

THE MINUTES OF THE SPECIAL/ORGANIZATIONAL SESSION OF THE
XENIA COMMUNITY SCHOOLS BOARD OF EDUCATION

January 8, 2018

Pamela Callahan, Board President Pro-Tem

- Roll Call The Xenia Community Schools Board of Education met in special session on the ninth day of January, 2018 at 6:00 p.m. at the Xenia Community Schools Board of Education, 819 Colorado Drive, Xenia, Ohio. The meeting was called to order by President Pro-Tem, Mrs. Pamela Callahan, and the roll was answered as follows: Mrs. Pamela Callahan, present; Mrs. Cheryl D. Marcus, Ed. S., present; Robert P. Dillaplain, M.D. MPA, present; Mrs. Jennifer Marietta, Esq., present; and Mr. William Spahr, present.
- Oath of Office Mr. Eric Soltis, Treasurer/CFO, administered the Oath of Office to Cheryl D. Marcus, Ed.S., Robert P. Dillaplain, M.D. MPA and Jennifer Marietta, Esq.
- 01-18
Approval of
December 11, 2017
Regular Meeting
Minutes Mr. Spahr moved, seconded by Dr. Dillaplain to approve the minutes of the regular meeting held December 11, 2017.

Vote: Spahr Aye, Dillaplain Aye, Callahan Aye, Marcus Aye, Marietta Aye.

The Board President Pro-Tem declared the motion passed.
- 02-18
Approval of
December 18, 2017
Special Meeting
Minutes Mrs. Marcus moved, seconded by Mrs. Marietta to approve the minutes of the special meeting held December 18, 2017.

Vote: Marcus Aye, Marietta Aye, Callahan Aye, Dillaplain Aye, Spahr Aye.

The Board President Pro-Tem declared the motion passed.
- 03-18
Approval of
December 20, 2017
Special Meeting
Minutes Dr. Dillaplain moved, seconded by Mr. Spahr to approve the minutes of the special meeting held December 20, 2017.

Vote: Dillaplain Aye, Spahr Aye, Callahan Aye, Marcus Aye, Marietta Aye.

The Board President Pro-Tem declared the motion passed.
- 04-18
Adjourn Sine Die Mrs. Marietta moved, seconded by Mr. Spahr to adjourn the 2017 proceedings sine die.

Vote: Marietta Aye, Spahr Aye, Callahan Aye, Dillaplain Aye, Marcus Aye.

The Board President Pro-Tem declared the 2017 proceedings adjourned.

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Organizational Meeting

- Nomination of President for 2018 Mrs. Callahan called for nominations for President of the Board of Education for 2018.
- Mrs. Callahan nominated Mrs. Marcus to be President. There were no other nominations.
- 05-18
Close Nominations Mrs. Callahan moved, seconded by Mrs. Marietta to close the nominations for President of the Board of Education for 2018.
- Vote: Callahan Aye, Marietta Aye, Dillaplain Aye, Marcus Abstain, Spahr Aye.
The Board President Pro-Tem declared the motion passed.
- 06-18
Election of President for 2018 Mrs. Callahan moved, seconded by Dr. Dillaplain to elect Mrs. Marcus as President of the Board of Education for 2018.
- Vote: Callahan Aye, Dillaplain Aye, Marcus Abstain, Marietta Aye, Spahr Aye.
- Mrs. Callahan declared Mrs. Marcus was elected President. Mrs. Marcus presided as President of the Board.
- Nomination of Vice-President for 2018 Mrs. Marcus called for nominations for Vice-President of the Board of Education for 2018.
- Mrs. Marcus nominated Dr. Dillaplain to be Vice-President. There were no other nominations.
- 07-18
Close Nominations Mrs. Marietta moved, seconded by Mrs. Callahan to close the nominations for Vice-President of the Board of Education for 2018.
- Vote: Marietta Aye, Callahan Aye, Dillaplain Abstain, Marcus Aye, Spahr Aye.
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The President declared the motion passed.
- 08-18
Election of Vice-President for 2018 Mrs. Marcus moved, seconded by Mrs. Marietta to elect Dr. Dillaplain as Vice-President of the Board of Education for 2018.
- Vote: Marcus Aye, Marietta Aye, Callahan Aye, Dillaplain Abstain, Spahr Aye.

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The President declared Dr. Dillaplain was elected Vice-President.

09-18
Establish Regular
Meeting Date, Time
and Location

Mr. Spahr moved, seconded by Mrs. Callahan to establish regular meetings of the Xenia Community Schools Board of Education on the second Monday of each month beginning at 6:30 p.m. in the Board of Education Office, 819 Colorado Drive, Xenia, Ohio. The exception to this approval is November, 2018 when the regular meeting will be held on November 5, 2018 at 6:30 p.m. Established regular board meeting dates may be changed by a majority vote of the Board.

Vote: Spahr Aye, Callahan Aye, Dillaplain Aye, Marcus Aye, Marietta Aye.
The President declared the motion passed.

