

**TOWNSEND COMMUNITY SCHOOL  
CASTALIA, OHIO 44824  
BOARD OF DIRECTORS, REGULAR MEETING  
July 18, 2023 6:00 PM**

**I. Call to Order – Jean Smith, President**

**II. Roll Call – Kelsey Kromer, Treasurer**

K. Edwards \_\_\_ D. Grant \_\_\_ I. Palomo \_\_\_ J. Sallee \_\_\_ J. Smith \_\_\_

**III. Introduction to New Legal Representation-Amy Goodson**

**IV. Approve Agenda (or Additions/Corrections)**

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

K. Edwards \_\_\_ D. Grant \_\_\_ I. Palomo \_\_\_ J. Sallee \_\_\_ J. Smith \_\_\_

**V. Board Member Action Item**

- A. Motion to appoint Jean Smith as Governing Authority Board member for a three-year term from August 1, 2023 to July 31, 2026.

Motion to approve action item A:

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

K. Edwards \_\_\_ D. Grant \_\_\_ I. Palomo \_\_\_ J. Sallee \_\_\_ Jean Smith \_\_\_

- B. Motion to appoint Dora Grant as Governing Authority Board member for a three-year term from August 1, 2023 to July 31, 2026.

Motion to approve action item B:

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

K. Edwards \_\_\_ D. Grant \_\_\_ I. Palomo \_\_\_ J. Sallee \_\_\_ Jean Smith \_\_\_

**VI. Election of Officers – President Jean Smith**

**Nominations for President**

\_\_\_\_\_ Nominated by \_\_\_\_\_

\_\_\_\_\_ Nominated by \_\_\_\_\_

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

K. Edwards \_\_\_ D. Grant \_\_\_ I. Palomo \_\_\_ J. Sallee \_\_\_ J. Smith \_\_\_

**Nominations for Vice President**

\_\_\_\_\_ Nominated by \_\_\_\_\_

\_\_\_\_\_ Nominated by \_\_\_\_\_

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

K. Edwards \_\_\_ D. Grant \_\_\_ I. Palomo \_\_\_ J. Sallee \_\_\_ J. Smith \_\_\_

**VII. Appointment of Board Liaison Positions**

Legislative: \_\_\_\_\_

Finance: \_\_\_\_\_

Personnel: \_\_\_\_\_

Professional Development: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

K. Edwards \_\_\_ D. Grant \_\_\_ I. Palomo \_\_\_ J. Sallee \_\_\_ J. Smith \_\_\_

**VIII. Resolution to Set Regular Meeting Dates**

**Location:** TCS Board Room

August 15, 2023 (6pm)	September 29, 2023 (6pm)
October 10, 2023 (7pm)	November 21, 2023 (7pm)
December 19, 2023 (7pm)	January 16, 2024 (7pm)
February 20, 2024 (7pm)	March 19, 2024 (7pm)
April 16, 2024 (7pm)	May 21, 2024 (7pm)
June 18, 2024 (7pm)	July 16, 2024 (7pm)

*\*Dates and times subject to change. Dates and times to be posted on the school website each month.*

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

K. Edwards \_\_\_ D. Grant \_\_\_ I. Palomo \_\_\_ J. Sallee \_\_\_ J. Smith \_\_\_

**IX. Approval of Minutes**

*Regular Board Meeting June 20, 2023*

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

K. Edwards \_\_\_ D. Grant \_\_\_ I. Palomo \_\_\_ J. Sallee \_\_\_ J. Smith \_\_\_

**X. Sponsor’s Report**

A. Sponsor’s report from Ed Kurt, Margaretta Superintendent

**XI. Public Participation**

**XII. Board Member/Liaison Reports**

President's Report-----	Jean Smith
Legislative Report-----	Jean Smith
Finance Report-----	Jackie Sallee
Professional Development Report-----	Dora Grant
Sponsorship Report-----	Kent Edwards
Personnel Report-----	Israel Palomo

