

**RECORD OF RECORDINGS
REGULAR MEETING
DECEMBER 14, 2010**

The Shelby City Schools, Board of Education met in regular session on Tuesday, December 14, 2010 at 7:00 p.m. in the Professional Development & Technology Center, 39 South Gamble St, Shelby, Ohio 44875.

1. Meeting called to Order

- 1.1 The meeting opened with the Pledge of Allegiance to the flag.
- 1.2 The following board members were present; Bruce Briggs, Doug DeVito, Lorie White, Steve Mc Laughlin and JoAnn Nelson. Administrative personnel present included Bryan Neff, Superintendent; Diane Ervin, Assistant Superintendent; and Elizabeth Anatra, Treasurer.
- 1.3 Those present affirmed the district’s vision statement.
 - The Shelby City Schools will be a place:
 - where all students are proud to attend
 - where the staff is proud to work
 - where parents are proud to send their children
 - that the community is proud to support

2. Public Concerns/Acceptance of Agenda

Mr. Briggs advised those present that anyone wishing to address the Shelby City Board of Education on school matters may do so by being recognized by the chairperson. Persons are requested to identify themselves and give their address before speaking. A maximum of thirty minutes is established for public input. If there are several speakers, each one should be concise and limit remarks to three minutes.

- 2.1 Visitors were recognized.
 - 2.1.1 A request was made that anyone wishing to comment on any agenda item notify the president so that an opportunity to speak on the item during discussion could be given. No one requested an opportunity to speak.
 - 2.1.2 A request was also made that anyone wishing to comment or make suggestions on items not on the agenda notify the president so that a time now or later in the agenda could be assigned for discussion. Jake Carrier, 3280 Wareham Road, Shelby Ohio requested an opportunity to speak.
- 2.2 Additions or corrections to the agenda were requested, there were none.

Mr. Briggs recognized Mr. Carrier who was accompanied by his mother Mrs. Denise Carrier. They commented on the district’s policy and practices concerning recognition of the valedictorian and salutatorian, noting that other area schools recognize these positions to a greater degree than Shelby City Schools do. Mr. Carrier commented that many sports recognize athletic accomplishments more prominently than academic achievements are recognized at Shelby. He and Mrs. Carrier suggested that academic excellence should receive more recognition in the district.

Mr. Briggs asked John Gies, Shelby High School Principal, to respond. He and Mr. Neff will do so in the near future.

3. Approve Minutes and Financial Reports

85-10

A motion was made by Mr. DeVito and seconded by Mrs. White to approve the Treasurer’s recommendations for the following:

- 3.1 Approving minutes of the November 16th regular board meeting
- 3.2 Review November 2010 financial reports
- 3.3 Establish new building project related funds: Bond Retirement (002), LFI (004), Maintenance (034) and Project (010) Funds and Federal Grants Fund 504 Ed Jobs Fund and Fund 506 Race to the Top
- 3.4 Accept with thanks the following:
 - \$480 from the Shelby Rotary Club for the Special Education Christmas Party; Jane McClish, Staff Coordinator
 - Donation of professional services from Attorney Frank Benham for assisting the district with the recent real estate purchase.

Approve Minutes
Review Nov.
Reports
Accept Donations

**RECORD OF PROCEEDINGS
REGULAR MEETING
DECEMBER 14, 2010**

Motion 85-10 Continued

Vote Yes; Mr. DeVito, Mr. McLaughlin, Mrs. White, Mrs. Nelson and Mr. Briggs

4. Financial Information

86-10

A motion was made by Mrs. White and seconded by Mr. McLaughlin to approve the Treasurer’s recommendations as follows:

4.1 Appropriations:

Revenue:

- \$ 350,500 increase to new Fund 002; Bond Retirement
- \$5,923,295 increase to new Fund 004; Locally Funded Initiatives
- \$450,000 increase to Fund 003; Permanent Improvements
- \$11,090,197 increase to new Fund 010; Project Fund
- \$69,690 increase to Fund 200; Student Activities
- \$ 11,700 increase to Fund 300; Art
- \$ 328,550 increase to new Fund 504; Ed Jobs Fund
- \$39,152 to new Fund 506; Race to the Top
- \$2590 increase to Fund 516; IDEAB

Budget:

- \$450,000 increase to Fund 003; Permanent Improvements
- \$165 increase to Fund 009; School Fees
- \$1,000,000 increase to new Fund 010; Project Fund
- \$102,660 increase to Fund 200; Student Activities
- \$8,760 increase to Fund 300; Art
- \$6,960 increase to Fund 432; EMIS
- \$1,250 increase to Fund 452; School Net Professional Development
- \$328,550 increase to new Fund 504; Ed Jobs Fund
- \$39,152 to new Fund 506; Race to the Top
- \$2,595 increase to Fund 516; IDEAB
- \$600 increase to Fund 533; Title II-D

Vote Yes; Mrs. White, Mr. DeVito, Mr. McLaughlin, Mrs. Nelson and Mr. Briggs

5. Superintendent’s Report

- 5.1 Mr. Neff introduced Brandon Spangler and Darren Heydinger who gave the Student Council Presentation. Mr. Spangler noted that popcorn sales are under way. Caroling at Crestwood Care Center is planned for the week of December 20th.
- 5.2 Mr. Neff gave an update on activities on the building project. He outlined recent activities including:
- Finalization of the project agreement
 - Closing on land purchase
 - Beginning of soil testing
 - Design team activities leading up to a preliminary design in January
 - Finalization of the contract with MKC on this evening’s agenda
 - An updated time line for the entire project through opening in fall 2013 was discussed

6. Personnel

87-10

A motion was made by Mr. DeVito and seconded by Mrs. White to approve the Superintendent’s recommendations as follows:

- 6.1 Accepting the following resignation:
- 6.1.1 Janice Eichinger, 260 day sweeper, for the purpose of retirement, (11 years at Shelby Schools), effective December 31, 2010.

Appropriations:
Revenue

Budget

Resignation:
J. Eichinger

**RECORD OF RECORDINGS
REGULAR MEETING
DECEMBER 14, 2010**

<p>Hire MOESC Attendance Officer</p>	<p><i>Motion 87-10 Continued</i> Mr. Neff presented Mrs. Eichinger with a commendation and watch from the district. Mrs. Eichinger thanked the board and all wished her well on her retirement.</p> <p>6.2. Accepting services from Mid-Ohio Service Center to hire an attendance officer.</p> <p>Mr. Neff and Mrs. Ervin discussed the need for an attendance officer in the district. They pointed out that absence is becoming an issue in all grades. Residency is also an area that an attendance officer could help the district to better address. Shelby is the only area district that does not use the services of an attendance officer. The current proposal is for the remainder of the 2010-2011 school year (one half year) at a cost of \$3000. The proposal is consistent with district goals for college and career readiness. Mr. Briggs requested a written summary of the services to be provided. Mrs. Ervin and Mr. Neff responded that the job description is available.</p>								
<p>Approve Supplemental Contracts</p>	<p>6.3. Adopting the following resolution:</p> <p style="padding-left: 40px;">WHEREAS, this Board has posted the position of:</p> <p style="padding-left: 80px;">9th Grade Girls Basketball Coach</p> <p>as being available to certified employees of this district and no such employees who are satisfactory to the Board have applied for the position, and</p> <p>WHEREAS, this Board has advertised the position as being available to certified individuals not employed by this district and no such individuals satisfactory to this Board have applied for the position, non-certified individuals who are qualified in accordance with the rules of the State Department of Education to direct, supervise or coach pupil activity programs are hereby employed on a supplemental contract for the 2010-2011 school year as:</p> <p style="padding-left: 40px;">THEREFORE, BE IT RESOLVED THAT:</p> <table style="margin-left: 40px; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Name</th> <th style="text-align: left; border-bottom: 1px solid black;">Position</th> <th style="text-align: left; border-bottom: 1px solid black;">Index</th> <th style="text-align: left; border-bottom: 1px solid black;">Exp.</th> </tr> </thead> <tbody> <tr> <td>Larry Atkinson</td> <td>9th Gr. Girls Basketball</td> <td>07</td> <td>3</td> </tr> </tbody> </table> <p style="padding-left: 40px;">THEREFORE, BE IT RESOLVED THAT: the above individual will be employed pending completion of requirements.</p>	Name	Position	Index	Exp.	Larry Atkinson	9 th Gr. Girls Basketball	07	3
Name	Position	Index	Exp.						
Larry Atkinson	9 th Gr. Girls Basketball	07	3						
<p>Approve Substitutes</p>	<p>6.4. Placing the following names on the substitute lists for the 2010-2011 school year, salary according to schedule:</p> <p style="padding-left: 40px;"><u>Certified Substitute /tutor list:</u></p> <p style="padding-left: 80px;">MOESC List as of December 10, 2010</p> <p style="padding-left: 80px;">Amanda Savidge, PK-3</p> <p style="padding-left: 40px;"><u>Classified Substitute Lists:</u></p> <p style="padding-left: 80px;">Cheri McCormick, aide & secretary</p> <p style="padding-left: 80px;">Heather Swisher, aide</p>								
<p>Approve Volunteers</p>	<p>6.5 Approving the services of the following:</p> <ul style="list-style-type: none"> • Susan Brown, chaperone for OWA/OWE field trip • Bonnie Duncan, volunteer for Central School <p>Vote Yes; Mrs. Nelson, Mrs. White, Mr. DeVito, Mr. McLaughlin and Mr. Briggs</p> <p>7. Routine Reports</p> <p>7.1 Steve McLaughlin gave the Legislative Liaison's report. Although there has been no recent action several pieces of legislation have been introduced including:</p> <ul style="list-style-type: none"> • Requirements for textbook fund deposits • HB 603 which deals with hybrid community schools • Procedures for exemption of school real property • SB 508 requiring Educational Service Centers to provide professional development on the topic of dyslexia <p>7.2 The Student Achievement Liaison did not report</p>								

