

**INDIAN HILL EXEMPTED VILLAGE SCHOOL DISTRICT
MINUTES
Organizational Meeting of January 10, 2012**

The Organizational Meeting of the Indian Hill Exempted Village School District was held on Tuesday, January 10, 2012, at 7:00 p.m., in the Indian Hill High School Multipurpose Room, 6865 Drake Road, Cincinnati, Ohio 45243 in accordance with notices sent to each member.

Mr. Grafe was appointed to serve as Temporary Chairperson.

OATH OF OFFICE – Mrs. Lewis administered the Oath of Office to newly-elected members - Erik Lutz and Tim Sharp.

Roll call showed the following members as present:

Mr. Grafe
Mr. Lutz

Mrs. Johnston
Mr. Sharp

Mrs. Lewis

EXECUTIVE SESSION - (011203) Mrs. Lewis moved, seconded by Mr. Sharp, to move into Executive Session at 7:00 p.m. to discuss personnel matters related to the employment or compensation of an employee or official. Roll call vote was as follows:

Mr. Grafe, aye
Mr. Lutz, aye

Mrs. Johnston, aye
Mr. Sharp, aye

Mrs. Lewis, aye

The Board reconvened its Organizational Meeting at 7:30 p.m.

Also present were Dr. Knudson, Mrs. Toth, Mark Ault, Tracy Quattrone, Antonio Shelton, Kim Miller, Melissa Stewart, Jim Nichols, Arline Pique, Martha Stephen, Naomi Horchak-Morris, Steve Seeger, Lori Klinedinst, Mark Bode, Amy Lutz, Zach Lutz, Jordan Lutz, Barb Sharp, Mike Fritz, Forrest Sellers, and others.

PLEDGE OF ALLEGIANCE - Dr. Knudson led the recitation of the Pledge of Allegiance with those in attendance.

ELECTION OF OFFICERS - PRESIDENT (011204) Mr. Sharp nominated Elizabeth Johnston to serve as President of the Indian Hill Exempted Village School District Board of Education during calendar year 2012. Mrs. Lewis seconded the nomination. Mr. Sharp moved that nominations for President of the Indian Hill Exempted Village School District Board of Education be closed and a unanimous ballot be cast electing Elizabeth Johnston to serve as President of the Indian Hill Exempted Village School District Board of Education during calendar year 2012. Mrs. Lewis seconded the motion. All members voted aye. Motion carried.

ELECTION OF OFFICERS - VICE-PRESIDENT (011205) Mrs. Lewis nominated Karl Grafe to serve as Vice-President of the Indian Hill Exempted Village School District Board of Education during calendar year 2012. Mr. Sharp seconded the nomination. Mrs. Lewis moved that the nominations for Vice-President of the Indian Hill Exempted Village School District Board of Education be closed and a unanimous ballot be cast electing Karl Grafe to serve as Vice-President of the Indian Hill Exempted Village School District Board of Education during calendar year 2012. Mr. Sharp seconded the motion. All members voted aye. Motion carried.

RESOLUTION TO ESTABLISH BOND FOR TREASURER FOR 2012 (011206) Mr. Sharp moved, seconded by Mr. Grafe, to instruct the Treasurer to secure a faithful performance bond for the Treasurer in the amount of \$20,000, payable to the State of Ohio, with surety. Roll call vote was as follows:

Mr. Grafe, aye
Mr. Lutz, aye

Mrs. Johnston, aye
Mr. Sharp, aye

Mrs. Lewis, aye

RESOLUTION TO ESTABLISH POSITION BONDS FOR BOARD PRESIDENT AND SUPERINTENDENT (011207)

Mr. Sharp moved, seconded by Mr. Grafe, to establish a faithful performance position bond in the amount of \$20,000 each, with surety and payable to the State of Ohio, for the Board President and Superintendent. Roll call vote was as follows:

Mr. Grafe, aye
Mr. Lutz, aye

Mrs. Johnston, aye
Mr. Sharp, aye

Mrs. Lewis, aye

**INDIAN HILL EXEMPTED VILLAGE SCHOOL DISTRICT
MINUTES - January 10, 2012**

RESOLUTION TO ESTABLISH DATES, TIMES, PLACES OF MEETINGS DURING 2012 (011208) Mr. Sharp moved, seconded by Mrs. Grafe, to establish the following dates for Board of Education meetings during 2012 to be held at 7:00 p.m. in the Indian Hill High School Multipurpose Room, 6865 Drake Road, Cincinnati, Ohio 45243: (Please note the half-hour period from 7:00 - 7:30 p.m. is reserved for Committee meetings or Executive Sessions with the regular business session resuming at 7:30 p.m.)

