

**RECORD OF PROCEEDINGS**  
**Liberty Center Local Schools ORGANIZATIONAL/REGULAR Board Meeting**  
**January 11, 2016**

The Liberty Center Local Board of Education met on Monday, January 11, 2016 at 6:30 p.m. for the purpose of reorganization of the Board of Education for calendar year 2016.

The District's Treasurer, Jenell Buenger, administered the oath of office to newly elected board members: Jeff Benson, Neal Carter and Todd Spangler.

Upon roll call members: Jeff Benson, Tim Bowers, Neal Carter, Todd Spangler and John Weaver were present.

**#1-16 Election of President**

At this time, President Pro Tempore, Tim Bowers, declared that nominations were open for the office of President of the Board of Education for the calendar year 2016.

Mr. Benson nominated Mr. Bowers. There were no other nominations. Mr. Bowers asked for a motion to close the nominations. The motion was made by Mr. Carter and seconded by Mr. Spangler. The vote to close nominations was unanimous with all members voting yes. Motion passed.

VOTE for President:

For Mr. Bowers: Mr. Benson, Mr. Carter, Mr. Spangler, Mr. Weaver, Mr. Bowers

Mr. Bowers was declared Board President 2016.

**#2-16 Election of Vice President**

At this time, President Pro-Tempore, Tim Bowers, declared that nominations were open for the office of Vice President of the Board of Education for the calendar year 2016.

Mr. Carter nominated Mr. Weaver. There were no other nominations. Mr. Bowers asked for a motion to close the nominations. The motion was made by Mr. Benson and seconded by Mr. Weaver. The vote to close the nominations was unanimous with all members voting yes. Motion passed.

Vote for Vice President:

For Mr. Weaver: Mr. Carter, Mr. Spangler, Mr. Weaver, Mr. Benson, Mr. Bowers

Mr. Weaver was declared Board Vice-President 2016.

The oath of office was then administered by Mrs. Buenger to the newly elected President and Vice President.

Mr. Bowers took over the meeting.

**#3-16 Proposal to Establish Meeting Date and Time**

The motion was made by Mr. Weaver and seconded by Mr. Benson that the Liberty Center Board of Education establish as its regular meeting date the third Monday of each month at 7:00 p.m. except for February, June and September. Below is a schedule of the meeting dates for 2016:

Monday, February 22

Monday, March 21

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Monday, April 18  
Monday, May 16  
Thursday, June 30  
Monday, July 18  
Monday, August 15  
Monday, September 12  
Monday, October 17  
Monday, November 21  
Monday, December 19

VOTE: Ayes: Mr. Spangler, Mr. Weaver, Mr. Benson, Mr. Carter, Mr. Bowers  
Nays: None – Motion Carried

**#4-16 Establish District Records Commission**

The motion was made by Mr. Benson and seconded by Mr. Spangler that the board of Education's District Record Commission be comprised of the Superintendent, Treasurer, and Board President.

VOTE: Ayes: Mr. Weaver, Mr. Benson, Mr. Carter, Mr. Spangler, Mr. Bowers  
Nays: None – Motion Carried

**#5-16 Authorize the Treasurer to Request an Advance Tax Draw**

The motion was made by Mr. Weaver and seconded by Mr. Benson that the Treasurer be and is hereby authorized to request from the Henry County Auditor and the Fulton County Auditor an advance draw of taxes during the calendar year 2016 if and/or when necessary funds are available.

VOTE: Ayes: Mr. Benson, Mr. Carter, Mr. Spangler, Mr. Weaver, Mr. Bowers  
Nays: None – Motion Carried

**#6-16 Appoint Superintendent as Purchasing Agent**

The motion was made by Mr. Weaver and seconded by Mr. Carter that Superintendent, Tod Hug, be appointed as the purchasing agent for the Liberty Center Local School district for calendar year 2016.

VOTE: Ayes: Mr. Carter, Mr. Spangler, Mr. Weaver, Mr. Benson, Mr. Bowers  
Nays: None – Motion Carried

**#7-16 Establish Board Service Fund**

The motion was made by Mr. Benson and seconded by Mr. Weaver that the board establishes a Service Fund for the Board of Education in the amount of \$8000.00 for calendar year 2016.

VOTE: Ayes: Mr. Spangler, Mr. Weaver, Mr. Benson, Mr. Carter, Mr. Bowers  
Nays: None – Motion Carried

**#8-16 Approve Legal Firms**

The motion was made by Mr. Spangler and seconded by Mr. Benson that the board approves the following legal firms for district legal service during calendar year 2016.

Ennis Britton Co. L.P.A.

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Hanna & Fisher Attorneys  
Plassman, Rupp, Hagans & Newton  
Squire Patton Boggs (US) L.L.P.

