

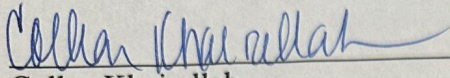
# James A. Garfield Local School District Organizational Meeting -January 11, 2024

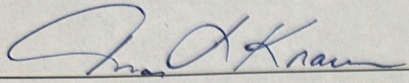
**Opening:** The James A. Garfield Board of Education met in the Charles C. Klammer Professional Development Center for the regular meeting at 6:31 p.m.

President Pro-Tempore, Guy Pietra, called the meeting to order at 6:31 p.m.

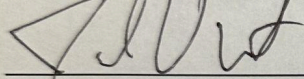
The Oath of Office was administered by Treasurer, Tracy Knauer, to Board Members, Colleen Khairallah, David Vincent and Deral White.

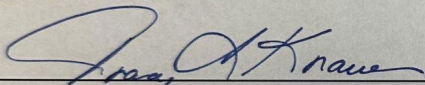
I, Colleen Khairallah, swear that I will support the Constitution of the United States of America and the Constitution of the State of Ohio, and will perform faithfully the duties of my office as a member of the Board of Education of the James A. Garfield Local School District in Portage County, Ohio.

  
Colleen Khairallah

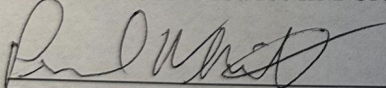
  
Tracy Knauer

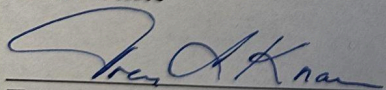
I, David Vincent, swear that I will support the Constitution of the United States of America and the Constitution of the State of Ohio, and will perform faithfully the duties of my office as a member of the Board of Education of the James A. Garfield Local School District in Portage County, Ohio.

  
David Vincent

  
Tracy Knauer

I, Deral White, swear that I will support the Constitution of the United States of America and the Constitution of the State of Ohio, and will perform faithfully the duties of my office as a member of the Board of Education of the James A. Garfield Local School District in Portage County, Ohio.

  
Deral White

  
Tracy Knauer

Carly Nader led the assembly in the Pledge of Allegiance.

President Pro-Tempore, Guy Pietra, asked for a moment of silence to recognize military veterans.

Upon roll call the following members were present: Patricia Brett, Colleen Khairallah, Guy Pietra, David Vincent and Deral White.

Also present was the Superintendent, Treasurer, Jim Vincent, Hillary Snyder, Kathleen Kisabeth, Caroline Linden, Jonah Rosenblum, Tom Nader and Carly Nader.

**24-01** Moved by D. Vincent, seconded by D. White to accept and approve the Board Meeting Agenda and Addendum for January 11, 2024

Ayes: Brett, Khairallah, Pietra, Vincent, White

Nays: None

Mr. Pietra declared the motion passed

### **Organizational Items**

Moved by D. Vincent, seconded by C. Khairallah to nominate Guy Pietra for President of the James A. Garfield Board of Education for calendar year 2024

Vote confirming Guy Pietra as President for 2024

Ayes: Brett, Khairallah, Pietra, Vincent, White

Nays: None

Mr. Pietra declared the motion passed

Moved by G. Pietra, seconded by C. Khairallah to nominate David Vincent for Vice-President of the James A. Garfield Board of Education for calendar year 2024

Vote confirming David Vincent as Vice-President for 2024

Ayes: Brett, Khairallah, Pietra, Vincent, White

Nays: None

Mr. Pietra declared the motion passed

### **Visitor Recognition and Public Comment**

No visitors asked to be recognized

### **Educational Excellence**

**24-02** Moved by D. Vincent, seconded by P. Brett to recognize Jim Vincent for his time, effort, and dedication to educating our students about the rich history associated with James A. Garfield. His visit has undoubtedly left a lasting impact on our school community.

Ayes: Brett, Khairallah, Pietra, Vincent, White

Nays: None

Mr. Pietra declared the motion passed

**24-03.** Moved by C. Khairallah, seconded by D. Vincent to recognize OSBA Media Honor Roll recipients: Michelle Zivoder, Benjamin Coll (The Weekly Villager), Tom Nader (Portage Sports), DJ Oakley (YSNLive) and Jonah Rosenblum (Record Courier) for their dedication to covering the accomplishments of JAG students, staff and greater community.

Ayes: Brett, Khairallah, Pietra, Vincent, White

Nays: None

Mr. Pietra declared the motion passed

**24-04** Moved by D. White, seconded by C. Khairallah to recognize CORE Value recipients: Mark Hayhurst - Kindness, Allie Gushura - Engagement

Ayes: Brett, Khairallah, Pietra, Vincent, White

Nays: None

Mr. Pietra declared the motion passed

## **Organizational Items continued**

**24-05** Moved by D. Vincent, seconded by C. Khairallah to set regular monthly meetings: time, day and place.

### **2024 meeting dates**

Thursday, February 8, 2024

Thursday, March 7, 2024

Thursday, April 11, 2024

Thursday, May 9, 2024

Thursday, June 13, 2024

Thursday, July 11, 2024

Thursday, August 8, 2024

Thursday, September 12, 2024

Thursday, October 10, 2024

Thursday, November 14, 2024

Thursday, December 12, 2024

Time: 6:00 p.m.

Place: Charles C. Klamer Professional Development Center

Ayes: Brett, Khairallah, Pietra, Vincent, White

Nays: None

Mr. Pietra declared the motion passed

**24-06** Moved by D. Vincent, seconded by D. White to consolidate and approve the following organizational items as listed:

- \* Establish a Service Fund for board members and appropriate \$7,500 for this purpose
- \* Approve bond in the amount of \$50,000 for the Treasurer
- \* Authorize the Treasurer to invest interim inactive funds at the most productive interest rate whenever funds are available and payable to the school district during the 2024 year and through the organizational meeting in 2025
- \* Authorize the Treasurer to pay all bills within the limits of the appropriations resolution as bills are received and when the merchandise is received in good and usable condition during the 2024 calendar year and through the organizational meeting in 2025
- \* Authorize the Treasurer to secure advances from the County Auditor when funds are available and payable to the school district
- \* Approve the use of single signature checks of the General Account and payroll clearing accounts through the organizational meeting of 2025
- \* Authorize the Superintendent to act as Purchasing Agent for the school district through the organizational meeting of 2025
- \* Authorize the Superintendent to employ such personnel as is needed for emergency situations and authorize payment for work done, at existing rates, if not approved by the Board
- \* Authorize the use of Reitz, Paul & Shorr; Squire, Sanders & Dempsey, and Pepple & Waggoner as legal counsel
- \* Authorize the Treasurer to make all necessary modifications within budget accounts to clear the deficit

balances; such modifications will be presented for approval by the Board at the next regular meeting.

- \* Authorize the Treasurer to make advances from the General Fund
- \* Authorize the Superintendent to suspend non-teaching and teaching personnel; provided such suspensions comply with procedures as provided by Ohio law and such suspensions are presented for approval by the Board at the next regular meeting
- \* Dispense with reading the minutes at each meeting if they are provided to Board members prior to the meeting at which they will be considered
- \* Approve the Record-Courier as the official newspaper of general circulation for legal notices
- \* Confirm the existing policies of the James A. Garfield Board of Education are in effect for the 2024 calendar year and through the organizational meeting of 2025
- \* Authorize continued membership in the Portage Area Schools Council of Governments Health Insurance Consortium
- \* Appoint the Superintendent to serve as a trustee on the Portage Area Schools Consortium to represent the James A. Garfield School District and appoint the Treasurer to act as an alternate
- \* Approve mailing Board meeting notices to those who submit stamped, self-addressed envelopes, except the Record-Courier and The Villager; those to be sent by email.
- \* Approve NEOLA's continuing update service of policies for 2024 at an annual fee of \$3,000 (estimate).
- \* Authorize the Superintendent and Treasurer to submit proposals, establish fiscal accounts, receive, appropriate, and transfer funds, and begin program operations for grants and programs.
- \* Authorize the Superintendent to advertise for bids and to sell property when needed
- \* Approve the Minimal Essential Coverage (MEC) Health Insurance Plan to comply with the Affordable Care Act, effective 1/1/2014
- \* Approve resolution authorizing payment of expenses incurred for school related activities:

WHEREAS, the James A. Garfield Board of Education desires to recognize outstanding service and/or in-service as a benefit to this school district, and

WHEREAS, the James A. Garfield Board of Education feels it is necessary and desirable to maintain and to promote a positive public image of this school district, and

WHEREAS, the James A. Garfield Board of Education believes that use of coffee, meals, refreshments and other amenities furthers its public purpose and function by giving recognition to those persons who make worthy contributions internally or who can promote a positive image externally, and

WHEREAS, Ohio Attorney General Opinions #81-052 and #82-006 speak to the permissive nature of such expenditures of public funds,

THEREFORE, BE IT RESOLVED that the James A. Garfield Board of Education authorizes the Superintendent to approve and the Treasurer to make such payments within the annual budget set by the Board

- \* Approve donating one family athletic pass to the Garfield All Sports Booster Club, to be raffled
- \* Approve participation in the Corporate Health Testing consortium in 2024 for random testing for CDL and off campus drivers of district vehicles
- \* Authorize the superintendent to modify, amend, or supplement Ohio Schools Council Policy 1.1 Section

10 Agreement, Policy 1.3 Section 11 Bylaws, and any other Agreements requiring Ohio Schools Council Assembly approval. These modifications, amendments, and supplements may occur at any regular or special meeting of the Ohio Schools Council Assembly at which a quorum is present. Approval of a modification, amendment or supplement requires a simple majority vote of the quorum.

Ayes: Brett, Khairallah, Pietra, Vincent, White

Nays: None

Mr. Pietra declared the motion passed

The Board President appointed a legislative liaison, a student achievement liaison and a liaison to Garrettsville Village/Township Councils as well as all existing committees.

Current appointees/committees:

Deral White – Legislative Liaison

Patricia Brett – Student Achievement Liaison

David Vincent – Liaison to Garrettsville Village Council/Township Councils

Guy Pietra & Colleen Khairallah (Deral White, alternate) – superintendent's committee for OAPSE Labor Management

Guy Pietra & Patricia Brett (Deral White, alternate) – superintendent's committee for Labor and Negotiations

Colleen Khairallah & Deral White – superintendent's committee for Athletic Task Force

Guy Pietra & David Vincent – superintendent's committee for Policy Review

Colleen Khairallah & Guy Pietra – superintendent's committee for Finance

Deral White – Transportation Liaison

### **Treasurer's Recommendations**

**24-07** Moved by D. Vincent, seconded by D. White to consolidate and approve the following recommendations, A-B

1. Approve the minutes of the regular board meeting of December 14, 2023
2. Approve the financial reports for December 2023

Ayes: Brett, Khairallah, Pietra, Vincent, White

Nays: None

Mr. Pietra declared the motion passed

**24-08** Moved by G. Pietra, seconded by D. White to approve the following budget reserve resolution:

### **A RESOLUTION TO ESTABLISH A BOARD PRACTICE IN THE INTEREST OF SOUND FISCAL MANAGEMENT TO MAINTAIN A GENERAL FUND CASH BALANCE EQUIVALENT TO 10% OF THE PRIOR FISCAL YEAR GENERAL FUND OPERATING EXPENSES**

WHEREAS, the Board declares the interest of sound fiscal management to maintain a General Fund cash balance equivalent to at least 10% of the prior year general fund operating expenses; and  
WHEREAS, the Board believes this practice is both prudent and sound fiscal management in the current environment;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the James A. Garfield Board of Education, Portage County, Ohio, that:

Section 1. The Board hereby affirms and declares it to be a financial philosophy of the Board and in the interest of sound fiscal management that the District's finances be managed to ensure a General Fund cash balance equivalent to at least 10% of the prior fiscal year general fund operating expenses.

Section 2. Promptly upon receiving any indication that such a cash balance may not be achieved at any point within the rolling Five Year Forecast period, the Treasurer shall report such a finding to the Board, along with proposed financial options that the Board may consider.



Section 3. It is hereby found and determined that all formal actions of the Board of Education concerning and relating to the adoption of this resolution were adopted in an open meeting of the Board, and that all deliberations of the Board that resulted in such formal action were in meetings open to the public, when required by law, in full compliance with all legal requirements.

**Budget Reserve Calculation**

**FY 2023 Line 4.50 Total Expenses- \$15,580,341**

**10%- \$1,558,035.00**

Ayes: Brett, Khairallah, Pietra, Vincent, White

Nays: None

Mr. Pietra declared the motion passed

**24-09** Moved by D. Vincent, seconded by D. White to approve the Tax Budget as follows:

WHEREAS school districts must adopt an annual budget for the coming school year (July 1, 2024 through June 30, 2025) by or about January 15, 2024; and

WHEREAS the county budget commission has no authority to either increase or reduce the rate of any voter approved tax levy, although it does have authority and duty to adjust the amounts required from general property tax to conform to the needs demonstrated by the budget (ORC 5705.31 and 5705.341; Baker's Text, Section 5.04); and

WHEREAS such budget is more of an administrative exercise than of revenue generating significance, in that the January budget is commonly referred to as the asking for budget (vs. the July appropriations measure which actually deals with expected funds); and

WHEREAS the asking for budget document is available to the public to review in the Treasurer's office;

NOW, THEREFORE, BE IT RESOLVED that the budget is approved as presented; and

BE IT FURTHER RESOLVED under the provisions of ORC 5705.30, the Treasurer shall deliver a copy of the approved budget on the prescribed form to the County Auditor on or before 1/20/24.

Ayes: Brett, Khairallah, Pietra, Vincent, White

Nays: None

Mr. Pietra declared the motion passed

**24-10** Moved by G. Pietra, seconded by C. Khairallah to recognize organizations of support: the following affiliated student/parent support groups as their existence is for the sole purpose of supporting the students of the James A. Garfield Local School District; organizations included are: James A. Garfield All Sports Boosters, James A. Garfield Band Boosters, James A. Garfield P.T.O., James A. Garfield Middle School Volunteer Parents (MVP's)

Ayes: Brett, Khairallah, Pietra, Vincent, White

Nays: None

Mr. Pietra declared the motion passed

**24-11** Moved by D. White, seconded by C. Khairallah to acknowledge Ohio Revised Code 3313.814 requires school districts to set standards for all food and beverages sold to students during the school day and to report annually to the Board of Education on compliance. James A. Garfield Local is compliant with the policy adopted by the Board of Education; all foods sold meet the requirements of ORC 3313.814.

Ayes: Brett, Khairallah, Pietra, Vincent, White

Nays: None

Mr. Pietra declared the motion passed

**24-12** Moved by G. Pietra, seconded by D. Vincent to consolidate and approve the following recommendations (A-D):

A. Accept the Job Coach / Skills Trainer Grant through the Department of Education and Workforce, Office of Exceptions Children totaling \$11,279.62

B. Accept the Early Child Care Stabilization Grant Round 4 through the Ohio Department of Job and Family Services totaling \$32,160.00

C. Accept the Early Childhood Education (ECE) Grant - Fund 439- for 12 students @ \$4,250 totaling \$51,000. In accordance with this grant no children qualifying for ECE will be charged tuition for the 23/24 school year preschool class. Any tuition or fees collected prior to grant allocation will be refunded.

D. Accept the Fresh Fruit and Vegetable Program Grant; revised allocation total \$53,321.71

Ayes: Brett, Khairallah, Pietra, Vincent, White

Nays: None

Mr. Pietra declared the motion passed

### **Superintendent's Recommendations**

**24-13** Moved by C. Khairallah, seconded by D. Vincent to consolidate and approve superintendent's recommendations: A-B

A. Hire Scott Miller as a substitute bus driver

B. Present the 2024/2025 HS Curriculum guide for review

Ayes: Brett, Khairallah, Pietra, Vincent, White

Nays: None

Mr. Pietra declared the motion passed

**24-14** Moved by P. Brett, seconded by G. Pietra approved, per Senate Bill 216, the use of paper tests for the 2024/2025 school year for the administration of the third grade assessments in English language arts and mathematics, for both the Ohio State Test and Ohio's Alternative Assessment for Students with Cognitive Disabilities.

Ayes: Brett, Khairallah, Pietra, Vincent, White

Nays: None

Mr. Pietra declared the motion passed

**24-15** Moved by G. Pietra, seconded by D. White to accept 2024-2025 School Calendar

Ayes: Brett, Khairallah, Pietra, Vincent, White

Nays: None

Mr. Pietra declared the motion passed

**24-16.** Moved by D. Vincent, seconded by C. Khairallah to accept the following open enrollment students: Oliver and Piper Hrubik - Liberty

Ayes: Brett, Khairallah, Pietra, Vincent, White

Nays: None

Mr. Pietra declared the motion passed

Moved by D. Vincent, seconded by G. Pietra to adjourn the meeting. All were in favor and this meeting adjourned at 7:25 p.m.

\_\_\_\_\_  
Guy V. Pietra, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tracy L. Knauer, Treasurer

# James A. Garfield Local School District

## 2024-2025 School Calendar

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30	31			

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29	30	31				

### HOOR REQUIREMENTS

ELEMENTARY - 910 Hours  
MIDDLE/HIGH - 1,001 Hours

### AUGUST

- 21 - Staff Work Day
- 22 - Staff inservice
- 23 - Staff Convocation
- 26 - First Student Day Grades 1-12
- 29 - First Day for Kindergarten Group 1
- 30 - First Day for Kindergarten Group 2
- 30 - First Day for Preschool Students

### SEPTEMBER

- 2 - LABOR DAY (NO SCHOOL)

### OCTOBER

- 11 - NEOEA DAY (NO SCHOOL)
- 24 - End of First Quarter - 42 days
- 25 - Teacher Inservice (NO STUDENTS)

### NOVEMBER

- 28-29 - Thanksgiving Break (NO SCHOOL)

### DECEMBER

- 2 - Conference Day Credit (NO SCHOOL)
- 23-31 - Winter Break

### JANUARY

- 1-3 - Winter Break
- 16 - End of Second Quarter - 46 days
- 17 - Teacher Inservice (NO STUDENTS)
- 20 - Martin Luther King Jr. Day (NO SCHOOL)

### FEBRUARY

- 17 - Presidents' Day (NO SCHOOL)

### MARCH

- 14 - Teacher inservice (NO STUDENTS)
- 28 - End of Third Quarter - 48 days

### APRIL

- 14-18 - Spring Break - (NO SCHOOL)
- 21 - Conference Credit (NO SCHOOL)

### MAY

- 24 - Graduation (7pm)
- 26 - Memorial Day (NO SCHOOL)
- 30 - Last day for students

### JUNE

- 2-3 Teacher Inservice (NO SCHOOL)
- 4 - Last day for teachers

### 173 STUDENT DAYS

CALAMITY DAYS BEYOND FIVE (5) WILL BE MADE UP AT THE END OF THE SCHOOL YEAR.

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Su	Mo	Tu	We	Th	Fr	Sa
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Su	Mo	Tu	We	Th	Fr	Sa
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Su	Mo	Tu	We	Th	Fr	Sa
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Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### 2024-2025 Hour Calculation

ELEMENTARY - 5.83 hours/day = 1,008  
MIDDLE/HIGH - 6.37 hours/day = 1,102