

**Upper Arlington Board of Education  
Organizational/Regular Meeting  
City Chambers  
3600 Tremont Road  
January 9, 2018 - 5:00 p.m.**

---

**CALL TO ORDER**

Members present: Ms. Stacey Royer, Ms. Carol Mohr Ms. Robin Comfort,  
Mr. Scott McKenzie

Members Absent: Ms. Nancy Drees

Administrative officials present: Mr. Paul W. Imhoff, Superintendent, Mr. Andrew L. Geistfeld  
Treasurer, Mr. Chris Potts, Chief Operating Officer, Dr. Kathy  
Jenney, Associate Superintendent, Lucas Ratliff, Assistant  
Treasurer, Ms. Karen Truett, Director of Communications, Mr.  
Andrew Hatton, Director of Academic Affairs, Ms. Carla Wilson,  
Principal, Barrington Elementary, Ms. Lauren Barr, Assistant  
Principal, Barrington Elementary

**ROLL CALL**

**OATH OF OFFICE**

Mr. Andrew Geistfeld, Treasurer, administered the following oaths of office to newly elected members:

*"I, Scott McKenzie, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Ohio; and that I will faithfully and impartially discharge my duties as Board Member in and for the Upper Arlington City School District, Franklin County, Ohio, to the best of my ability, and in accordance with the laws now in effect and hereafter to be enacted, during my continuance in said office and until my successor is chosen and qualified."*

\_\_\_\_\_  
Scott McKenzie

*"I, Carol Mohr, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Ohio; and that I will faithfully and impartially discharge my duties as Board Member in and for the Upper Arlington City School District, Franklin County, Ohio, to the best of my ability, and in accordance with the laws now in effect and hereafter to be enacted, during my continuance in said office and until my successor is chosen and qualified."*

\_\_\_\_\_  
Carol Mohr

**APPROVAL OF AGENDA OF ORGANIZATIONAL AND REGULAR MEETING**

Mr. McKenzie moved, Ms. Royer seconded to approve the agenda as published.

**18-1**

AYES: Ms. Royer, Ms. Comfort, Ms. Mohr, Mr. McKenzie  
NAYS: None

**PLEDGE OF ALLEGIANCE**

**ELECTION OF BOARD OF EDUCATION OFFICERS**

Mr. Geistfeld asked for nominations for President.

Ms. Royer nominated Ms. Mohr. There were no further nominations.

Ms. Royer moved to close nominations for President. Mr. McKenzie seconded the motion.

AYES: Ms. Comfort, Ms. Mohr, Mr. McKenzie, Ms. Royer **18-3**  
 NAYS: None

A vote was held for Ms. Mohr as president.

AYES: Ms. Comfort, Ms. Mohr, Mr. McKenzie, Ms. Royer **18-4**  
 NAYS: None

Ms. Mohr thanked Ms. Comfort for serving as President this past year and presented her with a plaque.

Ms. Mohr asked for the nominations for Vice-President.

Ms. Comfort nominated Ms. Royer. There were no further nominations.

Ms. Comfort moved to close nominations for Vice-President. Mr. McKenzie seconded the motion and the vote resulted as follows:

AYES: Ms. Comfort, Ms. Mohr, Mr. McKenzie, Ms. Royer **18-5**  
 NAYS: None

A vote was held for Ms. Royer as vice-president.

AYES: Ms. Comfort, Ms. Mohr, Mr. McKenzie, Ms. Royer **18-6**  
 NAYS: None

**ORGANIZATION PROCEDURES**

Ms. Royer moved the Board approve the following action items:

Meeting Dates for 2018

<b>Date</b>	<b>Meeting Type</b>	<b>Time</b>	<b>Location</b>
Tuesday, January 9, 2018	Organizational & Regular Meetings	5:15pm 6:00pm	City Chambers
Tuesday, February 20, 2018	Regular Meeting	6:00pm	District Central Office
Tuesday, March 6, 2018	Regular Meeting	6:00pm	City Chambers
Monday, April 16, 2018	Regular Meeting	6:00pm	District Central Office
Tuesday, May 15, 2018	Retiree Reception Regular Meeting	5:00pm 6:00pm	City Chambers
Tuesday, June 12, 2018	Regular Meeting	6:00pm	City Chambers
Wednesday, June 27, 2018	Regular Meeting	8:00am	District Central Office