VOTE: Ayes: Mr. Weaver, Mr. Benson, Mr. Carter, Mr. Spangler, Mr. Bowers  
Nays: None – Motion Carried

**Committee Appointments made by the Board President for Calendar Year 2016 as follows:**

Board Facilities Committee: Mr. Spangler and Mr. Carter  
Board Policy Review Committee: Mr. Weaver and Mr. Spangler  
Board Student Achievement Liaisons: Mr. Carter and Mr. Bowers  
Board Legislative Liaison: Mr. Bowers  
Board Representative to L.C. Schools Educational Foundation Board: Mr. Benson  
Board Finance Committee: Mr. Benson and Mr. Weaver

**#9-16 Approve Minutes**

The motion was made by Mr. Carter and seconded by Mr. Weaver that the minutes of the December 21, 2015 meeting be approved.

VOTE: Ayes: Mr. Benson, Mr. Carter, Mr. Spangler, Mr. Weaver, Mr. Bowers  
Nays: None – Motion Carried

**Presentation by Garmann-Miller Architects**

Brad Garmann, AIA, of Garmann-Miller said the firm has completed the new building design and is finalizing quality control checks on every single detail of the project. Garmann said the design phase is within the established budget, and the plans have been submitted to the Wood County Planning Office for review. Garmann said the firm has scheduled a meeting with construction manager Shook –Touchstone, LLC, in early February to work out the Guaranteed Maximum Price (GMP) for the project and then will submit it to the state. He said once a GMP is established the bidding process to subcontractors can move forward. Matthew Hibner, AIA, also of the firm, presented computerized plans in a program that allowed him to take segments of the proposed facility and generate a 3-D design model. He said the floor plans have not changed since they were first revealed last spring, aside from minor tweaks for quality control.

In addition to the secured, controlled entrance, which requires visitors to go through a reception area before they can access the building, the new building will also incorporate several other security features including, full camera coverage, fire sprinkler systems fully covering the building and safety-glazed windows.

The firm's main goals for the building design, as presented by the district, were to keep class segments grouped within the building, keep special education classrooms centrally located and allow easy access to the main core areas without having a grade segment pass through another. Some attributes of the new building are: the middle school gym can be divided into two courts, a student dining/auditeria area, an elementary gym, special education spaces, computer labs, science and art rooms, business education classrooms, career tech and agriculture labs, mechanical spaces, a media center and an elevator that provides access to the entire building. The classroom areas are divided between wings of kindergarten through fourth grade, grades 5-8, and the high school. In each division, the classrooms are grouped together into a pod form, which has exterior areas for more activities while still allowing staff to monitor the students.

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Hibner noted that design elements of past school buildings will be implemented to create a very traditional exterior design. He said the facility's current limestone markers will be restored and used in the new design. To save costs, the current junior high gym bleachers, which are only 3-4 years old, will be moved to the new gym and the current junior high scoreboard will find a new home in the new elementary gym.

Garmann said depending on the bleacher/theater-style seating selected for the project, up to 500 people will be able to be seated in the auditoria. The auditoria will normally be used as the district's cafeteria, with portable tables placed for the students, but they can be stored off to one side to pull out the bleacher/theater seating for special events on the raised stage. The music rooms planned for the facility also adjoin the stage. The architects said there were challenges in meeting the identified needs of the district for the auditoria, but they were able to meet those specifications with an optional sound wall that separates the room into two portions. The auditoria can be opened or closed off. There are various ways to use the auditoria, and it achieves the things the community identified as important. Garmann said the wall was a unique solution, making this auditoria layout a very unique design for the district. In fact, Garmann said people will probably come to our school just to look at the design of our auditoria.

Garmann said early site work was performed before the new year to prepare for facility construction and he noted that the work went well. He said crews put the building pad in so it could set over winter, did some grading work, and placed the underground utilities. Garmann said no extraordinarily unknown conditions were discovered with the campus ground through the early site work and that construction will begin in the spring as planned.

### **Treasurer's Report**

Treasurer, Jenell Buenger, gave explanations for the items on the Treasurer's Consent Agenda. Additionally, Mrs. Buenger told the Board we are in the beginning of our annual financial audit. In fact, Mr. Hug and she had met with Deb Mack, State Auditor, in December to go over the process. Mrs. Buenger reported she had emailed a letter to the board members that explained in detail the audit process. Additionally, she told the board members that the auditor would be contacting each of them at some point in the near future.

### **#10-16 CFO/Treasurer's Consent Agenda**

Upon the recommendation of the Treasurer, the motion was made by Mr. Weaver and seconded by Mr. Benson that the Board approves the Treasurer's Consent Agenda items as follows:

Approve the financial reports, including:

- Monthly Bank Reconciliation
- FIN SUM
- Check Register
- Investment Report
- Budget vs Actual

Accept with Thanks the following donations:

- \$250.00 rewards card from Labels for Education to be used for indoor/outdoor recess equipment
- \$1647.00 from Box Tops for Education to the Elementary Principal's Account
- \$125.00 from the Grand Rapids Chamber of Commerce to the Choir for singing at their Open House
- \$50.00 from the Napoleon Optimist Club for the Middle School Quiz Team

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\$2500.00 from Glenn Hunter for the Spring Sports Complex

Approve the 2016 mileage reimbursement rate at .54¢ per mile for all non-union employees. All LCCTA and OAPSE members will receive mileage reimbursement at the current IRS rate. The Athletic mileage rate is set per the LCCTA Contract at .32¢ per mile.

