

Fairfield City School District:
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BOARD OF EDUCATION MEETING AGENDA

January 13, 2022

**ORGANIZATIONAL MEETING/SPECIAL MEETING 6:30 PM
CATHERINE D. MILLIGAN COMMUNITY ROOM
FAIRFIELD SENIOR HIGH SCHOOL**

OPENING OF THE MEETING – CALL TO ORDER

President Pro Tem – Brian Begley

OATH OF OFFICE FOR NEWLY ELECTED BOARD OF EDUCATION MEMBERS

- A. Oath of office for Board of Education Members, Mr. Scott Clark, effective January 1, 2022 through December 31, 2023, and Mr. Brian Begley, Ms. Abigail Berding, and Mrs. Jerrilynn Gundrum, effective January 1, 2022 through December 31, 2025.

ROLL CALL

_____ **Begley** _____ **Berding** _____ **Clark** _____ **Gundrum** _____ **Shorter**

PLEDGE OF ALLEGIANCE – Jerrilynn Gundrum

ELECTION OF THE PRESIDENT OF THE FAIRFIELD BOARD OF EDUCATION FOR 2022
(ORC 3313.14)

A. Nominations

(If more than one person is nominated, the President Pro Tem shall publicly call the roll of the Board and ask the members to vote their choice. If only one person is nominated, a motion to close nominations, a second, and a vote by acclamation will elect the President.)

Nominator_____ Nominee_____

Nominator_____ Nominee_____

Motion to close nominations: _____; **2nd:** _____

_____ **Begley** _____ **Berding** _____ **Clark** _____ **Gundrum** _____ **Shorter**

President Pro Tem declares _____ elected President of the Fairfield Board of Education for 2022

B. Oath of Office for the President

C. President Pro Tem directs the Treasurer to acknowledge in the minutes that the oath has been given.

D. President presides from this point forward.

ELECTION OF THE VICE PRESIDENT OF THE FAIRFIELD BOARD OF EDUCATION FOR 2022 (ORC 3313.14)

A. Nominations (same procedure applies)

Nominator_____ Nominee_____

Nominator_____ Nominee_____

Motion to close nominations: _____; **2nd:** _____

_____ **Begley** _____ **Berding** _____ **Clark** _____ **Gundrum** _____ **Shorter**

President declares _____ **elected Vice President of the Fairfield Board of Education for 2022**

B. Oath of Office for the Vice President

C. President directs the Treasurer to acknowledge in the minutes that the oath has been given.

NEW BUSINESS/BOARD RECOMMENDATIONS

A. Establish 2022 meeting dates, times and location (ORC 3313.15)

Suggestion:

Work Sessions: Thursday, February 3
Thursday, March 3
Thursday, May 5
Thursday, June 2
Thursday, August 4
Thursday, September 1
Thursday, October 6
Thursday, November 3
Time: 6:30 P.M.
Location: Fairfield Senior High School
Catherine D. Milligan Community Room
8800 Holden Blvd.
(There will be no work session in April, July and December)

Regular Sessions: Thursday, February 17 (Crossroads Middle School)
Thursday, March 17
Thursday, April 21
Thursday, May 19
Tuesday, June 28
Thursday, July 14
Thursday, August 18

Thursday, September 15
Thursday, October 20
Thursday, November 17
Thursday, December 8
Time: 6:30 P.M.
Location: Fairfield Senior High School
Catherine D. Milligan Community Room
8800 Holden Blvd.

- B. Consider establishment of a Board service fund for 2022 in the amount of \$9,942.00. (ORC 3315.15).
- C. Recommend approval of the following standing authorizations for 2022:
1. Authorize the Treasurer to secure advances from the Auditor when funds are available and payable to the district.
 2. Authorize the Treasurer to borrow short-term funds as needed for cash flow purposes.
 3. Authorize the Treasurer to invest inactive funds whenever funds are available.
 4. Authorize the Treasurer to modify appropriations and advance money from fund to fund as needed. Modifications must then be presented to the Board for approval.
 5. Authorize the Treasurer to pay all bills within the limits of the appropriation resolution as bills are received and when the merchandise has been received in good condition.
 6. Authorize the Treasurer to utilize the legal firm of Dinsmore & Shohl when fiscal legal opinions are required.
 7. Authorize the Treasurer to dispose of assets or property (not exceeding \$10,000 in value) that are no longer needed.
 8. Authorize Superintendent or Designee to act as purchasing agent for the district to make purchases of supplies and/or services within the limits of the appropriation measure.
 9. Authorize the Superintendent or Designee 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; provided however, that upon 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 office.

Nothing in this resolution shall require the Board of Education to employ or continue to employ an individual who has not provided a criminal records check satisfactory to the Board or who has not satisfied any other prerequisite to employment created by law or Board policy.