Tuesday, August 21, 2018	Regular Meeting	6:00pm	City Chambers
Tuesday, September 11, 2018	Regular Meeting	8:00am	City Chambers
Tuesday, October 9, 2018	Regular Meeting	6:00pm	City Chambers
Tuesday, November 6, 2018	Regular Meeting	6:00pm	City Chambers
Tuesday, December 11, 2018	Regular Meeting	6:00pm	City Chambers

Service Fund

Establish a service fund beginning in an amount up to \$20,000.00 for fiscal year 2018 and fiscal year 2019, to provide for board members' expenses in accordance with Section 3313.15 O.R.C.

Memberships

Renew the Board’s membership in the Ohio School Boards Association.

Whereas, the Upper Arlington City School District board of education wishes to support the efforts of other boards of education to obtain favorable judicial decisions and,

Whereas, the Ohio School Boards Association Legal Assistance Fund has been established for this purpose,

Whereas, the Ohio School Boards Association Legal Assistance Fund has been established for this purpose,

Therefore, the board hereby resolves to join the OSBA LAF for 2018 and directs the treasurer to pay to the LAF \$250.00. [Pursuant to R.C. Section 3313.171]

OSBA Annual Business Meeting

Appoint a delegate and alternate to represent the district at the Ohio School Boards annual business meeting on November 12, 2018.

OSBA Delegate: Carol Mohr

OSBA Alternate: Stacey Royer

Resolution for Waiver of Reading Minutes

*Board Policy provides that each board member receive a copy of the previous meeting's minutes prior to voting on their acceptance. Accordingly, it is not necessary for the treasurer to read the minutes of previous meetings prior to approval by the board.*

It is recommended that the board of education, in accordance with Section 3313.26 O.R.C., waive the reading of minutes from previous meetings.

Resolution Adopting a Standing Authorization for the Board President for the Calendar Year 2018

To enable the district to process State and Federal grant applications in a more timely and expedient manner, it is recommended that the board president be authorized to sign all grant applications, which require the president's signature, without seeking prior board approval.

Resolution Adopting Standing Authorizations for the Treasurer/CFO for the Calendar Year 2018

To enable the treasurer/CFO to carry out necessary duties involving operations, finances, and purchasing; it is recommended that the board of education grant the following standing authorizations for calendar year 2018:

1. Advances on Tax Settlements Advances on Tax Settlements

The treasurer/CFO is hereby authorized to secure advance payments from the County Auditor when funds from property taxes are available and payable to the school district.

2. Investment of Interim and Inactive Funds

The treasurer/CFO is hereby authorized to invest interim and inactive funds in permissible investments pursuant to Section 135.14, O.R.C., Section 135.13, H.B. 384, and Board Policy. This includes investing up to forty percent (40%) of interim funds in commercial paper notes and bankers acceptances as defined by Board Policy 6144.

3. Appropriation Modifications

The treasurer/CFO is hereby authorized to make appropriation modifications between fund accounts with these modifications being reported to the board of education for approval.

4. Payment of Bills and Payrolls

The treasurer/CFO is authorized to pay all bills and payrolls within the limit of the appropriation resolution as bills are received and when merchandise has been certified as received in good condition by the superintendent or his designee.

5. Advancement of Funds

The treasurer/CFO is authorized to advance monies from the General Fund to other funds in anticipation of future receipts. When the anticipated money has been received, the advance will be returned to the General Fund.

6. Establishing Bank Accounts

The treasurer/CFO is hereby authorized to establish the banking accounts he deems necessary to properly account for district funds providing that said accounts are within the limits established in the depository contracts with the banking institutions.