Adopt the Alternative Tax Budget Packet for Fiscal Year 2016 (July 1, 2016 to June 30, 2017) as shown and that this packet be submitted to the Henry County Budget Commission

Approve the Sample Plan Document, Section 125 Flexible Benefit Plan for Non-Union Employees and Teachers' Union, as presented.

Approve the Sample Plan Document, Section 125 Flexible Benefit Plan for Classified Employees, as presented.

VOTE: Ayes: Mr. Carter, Mr. Spangler, Mr. Weaver, Mr. Benson, Mr. Bowers  
Nays: None - Motion Carried

**Principals' Reports**

Elementary Principal, Kelly Hartbarger, reported the district won the Campbell Soup Label contest and received \$10,000, which was used to purchase a laptop cart for the classrooms. She also reported that intervention sessions are going well in the reading and math areas, which are held outside regular classroom time.

Middle School Principal, Marcia Rozevink, reported the middle school will be holding a Spirit Assembly on Friday and the fifth and sixth grade students will be going on their quarterly reward trip next week. She also said the Spelling Bee will be held on Feb. 5 at 1:45 p.m. in the high school gym.

Mr. Black, High School Principal, reported on a drug awareness presentation held in December at the school. He said even though it wasn't very well attended, it was important information for parents to get due to the drug problem in the area. He also reported the high school student council has been meeting to discuss the school's dress code and making changes to the Student Handbook for next school year. Mr. Black congratulated Taylor Snyder, who attends Four County Career Center, for being chosen as the FCCC Student of the Month.

**Superintendent's Report**

Superintendent, Tod Hug, presented all board members with certificates in honor of School Board Appreciation Month in January. Mr. Hug thanked them for their service and commitment to the Board.

Concerning the building project, Mr. Hug said the final design plans were finished just before Christmas after a review of the mechanical, plumbing, and ventilation items. Mr. Hug said the meeting was interesting because there is a higher priority on energy efficiency in all new facilities. He said considerations are made on the types of material used and efforts are made to allow district's to shut off select utilities to specific areas of the building when that are is not being used.

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**#11-16 Superintendent's Consent Agenda**

Upon the recommendation of the Superintendent, the motion was made by Mr. Weaver and seconded by Mr. Spangler that the Board approves the Superintendent's Consent Agenda items as follows:

- . Appoint Karol Westhoven as a trustee to the Liberty Center Public Library's Board of Trustees for a period of seven years beginning January 1, 2016.

VOTE: Ayes: Mr. Spangler, Mr. Weaver, Mr. Benson, Mr. Carter, Mr. Bowers  
Nays: None - Motion Carried

**#12-16 Personnel Recommendations**

Upon the recommendation of the Superintendent, the motion was made by Mr. Carter and seconded by Mr. Benson that the Board approves the following personnel:

Regretfully accept the retirement resignation of Nettie Rose, Guidance Counselor, effective June 30, 2016. She has been an employee of the district since Aug. 1995.

VOTE: Ayes: Mr. Weaver, Mr. Benson, Mr. Carter, Mr. Spangler, Mr. Bowers  
Nays: None - Motion Carried

**#13-16 New Business**

The motion was made by Mr. Spangler and seconded by Mr. Benson to pass the Resolution of Support for the Northwest Ohio Rails to Trails Association (NORTA) as presented.

VOTE: Ayes: Mr. Carter, Mr. Weaver, Mr. Benson, Mr. Spangler, Mr. Bowers  
Nays: None – Motion Carried

**#14-16 Executive Session**

The motion was made by Mr. Weaver and seconded by Mr. Benson that the Board enter Executive Session at 7:58 p.m. for the purpose of considering the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or to consider the investigations of charges or complaints against a public employee, official, licensee or "regulated individual", unless the person investigated of charges or complaints requests a public hearing. Also, to consider the purchase or sale of property if the public interest would be hurt by the premature disclosure of the information.

VOTE: Ayes: Mr. Benson, Mr. Carter, Mr. Spangler, Mr. Weaver, Mr. Bowers  
Nays: None – Motion Carried

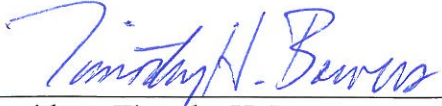
The board returned from executive session at 8:25 p.m.

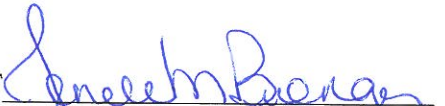
**#15-16 Adjournment**

It was moved by Mr. Carter and seconded by Mr. Weaver to adjourn the January 11, 2016 Organizational/Regular meeting of the Liberty Center Local Board of Education at 8:26 p.m.

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VOTE: Ayes: Mr. Carter, Mr. Spangler, Mr. Weaver, Mr. Benson, Mr. Bowers  
Nays: None – Motion Carried

  
\_\_\_\_\_  
President, Timothy H. Bowers

ATTEST   
\_\_\_\_\_  
Treasurer/CFO, Jenell M. Buenger

