

RECORD OF PROCEEDINGS

Minutes of Bowling Green Board of Education

Special Meeting

Held Administration Office

November 2 20 17

Bowling Green Board of Education
Bowling Green, Ohio
Special Meeting
November 2, 2017

The special meeting of the Bowling Green Board of Education was called to order by President Scholl at 3:55 p.m. at the Administration Office, 137 Clough Street, Bowling Green, Ohio.

Roll Call: Present: Clifford, Scholl, Stewart, Walker, Carr
Absent: None

10886 It was moved by Walker, seconded by Carr to go into executive session at 3:56 p.m. to discuss appointment of personnel.

Roll Call: Ayes: Carr, Clifford, Scholl, Stewart, Walker
Nays: None Motion carried.

10887 It was moved by Stewart, seconded by Walker to return from executive session at 8:45 p.m.

Roll Call: Ayes: Walker, Carr, Clifford, Scholl, Stewart
Nays: None Motion carried.

10888 It was moved by Clifford, seconded by Paul to adjourn at 8:46 p.m.

Roll Call: Ayes: Stewart, Walker, Carr, Clifford, Scholl
Nays: None Motion carried.

President

Attest: _____ Treasurer, Pro Tem

RECORD OF PROCEEDINGS

Minutes of Bowling Green Board of Education

Regular Meeting

Held Middle School Library

November 14 20 17

Bowling Green Board of Education
Bowling Green, Ohio
Regular Meeting
November 14, 2017

The regular meeting of the Bowling Green Board of Education was called to order by President Scholl at 5:00 p.m. in the Middle School Library.

Roll Call: Present: Carr, Clifford, Scholl, Stewart, Walker
Absent: None

10889 It was moved by Stewart, seconded by Carr to go into executive session at 5:03 p.m. to discuss personnel employment.

Roll Call: Ayes: Walker, Carr, Clifford, Scholl, Stewart
Nays: None Motion carried.

10890 It was moved by Stewart, seconded by Clifford to return from executive session at 5:07 p.m.

Roll Call: Ayes: Stewart, Walker, Carr, Clifford, Scholl
Nays: None Motion carried.

10891 It was moved by Walker, seconded by Stewart to employ Cathy Schuller for financial consulting services from November 29, 2017 through December 21, 2017 and as Treasurer beginning December 22, 2017 through July 31, 2021.

CONSULTING AGREEMENT
Between
THE BOWLING GREEN CITY SCHOOL DISTRICT BOARD OF EDUCATION
and
Cathy Schuller

This Agreement is entered into by and between the Bowling Green City School District Board of Education (hereinafter "the Board") and Cathy Schuller (hereinafter "Consultant").

WHEREAS the Board is desirous of employing Consultant as Treasurer, effective December 22, 2017; and

WHEREAS the transition of authority from the current Treasurer, Rhonda Melch, to Consultant would be greatly facilitated by Consultant's involvement and participation in the administrative affairs of the District prior to her actual commencement of duties as Treasurer, which involvement and participation would also assist Ms. Melch in the effective performance of her duties; and

WHEREAS Section 3313.171 of the Ohio Revised Code specifically authorizes the employment of consultants for matters relating to the administration of the School District;

BE IT THEREFORE RESOLVED that the Board and Consultant hereby enter into an agreement for the provision of consulting services as follows:

1. **ENGAGEMENT.** The Board hereby engages Consultant for the performance of financial consulting services and Consultant hereby accepts this engagement. The days Consultant shall work under this engagement shall be mutually agreed upon by Consultant and the Board President.

2. **TERM.** This Agreement is effective as of November 29, 2017 and shall continue through December 21, 2017, unless mutually extended by agreement of the parties.

3. **PAYMENT.** The Board will compensate Consultant on a per diem basis at the rate of Four Hundred Fifteen Dollars (\$415.00) per full day, which compensation shall be payable on a monthly basis. These payments shall be payable with normal deductions, including STRS payments. Consultant shall submit time sheets to the Treasurer's Office, that have been approved by the Board President, to properly document time worked and generate payment for services rendered in execution of this Consulting Agreement.