- 10. Authorize the Superintendent or Designee, 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 /Designee’s acceptance.
- 11. Authorize the Superintendent or Designee to appoint substitute support staff as necessary within the limits of the annual appropriation resolution.
- 12. Authorize the Director of Curriculum and Instruction, Assistant Superintendent, Director of Special Services and Director of Business Operations to approve professional day requests for professional and support employees for state meetings, workshops, and events in an amount not to exceed the limits in the Annual Appropriation, Board Policy, and negotiated contracts.
- 13. Authorize members of the Board to attend workshops, seminars and meetings for Professional Development and to benefit the academic and financial status of district.
- 14. Recommend that in accordance with Section 3313.26, ORC that the Board waive the reading of minutes from previous meetings.

D. Appointments to OSBA and City Committees

- 1. Legislative Liaison to OSBA/Federal Relations Network _____
- 2. Parks and Recreation Board _____
- 3. Planning Commission _____
- 4. Student Achievement _____

(Any of items “A” through “D” may be voted upon separately at the request of any Board member.)

Motion to accept the recommendations: _____; **2nd** _____

_____ **Begley** _____ **Berding** _____ **Clark** _____ **Gundrum** _____ **Shorter**

President declares motion _____.

PRESENTATIONS/RESOLUTIONS

- A. School Board Recognition – Gina Gentry-Fletcher
- B. 1:1 Technology Update – Dan Jeffers and Jeff McKinney

COMMUNICATION

This is the portion of the meeting where you, the residents of the Fairfield City School District, are invited to share your thoughts with the Board. In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient fashion, a maximum of thirty (30) minutes of public participation may be permitted at each meeting. Please know that this time has been set aside for the Board to listen to you. Your comments are valued and will be taken into careful consideration. The Board will not engage in dialogue at this time. Presentations are limited to five (5) minutes each.

SUPERINTENDENT'S RECOMMENDATIONS AND REPORTS

A. Personnel – Professional

1. Resignations

- a. Chelsea Arent, Senior High, Intervention Specialist
(effective January 3, 2022; for personal reasons)
- b. Diane Gerde, Central, Intervention Specialist
(effective at the end of the 2021-2022 school year; for personal reasons)

2. Extracurricular Resignations 2021-2022

- a. James Ledbetter, District, Chamber Society Advisor
(effective 2021-2022 school year; for personal reasons)
- b. Nichole Tock, Creekside Middle, Student Council, 6th Grade
(effective 2021-2022 school year; for personal reasons)

3. Unpaid Leaves of Absence

- a. Chelsea Arent, Senior High, Intervention Specialist
(effective December 6, 2021 through December 17, 2021; for personal reasons)
- b. Shelby Jones, East, Preschool Intervention Specialist
(effective for .50 of the day on December 9, 2021 through December 17, 2021; for personal reasons)
- c. Amanda Vance, Senior High, Math
(effective February 24, 2022 through April 29, 2022; for childrearing purposes)

4. Employment

- a. Brad McNear, Senior High, Chemistry
(recommended for a new one-year limited teaching contract for the 2021-2022 school year, effective January 13, 2022; for a replacement position)

b. Credit Recovery Instructors 2021-2022

Danielle D'Angora
Robyn Daniels
Mark Gerstner
Jessica Grimes
Aaron Horne
Scott Smith
Amy Touassi
Brooke Wray

(The above-named persons are recommended for employment as credit recovery and/or credit flexibility instructors at the rate of \$32.25 per hour for the 2021-2022 school year for up to ten (10) hours per student per class.)

c. Extracurriculars – 2021-2022

Freshman

Samuel Meddings, Wrestling

Middle – Creekside Middle

David Petersen, Basketball, Girls 7th/8th Grade

Middle- Crossroads Middle

Lanita Drake, Intramural Bowling, 6th Grade

West Elementary

Jennifer Hensler, Student Council Sponsor 50%
Gabrielle Kerley, Student Council Sponsor 50%

d. Home Instructors 2021-2022

Megan Bauer
Payton Parker

(Periodically the district has students who qualify for home instruction by placement on an IEP developed through the Special Services Department. It is recommended that the above noted person(s) be employed as Home Instructors at the rate of \$32.25 per hour, effective for the 2021-2022 school year.)

e. Substitute Teachers 2021-2022

Rachel Anthony
Hope Cornelius
Madison Justice
Jacqueline Kunkel Hernandez

(All recommendations are for the 2021-2022 school year at a rate of \$94 per day.)

(All employment is contingent upon satisfactory submission of all required documents.)

Motion to accept the recommendations: _____; **2nd** _____

_____ **Begley** _____ **Berding** _____ **Clark** _____ **Gundrum** _____ **Shorter**

President declares motion _____.

