

# RECORD OF PROCEEDINGS

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 644-224-3338 FORM NO. 10148

Held \_\_\_\_\_ 20 \_\_\_\_\_

**RECORD OF PROCEEDINGS**  
**Minutes of the Bright Local School District Board of Education**  
**Tax Budget and Organizational Meeting held**  
**January 6, 2021 at Whiteoak High School**

**Tax Budget Public Hearing 6:00 P.M.**

- Attendees:
  - Steve Cox, Board Member
  - John Gillespie, Board Member
  - Tammy Hauke, Board Member
  - Jobey Lucas, Board Member
  - Angie Wright, Board Member
  - Michael Bick, Superintendent
  - Jeff Rowley, Treasurer
  
- Mr. Rowley presented the proposed 2021 Tax Budget for Bright Local School District for public inspection and discussion.
  - Mr. Rowley commented that there will not be a levy collection for the Classroom Facilities Maintenance Fund #034 for 2021, as the final debt payment on the new building will be made this year.
  - Mr. Rowley noted that there is currently just over \$177,792 in the 034 fund, which may be needed for repairs to the parking lot at the Elementary School as per his discussion with Mr. Dan Knoblauch.
  - Mr. Bick agreed, and said that there was also some needed repairs to a catch-basin in that lot as well. He noted that Dan was to meet with Craig Roberts to review the situation.

**Organizational Meeting**

**Call to Order**

President Pro Tempore, Angie Wright, called the meeting to order at 6:05 pm. Mrs. Wright announced that the meeting is being recorded by audiotape

**Roll Call**

Mr. Cox – yea; Mr. Gillespie – yea; Mrs. Hauke – yea; Mr. Lucas – yea; Mrs. Wright – yea

**Pledge of Allegiance** was presented.

**Oath of Office** – there being no new members, the meeting proceeded

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## **#001-2021 - Adoption of Board Agenda**

It was moved by Mr. Cox to adopt the agenda for the January 6, 2021 Board of Education organizational meeting, amending 2020 to 2021 where needed, and to remove item IX as it was already acted upon at the December 2020 regular meeting. Mr. Gillespie, seconded the motion.

### **Roll Call**

Mr. Cox – yeay; Mr. Gillespie – yeay; Mrs. Hauke – yeay; Mr. Lucas – yeay; Mrs. Wright – yeay  
Motion Carried.

## **#002-2021 - Election of President of the Bright Local Board of Education for 2021**

Mrs. Wright opened the floor for nominations for President of the Board of Education for 2021.

Mr. Gillespie moved to nominate Angie Wright to serve as Board President for 2021. Mrs. Hauke seconded the motion. There were no further nominations.

### **Roll Call**

Mr. Cox – yeay; Mr. Gillespie – yeay; Mrs. Hauke – yeay; Mr. Lucas – yeay; Mrs. Wright – yeay  
Motion Carried.

Mr. Rowley delivered the Oath of Office for President of the Board of Education to Angie Wright:

“Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Ohio, and that you will faithfully and impartially discharge your duties as President of the Board of Education of the Bright Local School District, Highland County, Ohio, to the best of your ability and in accordance with the laws now in effect and hereafter to be enacted during your continuance in said office and until your successor is chosen and qualified.”

Mrs. Wright: I Do.

## **#003-2021 - Election of Vice- President of the Bright Local Board of Education for 2021**

Mrs. Wright opened the floor for nominations for Vice-President of the Board of Education for 2021.

Mrs. Wright moved to nominate Tammy Hauke to serve as Board Vice-President for 2021. Mr. Gillespie seconded the motion. There were no further nominations.

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**Roll Call**

Mr. Cox – yea; Mr. Gillespie – yea; Mrs. Hauke – abstained; Mr. Lucas – yea; Mrs. Wright – yea  
Motion Carried.

Mr. Rowley delivered the Oath of Office for Vice President of the Board of Education:

“Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Ohio, and that you will faithfully and impartially discharge the duties as Vice President of the Board of Education of the Bright Local School District, Highland County, Ohio, to the best of your ability and in accordance with the laws now in effect and hereafter to be enacted during your continuance in said office and until your successor is chosen and qualified.”

Mrs. Hauke: I Do.

**#004-2021 - Appointment of OSBA Voting Delegate**

Mrs. Hauke moved to nominate Mr. Cox to serve as the appointed OSBA Voting Delegate for 2021. Mr. Gillespie seconded the motion.

