

**LAKE COUNTY EDUCATIONAL SERVICE CENTER
GOVERNING BOARD**

ORGANIZATIONAL MEETING

Thursday, January 11, 2018, Technology Learning Center, 5:45 p.m.

Minutes

Call to Order by President Pro Tem, Jean Brush at 5:45 p.m.

Pursuant to Bylaw 0150 ORGANIZATION the Treasurer administers the oath of office to the newly elected member: Erik Walter, Susan Culotta, and Geoff Kent per ORC 3313.10.

Roll Call:

Board members: Mrs. Jean Brush, Dr. Susan Culotta, Mr. Geoffrey Kent, Dr. Brian Kolkowski and Mr. Erik Walter

Staff Present: Dr. Brian Bontempo, Mrs. Sherry Williamson and Victoria Bryant

Guests: None

18-01 Nomination of Board President

President Pro Tempore Mrs. Brush called for nominations for Board President of the Lake County Educational Service Center. Mr. Walter nominated Mr. Geoff Kent. Mr. Walter motioned to close nominations.

Roll Call:

Ayes: Mrs. Brush, Dr. Culotta, Mr. Kent, Dr. Kolkowski and Mr. Walter

Nays: None

President declared the **motion carried.**

18-02 Election of Board President

A motion was made by Dr. Kolkowski and seconded by Mr. Kent to elect Mr. Geoffrey Kent as Board President for 2018.

Roll Call:

Ayes: Mrs. Brush, Dr. Culotta, Mr. Kent, Dr. Kolkowski and Mr. Walter

Nays: None

President declared the **motion carried.**

18-03 Nomination of Board Vice President

President Kent called for nominations for Board Vice President of the Lake County Educational Service Center. Mr. Walter nominated Mrs. Jean Brush. Mr. Walter motioned to close nominations.

Roll Call:

Ayes: Mrs. Brush, Dr. Culotta, Mr. Kent, Dr. Kolkowski and Mr. Walter

Nays: None

President declared the **motion carried**.

18-04 Election of Board Vice President

A motion was made by Dr. Kolkowski and seconded by Mr. Kent to elect Mrs. Jean Brush as Board Vice President for 2018.

Roll Call:

Ayes: Mrs. Brush, Dr. Culotta, Mr. Kent, Dr. Kolkowski and Mr. Walter

Nays: None

President declared the **motion carried**.

18-05 Approve the Time, Date and Place for Regular Meetings 2018

A motion was made by Dr. Culotta and seconded by Mr. Walter to approve the following times, date and place of the regular Board Meetings for 2018:

Auburn Career Center, Technology Learning Center as the meeting site at 5:45 p.m. as follows:

January 11, 2018, 5:45 PM

February 6, 2018, 5:45 PM

*March 6, 2018, 6:00 PM

April 3, 2018, 5:45 PM

May 1, 2018, 5:45 PM

June 5, 2018, 5:45 PM

*June 26, 2018, 6:00 PM

August 7, 2018, 5:45 PM

*September 4, 2018, 6:00 PM

October 2, 2018, 5:45 PM

November 8, 2018, 5:45 PM

*December 4, 2018, 5:30 PM

*Business Advisory Council meeting begins at 5:45 PM, with the exception of December which begins at 5:15 PM.

Roll Call:

Ayes: Mrs. Brush, Dr. Culotta, Mr. Kent, Dr. Kolkowski and Mr. Walter

Nays: None

President declared the **motion carried**.

18-06 Approve the Following Standing Authorizations

A motion was made by Mr. Walter and seconded by Mrs. Brush to approve the following standing authorizations as recommended so that the business of the Lake County ESC may be done expediently:

- a. Authorize the treasurer to secure advances from the county auditor when funds are available and payable to the school district.
- b. Authorize the treasurer to invest active and interim funds at the most productive interest rates when active or interim funds are available.
- c. Authorize the treasurer to renew liability insurance for the Lake County ESC.
- d. Authorize the treasurer to purchase position bonds for the Superintendent, Board President, and Board Vice President in the amount of \$70,000 each.
- e. Authorize the treasurer to purchase a position bond for the treasurer in the amount of \$250,000.
- f. Authorize the treasurer to advertise for bids as specified by law.
- g. Authorize the treasurer to increase appropriations as needed with Board approval at next meeting.
- h. Authorize treasurer to pay all bills within the limits of the appropriations as bills are received and after merchandise has been received in acceptable condition or services have been completed to satisfaction.
- i. Authorize the Treasurer to sign payroll and accounts payable checks for all funds in the calendar year 2018.
- j. Authorize the treasurer or designee to administer all federal programs in compliance with local, state, and federal regulations (required by state and federal regulations).
- k. Authorize treasurer to open bank accounts as needed.
- l. Authorize the superintendent to employ, assign, and pay persons for openings as they occur on an as-needed basis in order to assure smooth, safe, and efficient transition of certificated and classified personnel without undue delay. Recommendation for approval at next Governing Board meeting.
- m. Authorize the superintendent or designee to approve conference leave for all employees per Board policy.
- n. Authorize the superintendent and treasurer to attend professional meetings.
- o. Authorize the superintendent or designee to be the Hearing Officer for Discipline Hearing.
- p. Authorize the superintendent or designee to sell/discard all textbooks, materials, supplies, library books, films/filmstrips, and equipment due to age, condition, and/or beyond repair.
- q. Approve Smith, Peters and Kalail, Charles Coulson, County Prosecutor, McGowen and Markling and Walter Haverfield, as legal counsel options. The Board President, Superintendent, and Treasurer or their designees are authorized to seek legal counsel as needed.
- r. Authorize the Superintendent to serve as the purchasing agent for the Lake County ESC and to spend a maximum of \$10,000 without prior approval of the Board. [Policy #6320]
- s. Establish a service fund of \$2,500 for travel and miscellaneous expenses incurred by Board members in their duty as Board members.

- t. Authorize the Superintendent to approve the Annual Membership Renewal for 2018 to Ohio Educational Service Center Association (OESCA), approx. cost: \$7,500, the Annual Membership Renewal for 2018 to Alliance for High Quality Education, approx. cost: \$3,500, and any other memberships for the ESC and/or SST under \$3,000 each.
- u. Designate The News Herald as the official newspaper.
- v. Designate JP Morgan Chase as the official depository.
- w. Set the mileage reimbursement rate for 2018 at the IRS approved rate.
- x. Set the rate at for providing copies of materials to individuals upon request.
- y. Set the rate at \$.10 per page and \$10.00 per CD/DVD/Flash Drive for providing copies of materials to individuals upon request. [Policy 8310]
- z. Authorize the Superintendent to approve the Annual Membership Renewal for 2018 to Ohio School Boards Association (OSBA), cost: \$3,380 and 2018 Legal Assistance Fund, Cost: \$250.00.

Roll Call:

Ayes: Mrs. Brush, Dr. Culotta, Mr. Kent, Dr. Kolkowski and Mr. Walter

Nays: None

President declared the **motion carried**.

18-07 Committee appointments by Board President for 2018

A motion was made by Mr. Walter and seconded by Dr. Culotta to approve the following Committee appointments by the Board President for 2018. (No Committee shall consist of more than two (2) Board Members).

Legislative Liaison (OSBA): Geoffrey Kent

Tax Abatement Representative: Brian Kolkowski

Finance/Business Representative: Erik Walter

Facilities Representative: Jean Brush

Personnel Representative: Susan Culotta

Roll Call:

Ayes: Mrs. Brush, Dr. Culotta, Mr. Kent, Dr. Kolkowski and Mr. Walter

Nays: None

President declared the **motion carried**.

18-08 Adjourn

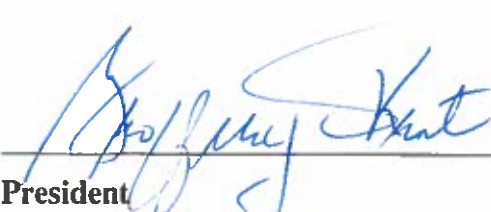
A motion was made by Mr. Walter and seconded by Mrs. Brush to adjourn the meeting at 5:59 p.m.

Roll Call:

Ayes: Mrs. Brush, Dr. Culotta, Mr. Kent, Dr. Kolkowski and Mr. Walter

Nays: None

President declared the **motion carried.**



President



Treasurer