7. Authorize Signatures on Checks

The treasurer/CFO is hereby authorized to sign all checks drawn on bank accounts of the school district as provided for in Section 3313.08 O.R.C.

8. Authorize Public Records Training

The treasurer/CFO, assistant treasurer or newly elected board member is hereby authorized to represent the board of education as their designee for public records training as required by House Bill 9.

9. Appointment of Tax Incentive Review Council Representative

The treasure/CFO or assistant treasurer are hereby authorized to represent the board of education on the City Of Upper Arlington -- Tax Incentive Review Council.

Resolution Adopting Standing Authorizations for the Superintendent for the Calendar Year 2018

To enable the superintendent to carry out necessary duties involving operations, it is recommended that the board of education grant the following standing authorizations for calendar year 2018:

1. Approval of Leaves of Absence

The superintendent is hereby authorized to approve unpaid employee leaves of absence as appropriate, consistent with the provisions of the Negotiated Agreements pertaining to district employees.

2. Approval of Board of Education's Designee for Appeals of Student Suspensions and Expulsions

The Board of Education hereby authorizes the treasurer/CFO to designate a law firm or an agency as its designee for student suspension and expulsion appeals. Unless the Board takes action to reverse or modify the decision of the designee, the decision will be deemed approved thirty days following the date of the decision. Immediately after the thirtieth day, the treasurer shall deliver by certified mail to the parents and student either the designee's decision or the Board action reversing or modifying the decision.

3. Approval of Tuition Waivers for Students for Reasons Specified in the Ohio Revised Code

The superintendent is hereby authorized to approve, as appropriate, for the board of education, waivers of tuition for students for the permissive and required reasons specified in the Ohio Revised Code.

4. Approval of Administrators' Daily, Weekly, Monthly or Annual Work Schedules

The superintendent is hereby authorized to alter the daily, weekly, monthly, or annual work schedules of administrative personnel, as he deems necessary, to carry out the official duties of the district.

5. Approval of Superintendent Authorization to Accept Resignations

The superintendent is hereby authorized 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.

6. Approval of Superintendent to Make Offers of Employment Pending Board Ratification

To authorize the Superintendent to make offers of employment, during periods when this Board is not in session, 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 successful background checks and receipt of necessary documentation, and 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 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 the Board.

Resolution Adopting a Standing Authorization for the Chief Operating Officer/COO for the Calendar Year 2018

Approval to authorize the chief operating officer/COO to solicit bids for capital improvement projects and to establish dates for the first published advertisement and bid opening.

Other Resolutions

Resolution to Seek Notification from Tax Commissioner About Application for Exemption from Taxation for Property Located Within the District

RESOLVED, that pursuant to the authority vested in it by Section 5715.27 of the Ohio Revised Code and for the purpose of receiving notification of all applications filed for exemption from taxation for real property located within the boundaries of the Upper Arlington School District ("School District"), the Upper Arlington Board of Education ("Board") will request in writing that the tax commissioner notify it of the filing of applications for exemptions from taxation for property located within the boundaries of the School District; and after receiving notification of any application, investigate the desirability of filing a statement with the tax commissioner and with the applicant indicating its intent to submit evidence and participate in any hearing on the application.

RESOLVED, that the Board hereby authorizes the Board's attorney to conduct the aforementioned investigation and file the aforementioned statement on behalf of the Board and to participate in any hearing on the application; however, should the Board's attorney have an attorney-client relationship with any property owner who has filed an application for exemption, thus resulting in a potential conflict of interest, the Board hereby authorizes such attorney to obtain substitute counsel to file the statement and appear at any hearing on that client's application.