B. Personnel – Support

1. Resignations

- a. Vicki Anglin, Senior High, Food Service Assistant
(effective the end of the day January 3, 2022; for personal reasons)
- b. Brittany Coomes, Creekside, Educational Assistant
(effective the end of the day December 17, 2021; for personal reasons)
- c. Teresa Day, Senior High, Head Cook
(effective the end of the day March 31, 2022; for retirement purposes)
- d. Layla Evans, Compass, Educational Assistant
(effective the end of the day December 31, 2021; for personal reasons)
- e. Audrey Harvey, District, Custodian
(effective the end of the day January 13, 2022; for personal reasons)
- f. Vonda Miracle, Senior High, Educational Assistant
(effective the end of the day December 16, 2021; for personal reasons)
- g. Anita Russell, Freshman, Educational Assistant
(effective the end of the day January 2, 2022; to accept another position within the District)

2. Unpaid Leaves of Absence

- a. Taylor Fields, Compass, Educational Assistant
(effective .75 day on December 14, 2021 through January 2, 2022; for personal reasons)
- b. Jenny Haley, Transportation, Bus Driver
(extension of Unpaid Leave of Absence starting November 18, 2021 through February 6, 2022; for personal reasons)
- c. Danielle Jones, Transportation, Bus Driver
(extension of Unpaid Leave of Absence starting December 29, 2021 through March 2, 2022; for personal reasons)
- d. Rebecca Turman, East, Educational Assistant
(effective December 1, 2021 through December 6, 2021; for personal reasons)

3. Employment

- a. Garrett French, Freshman, Custodian
(effective December 21, 2021; previously temporary custodian; for a replacement position)
- b. Rebecca Hibberd, Crossroads, Educational Assistant
(effective January 10, 2022; for a replacement position)
- c. Brenda Ramsey, Central, Custodian
(effective December 28, 2021; previously temporary custodian; for a replacement position)
- d. Nathaniel Robertson, Senior High, Educational Assistant
(effective January 3, 2022; for a replacement position)
- e. Anita Russell, Compass, Food Service Assistant
(effective January 3, 2022; for a replacement position)
- f. Brandon Smith, Senior High, Custodian
(effective December 30, 2021; previously temporary custodian; for a replacement position)
- g. William Wagers, North, Temporary Custodian
(effective January 3, 2022 through April 3, 2022; for a replacement position)

4. Correction

- a. Angela Kimble, Transportation, Bus Driver
(correct effective date to end of day January 31, 2022; previously listed on the November 18, 2021 agenda as end of day December 31, 2021; for retirement purposes)

(All employment is contingent upon satisfactory submission of all required documents.)

Motion to accept the recommendations: _____; **2nd** _____

_____ **Begley** _____ **Berding** _____ **Clark** _____ **Gundrum** _____ **Shorter**

President declares motion _____.

C. Items for Board Discussion

- 1. Board Policies – Nancy Lane
 - A. DECA – Administration of Federal Grant Funds
 - B. DJF-R – Purchasing Procedures

-
- C. DJH – Credit Cards
 - D. DLC – Expense Reimbursements
 - E. DLC-R – Expense Reimbursements
 - F. DLCA – Fiscal Management
- 2. Reduction in Force – Roger Martin
 - A. 50% German teacher effective with the 2022-2023 school year
 - B. 50% Mandarin teacher with the 2022-2023 school year
 - 3. Substitute Teacher Rates – Roger Martin
 - 4. OSBA Transportation Audit – Lance Perry
 - 5. Sidewalk Projects – Lance Perry
 - 6. Building our Future 2.0 Update – Lance Perry
 - 7. Job Descriptions – Katie Myers

- Assistant Superintendent
- Bus Driver
- Chauffeur
- Clerk III
- Clerk IV
- Cook
- Custodian
- Data Entry I
- Data Entry II
- Educational Assistant I
- Educational Assistant II
- Educational Assistant II (Media/Computer Aides)
- Educational Support Assistant – new
- Electrician
- Food Service Assistant
- Head Cook
- Head Custodian
- Latchkey Assistant
- Latchkey Team Leader – new
- Maintenance Person
- Receptionist
- Secretary II
- Secretary III

8. Program of Studies – Mandy Aug

D. Other Items for Board Action

1. Recommend approval of the resolution to appoint Brian Begley to the Butler Technology and Career Development Schools Board of Education.

WHEREAS, the Fairfield Board of Education wishes to appoint a member to serve on the Butler Technology and Career Development Schools Board of Education; and

WHEREAS, to be qualified to serve on a board of education of a joint vocational School district, a member must meet the qualifications set forth in Ohio Revised Code 3311.19; and

WHEREAS, the named appointee meets the qualifications as set forth in ORC 3311.19.

