

FREMONT CITY SCHOOLS

BOARD OF EDUCATION

**SUGGESTED PROCEDURE
FOR
ORGANIZATIONAL MEETING**

AND

**TAX BUDGET HEARING
AGENDA**

Tuesday, January 3, 2012

W. David Carr Lecture Lab

BOARD MEMBERS

Marc Glotzbecker

Alex Gorobetz

Linda M. Hershey

Juanita Sanchez

Cindy Young

Traci L. McCaudy, Ed.D.
Superintendent

David M. Chambers
Treasurer

Fremont City Schools
SUGGESTED PROCEDURE FOR ORGANIZATIONAL MEETING
W. David Carr Lecture Lab
1220 Cedar St.

January 3, 2012
Board Meeting 4:30 P.M.

Call to Order

Pledge of Allegiance

Oath of Office – Newly Elected Board Members

Roll Call

Nomination(s) and Election of President (3313.14)

- a. Nomination(s)
- b. Motion to close nomination(s)
- c. Vote on President
Declaration of the President of the Board of Education for 2012
- d. President sworn in by Treasurer, or any Board member, and assumes chair

Nomination(s) and Election of Vice-President (3313.14)

- a. Nomination(s)
- b. Motion to close nomination(s)
- c. Vote on Vice-President
Declaration of the Vice-President of the Board of Education for 2012
- d. Vice-President sworn in by Treasurer, or any Board member

- ITEM 1. Fixing Time and Place of Meeting (3313.15)
- ITEM 2. Resolution Establishing Service Fund for 2012
- ITEM 3. Consider Appointment of Legislative Liaison
- ITEM 4. Consider Appointment of Student Achievement Liaison
- ITEM 5. Consider Appointment of Delegate to OSBA Annual Conference
- ITEM 6. Consider Appointment of Alternate Delegate to OSBA Annual Conference
- ITEM 7. Consider Payment of Annual Membership Dues – OSBA
- ITEM 8. Consider Appointment of Superintendent's Committee Members
- ITEM 9. Authorization for Superintendent to Act as Representative for Grants
- ITEM 10. Participation in State and Federal Programs
- ITEM 11. Consider Appointment of Purchasing Agent
- ITEM 12. Consider Authorization for Investment of Funds
- ITEM 13. Consider Approval to Request Available Monies
- ITEM 14. Petty Cash Authorization
- ITEM 15. Authorization to Issue Warrants
- ITEM 16. Authorization to Pay Mileage
- ITEM 17. Adjournment

January 3, 2012

ORGANIZATIONAL MEETING

President Pro-Tem – Linda Hershey

Call to Order

Pledge of Allegiance

Oath of Office – Newly Elected Board Members

Roll Call

Mr. Glotzbecker ___ Mr. Gorobetz ___ Mrs. Hershey ___ Mrs. Sanchez ___ Mrs. Young ___

Nominations for President

1. _____ nominated by _____

2. _____ nominated by _____

3. _____ nominated by _____

Motion to Close Nominations for President

Made by _____ seconded by _____

Roll Call

Mr. Glotzbecker _____ Mr. Gorobetz _____ Mrs. Hershey _____ App _____
Mrs. Sanchez _____ Mrs. Young _____ Disa _____
Other _____

Vote on Presidency

Mr. Glotzbecker voted for: _____

Mr. Gorobetz voted for: _____

Mrs. Hershey voted for: _____

Mrs. Sanchez voted for: _____

Mrs. Young voted for: _____

Oath of Office of President

Administered to _____ by _____

January 3, 2012

Nominations for Vice-President

- 1. _____ nominated by _____
- 2. _____ nominated by _____
- 3. _____ nominated by _____

Motion to Close Nominations for Vice-President

Made by _____ seconded by _____

Roll Call

Mr. Glotzbecker _____	Mr. Gorobetz _____	Mrs. Hershey _____	App _____
Mrs. Sanchez _____	Mrs. Young _____		Disa _____
			Other _____

Vote on Vice-Presidency

Mr. Glotzbecker voted for: _____

Mr. Gorobetz voted for: _____

Mrs. Hershey voted for: _____

Mrs. Sanchez voted for: _____

Mrs. Young voted for: _____

Oath of Office of Vice-President

Administered to _____ by _____

ITEM 1. Fixing Time and Place of Meeting (R.C. 3313.15)

It is recommended that the Board sets the date, time and place for the 2012 Board of Education meetings (see attached).