4. **HEALTH BENEFITS.** The Board shall provide fully paid health insurance for the high deductible plan with the same benefits structure as provided to other district administrative employees hired after July 1, 2014.

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5. EXPENSES

A. TRAVEL

The Board will reimburse Consultant for miles driven in the performance of her duties under this Consulting Agreement at the prevailing IRS mileage rate. Consultant shall submit monthly mileage statements to the Treasurer's Office on approved District forms, and shall be reimbursed by warrant check. Mileage to and from Consultant's residence and the Board's offices will not be considered travel for reimbursement.

B. OTHER EXPENSES

The Board will reimburse Consultant for any other reasonable expenses related to her work, upon prior authorization from the Board President. Consultant shall submit a copy of itemized expenses to the Treasurer's Office, and will be reimbursed (when applicable) by warrant check.

6. DUTIES. Consultant shall hold herself available to render, and shall render at the request of the Board, acting through its President, (subject to the time requirement and limit set forth in the next paragraph), consulting services relating to financial management and administration for the benefit of the District and the assistance of the current Treasurer.

7. TIME REQUIREMENT AND LIMIT. Consultant shall devote such time as may be reasonably required to perform Consultant's duties under this Agreement.

8. FACILITIES. While this Agreement is in effect, the Board will make available to Consultant adequate physical facilities, within the Board's offices, together with clerical support and access to office equipment and facilities as may be reasonably necessary for Consultant to perform the terms of this Agreement.

9. RISIC. Except for findings for recovery in an audit report and criminal proceedings, the Board agrees to defend, hold harmless, and indemnify Consultant from any and all demands, claims, suits, actions and legal proceedings brought against Consultant in her individual capacity, or her official capacity as agent and employee of the Board, provided the incident arose while Consultant was acting within the scope of her duties, and any such liability coverage is within the authority of the Board to provide under state law. The Board's liability under this paragraph shall not exceed the amount provided by insurance purchased by the Board for this purpose or the amount appropriated by the Board for this purpose, whichever is greater, and in no case will individual Board members be considered personally liable for indemnifying Consultant against such demands, claims, suits, actions, and legal proceedings. This paragraph shall survive the Agreement.

10. AMENDMENT. This Agreement contains all of the terms agreed upon by the parties with respect to the subject matter of this Agreement, and it supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written. Modifications to any provision of this Agreement shall be in writing, mutually agreed upon and signed by both parties, and shall become a part hereof, but such modification(s)

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shall not be construed as a new contract with Consultant, nor as an extension of the expiration date of this Agreement, unless specifically provided therein.

11. SEVERABILITY. If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds any provision of this Agreement is invalid or unenforceable, but by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

12. WAIVER OF CONTRACTUAL RIGHT. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel the compliance with every provision of this Agreement.

13. APPLICABLE LAW. This Agreement shall be governed and construed in accordance with Ohio law.

In witness hereof, the following certify that both parties to this Agreement, the Board of Education of the Bowling Green City School District and Cathy Schuller, have entered into this Agreement on the date set forth below.

Cathy Schuller

President, Bowling Green City School District Board of Education

Date

Date

Board Treasurer

Date

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November 14 2017

EMPLOYMENT CONTRACT
between
Cathy Schuller
and the
BOARD OF EDUCATION
BOWLING GREEN CITY SCHOOL DISTRICT
BOWLING GREEN (WOOD COUNTY) OHIO

This Employment Contract, made and entered into this ___ day of November, 2017, by and between the Board of Education of the Bowling Green City School District of Bowling Green, Ohio, hereinafter referred to as the "Board," and Cathy Schuller, hereinafter referred to as the "Treasurer."

