

*FREMONT CITY SCHOOLS*

BOARD OF EDUCATION

**SUGGESTED PROCEDURE  
FOR  
ORGANIZATIONAL MEETING**

**AND**

**TAX BUDGET HEARING**

AGENDA

January 9, 2017

Fremont Middle School

**BOARD MEMBERS**

Jolene Chapman  
Maria D. Garza  
Alex Gorobetz  
Shantel Laird  
Thomas Price

Traci L. McCaudy, Ed.D.  
Superintendent

Amelia R. Gioffredo  
Treasurer

Fremont City Schools  
SUGGESTED PROCEDURE FOR ORGANIZATIONAL MEETING  
Fremont Middle School  
1250 North Street

January 9, 2017  
Board Meeting 5:30 P.M.

Call to Order

Pledge of Allegiance

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 2017
- d. President sworn in by Treasurer

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 2017
- d. Vice President sworn in by Treasurer

- ITEM 1. Fixing Time and Place of Meeting (3313.15)
- ITEM 2. Resolution Establishing Service Fund for 2017
- ITEM 3. Consider Appointment of Legislative Liaison
- ITEM 4. Consider Appointment of Delegate to OSBA Annual Conference
- ITEM 5. Consider Appointment of Alternate Delegate to OSBA Annual Conference
- ITEM 6. Consider Appointment of Trustee for Learning & Liberty Foundation of FCS
- ITEM 7. Consider Appointment of Board Member for Vanguard-Sentinel Career & Technology Centers
- ITEM 8. Consider Payment of Annual Membership Dues – OSBA
- ITEM 9. Consider Payment of Legal Assistance Fund Consultant – OSBA
- ITEM 10. Consider Appointment of Treasurer’s Committee Members
- ITEM 11. Consider Appointment of Superintendent’s Committee Members
- ITEM 12. Consider Approval of Business Advisory Council Appointments & Meeting Dates
- ITEM 13. Authorization for Superintendent to Act as Representative for Grants
- ITEM 14. Participation in State and Federal Programs
- ITEM 15. Consider Appointment of Purchasing Agent
- ITEM 16. Consider Appointment of Public Records Training Designee
- ITEM 17. Consider Authorization for Investment of Funds
- ITEM 18. Consider Approval to Request Available Monies
- ITEM 19. Petty Cash Authorization
- ITEM 20. Authorization to Issue Warrants
- ITEM 21. Authorization to Pay Mileage
- ITEM 22. Adjournment

**ORGANIZATIONAL MEETING**

President Pro-Tem – Shantel Laird

Call to Order

Pledge of Allegiance

Roll Call

Ms. Chapman\_\_\_ Ms. Garza\_\_\_ Mr. Gorobetz\_\_\_ Ms. Laird\_\_\_ Mr. Price\_\_\_

Nominations for President

1. \_\_\_\_\_ nominated by \_\_\_\_\_

2. \_\_\_\_\_ nominated by \_\_\_\_\_

3. \_\_\_\_\_ nominated by \_\_\_\_\_

Motion to Close Nominations for President

Made by \_\_\_\_\_ seconded by \_\_\_\_\_

Roll Call

Ms. Chapman\_\_\_\_\_ Ms. Garza\_\_\_\_\_ Mr. Gorobetz\_\_\_\_\_ App \_\_\_\_  
Ms. Laird \_\_\_\_\_ Mr. Price \_\_\_\_\_ Disa \_\_\_\_  
Other \_\_\_\_

Vote on Presidency

Ms. Chapman voted for: \_\_\_\_\_

Ms. Garza voted for: \_\_\_\_\_

Mr. Gorobetz voted for: \_\_\_\_\_

Ms. Laird voted for: \_\_\_\_\_

Mr. Price voted for: \_\_\_\_\_

Oath of Office of President

Administered to \_\_\_\_\_ by \_\_\_\_\_

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

Ms. Chapman _____	Ms. Garza _____	Mr. Gorobetz _____	App _____
Ms. Laird _____	Mr. Price _____		Disa _____
			Other _____

Vote on Vice Presidency

Ms. Chapman voted for: \_\_\_\_\_

Ms. Garza voted for: \_\_\_\_\_

Mr. Gorobetz voted for: \_\_\_\_\_

Ms. Laird voted for: \_\_\_\_\_

Mr. Price 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 2017 Board of Education meetings (see attached).

**ITEM 2. Resolution Establishing Service Fund for 2017 (ORC 3315.15)**

It is recommended that the following resolution establishing the Service Fund for 2017 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 2017.

**ITEM 3. Legislative Liaison Appointment**

It is recommended that Shantel Laird be appointed Legislative Liaison to OSBA.

**ITEM 4. Delegate to OSBA Annual Conference Appointment**

It is recommended that Jolene Chapman be appointed Delegate to OSBA Annual Conference.

**ITEM 5. Alternate Delegate to OSBA Annual Conference**

It is recommended that Maria D. Garza be appointed Alternate Delegate to OSBA Annual Conference.