Mr. Glotzbecker _____	Mr. Gorobetz _____	Mrs. Hershey _____	App _____
Mrs. Sanchez _____	Mrs. Young _____		Disa _____
			Other _____

ITEM 2. Resolution Establishing Service Fund for 2012 (ORC 3315.15)

It is recommended that the following resolution establishing the Service Fund for 2012 be approved:

WHEREAS, Section 3315.15 of the Revised Code of the State of Ohio provides for the setting aside from the general fund a sum not to exceed Two Dollars for each child enrolled, or Twenty Thousand Dollars, whichever is the greater, except that in the case of a county board of education, the fund shall not exceed Twenty Thousand Dollars, such sum of money to be known as the "Service Fund," to be used only in paying the expenses of members of such boards of education actually incurred in the performance of their duties, or in paying the expenses of members-elect of such boards of education actually incurred in training and orientation to the performance of their duties from the date of election to the date of administration of the oath of office, such payments shall be made only in such amount as may be approved by the Board of Education on statement of the general members, or members-elect, furnished at the next succeeding regular meeting of such board of education; and

WHEREAS, no school district shall appropriate to expend a sum greater than sixty thousand dollars in any one school year from such service fund.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Fremont City School District does hereby establish a service fund, such fund to be set aside as an account within the general fund, and there is hereby appropriated for the purpose of said service fund the sum of Two Dollars per enrolled student which amount shall be incorporated into the appropriations for this school district for 2012.

Mr. Glotzbecker _____	Mr. Gorobetz _____	Mrs. Hershey _____	App _____
Mrs. Sanchez _____	Mrs. Young _____		Disa _____
			Other _____

ITEM 3. Legislative Liaison Appointment

_____ moved and _____ seconded that

Marc Glotzbecker be appointed Legislative Liaison to OSBA.

ITEM 4. Student Achievement Liaison Appointment

_____ moved and _____ seconded that

Cindy Young be appointed Student Achievement Liaison.

ITEM 5. Delegate to OSBA Annual Conference Appointment

_____ moved and _____ seconded that

Cindy Young be appointed Delegate to OSBA Annual Conference.

ITEM 6. Alternate Delegate to OSBA Annual Conference

_____ moved and _____ seconded that

Linda Hershey be appointed Alternate Delegate to OSBA Annual Conference.

ITEM 7. Payment of Annual Membership Dues – OSBA

It is recommended that annual membership dues to OSBA for 2012 and Briefcase subscription in the amount of \$6,033.00 be approved.

Mr. Glotzbecker _____ Mr. Gorobetz _____ Mrs. Hershey _____ App ____
Mrs. Sanchez _____ Mrs. Young _____ Disa ____
Other ____

ITEM 8. Superintendent's Committee Appointments

It is recommended that the following Committee appointments be approved:

Finance Committee (two) Marc Glotbecker
Alex Gorobetz

Policy Committee (two) Marc Glotbecker
Alex Gorobetz

Curriculum Quality Control Council (two) Alex Gorobetz
Cindy Young

Operations Committee (one) Linda Hershey

Health/Wellness (one) Juanita Sanchez

Communications/PR (one) Juanita Sanchez

ITEM 9. Authorization for Superintendent to Act as Representative for Grants

It is recommended that the Superintendent be appointed as the authorized representative and grants officer for all local, state and federal grants for 2012.

ITEM 10. Participation in State and Federal Programs

It is recommended that approval be granted for Fremont City Schools to participate in all state and federal programs for 2012.

ITEM 11. Appointment of Purchasing Agent

It is recommended that the Superintendent or her designee be appointed Purchasing Agent for 2012.

Mr. Glotzbecker _____ Mr. Gorobetz _____ Mrs. Hershey _____ App ____
Mrs. Sanchez _____ Mrs. Young _____ Disa ____
Other ____

ITEM 12. Authorization for Investment of Funds

It is recommended that the Treasurer be authorized to invest all available funds in securities as permitted by law and Board policy.

