

**TOWNSEND COMMUNITY SCHOOL
CASTALIA, OHIO 44824
BOARD OF DIRECTORS, REGULAR MEETING
July 16, 2024 7:00 PM**

Call to Order at 6:58 PM – Mrs. Jean Smith, President

Roll Call – Kelsey Kromer, Treasurer

Kent Edwards, Present; Dora Grant, Present; Israel Palomo, Present; Jacquelyn Sallee, Present; Jean Smith, Present.

Approve Agenda (or Additions/Corrections)

Motion by Mr. Edwards, second by Mrs. Grant to approve the agenda as presented.
Roll Call: Mr. Edwards, yes; Mrs. grant, yes; Mr. Palomo, yes; Mrs. Sallee, yes; Mrs. Smith, yes.

Board Member Action Item

A. Recommendation to appoint Kent Edwards as Governing Authority Board member for a three-year term from August 1, 2024 to July 31, 2027.

Motion by Mr. Palomo, second by Mrs. Grant to approve action item A as presented.
Roll Call: Mr. Palomo, yes; Mrs. Grant, yes; Mrs. Sallee, yes; Mrs. Smith, yes; Mr. Edwards, yes.

B. Recommendation to appoint Israel Palomo as Governing Authority Board member for a three-year term from August 1, 2024 to July 31, 2027.

Motion by Mrs. Sallee, second by Mr. Edwards to approve action item B as presented.
Roll Call: Mrs. Sallee, yes; Mr. Edwards, yes; Mrs. Grant, yes; Mrs. Smith, yes; Mr. Palomo, yes.

Election of Officers – President Jean Smith

Nominations for President

Kent Edwards Nominated by Jackie Sallee

Motion by Mrs. Sallee, second by Mrs. Grant to nominate Mr. Edwards for Board President.

Roll Call: Mrs. Salee, yes; Mrs. Grant, yes; Mr. Palomo, yes; Mr. Edwards, yes; Mrs. Smith, yes.

Nominations for Vice President

Mr. Palomo Nominated by Mrs. Grant

Motion by Mrs. Grant, second by Mrs. Sallee to nominate Mr. Palomo for Board Vice President.

Roll Call: Mrs. Grant, yes; Mrs. Sallee, yes; Mrs. Smith, yes; Mr. Palomo, yes; Mr. Edwards, yes.

Appointment of Board Liaison Positions

Legislative: Mrs. Jean Smith

Finance: Mrs. Jacquelyn Sallee

Personnel: Mr. Israel Palomo

Professional Development: Mrs. Dora Grant

Sponsor: Mr. Kent Edwards

Motion by Mrs. Smith, second by Mrs. Grant to appoint the Board Liaison positions, as presented.

Roll Call: Mrs. Smith, yes; Mrs. Grant, yes; Mr. Palomo, yes; Mrs. Sallee, yes; Mr. Edwards, yes.

Resolution to Set Regular Meeting Dates

Location: TCS Board Room

August 20, 2024 (7pm)	September 17, 2024 (7pm)
October 15, 2024 (7pm)	November 19, 2024 (4pm)
December 17, 2024 (4pm)	January 21, 2025 (4pm)
February 18, 2025 (4pm)	March 18, 2025 (4pm)
April 15, 2025 (7pm)	May 20, 2025 (7pm)
June 17, 2025 (7pm)	July 15, 2025 (7pm)

**Dates and times subject to change. Dates and times to be posted on the school website each month.*

Motion by Mrs. Smith, second by Mr. Palomo to approve the resolution to set regular meeting dates and times as presented.

Roll Call: Mrs. Smith, yes; Mr. Palomo, yes; Mrs. Grant, yes; Mrs. Sallee, yes; Mr. Edwards, yes.

Approval of Minutes

Regular Board Meeting June 18, 2024

Special Board Meeting June 26, 2024

Motion by Mrs. Grant, second by Mrs. Smith to approve the minutes as presented.

Roll Call: Mrs. Grant, yes; Mrs. Smith, yes; Mr. Palomo, yes; Mrs. Sallee, yes; Mr. Edwards, yes.

Public Participation - None

Sponsor's Report

Mr. Bohn had no report to give, with no sponsor representative in attendance. He stated this is a slow time over the summer.

Board Member/Liaison Reports

President's/Legislative Report – Mrs. Jean Smith

Mrs. Smith reminded the board members of the goals listed on the agenda and requested that the progress toward these goals be reported at the next board meeting.

Treasurer's Report

Informational Items

Ms. Kromer informed the board that Townsend received a passing rating for their IDEA MOE and that no data has been populated yet for their ESEA IDEA. She also informed the board that Townsend has submitted their DPIA/SWSF report and also presented information on their unclaimed funds reporting, sharing that the unclaimed five dollar refund had been reported and therefore reconciled and sent to the state.