**RECORD OF RECORDINGS
REGULAR MEETING
DECEMBER 14, 2010**

Tabled 9.2

Motion 90-10 Continued

WHEREAS, required services and items related to the Project include, but are not limited to, site surveys, test borings, environmental studies, establishment of bank accounts, and obtaining required insurance, and such services and items may be required before beginning construction of any of the improvements included in the Project, all of which items are included in the budget for the Project approved by the Board; and

WHEREAS, during construction of the Project, there will be changes to the work to be performed by the contractors awarded construction contracts for the Project that may result in changes to the contract sum and/or time for performance of one or more construction contracts, and these changes may be documented by field work orders before final pricing and scope of work is determined, so that work can proceed without delay, and/or change orders prepared by the Construction Manager; and

WHEREAS, the contract documents also provide that Field Work Orders may be issued for work that will ultimately be covered by a Change Order, but for which the cost cannot be determined at the time the work is needed, and it is crucial that work proceed without impact to the construction schedule; and

WHEREAS, Field Work Orders must be approved by the Board, unless the Board has delegated that authority to other individuals; and

WHEREAS, Field Work Orders are recommended by both the Construction Manager and Architect, after consultation with the Core Team and with the advice and support of the OSFC Project Administrator; and

WHEREAS, Change Orders also require the written consent of the Board, as owner of the Project, and must be executed by the Architect, Construction Manager, and the OSFC; and

WHEREAS, for Change Orders up to the amount of \$10,000.00, the OSFC has delegated authority to the Construction Manager to execute such Change Orders on its behalf so that work on the Project can proceed without interruption and delay; and

WHEREAS, for Change Orders up to the amount of \$25,000.00, the OSFC has delegated authority to its Project Administrator to execute such Change Orders on its behalf so that work on the Project can proceed without interruption and delay; and

WHEREAS, the Board wishes to give authority to the Superintendent for the review and approval of Field Work Orders and Change Orders for the Project as follows:

1. The Superintendent or Treasurer may sign Field Work Orders and/or Change Orders in amounts up to and including \$25,000 on behalf of the Board. The Superintendent and Treasurer are also authorized to sign deductive change orders to construction contracts on behalf of the Board.
2. The Superintendent, or in the Superintendent's absence or unavailability the Treasurer in consultation with a Board member, may, in an emergency, sign Field Work Orders and/or Change Orders in amounts exceeding \$25,000 if the Superintendent or Treasurer reasonably believes that such action is needed prior to the next meeting of the Board to maintain the Project schedule and avoid additional costs and delays and has consulted with the Board President or his designee.
3. The Treasurer is authorized to issue purchase orders and sign any related documents required to finalize Field Work Orders and/or Change Orders approved pursuant to the authority granted in this resolution.

