiday Valley in New York on February 10, 2025.

## 8.0 INFORMATION AND PROPOSALS

- 8.1 Discussion (3<sup>rd</sup> reading) of the following New/Revised Board Policy

EDE	Computer/Online Services (Acceptable Use and Internet Safety)
JK	Employment of Students
EBCE	Protection for Reporting Safety and Fraud Violations (Whistleblowers)
EBCE-E-1	Protection for Reporting Safety and Fraud Violations (Whistleblowers)
EBCE-R	Protection for Reporting Safety and Fraud Violations (Whistleblowers)
BDDG	Minutes
DJC	Bidding Requirements
IGD	Cocurricular and Extracurricular Activities
IGDJ	Interscholastic Activities
JECBC	Admission of Students from Non-Chartered or Home Education
JED	Student Absences and Excuses
DM	Deposit of Public Funds (Cash Collection Points)
EBBA	First Aid
GCD	Professional Staff Hiring
IC/ICA	School Year/School Calendar
IGAE	Health Education
IGAH/IGAI	Family Life Education/Sex Education
JEDA	Truancy
JHG	Reporting Child Abuse and Mandatory Training
JEDC	Religious Expression Days
ACC	Political Commitments
EBCE-E	Acknowledgment of Receipt of Auditor of State Fraud Reporting System information.
GDC/GDCA/GDD	Support Staff Recruiting/Posting of Vacancies/Hiring

- 8.2 Discussion (2<sup>nd</sup> reading) of the following Board Policy:

BDC	Executive Session
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## 9.0 EXECUTIVE SESSION

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_

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



**Johnson** \_\_\_\_ **Kvochick** \_\_\_\_ **McDermott** \_\_\_\_ **Tingley** \_\_\_\_ **McKee** \_\_\_\_

**9.1 EXIT EXECUTIVE SESSION**

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_

Motion to exit out of executive session at \_\_\_\_\_.

**Johnson** \_\_\_\_ **Kvochick** \_\_\_\_ **McDermott** \_\_\_\_ **Tingley** \_\_\_\_ **McKee** \_\_\_\_

**8.0 ADJOURN** at \_\_\_\_\_

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_

**Johnson** \_\_\_\_ **Kvochick** \_\_\_\_ **McDermott** \_\_\_\_ **Tingley** \_\_\_\_ **McKee** \_\_\_\_

**Public Participation at Board Meetings**

All meetings of the Board and Board-appointed committees are open to the public.

In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation may normally be permitted at each meeting. However, the Board reserves the right to dispense with public input at any given meeting. Public input will not be received at special meetings except upon a vote of the Board.

Each person addressing the Board shall sign a form prior to the opening of the meeting and give his/her name and address, and group affiliation, if applicable, and topic. If several people wish to speak, each person is allotted three minutes until the total time of 30 minutes is used. During that period, no person may speak more than once on the same topic. No person may speak more than once during a meeting until all who desire to speak have had the opportunity to do so. Individuals may not request to speak during public participation. No individual may cede their allotted speaking time to another individual. Persons desiring more time should follow the procedure of the Board to be placed on the regular agenda. The period of public participation may be extended by a vote of the majority of the Board, present and voting. The Board requires that public participants be:

1. District residents, taxpayers, employees or students;
2. representatives of contractors eligible to bid on materials or services solicited by the Board or
3. a representative of a group in the community or District.

All such participants must have a legitimate interest in a contemplated action of the Board.

All statements shall be presented from the lectern / dais and shall be directed to the presiding officer; no person may address or question Board members individually. Board members may ask questions of the speaker for information or clarification and may or may not make comments in response to a speaker's remarks. No Board member has the power or authority to act for the Board; therefore, no response from an individual Board member shall be interpreted as an official action of the Board.

The Board vests in its President the authority to:

1. interrupt, warn or terminate a participant's session when they make comments that are repetitive, obscene and/or comments that constitute a true threat (i.e., statements meant to frighten or intimidate one (1) or more specified persons into believing that they will be seriously harmed by the speaker or someone acting at the speaker's behest);

2. request any individual to stop speaking and/or leave the meeting when that person does not observe reasonable decorum or is disruptive to the conduct and/or orderly progress of the meeting;
3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the conduct and/or orderly progress of the meeting;
4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action and
5. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.

The portion of the meeting during which the participation of the public is invited shall be limited to thirty (30) minutes unless extended by a vote of the Board. The Board may further limit the total time for comment and/or may reduce the time allotted for each speaker and will announce such a change in advance.

Agendas are available to all those who attend Board meetings. The section on the agenda for public participation shall be indicated. Noted at the bottom of each agenda shall be a short paragraph outlining the Board's policy on public participation at Board meetings.