New Business

- a. Financial Reports: June 2024
- b. Payment of Bills: June 2024
- c. Cash Reconciliation: June 2024
- d. RESOLVED, that the Board of Directors of Townsend Community School authorizes the Treasurer to accept the proposal for a three year engagement, multi-year contract with Julian and Grube to assist Townsend Community School in preparing the basic financial statements required for GAAP reporting and to perform a compilation engagement with respect to those same financial statements for the fiscal years ended June 30, 2024, June 30, 2025, and June 30, 2026 at an annual cost of \$3,200.
- e. RESOLVED, that the Board of Directors of Townsend Community School ratifies the purchase of Ripple Effects for a lesser amount than previously approved, at \$5,250.
- f. RESOLVED, that the Board of Directors of Townsend Community School approves the final appropriations and expenditures budget for FY24, as presented.

Motion by Mrs. Smith, second by Mrs. Grant to approve items A-F of Treasurer's Report, as presented.

Roll Call: Mrs. Smith, yes; Mrs. Grant, yes; Mr. Palomo, yes; Mrs. Salee, yes; Mr. Edwards, yes.

Superintendent's Report and/or Recommendations
Informational Items

Mr. Bohn gave a breakdown of the school's current enrollment data and showed a month-by-month breakdown of how many students were enrolled combined with how many graduates the school had in total during that month to provide totals for each month of enrolled students and graduates combined. He showed that it was pretty similar to last month, with some additional graduates, and reported that new enrollments will begin in August.

New Business

A. Resolution to approve the awarding of high school diplomas to the following students upon successful completion of the graduation requirements as set forth by the State of Ohio: ***Sydney Gabel, Briley Gee, Amelia Krause, Ash Schoendorf, Joshua Shivak, Raionna Thatcher***

B. Resolution to waive the reading of minutes with understanding that such minutes will be distributed to the members prior to the date of each meeting for the 2024-2025 school year.

C. Resolution to authorize the treasurer to invest interim funds for the 2024-2025 school year.

D. Resolution to authorize the treasurer to pay bills, provided that funds are available and to report monthly to the Board of Directors those bills that were paid for the 2024-2025 school year.

E. Resolution to authorize the superintendent to approve or disapprove of applications for professional meeting leave for staff that conform to established Board policy and that are within the amount appropriated for such activities for the 2024-2025 school year.

F. Resolution to authorize the superintendent to employ such temporary personnel as needed for emergency situations, and present to the Board for approval and ratification of employment contracts at the next Board meeting for the 2024-2025 school year.

G. Resolution to authorize the superintendent and treasurer to act as agents for the Board in submitting applications and management of federal and state grants for the 2024-2025 school year.

H. Resolution to approve the 2024-2025 TCS School Calendar, which includes the addition of a staff inservice day on August 15th, as presented.

I. Resolution to approve the Student Handbook for the 2024-2025 school year.

J. Resolution to approve a lease agreement with Pontifex Inc., for the purpose of the Townsend Fremont Learning Center, from July of 2024 through June of 2025, at a rate of \$550 per month, as presented.

K. Resolution to approve the *First Amendment to the 2023 Renewal Contract for Townsend Community School*, as presented.

L. Resolution to approve a Technical Services Agreement with Northern Buckeye Education Council/NWOCA for FY2025 at a cost of \$1,630.00, for the renewal of annual maintenance on access control and video surveillance systems equipment.

M. Resolution to approve the purchase of 125 Chromebooks from Xtek Partners at a total cost of \$33,375.00, as presented.

N. Resolution to approve the purchase of 12 Apple 13" MacBook Air M2 computers from Amazon at a total cost of \$9,588.00, as presented.

O. Recommendation to approve Carrin Gordon for a supplemental contract for the position of Community Liaison for the time period of August 1, 2024 to July 31, 2025, at an hourly rate of \$35 per hour, for hours approved by the Superintendent that take place outside of her full-time contract as Special Education Assistant/Family Liaison.

Motion by Mrs. Grant, second by Mr. Palomo to approve items A-O of the Superintendent's Report, as presented.

Roll Call: Mrs. Grant, yes; Mr. Palomo, yes; Mrs. Sallee, yes; Mrs. Smith, yes; Mr. Edwards, yes.

Executive Session

Motion by Mrs. Smith, second by Mr. Palomo to recess for an executive session at 7:23 PM to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

Roll Call: Mrs. Smith, yes, Mr. Palomo, yes; Mrs. Grant, yes; Mrs. Sallee, yes; Mr. Edwards, yes.

Return from Executive Session

Mr. Edwards reconvened the meeting at 7:36 PM with no action taken.

Motion by Mrs. Smith, second by Mrs. Grant to offer a retention bonus to Townsend Employees at a rate of \$2,500 for full-time and \$1,250 for part-time employees.

Roll Call: Mrs. Smith, yes; Mrs. Grant, yes; Mr. Palomo, yes; Mrs. Sallee, yes; Mr. Edwards, abstain.

Adjourn

Motion to adjourn by Mrs. Smith, second by Mrs. Grant. Meeting is adjourned at 7:38 P.M.

A handwritten signature in blue ink, appearing to be 'K. A. G. R.', written over a horizontal line.

President

A handwritten signature in blue ink, appearing to be 'K. G.', written over a horizontal line.

Treasurer