10-18
Service Fund for
Members of the
Board of Education

Pursuant to Ohio Revised Code 3315.15, Mrs. Marietta moved, seconded by Dr. Dillaplain to establish a service fund for the Board of Education Members of \$15,000.00 (fiscal year 2019).

Vote: Marietta Aye, Dillaplain Aye, Callahan Aye, Marcus Aye, Spahr Aye.
The President declared the motion passed.

11-18
Authorize
Membership in
Area Chamber of
Commerce

Mrs. Callahan moved, seconded by Mrs. Marietta to approve membership of the Xenia Community Schools Board of Education to the Xenia Area Chamber of Commerce and the Spring Valley Chamber of Commerce.

Vote: Callahan Aye, Marietta Aye, Dillaplain Aye, Marcus Aye, Spahr Aye.
The President declared the motion passed.

12-18
Approve Annual
Membership to
O.S.B.A.

Mrs. Marcus moved, seconded by Dr. Dillaplain to approve annual membership to O.S.B.A. (Ohio School Boards Association).

Vote: Marcus Aye, Dillaplain Aye, Callahan Aye, Marietta Aye, Spahr Aye.
The President declared the motion passed.

13-18
Approve Legal
Service Fund
(O.S.B.A.)

Mrs. Callahan moved, seconded by Mr. Spahr to approve the Legal Service Fund (O.S.B.A.) in the amount of \$250.00.

Vote: Callahan Aye, Spahr Aye, Dillaplain Aye, Marcus Aye, Marietta Aye.
The President declared the motion passed.

Appoint an OSBA
Legislative Liaison
Person

President Marcus appointed Dr. Dillaplain to serve as legislative liaison between O.S.B.A. and the Xenia Community Schools Board of Education.

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| Appoint an OSBA Student Achievement Liaison Person | President Marcus appointed herself to serve as the student achievement liaison representative for the Ohio School Boards Association. |
| Appoint Representative to Athletic Council | President Marcus appointed Mr. Spahr to serve on the Athletic Council for 2018. |
| Appoint Representative to Finance Committee | President Marcus appointed Dr. Dillaplain to serve on the Treasurer's Finance Committee for 2018. |
| Appoint Representative to Public Records Commission | President Marcus appointed herself to serve on the Public Records Commission for 2018. |
| Appoint Representative to BRACA Board | President Marcus appointed Mrs. Marietta to attend monthly B.R.A.C.A. (Board for Recreation, Arts, and Cultural Activities) meetings. B.R.A.C.A. is a recommending body to City Council and may coordinate recommendations regarding parkland issues with XPZC. (Must be a resident of the City of Xenia). |
| Appoint Representative to Tax Incentive Review Council | President Marcus appointed Dr. Dillaplain to serve on the Tax Incentive Review Council for 2018, which consists of attending city or county meetings if a company requests a tax abatement that will affect the District. |
| Appoint Representative to Xenia Community Schools Foundation Board | President Marcus appointed Mrs. Callahan to serve on the Xenia Community Schools Foundation Board for 2018, which consists of attending monthly meetings to plan events and determine how monetary awards are distributed. |
| Appoint Representative to the Workforce Diversity Committee | President Marcus appointed Mrs. Marietta to serve on the Workforce Diversity Committee. |

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Appoint Representative the Economic Development Advisory Board (E.D.A.B.) President Marcus appointed Mr. Spahr to serve on the Economic Development Advisory Board.

14-18 Approval Affirmative Workforce Diversity Policy Statement Mrs. Marietta moved, seconded by Mrs. Callahan to approve the following statement:

AFFIRMATIVE WORKFORCE DIVERSITY POLICY STATEMENT

The Board of Education affirms the Workforce Diversity Plan and Board of Education policies 3122 and 4122 as indicated below.

Consistent with all application Federal and State laws and regulations it is the purpose of the Workforce Diversity Plan to advance, monitor, and maintain the Xenia Community School District's Equal Employment Policy (Board of Education Policy 3122) providing equal employment opportunities for all employees and applicants in all aspects of employment including recruitment, hiring, retention, assignment, transfer, promotion, and training.

These opportunities will be provided without regard to race, color, religion, gender, age, national origin, veteran status, disability, genetic information or testing, family and medical leave, sexual orientation and gender identity or expression.

It is also the purpose of the District's Workforce Diversity Plan to promote diversity in the District's workforce by identifying and addressing, where reasonably possible, the factors that may be causing unexpected underutilization of protected groups. This plan is designed to promote outreach, recruitment, training and educational efforts to expand the pool of qualified applicants and to promote diversity, consistent with the District's standard of excellence.

The plan advances equal employment opportunity without preferential treatment on the basis of race, gender, ethnicity, or national origin. This plan is also designed to ensure the District policies are properly implemented without unlawful discrimination on the basis of race, color, religion, gender, age, national origin, veteran status, disability, genetic information or testing, family and medical leave, sexual orientation, and gender identity or expression.

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Vote: Marietta Aye, Callahan Aye, Dillaplain Aye, Marcus Aye, Spahr Aye.
The President declared the motion passed.