NOW THEREFORE, be it resolved, Brian Begley meets the qualifications of Ohio Revised Code 3311.19 and is hereby appointed to serve on the Butler Technology and Career Development Schools Board of Education for a period of two years in accordance with Ohio Revised Code 3311.19. The term of office shall begin January, 2022.

2. Recommend Approval of the Reduction in Force
(The following employees' contracts are suspended, effective August 11, 2022, for declining enrollment numbers)
- A. Greg Dodge (50% of his contract, which reduces his contract to 50% status)
- B. Kathy Youngkin (50% of her contract, which reduces her contract to 50% status)
3. Recommend Approval of the following Job Descriptions:

Assistant Superintendent
Bus Driver
Chauffeur
Clerk III
Clerk IV
Cook
Custodian
Data Entry I
Data Entry II
Educational Assistant
Educational Assistant (Cross Categorical including Transportation, and Preschool)
Educational Assistant (Media Center/Computer Lab)
Educational Support Assistant – new
Electrician
Food Service Assistant
Head Cook
Head Custodian
Latchkey Assistant

Latchkey Team Leader – new
 Maintenance
 Receptionist
 Secretary II
 Secretary III

Motion to accept the recommendations: _____; **2nd** _____

_____ **Begley** _____ **Berding** _____ **Clark** _____ **Gundrum** _____ **Shorter**

President declares motion _____.

TREASURER’S RECOMMENDATIONS AND REPORTS

A. Recommend approval of the minutes of the following meeting:

December 9, 2021– Regular Meeting

B. Recommend approval of the financial reports for the month of December 2021.

C. Recommend approval of the 2021-2022 Amended Appropriations Resolution.

D. Recommend approval of the disposal of the following fixed assets:

<u>Tag Number</u>	<u>Description</u>	<u>Location</u>
31830	HP Monitor	Central Elementary
36414	Computer	Compass Elementary
26441	Computer	High School
36760	Computer	Technology
210197	Bus #150	Transportation

E. Recommend approval of the fiscal year 2023 Tax Budget that will be submitted to the Butler County Auditor’s Office.

F. Recommend approval of the following rates to be paid to seasonal and sporadic athletic workers, effective January 1, 2022:

Scorekeepers/Timers/Ticket takers:	\$20 - \$60 (dependent upon sport/games worked)
Site Managers:	\$60 per game
Bookkeeper:	\$150 per tournament

G. Recommend approval of the annual membership (\$7,391) with the Ohio Schools Boards Association for January 2022 – December 2022.

H. Recommend approval of the Ohio School Boards Association Legal Assistance Fund Service Contract (\$250) pursuant to R.C. Section 3313.171 (January 1, 2022 – December 31, 2022).

- I. Recommend approval of the new IRS mileage rate of 58.5 cents effective January 1, 2022.
- J. Recommend approval of Nancy Lane to act as designee for Board of Education Members Brian Begley, Abigail Berding, Scott Clark and Jerrilynn Gundrum to fulfill the Public Records Act training requirement as required by Policy KBA-Public’s Right to Know.

Motion to accept the recommendations: _____; **2nd** _____

_____ **Begley** _____ **Berding** _____ **Clark** _____ **Gundrum** _____ **Shorter**

President declares motion _____.

COMMITTEE REPORTS

- A. Legislative Update
- B. Butler Tech
- C. Planning Commission
- D. Student Achievement
- E. Parks and Recreation

ANNOUNCEMENTS

January 17, 2022 – Martin Luther King Day – No School
 January 28, 2022 – Butler Tech Business Advisory Meeting, 8:00-9:30 AM, Lori’s Roadhouse, 4924 Union Centre Pavilion, Suite B, West Chester Township, OH 45069
 February 3, 2022 – Board Meeting (Work Session) 6:30 PM, Fairfield Senior High School, Catherine D. Milligan Community Room

BOARD MEMBER COMMENTS

RECESS TO EXECUTIVE SESSION TO DISCUSS:

The discipline of public employees 121.22 (G) (1)
 Court Action 121.22 (G) (3) – Pending or Imminent Litigation

Motion to convene executive session: _____; **2nd** _____

_____ **Begley** _____ **Berding** _____ **Clark** _____ **Gundrum** _____ **Shorter**

President declares motion _____.

President convenes executive session at _____ **P.M.**

President resumes regular meeting at _____ **P.M.**

ADJOURNMENT

Motion to adjourn: _____; **2nd** _____

_____ **Begley** _____ **Berding** _____ **Clark** _____ **Gundrum** _____ **Shorter**

President declares motion _____.

President adjourns meeting at _____ **P.M.**