**Roll Call**

Mr. Cox – abstained; Mr. Gillespie – yea; Mrs. Hauke – yea; Mr. Lucas – yea; Mrs. Wright – yea  
Motion Carried.

**#005-2021 - Appointment of OSBA Voting Delegate Alternate**

Mrs. Wright moved to nominate Mr. Lucas to serve as the appointed OSBA Alternate Voting Delegate for 2021. Mr. Cox seconded the motion.

**Roll Call**

Mr. Cox – yea; Mr. Gillespie – yea; Mrs. Hauke – yea; Mr. Lucas – abstained; Mrs. Wright – yea  
Motion Carried.

**#006-2021 - Appointment of OSBA Academic Liaison**

Mrs. Hauke moved to nominate Mr. Gillespie to serve as the appointed OSBA Academic Liaison for 2021. Mr. Cox seconded the motion.

**Roll Call**

Mr. Cox – yea; Mr. Gillespie – yea; Mrs. Hauke – yea; Mr. Lucas – yea; Mrs. Wright – yea  
Motion Carried.

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## #007-2021 - Appointment of OSBA Legislative Liaison

Mrs. Wright moved to nominate Mr. Cox to serve as the appointed OSBA Legislative Liaison for 2021. Mr. Gillespie seconded the motion.

### Roll Call

Mr. Cox -- abstained; Mr. Gillespie -- year; Mrs. Hauke -- year; Mr. Lucas -- year; Mrs. Wright -- year  
Motion Carried.

## #008-2021 - OSBA Small District Advisory Network Membership and Delegate

Mr. Gillespie moved to approve the District's membership in OSBA's Small District Advisory Network and to appoint Board of Education members Mr. Cox and Mrs. Wright to serve as the delegates for 2021. Mr. Lucas seconded the motion.

### Roll Call

Mr. Cox -- year; Mr. Gillespie -- year; Mrs. Hauke -- year; Mr. Lucas -- year; Mrs. Wright -- year  
Motion Carried.

## #009-2021 - Approve schedule of Regular Board of Education Meetings for 2021

Mrs. Hauke moved to approve the schedule of the Regular Board meetings of the Bright Local Board of Education for 2021 as presented by the superintendent. Mr. Cox seconded the motion.

Mr. Bick noted that work sessions and special meetings for 2021 will be announced as needed. The January 2022 organizational meeting date will be set in December 2021.

Mr. Cox asked what the start time of each meeting would be. Mr. Bick stated it would remain at 6pm.

### Roll Call

Mr. Cox -- year; Mr. Gillespie -- year; Mrs. Hauke -- year; Mr. Lucas -- year; Mrs. Wright -- year  
Motion Carried.

## #010-2021 - Approval of Board Member Compensation

Mr. Gillespie moved to set and approve the per meeting compensation of the board members of the Bright Local School District at \$125 per regular meeting, and \$50 per special meeting. Mrs. Hauke seconded the motion.

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**Roll Call**

Mr. Cox – yea; Mr. Gillespie – yea; Mrs. Hauke – yea; Mr. Lucas – yea; Mrs. Wright – yea  
Motion Carried.

**#011-2021 - Employment of Legal Counsel**

Mr. Cox moved to approve the employment of Ennis-Britton to serve as legal counsel for the Bright Local School District for the 2021 calendar year. Mr. Gillespie seconded the motion.

**Roll Call**

Mr. Cox – yea; Mr. Gillespie – yea; Mrs. Hauke – yea; Mr. Lucas – yea; Mrs. Wright – yea  
Motion Carried.

**#012-2021 - Approve District advertising medias for meeting announcements and other business requiring public notice**

Mr. Gillespie moved to approve District advertising in the Times Gazette, Highland County Press, on C103, WSRW, WVNU, the district's website and via One Call as necessary for meeting announcements and other business requiring public notice. Mr. Lucas seconded the motion.

**Roll Call**

Mr. Cox – yea; Mr. Gillespie – yea; Mrs. Hauke – yea; Mr. Lucas – yea; Mrs. Wright – yea  
Motion Carried.

**#013-2021 - Establishment of Service Fund**

Mr. Cox moved to have the Treasurer establish a service fund in the amount of \$7,500 for the Bright Local Board of Education as authorized by Section 3313.15 of the Ohio Revised Code. Mr. Gillespie seconded the motion.