WHEREAS, the Board desires to provide the Treasurer with a written Employment Contract in order to enhance administrative stability and continuity within the schools, which the Board believes improves the quality of its overall educational program, and,

WHEREAS, the Board and the Treasurer believe that a written Employment Contract is necessary to describe specifically their relationship and to serve as the basis for effective communications between them as they fulfill their governance and administrative functions in the operation of the education program of the schools.

NOW, THEREFORE, the Board and the Treasurer, for the consideration herein specified, agree as follows:

- 1. TERM -- The Board, in consideration of the promises herein contained of the Treasurer, hereby employs, and the Treasurer hereby accepts, employment as Treasurer for a term of three (3) years and approximately seven (7) months beginning on December 22, 2017 and ending July 31, 2021.
2. PROFESSIONAL CERTIFICATION -- The Treasurer shall hold and maintain a valid School Treasurer's Certificate/License to serve in the position of Treasurer in accordance with the laws of the State of Ohio throughout the term of this Contract and any extension thereof.
3. DUTIES AND RESPONSIBILITIES -- The Treasurer shall be the Chief Financial Officer for the Board. The duties and responsibilities of the Treasurer shall be those outlined in the Policies and Regulations of the Board and the job description, which is hereby incorporated into this Contract as if fully rewritten herein, as well as those specified by law. While these duties will generally be performed during normal business hours, it is expressly agreed that the duties of this position may require the Treasurer to work during times other than normal business hours.
4. COMPENSATION -- The Board shall pay the Treasurer an annual salary of no less than One Hundred Five Thousand Dollars (\$105,000.00). This annual salary shall be prorated for any period less than an entire year. This annual salary shall be paid to the Treasurer in accordance with the schedule of salary payment in effect for other employees unless mutually agreed to by

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the Treasurer and the Board. Such compensation shall be based upon two hundred fifty-three (253) duty days annually in accordance with the adopted calendar. The per diem rate shall be established by dividing the annual salary rate by 253 days. The Board also agrees to pay the Treasurer a bonus of \$1,500 (not to be added to the base salary) for each financial audit resulting in an unqualified opinion on the financial statements, to be paid within 45 days after the date of such opinion.

The Board and the Treasurer may mutually agree to adjust the salary of the Treasurer during the term of this Contract, but in no event shall she be paid less than the salary she is presently receiving, except as provided by law. Any adjustment in salary made during the life of this Contract shall be in the form of an amendment signed by the parties hereto and become part of this Contract, but it shall not be deemed that the Board and the Treasurer have entered into a new contract or that the termination date of the existing Contract has been extended.

Should this Contract be renewed for a term of employment beyond July 31, 2021, the Treasurer will receive a five percent (5%) increase to her then-current base salary.

5. VACATION -- The Treasurer shall be entitled to twenty (20) days' vacation for each year of this contract with no more than three (3) consecutive vacation days to be taken without advance notice to the President of the Board of Education. Vacation shall be credited at the beginning of each year under contract. Should the Treasurer separate from the District within ninety (90) days of the crediting of her annual vacation, such annual vacation shall be forfeited. All attempts should be made to use these vacation days during the year in which they are earned, but the Treasurer is authorized to carry over, from one Contract year to the next, an amount of vacation equal to the maximum attainable for a two-year period, the total of which shall not exceed forty (40) days. Vacation shall be scheduled by the Treasurer so as to minimize disruption of school district operations. At the conclusion of each contract year, the Treasurer may, at her discretion, be compensated at her per diem rate for up to ten (10) accrued, but unused, vacation days. Any days for which compensation is received shall be deducted from the accrued number of days. Upon separation from the District, the Treasurer shall be entitled to full payment, at her per diem rate, for up to forty (40) accrued, but unused, vacation days. In the event of the death of the Treasurer during the term of this Contract, any accrued but unused vacation days shall be paid in accordance with Section 2113.04 of the Ohio Revised Code, or to her estate.

6. HOLIDAYS -- The Treasurer shall be entitled to ten (10) holidays: Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Year's Day, Martin Luther King, Jr. Day, President's Day, Good Friday, Memorial Day, Independence Day and Labor Day.