Resolution Authorizing Legal Counsel to Investigate Valuations of Commercial Property

RESOLVED, that pursuant to the authority vested in it by Revised Code Section 5715.19, and for the purpose of seeking appropriate adjustments in the appraised and assessed valuations of certain commercial, industrial, multi-family residential, investment and developable properties located within the boundaries of the Upper Arlington City School District ("School District"), the Upper Arlington Board of Education ("Board") will investigate the desirability of filing, and where found to be desirable, may file complaints with the Franklin County Board of Revision: (A) (i) against owners of such properties which have been sold for a purchase price in excess of \$400,000 (ii) are other than owner-occupied single-family residential and (iii) were sold for a purchase price in excess of \$150,000 more than the appraised value as reflected upon the tax duplicate of Franklin County: (B) against owners of such properties who have filed for a reduction in the appraised valuation of such property from its appraised valuation, as reflected upon the tax duplicate of Franklin County, in the amount of

\$150,000 or more; or (C) against owners who have substantially improved their property which resulting increase in value does not appear to be properly reflected in the appraised value.

RESOLVED, that the Board hereby authorizes the Board's attorney Jackie Lynn Hager Company or Rich Gillis Law Group to conduct the aforementioned investigation and file the aforementioned complaints and cross-complaints on behalf of the Board and to prosecute to completion all actions necessary to accomplish the foregoing measures; however, should the Board's attorney have an attorney-client relationship with any property owner against whom a complaint should be so filed under the above-stated criteria, thus resulting in a potential conflict of interest, the Board hereby authorizes such attorney to obtain substitute counsel to file complaints and prosecute to completion those cases involving such clients.

Resolution Authorizing Treasurer/CFO and/or Chief Operating Officer/COO to Serve as Purchasing Agent

To authorize the treasurer/CFO and/or chief operating officer/COO to serve as purchasing agent to initiate contracts with vendors relating to supplies, services, repairs and equipment availability, invoices, purchase orders and contracts consistent with the procedures and monetary limits found in Administrative Guideline. The Board of Education desires that these duties be performed in a timely manner. The Board of Education authorizes the treasurer/CFO and/or chief operating officer/COO to act as purchasing agent and dispenses with the adoption of resolutions authorizing purchases and approving warrants for the payment of any claim from school funds, as permitted by Ohio Revised Code Section 3313.18, to the extent provision therefore is made in the Board's annual appropriations resolution.

Special Assignments of Board Members

- Business Advisory Council, 1-year appointment, expires end of 2018: Nancy Drees
- Ohio School Boards Association Legislative Liaison, 1-year appointment, expires end of 2018: Carol Mohr
- PTO Presidents' Council Liaison, 1-year appointment, expires end of 2018: Stacey Royer
- Upper Arlington Education Foundation Board of Trustees, 1-year appointment, expires end of 2018: Robin Comfort
- OSBA Student Achievement Liaison, 1 year appointment, expires end of 2018: Carol Mohr

Ms. Comfort seconded to approve the action items. **18-7**

AYES: Ms. Royer, Ms. Comfort, Ms. Mohr, Mr. McKenzie  
NAYS: None

Mr. McKenzie moved, Ms. Comfort seconded the board take a short recess until 6:00 p.m. **18-8**

AYES: Ms. Royer, Ms. Comfort, Ms. Mohr, Mr. McKenzie  
NAYS: None

The Board returned to regular session at 6:00 p.m.

**APPROVAL OF MINUTES**

Ms. Royer moved, Ms. Comfort seconded to approve the December 11, 2017 and December 15, 2017 minutes. **18-9**

AYES: Ms. Royer, Ms. Comfort, Ms. Mohr  
ABSTAIN: Mr. McKenzie  
NAYS: None

**COMMUNICATIONS TO THE BOARD**

Co-Presidents of UAEEA were not present.

The President of OAPSE Chapter 201 was not present.

**PUBLIC PARTICIPATION**

None

**ITEMS FOR INFORMATION**

Superintendent Update

Ms. Carla Wilson, Principal, Barrington Elementary and Lauren Barr, Assistant Principal, Barrington Elementary presented a video showing activities that occurred at Barrington during the first semester. Ms. Wilson and Ms. Barr also presented their building goals for 2017-2018 school year.

Mr. Paul Imhoff commented on various achievements and activities at the buildings.

Mr. Chris Potts gave an update on the Design Phase and shared interviews were held this week for construction managers at risk (CMR) for elementary projects.