WHEREAS, the Board wishes to authorize its Superintendent and Treasurer to conduct such other business related to the Project as is required between Board meetings, including, but not limited to, approval of bid packages for work on the Project, signature on behalf of the Board for approvals and agreements for services and work related to the Project (so long as such items have been included in the project budget approved by the Board), establishment of bank accounts required for the Project, obtaining required insurance for the Project, placement of advertisements for bids for services and work related to the Project, the solicitation of proposals and quotations for services and work related to the Project, entering contracts for such services, payment of fees related to the Project, and all other related business activities without the necessity of bringing each item before the Board for approval;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Shelby City School District as follows:

1. The Superintendent is designated as the Board's authorized representative for reviewing issues requiring a decision between Board meetings and to make decisions on behalf of the Board or to call a special meeting for the required decision by the Board as a whole, including meeting with other governmental agencies to review issues related to the Project and to negotiate the terms of required improvements.
2. The Superintendent and Treasurer, in consultation with each other, are authorized to conduct whatever business related to the Project is required between Board meetings, including, but not limited to, approving bid packages for work on the Project, signing approvals and agreements for services and work related to the Project on behalf of the Board of Education, placement of advertisements for bids for services and work related to the Project, the solicitation of proposals and quotations for services and work related to the Project, entering contracts for such services, payment of fees related to the Project, and all other related business activities, including procurement of insurance coverage and establishment of banking accounts required for the Project.

**RECORD OF PROCEEDINGS
REGULAR MEETING
DECEMBER 14, 2010**

Motion 90-10 Continued

Tabled 9.2

- 3. The authority to approve and sign Field Work Orders and/or Change Orders on behalf of the Board is delegated as follows:
 - (a) The Superintendent or Treasurer may sign Field Work Orders and/or Change Orders in amounts up to and including \$25,000 on behalf of the Board, including deductive change orders.
 - (b) The Superintendent or in the absence or unavailability the Superintendent, the Treasurer, may, in an emergency, sign Field Work Orders and/or Change Orders in amounts exceeding \$25,000 if the Superintendent or Treasurer reasonably believes that such action is needed prior to the next meeting of the Board to maintain the Project schedule and avoid additional costs and delays.
 - (c) The Treasurer is authorized to issue purchase orders and sign any related documents required to finalize Field Work Orders and/or Change Orders approved pursuant to the authority granted in this resolution.
- 4. The Construction Manager shall maintain a record of all Field Work Orders and Change Orders related to the Project and shall provide a report of Field Work Orders and Change Orders pending and resolved to the Board on a monthly basis.

91-10

A motion was made by Mr. Briggs and seconded by Mrs. White to table item 9.2 for further review. During discussion board members expressed a preference that the superintendent and/or Treasurer consult with the board before approving orders over \$25,000.

Voting Yes to table item 9.2; Mrs. White, Mr. DeVito, Mr. McLaughlin, Mrs. Nelson and Mr. Briggs.

- 9.3 Approve 2011 membership in OSBA at a cost of \$4918, a reduction of \$184 from last year's cost.
- 9.4 Award bid of \$76,800 with a \$3000 trade-in from Mansfield Truck as lowest and best. Award contract for one 72 passenger bus to Mansfield Truck.

Voting Yes on items 9.1, 9.3 and 9.4; Mrs. White, Mr. DeVito, Mr. McLaughlin, Mrs. Nelson and Mr. Briggs.

10. Other Non-Agenda Items

10.1 Set the re-organizational meeting for January 11, 2011 at 6:30 pm to be followed by a brief public hearing on the Tax Budget, with a regular meeting to follow at 7:00 p.m. Meeting to be held at the Professional Development & Technology Center, 39 S. Gamble, Shelby, OH

Approve:
OSBA Membership
Bus Bid

11. Executive Session

A motion was made by Mrs. White at 8:36 pm and seconded by Mr. DeVito to move into executive session to discuss the appointment, employment, dismissal, discipline, promotion, demotion or compensation of school employees or regulated individuals, or the investigation of complaints against a public employee or regulated individual unless such person requests a public hearing

Vote Yes; Mrs. Nelson, Mrs. White, Mr. DeVito and Mr. Briggs.

Set Re-Organizational
meeting

A motion was made by Mr. DeVito at 11:15 pm, and seconded by Mrs. White to adjourn the executive session.
Vote Yes; Mrs. Nelson, Mrs. White, Mr. DeVito and Mr. Briggs

A motion was immediately made by Mrs. White and seconded Mr. DeVito adjourn the meeting at 11:16 pm.
Vote Yes; Mr. DeVito, Mrs. Nelson, Mrs. White and Mr. Briggs

Bruce Briggs, Jr., Board President

Elizabeth Anatra, Treasurer

**RECORD OF RECORDINGS
REGULAR MEETING
DECEMBER 14, 2010**