January 10, 2012	August 21, 2012*
February 14, 2012	September 11, 2012
March 13, 2012	October 9, 2012
April 17, 2012*	November 13, 2012
May 8, 2012	December 11, 2012
June 12, 2012	

*Third Tuesday of the month

Note: When a second meeting is called, it is usually the fourth Tuesday of the month.

Roll call vote was as follows:

Mr. Grafe, aye	Mrs. Johnston, aye	Mrs. Lewis, aye
Mr. Lutz, aye	Mr. Sharp, aye	

FY2013 TAX BUDGET: Public Commentary

Mr. Tim Sharp, Finance Committee Chair, introduced the District's Tax Budget for fiscal year 2013 beginning July 1, 2012 and described it as reflecting the District's financial need for the Hamilton County Budget Commission to levy all of the millage which the Indian Hill School District is entitled to collect. The fiscal year 2013 Tax Budget includes approximately \$33.9 million in operating expenses, \$3.6 million for debt repayment, and \$1.45 million for permanent improvements. The Tax Budget must be adopted by January 15 and filed with the Hamilton County Auditor by January 20. Mrs. Johnston opened the floor for public commentary. There were no other comments made.

ADOPTION OF FY2013 TAX BUDGET (011209) Mr. Grafe moved, seconded by Mrs. Johnston, to adopt the FY2012 Tax Budget, as presented. Roll call vote was as follows:

Mr. Grafe, aye	Mrs. Johnston, aye	Mrs. Lewis, aye
Mr. Lutz, abstain	Mr. Sharp, aye	

RESOLUTION AUTHORIZING SIGNING OF ALL CHECKS BY TREASURER ONLY (011210) Mrs. Lewis moved, seconded by Mr. Grafe, to authorize the signature of the Treasurer only on all checks, warrants, stop payments and other negotiable orders of withdrawal during calendar year 2012. Roll call vote was as follows:

Mr. Grafe, aye	Mrs. Johnston, aye	Mrs. Lewis, aye
Mr. Lutz, aye	Mr. Sharp, aye	

RESOLUTION AUTHORIZING THE INVESTMENT OF FUNDS (011211) Mrs. Lewis moved, seconded by Mr. Grafe, to authorize the Treasurer to invest the funds of the District in accordance with Board Policy and legal constraints and instruct the Treasurer to submit an Investment Report for Board approval on a monthly basis during calendar 2012. Roll call vote was as follows:

Mr. Grafe, aye	Mrs. Johnston, aye	Mrs. Lewis, aye
Mr. Lutz, aye	Mr. Sharp, aye	

INDIAN HILL EXEMPTED VILLAGE SCHOOL DISTRICT
MINUTES - January 10, 2012

RESOLUTION FOR THE ADVANCE PAYMENT OF TAXES (011212) Mrs. Lewis moved, seconded by Mr. Grafe, to approve the following resolution for Advance Payment of Taxes:

WHEREAS, the Ohio Revised Code allows a taxing authority to request payment from the County Auditor funds derived from taxes or other sources to the County Treasurer, which may be held on account of a local subdivision;

THEREFORE, BE IT RESOLVED, by the Indian Hill Board of Education of Hamilton County, Cincinnati, Ohio:

Section 1: That the Auditor and Treasurer of Hamilton County, Ohio in accordance with Section 321.34 O.R.C., be requested respectively to draw and pay to the Indian Hill Exempted Village School District, upon the written request of Julia J. Toth, Treasurer, to the County Auditor, money derived from taxes or other sources payable by law to the County Treasurer, to the account of the Indian Hill Exempted Village School District, and lawfully applicable for the purpose of the current fiscal year of funds due in any settlement of 2012.

Section 2: That the Treasurer of the Indian Hill Exempted Village School District forward to the County Auditor a certified copy of this resolution.

Attest: _____

Treasurer

Board President

Roll call vote was as follows:

Mr. Grafe, aye
Mr. Lutz, aye

Mrs. Johnston, aye
Mr. Sharp, aye

Mrs. Lewis, aye

RESOLUTION TO ESTABLISH BOARD SERVICE FUND (011213) Mrs. Lewis moved, seconded by Mr. Grafe, to establish a Service Fund in the amount of \$2,000 to pay for the expenses actually incurred by members of the Board of Education in the performance of their duties and expenses of members-elect actually incurred in connection with their training and orientation to their duties before taking office. Roll call vote was as follows:

Mr. Grafe, aye
Mr. Lutz, aye

Mrs. Johnston, aye
Mr. Sharp, aye

Mrs. Lewis, aye

RESOLUTION AUTHORIZING RENTAL OF SAFETY DEPOSIT BOX FROM PNC BANK (011214) Mrs. Lewis moved, seconded by Mr. Grafe, to approve the rental of a safety deposit box at PNC Bank for the safekeeping of valuable documents, with access to be limited to any two members of the Board or a member of the Board and the Treasurer. Roll call vote was as follows:

Mr. Grafe, aye
Mr. Lutz, aye

Mrs. Johnston, aye
Mr. Sharp, aye

Mrs. Lewis, aye

RESOLUTION AUTHORIZING PROFESSIONAL MEETING LEAVES (011215) Mrs. Lewis moved, seconded by Mr. Grafe, to authorize the attendance of the Superintendent and/or Treasurer at any regional and State professional meetings and provide reimbursement for expenses incurred upon submission of proper documentation in accordance with Board policy. Roll call vote was as follows:

Mr. Grafe, aye
Mr. Lutz, aye

Mrs. Johnston, aye
Mr. Sharp, aye

Mrs. Lewis, aye

INDIAN HILL EXEMPTED VILLAGE SCHOOL DISTRICT
MINUTES - January 10, 2012

2012 BOARD COMMITTEE APPOINTMENTS - Mrs. Johnston made the following committee appointments for calendar year 2012:

Curriculum/Instruction/Technology	Mrs. Lewis*, Mrs. Johnston
Operations	Mr. Grafe*, Mr. Lutz
Professional Relations/Personnel	Mrs. Lewis*, Mr. Sharp
Finance/Audit	Mr. Sharp*, Mr. Grafe
Legislative Liaison	Mr. Grafe
Communications	Mr. Lutz*, Mrs. Johnston
Great Oaks JVS representative	Mr. Sharp
Indian Hill Public Schools Foundation Liaison	Mr. Sharp

* Denotes Committee Chairperson

ADOPTION OF REGULAR BUSINESS MEETING AGENDA (011216) Mr. Sharp moved, seconded by Mrs. Lewis, to adopt the agenda of the regular business meeting of the Indian Hill Board of Education, as amended, to include approval of an overnight field trip for Junior Statesmen of America Club to Washington, DC in February, approval of an unpaid medical leave of absence, and withdrawal of Board minutes from December 13, 2011. All members voted aye. Motion carried.

CORRESPONDENCE AND ANNOUNCEMENTS – Dr. Knudson recognized Sherwin Little, High School Latin teacher, on his accomplishment in receiving the prestigious 2011 American Philological Association Pre-Collegiate Teaching Award for his contributions to the profession. Dr. Knudson also congratulated Rachel McGoff and Davis Sneider on their acceptance into the 2012 TAP MD program, two of 25 outstanding students from high schools across the tristate area. TAP MD is a program that helps mentor students interested in becoming doctors and is designed to help strengthen the core of the Tri-States healthcare system by keeping good talent in the area.

SUPERINTENDENT'S REPORTS: Mr. Mike Fritz, Great Oaks Dean of Satellite Programs, presented highlights of a new satellite program in Engineering, Project Lead The Way, which will be offered at Indian Hill Schools beginning with the 2012-13 school year. Project Lead the Way is a national program. Students gain first-hand experience in different facets of engineering, learn high-tech computer software such as Autodesk Inventor and MultiSim, and are exposed to real engineering settings. Classes are modeled after introductory engineering courses taught at the university level. They will also complete a capstone project in engineering design and development. The program is a 4-year course of study. Other area districts offering Project Lead the Way include Milford, West Clermont, Winton Woods, and Wyoming.

FIRST READING – 2013-14 SCHOOL CALENDAR – Dr. Knudson presented the 2013-14 calendar for first reading. The format is consistent with previous calendars. The calendar has been discussed with administrators, teachers, and PTO presidents. Second reading and approval is anticipated at the February 2012 Board meeting.

FIRST READING – 2012-13 CAPITAL PLAN – Dr. Knudson presented the 2012-13 Capital Plan for first reading. The Capital Planning process is begun in August for the following summer with building inspections which not only assess our preparedness for the start of a new school year, but identifies capital needs for inclusion in the Capital Planning Process. This year's Capital Plan includes the additional input from recently completed Energy Audit and Auxiliary Facilities Master Plan Reports. Capital needs are prioritized and assigned estimated costs prior to a review by the Board's Operations Committee. This year's Capital Plan estimates approximately \$3.9 million in capital needs of which \$1.4 million would be funded with Permanent Improvement Funds.