ITEM 13. Request for Available Monies

It is recommended that the Treasurer be authorized to request tax advances from the county auditor as monies become available, and the Board further requests the County Auditor to advance 90% of all funds available at any time as required by law.

ITEM 14. Consider Petty Cash Authorization

It is recommended that the Treasurer be authorized to establish Petty Cash funds on an as-needed basis up to \$3,948.00.

ITEM 15. Authorization to Issue Warrants

It is recommended that the Treasurer be authorized to issue warrants in payment of bills and contractual obligations in 2012 with the exception when special action should be considered by the Board.

ITEM 16. Authorization to Pay Mileage

It is recommended that the Treasurer be authorized to pay mileage at the IRS rate.

Mr. Glotzbecker _____ Mr. Gorobetz _____ Mrs. Hershey _____ App ____
Mrs. Sanchez _____ Mrs. Young _____ Disa ____
Other ____

ITEM 17. Adjournment of Organizational Meeting

_____ moved and seconded by _____ to adjourn the Organizational Meeting at _____ p.m.

Mr. Glotzbecker _____ Mr. Gorobetz _____ Mrs. Hershey _____ App ____
Mrs. Sanchez _____ Mrs. Young _____ Disa ____
Other ____

FREMONT CITY SCHOOLS

2012 BOE Meeting Dates

Board of Education Meetings at 6:00 p.m. January Meetings – W. David Carr Lecture Lab 1220 Cedar Street, Fremont, OH 43420 February Meetings and thereafter – Fremont Middle School 1250 North Street, Fremont, OH 43420				
January 3 (4:30 p.m.)*	March 19	June 4	August 6	October 15
January 17*	April 2	June 18	August 20	November 5
February 6	April 16	July 2	September 4*	November 19
February 21*	May 7	July 16	September 17	December 3
March 5	May 21		October 1	December 17

*Indicates Tuesday BOE Meetings. All other meeting dates are Mondays.

Fremont City Schools
TAX BUDGET HEARING
AGENDA
W. David Carr Lecture Lab
1220 Cedar Street

January 3, 2012
Following Organizational Meeting

- I. Call to Order
- II. Recognition of Visitors and Hearing of the Public
- III. Tax Budget Hearing
- IV. Adjournment

There being no further business to come before the Board, MOTION was made by _____ and seconded by _____ to adjourn the

Tax Budget Hearing at _____ p.m.

Mr. Glotzbecker _____ Mr. Gorobetz _____ Mrs. Hershey _____ App _____
Mrs. Sanchez _____ Mrs. Young _____ Disa _____
Other _____

REPORT OF ESTIMATED TAX REVENUE

Name of School District: Fremont City School District

For the Fiscal Year Commencing: July 1, 2012

Fiscal Officer Signature: _____ Date: December 13, 2011

COUNTY OF SANDUSKY

Background

Substitute House Bill No. 129 (HB129) effective June 3, 2002, was enacted by the 124th General Assembly in part to allow a county budget commission to waive the requirement that a taxing authority adopt a tax budget for a political subdivision or other taxing unit, pursuant to Ohio Revised Code (ORC) Section 5705.281.

Under the law in effect prior to June 3, 2002, the budget commission could only waive the tax budget for a subdivision or other taxing unit that was receiving a share of the county undivided local government fund or the county undivided local government revenue assistance fund under an alternative method or formula pursuant to ORC Sections 5747.53 and 5747.63. Thus, tax budgets could be waived only for counties, municipalities, townships, and park districts. This restriction is now removed.

Ohio Revised Code Section 5705.281

Under the amended version of this section pursuant to HB 129, a county budget commission, by an affirmative vote of a majority of the commission, including an affirmative vote by the county auditor, may waive the tax budget for any subdivision or other taxing unit. However, the commission may require the taxing authority to provide any information needed by the commission to perform its duties, including the division of the tax rates as provided under ORC Section 5705.04.

County Budget Commission Duties

The county budget commission must still certify tax rates to each subdivision or other taxing unit, by March 1 for school districts and by September 1 for all other taxing authorities under ORC Section 5705.35, even when a tax budget is waived. Also, the commission is still required to issue an official certificate of estimated resources under ORC Section 5705.35 and amended official certificates of estimated resources under ORC Section 5705.36.

Therefore, when a budget commission is setting tax rates based on a taxing unit's need, for purposes of ORC Sections 5705.32, 5705.34, and 5705.341, its determination must be based on that other information the commission asked the taxing authority to provide under ORC Section 5705.281, when the tax budget was waived. Also, an official certificate must be based on that other information the commission asked the taxing authority to provide.

Alternative Tax Budget Information Filing Deadline

The fiscal officer for each school district must file one copy of this document with the County Auditor on or before January 31st. [Note: The traditional deadline for submission of the tax budget has been January 20. There is the potential for flexibility on this date as a result of HB 129 depending on the needs of the Budget Commission, but in order for them to be on track with the certificate of available resources, the date may need to be very close to January 20].

DIVISION OF TAXES LEVIED

(Levies Inside & Outside 10 Mill Limitation, Inclusive Of Debt Levies)
 (List All Levies Of The Taxing Authority)
Fremont City School District

Funds (General, Permanent Im., Library, Other)

SCHEDULE 1

I	II	III	IV	V	VI	VII	VIII
Fund	Purpose	Authorized By Voters On MM/DD/YY	Levy Type	Number Of Years Levy To Run	Tax Year Begins/ Ends	Collection Year Begins/ Ends	Maximum Rate Authorized
General Fund	Operating	1976		Continuous			23.00
General Fund	Operating	11/5/85		Continuous			4.90
Permanent Improvement	Capital Improvement	11/4/2008	Replace	Continuous			1.35
Bond Retirement Fund	Debt	11/4/2008	Additional	28	2008-2036	2009-2037	
Totals							29.25

STATEMENT OF FUND ACTIVITY

(Complete only for General Fund , Bond Retirement Fund any other funds
requesting general property tax revenue)

FREMONT CITY SCHOOL DISTRICT

SCHEDULE 2

FUND: General Fund (001)

I	II	III	IV	V	VI
DESCRIPTION	Prior Fiscal Year 2011 ACTUAL	Current FY 2012 ACTUAL	Budgeted FY July 1-Dec.31 2012 ESTIMATE	Budgeted FY Jan. 1-June 30 2013 ESTIMATE	Next FY July 1-Dec.31 2013 ESTIMATE
Beginning Fund Balance	\$6,265,345.11	\$6,822,527.71	\$6,011,854.71	\$4,798,964.21	\$3,546,073.71
Revenues:					
Property Taxes	\$11,932,560.86	\$11,860,732.00	\$6,620,109.65	\$6,620,109.65	\$6,727,936.60
Income Tax	\$6,481,234.05	\$6,600,000.00	\$3,300,000.00	\$3,300,000.00	\$3,300,000.00
Other Receipts	\$15,816,865.75	\$16,001,578.00	\$6,821,359.85	\$6,821,359.85	\$7,158,273.90
Transfers In	\$35,736.14	\$0.00	\$0.00	\$0.00	\$0.00
Total Resources	\$34,266,396.80	\$34,462,310.00	\$16,741,469.50	\$16,741,469.50	\$17,186,210.50
Total Expenditures & Encumbrances	\$33,947,219.16	\$35,527,983.00	\$17,954,360.00	\$18,254,360.00	\$18,465,859.00
Ending Unencumbered Fund Balance	\$6,584,522.75	\$5,756,854.71	\$4,798,964.21	\$3,286,073.71	\$2,266,425.21

FUND: Bond Retirement (002)

I	II	III	IV	V	VI
DESCRIPTION	Prior Fiscal Year 2011 ACTUAL	Current FY 2012 ACTUAL	Budgeted FY July 1-Dec.31 2012 ESTIMATE	Budgeted FY Jan. 1-June 30 2013 ESTIMATE	Next FY July 1-Dec.31 2013 ESTIMATE
Beginning Fund Balance	\$814,142.56	\$815,963.40	\$815,963.40	\$1,097,081.71	\$908,200.02
Revenues:					
Property Taxes	\$1,216,616.81	\$1,209,966.26	\$672,301.44	\$672,301.44	\$672,796.44
Income Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Receipts	\$0.00	\$0.00			
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Resources	\$1,216,616.81	\$1,209,966.26	\$672,301.44	\$672,301.44	\$672,796.44
Total Expenditures & Encumbrances	\$1,214,795.97	\$1,209,966.26	\$391,183.13	\$861,183.13	\$384,133.13
Ending Unencumbered Fund Balance	\$815,963.40	\$815,963.40	\$1,097,081.71	\$908,200.02	\$1,196,863.34