Mr. Cox noted that these funds are primarily used for members to attend the annual OSBA Conference and Delegation meeting.

**Roll Call**

Mr. Cox – yea; Mr. Gillespie – yea; Mrs. Hauke – yea; Mr. Lucas – yea; Mrs. Wright – yea  
Motion Carried.

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**#014-2021 - Designation of Public Depositories**

Mr. Gillespie moved to approve upon the recommendation of the Treasurer to authorize the Treasurer to enter into agreement with, and utilize the financial services of the following designated depositories in calendar year 2021:

- A. Southern Hills Community Bank
- B. Peoples Bank
- C. Wilmington Savings Bank
- D. Star Ohio
- E. RedTree Investment Group
- F. Huntington Securities

Mr. Cox seconded the motion.

Mr. Cox asked if this was all the needed depositories. Mr. Rowley noted that these are all the currently actively used ones, but that if others are needed throughout the year, he will bring them to the Board for approval at that time.

**Roll Call**

Mr. Cox – yea; Mr. Gillespie – yea; Mrs. Hauke – yea; Mr. Lucas – yea; Mrs. Wright – yea  
Motion Carried.

**#015-2021 - District Purchase Card Designations**

Mr. Gillespie moved to approve upon the recommendation of the Treasurer the resolution authorizing the following administrators/staff members to have issued in their name a US Bank District Purchase/Credit Card each with a \$7,500 Credit Limit and \$12,000 combined account limit:

<u>Card Holder</u>	<u>Position</u>
Michael Bick	Superintendent
Jeff Rowley	Treasurer
Brian Deatley	Vo AG/FFA Instructor

Mr. Lucas seconded the motion.

**Roll Call**

Mr. Cox – yea; Mr. Gillespie – yea; Mrs. Hauke – yea; Mr. Lucas -- yea; Mrs. Wright – yea  
Motion Carried.

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#016-2021 - Approval of Standing Authorizations Involving the Treasurer

Mr. Cox moved the following be approved:

- A. Authorization of Investments  
Authorize the Treasurer of the Bright Local Board of Education to invest all interim and inactive funds as prescribed by the Ohio Revised Code.
- B. Authorization to Invest in Commercial Paper and Bankers' Acceptances  
Authorize the Treasurer of the Bright Local Board of Education to invest in Commercial Paper and Bankers' Acceptances as permitted by Section 135.142 of the Ohio Revised Code, and subject to the restrictions therein.
- C. Authorization for Tax Advances  
Authorize the Treasurer of the Bright Local Board of Education to request from the County Auditor school tax advances, when applicable, for the calendar year 2021.
- D. Appoint Treasurer as Designee to Receive Public Records Training for Board Members.  
Appoint the Treasurer of the Bright Local Board of Education as the designee of all five members of the Board of Education to receive Public Records Training in accordance with Ohio Revised Code 109.43 (B) and 149.43 (E) (1).
- E. Authorization for Payment of Bills  
Authorize the Treasurer to pay all bills within the limits of the appropriations resolutions as bills are received and when the merchandise has been received in good condition.
- F. Authorization of Budget Modifications  
Authorize the Treasurer to make appropriation modifications within financial accounts and at the fund level as needed, and to present those to the Board at its next regular meeting for approval.
- G. Authorization of Student Activities Policies/Transfers  
Authorize the Treasurer to approve student activity policies, cash management procedures, and proposed transfers within student activity funds to be presented to the Board at its next regular meeting.

Mrs. Hauke seconded the motion.

**Roll Call**

Mr. Cox – yea; Mr. Gillespie – yea; Mrs. Hauke – yea; Mr. Lucas – yea; Mrs. Wright – yea  
Motion Carried.

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## #017-2021 - Approval of Standing Authorizations Involving the Superintendent

Mr. Gillespie moved the following be approved:

- A. Authorization to apply for all available State and Federal Funds and Grants  
 Authorize the Superintendent of the Bright Local School District to apply for available State and Federal Funds and Grants.
- B. Authorization as Purchasing Agent  
 Appoint the Superintendent of Bright Local Schools as purchasing agent for the Bright Local School District and to direct the Superintendent to use a system which will insure the quality of purchases in an efficient manner for the operation of the school district.
- C. Authorization for the Securing of Temporary/Emergency Personnel  
 Authorize the Superintendent of the Bright Local School District to secure temporary/emergency personnel as necessary to ensure orderly operations, safety and security. Such temporary/emergency personnel will require a confirmation vote of the Board of Education at the Board's next regular meeting if they are to remain employed.
- D. Board Resolution Authorizing Superintendent to Accept Resignations  
 Authorize the Superintendent of the Bright Local School District to accept resignations as presented in the following resolution.  