**XIII. Treasurer’s Report**

**A. Informational Items**

- a. Ohio Auditor of State Award for excellence in financial reporting for FY22, Top 8% of schools and agencies audited
- b. Professional Cleaning Services Update

**B. New Business**

- A. Financial Reports: June 2023
- B. Payment of Bills: June 2023
- C. Cash Reconciliation: June 2023
- D. Resolution to approve Julian and Grube to continue to complete GAAP reporting for the 2022 Fiscal Year, using GAGAS standards.
- E. Resolution to approve the final appropriations and expenditure budget for FY23
- F. Recommendation to approve the Addendum to Client Agreement with Strategic Management Solutions for Funding Year 2023 as presented

Motion to approve items A-E of Treasurer’s Report:

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

K. Edwards \_\_\_ D. Grant \_\_\_ I. Palomo \_\_\_ J. Sallee \_\_\_ Jean Smith \_\_\_

#### **XIV. Superintendent's Report and/or Recommendations**

##### **A. Informational Items**

- a. Review of Current Enrollment Data
- b. Updates on Construction Project

##### **B. New Business**

- A. Resolution to approve the awarding of high school diplomas to the following students upon successful completion of the graduation requirements as set forth by the State of Ohio: *Chase Brumbaugh, Jesus Garcia, Ileana Navarro*
- B. Resolution to waive the reading of minutes with understanding that such minutes will be distributed to the members prior to the date of each meeting for the 2023-2024 school year.
- C. Resolution to authorize the treasurer to invest interim funds for the 2023-2024 school year.
- D. Resolution to authorize the treasurer to pay bills, provided that funds are available and to report monthly to the Board of Directors those bills that were paid for the 2023-2024 school year.
- E. Resolution to authorize the superintendent to approve or disapprove of applications for professional meeting leave for staff that conform to established Board policy and that are within the amount appropriated for such activities for the 2023-2024 school year.
- F. Recommendation to authorize the superintendent to employ such temporary personnel as needed for emergency situations, and present to the Board for approval and ratification of employment contracts at the next Board meeting for the 2023-2024 school year.
- G. Recommendation to authorize the superintendent and treasurer to act as agents for the Board in submitting applications and management of federal and state grants for the 2023-2024 school year.
- H. Recommendation to accept the resignation of Science Teacher Timothy Roth for the 2023-2024 school year.
- I. Recommendation to approve Erik Billings for a 182 day contract for the position of Science Teacher for the 2023-2024 school year, at Masters +12, Step 10 (\$64,401) including *Non-Administrative Staff Exhibit B*.
- J. Resolution to approve the Student Handbook for the 2023-2024 school year.
- K. Resolution to approve participating in the "Provision 2" option of the National School Lunch Program for the 2023-2024 school year to provide students with free meals at breakfast and lunch.

Motion to approve items A-K of Superintendent's Report:

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

K. Edwards \_\_\_ D. Grant \_\_\_ I. Palomo \_\_\_ J. Sallee \_\_\_ J. Smith \_\_\_

**XV. Executive Session (if needed\*)**

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

K. Edwards \_\_\_ D. Grant \_\_\_ I. Palomo \_\_\_ J. Sallee \_\_\_ J. Smith \_\_\_

**XVI. Return from Executive Session (if needed\*)**

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

K. Edwards \_\_\_ D. Grant \_\_\_ I. Palomo \_\_\_ J. Sallee \_\_\_ J. Smith \_\_\_

**XVII. Adjourn**

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

K. Edwards \_\_\_ D. Grant \_\_\_ I. Palomo \_\_\_ J. Sallee \_\_\_ J. Smith \_\_\_

**\*Per Ohio Revised code, the Board of Directors may enter into an executive session at any time of the meeting for any of the following matters:**

- (1)** To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual,
- (2)** To consider the purchase or sale of property
- (3)** Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action;
- (4)** Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment;
- (5)** Matters required to be kept confidential by federal law or regulations or state statutes;
- (6)** Details relative to the security arrangements and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office.

**Next Regular Monthly Board Meeting: August 15th, 2023 @ 6:00 PM**