STATEMENT OF FUND ACTIVITY

(Complete only for General Fund , Bond Retirement Fund any other funds
requesting general property tax revenue)
FREMONT CITY SCHOOL DISTRICT

SCHEDULE 2

FUND: Permanent Improvement (003)

	I	II	III	IV	V	VI
DESCRIPTION	Prior Fiscal Year 2011 ACTUAL	Current FY 2012 ACTUAL	Budgeted FY July 1-Dec.31 2012 ESTIMATE	Budgeted FY Jan. 1-June 30 2013 ESTIMATE	Next FY July 1-Dec.31 2013 ESTIMATE	
Beginning Fund Balance	\$1,158,060.23	\$1,487,944.20	\$493,112.92	\$482,336.44	\$420,345.72	
Revenues:						
Property Taxes	\$770,617.58	\$771,185.49	\$423,661.52	\$423,661.52	\$423,593.03	
Income Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other Receipts	\$207,599.00	\$95,688.76	\$77,704.50	\$77,704.50	\$61,052.00	
Transfers In	\$125,000.00	\$125,000.00	\$0.00	\$0.00	\$0.00	
Total Resources	\$1,103,216.58	\$991,874.25	\$501,366.02	\$501,366.02	\$484,645.03	
Total Expenditures & Encumbrances	\$1,362,281.59	\$2,062,705.53	\$512,142.50	\$563,356.75	\$532,628.20	
Ending Unencumbered Fund Balance	\$898,995.22	\$417,112.92	\$482,336.44	\$420,345.72	\$372,362.55	

VOTED and UNVOTED DEBT OUTSIDE 10 MILL LIMIT

Fremont City School District

SCHEDULE 4

I Purpose Of Notes Or Bonds	II Authorized By Voters On MM/DD/YY	III Date Of Issue	IV Final Maturity Date	V Principal Amount Outstanding At The Beginning Of The Year	VI Amount Required To Meet Budget Year Principal & Interest Payments
School Facilities Construction Imp. Series A	11/04/08	01/28/09	01/15/37	\$8,454,990.60	\$589,243.76
2009 B School Facilities Construction Imp.	11/04/08	07/09/09	07/15/37	\$8,959,877.10	\$626,072.50
** Please note: Principal payments are due in January and Interest payments are due January and July **					

TAX ANTICIPATION NOTES

Fremont City School District

SCHEDULE 5

Tax anticipation notes are issued in anticipation of the collection of the proceeds of a property tax levy. The amount of money required to cover debt service must be deposited into a bond retirement fund, from collections and distribution of the tax levy, in the amounts and at the times required to pay those debt charges as provided in the legislation authorizing the tax anticipation notes. (ORC Section 133.24)

The appropriation to the fund which normally receives the tax levy proceeds is limited to the balance available after deducting the amounts to be applied to debt service.

After the issuance of general obligation securities or of securities to which section 133.24 of the ORC applies, the taxing authority of the subdivision shall include in its annual tax budget, and levy a property tax in a sufficient amount, with any other monies available for the purpose, to pay the debt charges on the securities payable from property tax. (ORC Section 133.25)

	Name Of Tax Anticipation Note Issue	Name Of Tax Anticipation Note Issue
	N/A	N/A
Amount Required To Meet Budget Year Principal & Interest Payments:		
Principal Due		
Principal Due Date		
Interest Due		
Interest Due Date		
Interest Due		
Interest Due Date		
Total		
Name Of The Special Debt Service Fund		

Amount Of Debt Service To Be Apportioned To The Following Settlements:		
February Real		
August Real		
June Tangible		
October Tangible		
Total		
Name Of Fund To Be Charged		