Mr. Andrew Hatton shared the concept of UA IDEA Day and that it will take place on February 9, 2018 during the school day at the High School.

Treasurer’s Update

Mr. Geistfeld reviewed:

- The status of district’s debt financing and future bond rating.
- Financial information as of December 31, 2017
- BECS and SACC tuition rates for 2018-2019.

**CONSENT AGENDA**

Ms. Comfort moved the Board approve the following consent agenda action items as recommended by the Superintendent:

Investment Report December 31, 2017 — Exhibit A-1.

Financial Statement for the Month Ending December 31, 2017 — Exhibit A-2.

Amended Appropriation by Fund- Exhibit A-3

Purchase in Accordance with O.R.C. 5705.41(D)1

Vendor	Item Purchased	Fund	Amount
Liberty Mutual Insurance	Claim	General Fund	\$5,000.00
ESC of Central Ohio	Software	General Fund	\$7,280.00
TeacherMatch	Application Software	General Fund	\$19,950.00



Tuition/Fees for School Year 2018-2019 Burbank Early Childhood School – Exhibit A-3Tuition/Fees for School Year 2018-2019 Upper Arlington School Age Child Care Program - Exhibit A-4**Classified Staff**Substitute

<b>Name</b>	<b>Position</b>	<b>Rate of Pay</b>	<b>Effective Date</b>
Suzanne Beachy	Substitute Bus Driver	\$20.93 p/hour	12/04/2017

Acceptance of Retirement/Resignation

<b>Name</b>	<b>Position</b>	<b>Reason</b>	<b>Effective Date</b>
Teresa Gallagher	Bus Driver	Resignation	12/20/2017

**Other Staff**Appointment of Other Staff

<b>Name</b>	<b>Position</b>	<b>Rate of Pay</b>	<b>Effective Date</b>
Carolyn Carlson	BECS Substitute Teacher	\$90.00 p/day	12/19/2017
Nicole Wagner	Assistant Teacher	\$14.69 p/hour	01/10/2017

Supplemental Contracts

<b>POSITION</b>	<b>EMPLOYEE</b>	<b>SCHOOL</b>	<b>AMOUNT</b>
Boys Assistant Soccer Coach	Geovanny Salinas	UAHS	\$1,531.95
Fall Follies	Amy Leacock	UAHS	\$1,725.67
Spring Musical Director	David Monseur	UAHS	\$4,000.00
Winter Musical	Audrey Rice	Hastings	\$2,761.00
Concert Director (1/2)	Audrey Rice	Hastings	\$556.50
Assistant Baseball Coach	Sam Clark	UAHS	\$3,380.00
Head Baseball Coach	Tom Marker	UAHS	\$6,931.00
Assistant Baseball Coach	Shane McCloskey	UAHS	\$3,063.90
Head Girls Varsity Lacrosse Coach	Wendy Pinta	UAHS	\$6,227.00
Assistant Girls Lacrosse Coach	Kaitlyn Bondy	UAHS	\$3,003.70
Assistant Girls Lacrosse Coach	Sue Stimmel	UAHS	\$3,966.20
8 <sup>th</sup> Grade Head Baseball Coach	Nick Judy	Jones	\$3,825.00
7 <sup>th</sup> Grade Head Baseball Coach	Matt Dallas	Jones	\$2,761.00
7 <sup>th</sup> Grade Head Softball Coach	Brad Campbell	Jones	\$3,118.00
Boys Head Lacrosse Coach	Brett Diehl	Jones	\$5,091.00
Boys Assistant Lacrosse Coach	Scott (Joe) Wallace	Jones	\$3,825.00
Girls Head Lacrosse Coach	Jacquelyn Bradley	Jones	\$3,825.00
Girls Assistant Lacrosse Coach	Ashley Klingelhofer	Jones	\$2,761.00