**ITEM 6. Trustee for Learning and Liberty Foundation of Fremont City Schools**

It is recommended that Shantel Laird be appointed as a trustee to serve on the Learning and Liberty Foundation of Fremont City Schools.

**ITEM 7. Vanguard-Sentinel Career & Technology Centers Appointment**

It is recommended that Jolene Chapman be appointed as Board Member for Vanguard-Sentinel Career & Technology Centers for a three-year term beginning January 1, 2017 and ending December 31, 2019.

**ITEM 8. Payment of Annual Membership Dues – OSBA**

It is recommended that annual membership dues (\$6,899.00) to OSBA for 2017 and the 2017 Briefcase subscription be approved.

**ITEM 9. Payment of Legal Assistance Fund Consultant – OSBA**

It is recommended that the Board approves a service contract in the amount of \$250.00 with OSBA for legal services for 2017.

**ITEM 10. Treasurer’s Committee Appointments**

It is recommended that the following Committee appointments be approved:

Audit/Records Committee (2)	Alex Gorobetz Thomas Price
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**ITEM 11. Superintendent’s Committee Appointments**

It is recommended that the following Committee appointments be approved:

Policy Committee (1)	Alex Gorobetz
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Curriculum Quality Control Council (2)	Alex Gorobetz Maria D. Garza
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Health/Wellness (1)	Thomas Price
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**ITEM 12. Business Advisory Council (BAC) Committee**

It is recommended that the following BAC Committee appointments and 2017 meeting dates be approved:

**Appointments:**

Tom Anway	Tom Kern	Daniel R. Sanchez
Kathy Boukissen	Susan King	Sara Saturnino
Tim Ellenberger	Dr. Traci McCaudy	Taneshia Slater
Gregg Gerber	Allan Mehlow	Dr. Jerome Webster
Amelia Gioffredo	Don Nalley	Cheryl Wendt
Alex Gorobetz		

**Meeting Dates/Times/Location:**

March 9, 2017	7:30 a.m.	FCS District Office, 500 W. State Street, Suite A
April 20, 2017	7:30 a.m.	FCS District Office, 500 W. State Street, Suite A
June 15, 2017	7:30 a.m.	FCS District Office, 500 W. State Street, Suite A
October 12, 2017	7:30 a.m.	FCS District Office, 500 W. State Street, Suite A
December 14, 2017	7:30 a.m.	FCS District Office, 500 W. State Street, Suite A

**ITEM 13. 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 2017.

**ITEM 14. 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 2017.

**ITEM 15. Appointment of Purchasing Agent**

It is recommended that the Superintendent or her designee be appointed Purchasing Agent for 2017.

**ITEM 16. Appointment for Public Records Training**

It is recommended that the Treasurer be appointed as the Board's designee for public records training.

**ITEM 17. 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 18. 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 19. Consider Petty Cash Authorization**

It is recommended that the Treasurer be authorized to establish Petty Cash funds on an as-needed basis up to \$5,863.00

**ITEM 20. Authorization to Issue Warrants**

It is recommended that the Treasurer be authorized to issue warrants in payment of bills and contractual obligations in 2017 with the exception when special action should be considered by the Board.

**ITEM 21. Authorization to Pay Mileage**

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

Ms. Chapman \_\_\_\_\_ Ms. Garza \_\_\_\_\_ Mr. Gorobetz \_\_\_\_\_ App \_\_\_\_  
Ms. Laird \_\_\_\_\_ Mr. Price \_\_\_\_\_ Disa \_\_\_\_  
Other \_\_\_\_

**ITEM 22.     Adjournment of Organizational Meeting**

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

Ms. Chapman \_\_\_\_\_ Ms. Garza \_\_\_\_\_ Mr. Gorobetz \_\_\_\_\_ App \_\_\_\_  
Ms. Laird \_\_\_\_\_ Mr. Price \_\_\_\_\_ Disa \_\_\_\_  
Other \_\_\_\_

**Note:** All FCS Board of Education Members have received the most recent editions of the Sunshine Law for Schools and The Ohio School Ethics Guide.



**FREMONT CITY SCHOOLS**  
2017 BOE Meeting Dates

<b>Board of Education Meetings at 5:30 p.m.</b>				
<b>Fremont Middle School</b>				
January 9	March 20	June 5	September 5*	November 20
January 23	April 3	June 26	September 18	December 4
February 6	April 17	July 10	October 2	December 18
February 21*	May 1	August 7	October 16	
March 6	May 15	August 21	November 6	

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

Fremont City Schools  
TAX BUDGET HEARING  
AGENDA  
Fremont Middle School  
1250 North Street

January 9, 2017  
Following Organizational Meeting

- I. Call to Order
- II. Tax Budget Hearing
- III. 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.