Resolution

 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, commence on January 6, 2021 and remain in effect until the 2022 Organizational Board Meeting.
- E. Board Resolution Authorizing Superintendent to Hire Staff between Board Meetings  
 Authorize the Superintendent of the Bright Local School District to hire staff between board meetings as presented in the following Resolution.  

Resolution

 Authorize the Superintendent, 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



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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 record 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, commence on January 6, 2021 and remain in effect until the 2022 Organizational Meeting.

F. Authorization to Approve Open Enrollment Requests, Grandparent Law Transfer Requests and Tuition Waivers

Authorize the Superintendent to take action appropriate regarding open enrollment requests, grandparents law transfer requests, and tuition waivers on the Board's behalf, pursuant to Board policy and Ohio law.

G. Prevailing Wage Coordinator

Identify the Superintendent as Prevailing Wage Coordinator for the Bright Local School District.

H. Compliance Officer

Appoint the Superintendent as Compliance Officer for all other State and Local laws, regulations, and policies that the Bright Local School District must meet for operations and funding.

Mrs. Hauke seconded the motion.

**Roll Call**

Mr. Cox – yea; Mr. Gillespie – yea; Mrs. Hauke – yea; Mr. Lucas – yea; Mrs. Wright – yea  
Motion Carried.

**#018-2021 - Coordinator – Title I, Title VI, Section 504**

Mr. Cox moved to appoint Lisa Beresford as Coordinator of Title I, Title VI, Section 504 for the Bright Local School District to meet all requirements and directions of the U.S. Department of Education. Mr. Gillespie seconded the motion.

**Roll Call**

Mr. Cox – yea; Mr. Gillespie – yea; Mrs. Hauke – yea; Mr. Lucas – yea; Mrs. Wright – yea  
Motion Carried.

**#019-2021 - Appointment of Education Management Information System (EMIS) Coordinator**

Mrs. Hauke moved to appoint Cathy Forsythe as the Education Management Information System (EMIS) Coordinator for the Bright Local School District. Mr. Cox seconded the motion.

**Roll Call**

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Mr. Cox – yea; Mr. Gillespie – yea; Mrs. Hauke – yea; Mr. Lucas – yea; Mrs. Wright – yea  
 Motion Carried.

### #020-2021 - Establishment of Records Commission for 2021

Mr. Gillespie moved to establish the School District Records Commission composed of the Board of Education President, the Treasurer of the Board of Education, and the Superintendent of Schools for the calendar year 2021, pursuant to the Ohio Revised Code. The Commission shall meet at least once every twelve months and establish rules for retention and disposal of records and review the same. Mr. Lucas seconded the motion.

#### Roll Call

Mr. Cox – yea; Mr. Gillespie – yea; Mrs. Hauke – yea; Mr. Lucas – yea; Mrs. Wright – yea  
 Motion Carried.

### #021-2021 - Approval of Board Representative to Highland County Tax Incentive Review Council

Mr. Cox moved to identify Tammy Hauke, Vice President of the Bright Local School District Board of Education, as the representative on the Highland County Tax Incentive Review Council for 2021. Mr. Gillespie seconded the motion.

Mr. Rowley asked if this appointment always went to the VP. Mrs. Wright stated yes.

#### Roll Call

Mr. Cox – yea; Mr. Gillespie – yea; Mrs. Hauke – yea; Mr. Lucas – yea; Mrs. Wright – yea  
 Motion Carried.

### #022-2021 - Approval of 2021 Tax Budget

Mr. Gillespie moved to approve the tax budget as presented by the Treasurer which has been prepared as required by Section 5705.28 of the Ohio Revised Code. In addition, proper notice of public hearing on said budget has been given as provided by Section 5705.30 of the Ohio revised Code. Mr. Cox seconded the motion.

#### Roll Call

Mr. Cox – yea; Mr. Gillespie – yea; Mrs. Hauke – yea; Mr. Lucas – yea; Mrs. Wright – yea  
 Motion Carried.

### #023-2021 - Appointments to Superintendent's Committees

Mr. Gillespie moved to approve the appointments to the Superintendent's Committees as presented: