

RECORD OF PROCEEDINGS
Liberty Center Local Schools Regular Board Meeting
December 21, 2020

The Liberty Center Local Board of Education met in regular session on Monday, December 21, 2020 at 7:01 p.m. in the Board Room. Board members Mr. Jeff Benson, Mr. Neal Carter, Mr. Todd Spangler, Mr. John Weaver, and Mrs. Andi Zacharias were in attendance. The Pledge of Allegiance was recited.

#115-20 Approve Minutes

The motion was made by Mr. Weaver and seconded by Mr. Benson to approve the minutes of the regular meeting held on November 23, 2020 of the Liberty Center Board of Education.

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

Treasurer's Report

Mrs. Buenger reported on the regular monthly reports. She noted the District's expenditures are still on track for the year. Mrs. Buenger explained the donations. The United Way of Henry County donated books to 2nd grade students as part of the 2nd and 7 Program. The portion of the program where 7th grade students read to 2nd graders was cancelled due to COVID; however; the United Way still donated books to students. The Athletic Boosters donated \$403.20 to pay for the hotel rooms for the students who competed at the State Cross Country Meet. Mrs. Buenger provided information on the Section 125 Flexible Benefit Plan for American Fidelity for all employees, which allows employees to receive certain benefits on a pre-tax basis.

#116-20 CFO/Treasurer's Consent Agenda

Upon the recommendation of the Treasurer, the motion was made by Mr. Spangler and seconded by Mrs. Zacharias that the Board approve the Treasurer's Consent Agenda items as follows:

Approve the financial reports, including the following:

- Monthly Bank Reconciliation
- Cash Summary Report (FIN SUM)
- Disbursement Summary Report (Check Register)
- Investment Report
- Budget vs Actual

Approve the following donations:

United Way of Henry County	65 Books for 2 nd Grade Students	
Athletic Boosters	Hotel Rooms-State Cross Country	\$403.20

Approve the sample plan document, Section 125 Flexible Benefit Plan for American Fidelity for non-union employees, classified employees and certified employees, as presented.

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

Athletic Director's Report

Mr. Pohlman recognized the fall athletes for their achievements. Mr. Peters recognized Mr. Pohlman and the coaches for their efforts and communication during the COVID pandemic.

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Superintendent's Report

Mr. Peters told the Board that in his 20 years of education, he has never been so excited for Christmas break. It is a milestone in this unprecedented year to make it through December providing in-person education. Mr. Peters highlighted everyone's willingness to work together, including the Henry County Health Department, staff, and the community. He informed the Board there are still no known cases where COVID has spread within the building.

Ms. Postl addressed a question posed regarding whether or not elementary students took devices home with them over break. Elementary students did not take home devices as there were too many logistical issues to attempt that process. Ms. Postl also noted her staff is grateful to be able to provide in-person education, and they remain hopeful it will continue throughout the school year.

Superintendent's Report/Facility Committee Report

Mr. Peters gave an update on projects the Facility Committee is organizing. The Facilities Committee of Liberty Center Local Schools meets regularly to discuss the needs of the District. With the completion of the K-12 building and restroom/concession facility, the current focus is on maintaining and updating the existing buildings and grounds. After careful analysis, the committee developed a plan that will utilize the \$328,000 remaining from the K-12 project and Permanent Improvement (PI) funds to make the updates. This will not require new funding or money from the General Fund. The Permanent Improvement Fund is designated specifically for improvements in property or assets with an estimated useful life of five years or more, making it the ideal funding source for these projects. The Permanent Improvement Fund was established in 1980 with the passage of a 2 mill levy. The District currently receives approximately \$193,000 in revenue per year in this fund and expends approximately \$125,000. In an effort to take advantage of the historically low interest rates, the District can borrow against the PI, knowing this revenue source is consistent and reliable. The approximate cost of the projects is \$1,000,000.

The projects highlighted by the committee include: Varsity Gymnasium Building update, Metal Building renovation, and Soccer Field project.

Varsity Gymnasium Building:

When the generous Liberty Center voters approved the bond in 2014 for the new K-12 facility, the approval came with the understanding the District would maintain and update the Varsity Gymnasium Building, ensuring its longevity would match that of the K-12 building. The proposed updates include new ceiling tile, flooring and paint in the common area and hallways; remodeling the restrooms and locker rooms; and new ceiling panels, paint, redoing the floor, and installing air conditioning in the gymnasium. The hope is to begin this project after basketball season.

Metal Building:

The 1973 metal building that houses the weight room for all sports and locker rooms for football will be renovated inside and out. The design of the remodel will allow for potential future expansion and the capability to open the facility for public use in the future. The project is anticipated to begin in March, with completion prior to the start of the football season.

Soccer Field:

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With the intention of having a soccer field on-site, the long jump, high jump, and pole vault will be moved to the east end of the track, and a soccer field will be created inside the track. The project will begin after track season in May.

#117-20 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 approve the Superintendent's Consent Agenda items as follows:

Commend the Girls Cross Country team for placing 3rd at State.

Commend Hope Oelkrug, Gracie Miller, and Nathaniel Elieff for achieving All-Ohio status in cross country.

Commend Samantha Engler for earning Second Team All-State in soccer.

Commend Max Phillips for earning First Team All-State in football.

Commend Evan Cramer for earning Honorable Mention in football.

Approve Mr. Kirk Chambers to serve on the Liberty Center Public Library's Board of Trustees with a term expiring December 31, 2027.

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

#118-20 Superintendent's Personnel Recommendations

Upon the recommendation of the Superintendent, the motion was made by Mr. Benson and seconded by Mrs. Zacharias to approve the Superintendent's Personnel Agenda items as follows:

Approve the NwOESC substitute teacher and paraprofessional list, as presented for the 2020-21 school year, to obtain substitute teachers and paraprofessionals.

Approve advancing Brittany Meyer, Classroom Teacher, to the Masters +30 column on the LCCTA Negotiated Agreement's salary schedule, effective at the beginning of the second semester.

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

New Business

The Organizational Meeting date is January 11, 2021 at 6:45 p.m., with the regular board meeting immediately following.

Board Members' Committee Reports

The Records Committee met at 6:45 prior to the start of the meeting.

#119-20 Election of President Pro Tempore

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Mrs. Zacharias made the motion and Mr. Weaver seconded the motion to appoint Mr. Spangler as the President Pro Tempore for the January 11, 2021 Organizational Meeting.

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


#120-20 Adjournment

It was moved by Mr. Weaver and seconded by Mrs. Zacharias to adjourn the December 21, 2020 regular meeting of the Liberty Center Local Board of Education at 7:25 p.m.

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



President, Neal Carter

ATTEST 
Treasurer/CFO, Jenell M. Buenger

Records Commission Meeting

The Records Commission consisting of Treasurer, Jenell Buenger, Superintendent, Richard Peters, and Board President, Neal Carter, met at 6:43 p.m. before the Regular Board Meeting. They reviewed the list of disposed items. The members also discussed the utilization of Bottom Line Archive Systems for shredding of documents. There are locked shredding containers in each office that the company picks up as needed. The District spent \$515.50 this calendar year on shredding services, which is \$166.50 more than last year. The annual costs are primarily due to disposing of items annually rather than once every few years. The members also discussed SCView and scanned records that are searchable. These records include Board Minutes, student records and personnel records. SCView is also utilized for purchase orders, invoices and checks. The system has made the audit process much easier for our staff and the auditors as they can search for documents in the system rather than staff having to pull the voucher packets from storage. The auditors have “read only” access to the system when conducting the audit. The members also reviewed the retention schedule and discussed possible updates. Updating the current retention schedule to one more detailed would make it easier to categorize documents. There would also be a shorter retention period for certain documents.

Mr. Peters made a motion to adjourn the Records Commission Meeting and Mr. Carter seconded the motion. The meeting adjourned at 6:47 p.m.