SECOND READING & ADOPTION – POLICY SECTION E: SUPPORT SERVICES (011217) Mr. Sharp moved, seconded by Mrs. Lewis, to adopt the Policy Section E: Support Services, as presented. Roll call vote was as follows:

Mr. Grafe, aye
Mr. Lutz, aye

Mrs. Johnston, aye
Mr. Sharp, aye

Mrs. Lewis, aye

INDIAN HILL EXEMPTED VILLAGE SCHOOL DISTRICT
MINUTES - January 10, 2012

PERSONNEL ACTIONS (011218) Mr. Sharp moved, seconded by Mrs. Lewis, to approve the following personnel matters as recommended by the Superintendent:

A. Approval of Supplemental/Personal Service Contracts – 2011-12 year

EMPLOYEE	CONT	BLD	CONTRACT POSITION/DUTY	RATE	AMOUNT
Dunlap, Amy	SUPP	ATH	Soccer, Girls, Sectional/District/Regional Competition	1%	366.00

B. Leave of Absence – Unpaid Medical

Last Name	First Name	Assignment	Building	Effective Date
Howell	Sue	Instructional Aide	Elementary	Until February 29, 2012

C. Tuition Reimbursements

Kari Lewis	Tech Tools 4 Teachers	Ashland Univ	\$556.00
------------	-----------------------	--------------	----------

Roll call vote was as follows:

Mr. Grafe, aye	Mrs. Johnston, aye	Mrs. Lewis, aye
Mr. Lutz, aye	Mr. Sharp, aye	

APPROVAL OF OVERNIGHT FIELD TRIP (011219) Mr. Sharp moved, seconded by Mrs. Lewis to approve the overnight field trip for the Junior Statesmen of America Club to attend their conference in Washington, D.C. from February 15-20, 2012.

Roll call vote was as follows:

Mr. Grafe, aye	Mrs. Johnston, aye	Mrs. Lewis, aye
Mr. Lutz, aye	Mr. Sharp, aye	

APPROVAL OF FINANCIAL REPORTS (011220) Mrs. Lewis moved, seconded by Mr. Grafe, to approve the financial reports for the month ending December 31, 2011 including Investment Reports, Fund Reports, and Warrant Listings, totaling \$2,598,959.43, as presented:

General Fund	\$2,346,857.57
Bond Retirement Fund	\$0.00
Permanent Improvement Fund	\$4,499.01
Enterprise Funds	\$64,003.43
Special Revenue Funds	\$177,390.46
Agency Funds	\$6,208.96
TOTAL ALL FUNDS, December 31, 2011	\$2,598,959.43

Roll call vote was as follows:

Mr. Grafe, aye	Mrs. Johnston, aye	Mrs. Lewis, aye
Mr. Lutz, aye	Mr. Sharp, aye	

APPROVAL TO PAY INVOICES (011221) Mrs. Lewis moved, seconded by Mr. Grafe, to pay the following invoices in accordance with Section 5705.41 (D)(1):

VENDOR	ITEM DESCRIPTION	AMOUNT
Jos Stocker & Sons	Primary School Roof Repairs-Maintenance	\$12,889.00
Transportation Department	10/2011 Field Trips-Athletics	\$7,231.63

Roll call vote was as follows:

Mr. Grafe, aye	Mrs. Johnston, aye	Mrs. Lewis, aye
Mr. Lutz, aye	Mr. Sharp, aye	

**INDIAN HILL EXEMPTED VILLAGE SCHOOL DISTRICT
MINUTES - January 10, 2012**

APPROVAL TO APPOINT TREASURER TO SERVE AS BOARD LIAISON TO T.I.R.C. (011222) Mrs. Lewis moved, seconded by Mr. Grafe, to appoint the Treasurer to serve as the District's representative on the Tax Incentive Review Council (T.I.R.C.) for 2012. Roll call vote was as follows:

Mr. Grafe, aye
Mr. Lutz, aye

Mrs. Johnston, aye
Mr. Sharp, aye

Mrs. Lewis, aye

APPROVAL TO APPOINT TREASURER TO RECEIVE PUBLIC RECORDS TRAINING (011223) Mrs. Lewis moved, seconded by Mr. Grafe, to appoint the Treasurer to receive public records training on behalf of Board members for 2012. Roll call vote was as follows:

Mr. Grafe, aye
Mr. Lutz, aye

Mrs. Johnston, aye
Mr. Sharp, aye

Mrs. Lewis, aye

APPROVAL OF OSBA MEMBERSHIP FOR YEAR 2012 (011224) Mrs. Lewis moved, seconded by Mr. Grafe, to join the Ohio School Boards Association for the year 2012, including member subscriptions to the *Briefcase* and *School Management News* as well as *Policy Development Quarterly*, at a cost of \$8,515. Roll call vote was as follows:

Mr. Grafe, aye
Mr. Lutz, aye

Mrs. Johnston, aye
Mr. Sharp, aye

Mrs. Lewis, aye

COMMITTEE REPORTS – None.

PUBLIC COMMENTARY – None.

ADJOURNMENT (011225) Mr. Grafe moved, seconded by Mrs. Lewis, to adjourn the Organizational Meeting of the Indian Hill Board of Education at 8:47 p.m. Roll call vote was as follows:

Mr. Grafe, aye
Mr. Lutz, aye

Mrs. Johnston, aye
Mr. Sharp, aye

Mrs. Lewis, aye

Board President

Treasurer