15-18
Authorize
Application for
State and Federal
Funds and District
Purchasing Agents

Dr. Dillaplain moved, seconded by Mrs. Callahan to authorize the following:

- A. Approval to authorize the Superintendent and/or the Assistant Superintendent of Business Operations to apply for state and federal funds during the 2018 calendar year for the Xenia Community Schools.
- B. Approval to authorize the Superintendent and/or the Assistant Superintendent of Business Operations to serve as purchasing agents during the 2018 calendar year for the Xenia Community Schools.

Vote: Dillaplain Aye, Callahan Aye, Marcus Aye, Marietta Aye, Spahr Aye.
The President declared the motion passed.

16-18
Spending of
Monies

Mr. Spahr moved, seconded by Mrs. Marietta that the following resolution be adopted:

Be It Resolved that the Xenia Board of Education will expect the Xenia Community Schools Administration to direct the spending of monies with local businesses, professionals and vendors whenever local interests can furnish equal quality and service at competitive prices.

Vote: Spahr Aye, Marietta Aye, Callahan Aye, Dillaplain Aye, Marcus Aye.
The President declared the motion passed.

17-18
Approval to
Authorize
Treasurer

Mr. Spahr moved, seconded by Mrs. Callahan to approve to authorize the Treasurer to do the following:

- A. to pay all invoices within the appropriated accounts for the 2018 calendar year;
- B. to act as the Public Records designee for the 2018 calendar year;
- C. to apply for advances in tax settlements at appropriate times as determined by the Treasurer during the 2018 calendar year;
- D. to invest active, inactive and interim funds at the most productive rate and whenever possible as determined by the Treasurer during the 2018 calendar year;
- E. to pay any stipends which are provided for in any state or federal programs;

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F. to approve, disapprove or amend budgets presented for activity fund accounts during the 2018 calendar year for the Xenia Community Schools.

Vote: Spahr Aye, Callahan Aye, Dillaplain Aye, Marcus Aye, Marietta Aye.
The President declared the motion passed.

18-18
Retain Board of
Education Counsel
for Employee
Contracts and
School Law Matters

Mrs. Marietta moved, seconded by Dr. Dillaplain to retain the firm of Frost Brown Todd LLC, as counsel for employee contracts and school law matters for the Xenia Community Schools Board of Education from January 1, 2018 – December 31, 2018.

19-18
Amend Resolution
to Retain Board of
Education Counsel
for Employee
Contracts and
School Law Matters

Mrs. Marietta moved, seconded by Dr. Dillaplain to amend the resolution as follows:

“to retain the firm of Frost Brown Todd LLC, as counsel for employee contracts and school law matters for the Xenia Community Schools Board of Education beginning January 1, 2018.”

Vote: Marietta Aye, Dillaplain Aye, Callahan Aye, Marcus Aye, Spahr Aye.
The President declared the motion passed.

18-18
Amended Retain
Board of Education
Counsel for
Employee
Contracts and
School Law Matters

Mrs. Marietta moved, seconded by Dr. Dillaplain to retain the firm of Frost Brown Todd LLC, as counsel for employee contracts and school law matters for the Xenia Community Schools Board of Education beginning January 1, 2018.

Vote: Marietta Aye, Dillaplain Aye, Callahan Aye, Marcus Aye, Spahr Aye.
The President declared the motion passed.

20-18
Board Resolution
Authorizing
Superintendent to
Accept
Resignations

Mr. Spahr moved, seconded by Mrs. Callahan as follows:

- A. Approval to 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.

The authorization provided by this resolution shall remain in effect until withdrawn by formal action of this Board.

Vote: Spahr Aye, Callahan Aye, Dillaplain Aye, Marcus Aye, Marietta Aye.
The President declared the motion passed.

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21-18
Board Resolution
Authorizing
Superintendent to
Hire Staff Between
Board Meetings

Mrs. Callahan Mr. Spahr moved, seconded by Mr. Spahr as follows:

- A. Approval to 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 nonteaching 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 offer. 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.

The authorization provided by this resolution shall remain in effect until withdrawn by formal action of this Board.

Vote: Callahan Aye, Spahr Aye, Dillaplain Aye, Marcus Aye, Marietta Aye.
The President declared the motion passed.

22-18
Resolution on
Complimentary
Passes

Mr. Spahr moved, seconded by Mrs. Marcus to approve the Resolution on Complimentary Passes to Employees/Others for School Events, as attached.

Vote: Spahr Aye, Marcus Aye, Callahan Aye, Dillaplain Aye, Marietta Aye.
The President declared the motion passed.

23-18
Adjourn

Dr. Dillaplain moved, seconded by Mr. Spahr that the organizational meeting be adjourned for the Tax Budget Hearing meeting.

Vote: Dillaplain Aye, Spahr Aye, Callahan Aye, Marcus Aye, Marietta Aye.

The President declared the meeting adjourned.
Meeting adjourned at 6:28 p.m.

Attest:

Signed:

Treasurer/CFO

President