Ms. Chapman _____	Ms. Garza _____	Mr. Gorobetz _____	App _____
Ms. Laird _____	Mr. Price _____		Disa _____
			Other _____

# REPORT OF ESTIMATED TAX REVENUE

Name of School District: Fremont City School District

For the Fiscal Year Commencing: July 1, 2017

Fiscal Officer Signature: \_\_\_\_\_ Date: January 5, 2017

## 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].



# 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 2016 ACTUAL	Current FY 2017 ACTUAL	Budgeted FY July 1-Dec.31 2017 ESTIMATE	Budgeted FY Jan. 1-June 30 2018 ESTIMATE	Next FY July 1-Dec.31 2018 ESTIMATE
Beginning Fund Balance	\$12,777,193.49	\$15,015,307.41	\$14,432,135.50	\$13,716,135.50	\$12,950,135.50
Revenues:					
Property Taxes	\$14,301,123.95	\$14,122,500.00	\$6,670,000.00	\$6,670,000.00	\$6,650,000.00
Income Tax	\$7,883,723.66	\$8,001,980.00	\$3,950,000.00	\$3,950,000.00	\$3,970,000.00
Other Receipts	\$18,202,550.23	\$18,077,372.00	\$9,770,000.00	\$9,720,000.00	\$9,725,000.00
Transfers In	\$83,934.01	\$18,402.09	\$10,000.00	\$10,000.00	\$20,000.00
<b>Total Resources</b>	<b>\$40,471,331.85</b>	<b>\$40,220,254.09</b>	<b>\$20,400,000.00</b>	<b>\$20,350,000.00</b>	<b>\$20,365,000.00</b>
<b>Total Expenditures &amp; Encumbrances</b>	<b>\$38,233,217.93</b>	<b>\$40,803,426.00</b>	<b>\$21,116,000.00</b>	<b>\$21,116,000.00</b>	<b>\$21,905,000.00</b>
<b>Ending Unencumbered Fund Balance</b>	<b>\$15,015,307.41</b>	<b>\$14,432,135.50</b>	<b>\$13,716,135.50</b>	<b>\$12,950,135.50</b>	<b>\$11,410,135.50</b>

**FUND: Bond Retirement (002)**

I	II	III	IV	V	VI
DESCRIPTION	Prior Fiscal Year 2016 ACTUAL	Current FY 2017 ACTUAL	Budgeted FY July 1-Dec.31 2017 ESTIMATE	Budgeted FY Jan. 1-June 30 2018 ESTIMATE	Next FY July 1-Dec.31 2018 ESTIMATE
Beginning Fund Balance	\$771,752.35	\$800,731.62	\$898,988.69	\$1,211,853.06	\$950,087.43
Revenues:					
Property Taxes	\$1,256,294.83	\$1,248,000.00	\$620,000.00	\$620,000.00	\$620,000.00
Income Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Receipts	\$16,554,995.40	\$0.00	\$0.00	\$0.00	\$0.00
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Resources</b>	<b>\$17,811,290.23</b>	<b>\$1,248,000.00</b>	<b>\$620,000.00</b>	<b>\$620,000.00</b>	<b>\$620,000.00</b>
<b>Total Expenditures &amp; Encumbrances</b>	<b>\$17,782,310.96</b>	<b>\$1,149,742.93</b>	<b>\$307,135.63</b>	<b>\$881,765.63</b>	<b>\$268,640.63</b>
<b>Ending Unencumbered Fund Balance</b>	<b>\$800,731.62</b>	<b>\$898,988.69</b>	<b>\$1,211,853.06</b>	<b>\$950,087.43</b>	<b>\$1,301,446.80</b>

# 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 (003-0000)**

I DESCRIPTION	II Prior Fiscal Year 2016 ACTUAL	III Current FY 2017 ACTUAL	IV Budgeted FY July 1-Dec.31 2017 ESTIMATE	V Budgeted FY Jan. 1-June 30 2018 ESTIMATE	VI Next FY July 1-Dec.31 2018 ESTIMATE
Beginning Fund Balance	\$758,878.70	\$774,686.70	\$138,898.70	\$101,998.70	\$65,098.70
Revenues:					
Property Taxes	\$822,008.79	\$861,112.00	\$410,000.00	\$410,000.00	\$410,000.00
Income Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Receipts	\$40,000.00	\$3,100.00	\$3,100.00	\$3,100.00	\$3,100.00
Transfers In	\$389,082.31	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Resources</b>	<b>\$1,251,091.10</b>	<b>\$864,212.00</b>	<b>\$413,100.00</b>	<b>\$413,100.00</b>	<b>\$413,100.00</b>
Total Expenditures & Encumbrances	\$1,235,283.10	\$1,500,000.00	\$450,000.00	\$450,000.00	\$450,800.00
Ending Unencumbered Fund Balance	\$774,686.70	\$138,898.70	\$101,998.70	\$65,098.70	\$27,398.70



# 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 2009A ( <i>Advance Refunded in FY16</i> )	11/04/08	01/28/09	01/15/37	\$7,625,000.00	\$550,231.26
School Facilities Construction Imp. Series 2009B ( <i>Advance Refunded in FY16</i> )	11/04/08	07/09/09	07/15/37	\$7,893,747.10	\$638,670.00
** 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
<b>Amount Required To Meet Budget Year Principal &amp; Interest Payments:</b>		
Principal Due		
Principal Due Date		
Interest Due		
Interest Due Date		
Interest Due		
Interest Due Date		
Total		
Name Of The Special Debt Service Fund		

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