Boys Head Tennis Coach	Adrian Tolentino	Jones	\$1,554.00
Boys Head Track and Field Coach	Darrion House	Jones	\$2,975.00
8 <sup>th</sup> Grade Head Baseball Coach	Matt Tarnowski	Hasting	\$3,118.00
7 <sup>th</sup> Grade Head Baseball Coach	Zachary Bailey	Hastings	\$2,761.00
8 <sup>th</sup> Grade Head Softball Coach	Amy Parzinger	Hastings	\$3,825.00

Supplemental Contracts-continued

<b>POSITION</b>	<b>EMPLOYEE</b>	<b>SCHOOL</b>	<b>AMOUNT</b>
7 <sup>th</sup> Grade Head Softball Coach	Diane Balog	Hastings	\$3,454.00
8 <sup>th</sup> Grade Boys Head Lacrosse Coach	Dan Hendrickson	Hastings	\$5,091.00
8 <sup>th</sup> Grade Girls Head Lacrosse Coach	Katie Keefe	Hastings	\$2,761.00
Boys Head Tennis Coach	Constantinos Alevizopoulos	Hastings	\$1,554.00
Boys Head Track and Field Coach	Evelyn Lay	Hastings	\$2,975.00
Girls Head Track and Field Coach	Dana Flowers	Hastings	\$3,278.00
Boys Assistant Track and Field Coach	Bryn Rohlck	Hastings	\$2,082.50
Girls Assistant Track and Field Coach	Courtney Ruppert	Hastings	\$2,082.50

Redaction of previously issued contract

<b>Position</b>	<b>Employee</b>	<b>School</b>
Concert Director	David Monseur	Hastings
Winter Musical (2)	David Monseur	Hastings

Memorandum of Understanding for counseling of students with Syntero – Exhibit B-1

Approval to Sell/Dispose/Donate Equipment

<b>Description of asset/quantity</b>	<b>Building</b>	<b>Tag Number</b>	<b>Reason</b>
Media Center Materials (355)	Greensview		Outdated
iMac (13)	UAHS	101978, 112446, 111560, 110904, 112269, 112260, 102096, 102471, 103656, 101365, 101364, 008311, 102090	Obsolete/broken
Xerox Printer	UAHS	100098	Obsolete/broken
Dell Desktop	UAHS	101176	Obsolete/broken

Ms. Royer seconded to approve the action items.

**18-10**

AYES: Ms. Royer, Ms. Comfort, Ms. Mohr, Mr. McKenzie

NAYS: None

Ms. Royer moved to approve the following resolution and letter of intent:

**APPROVING AGREEMENT WITH MSA ARCHITECTS  
FOR THE TREMONT ATHLETIC FIELDS PROJECT**

The Superintendent requests approval of an agreement with MSA Architects for design services related to the Tremont Athletic Fields Project.

Rationale:

1. The Board previously selected MSA Architects as the most qualified firm for the Tremont Athletic Fields Project, and the COO requested a proposal from MSA for its services.
2. The proposal submitted by MSA Architects was reviewed and a fee of \$130,500, which is based upon 7.25% of the estimated construction cost, was negotiated by the COO, plus a reimbursable expense allowance of \$12,000.
3. A design services agreement will be prepared with MSA Architects based upon the negotiated fee and services included in the proposal.

The Upper Arlington City School District Board of Education resolves as follows:

1. The Board approves an agreement with MSA Architects for the Tremont Athletic Fields Project in the total amount of \$142,500, which includes an allowance of \$12,000 for reimbursable expenses.
2. The Board authorizes the Superintendent and Treasurer to sign the agreement prepared with MSA Architects for the Tremont Athletic Fields Project.

Letter of Intent for Professional Programming and Design Services with Moody Nolan-Exhibit XII-2

Ms. Royer seconded to approve the resolution and letter of intent.

**18-11**

AYES: Ms. Royer, Ms. Comfort, Ms. Mohr, Mr. McKenzie  
 NAYS: None

**ADJOURNMENT**

At 6:58 p.m. Mr. McKenzie moved, Ms. Royer seconded to adjourn.

**18-12**

AYES: Ms. Royer, Ms. Comfort, Ms. Mohr, Mr. McKenzie  
 NAYS: None

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Board President