7. SICK LEAVE -- The Treasurer shall accrue sick leave at the rate of one and one-fourth (1.25) days per month, for a total of fifteen (15) days per year, of which five (5) in any one (1) year may be used for serious illness or death in the immediate family or for any emergency approved by the President of the Board. The total unused portion of the annual sick leave allowance shall accumulate without limit. Sick leave accumulated prior to a leave of absence shall be credited upon return. The same monthly accrual of one and one-fourth (1.25) days per month shall continue during the use of sick leave, provided the Treasurer has not been officially

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separated from the payroll. The use of sick leave for more than five (5) consecutive days (required work days) shall require the filing of a physician's statement of recommended additional sick leave with the President of the Board of Education. (The physician's statement should be attached to the absence report.)

8. **PERSONAL BUSINESS LEAVE** -- The Treasurer will be allowed three (3) days of absence during each school year without loss of salary to transact personal business which cannot be conducted outside the normal work day. Such days of absence shall not be deducted from the Treasurer's sick leave days.

9. **HEALTH BENEFITS** -- The Board shall provide fully paid health insurance for the high deductible plan, fully paid dental insurance, and fully paid vision care insurance, with the same benefits structure as provided to other district administrative employees hired after July 1, 2014.

The Board will contribute One Thousand Two Hundred Dollars (\$1,200.00) into a Health Savings Account in the Treasurer's name in the 2018 and 2019 calendar years.

10. **LIFE INSURANCE** -- The Board will pay the total premium cost for term life insurance in the amount of \$50,000 as provided for other District employees.

11. **TAX-SHELTERED ANNUITY** -- Effective August 1, 2020, the Board shall pay \$5,000 each year of the Contract into a tax-sheltered annuity account in the name of the Treasurer upon submission of the appropriate enrollment paperwork. Such payments shall occur evenly throughout the year in the twenty-four (24) pay periods. The Treasurer may select the tax-sheltered annuity provider from the District's approved list.

12. **SERS CONTRIBUTION** -- The Board shall pay the employer's share of the School Employees Retirement System (SERS) contributions as required by law. In addition, the Board shall "pick-up" (pay directly) the employee's share of Treasurer's total retirement contribution to SERS on behalf of Treasurer, and shall reduce the Treasurer's gross salary by an equal amount. Said pick-up shall be included when computing Treasurer's final average salary, provided Treasurer's total salary is not increased by said pick-up and the Board's total contribution to SERS is not increased thereby. During the term of this contract, this pick-up shall be a condition of Treasurer's employment with the Board and shall not be at the Treasurer's option.

13. **DUES** -- The Board shall pay the Treasurer's annual membership dues for up to three (3) (total) state and/or national professional organizations. The Board shall also pay the Treasurer's annual membership dues for up to two (2) local organizations (e.g., Kiwanis) not to exceed \$2,000 annually.

14. **EXPENSES** -- The Board shall reimburse the Treasurer for reasonable and necessary expenses incurred by the Treasurer in the continuing performance of her duties under this Employment Contract. Payments under this paragraph shall not exceed the amount appropriated by the Board in its annual appropriation.

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Additionally, the Board will pay Treasurer Sixty Dollars (\$60) per month toward the cost of her cellular phone expenses.

The Board encourages the continuing professional growth of the Treasurer through her participation, as she might decide in light of her responsibilities. In its encouragement, the Board shall permit a reasonable amount of released time for the Treasurer to attend to such matters and pay for the necessary fees for registration, travel and subsistence expenses, as approved in the Annual Appropriation.

15. **TUITION** -- The Board will reimburse the Treasurer for up to twelve (12) quarter hours or eight (8) semester hours of university/college credit taken during a contract year provided that the courses are taken at an institution of higher education that is accredited by an organization recognized by the Ohio Board of Regents. Only those courses in which Treasurer obtains a grade of 2.0 or higher or a "pass" on a pass/fail scale will be eligible for reimbursement. The total hourly tuition charge shall be the basis for reimbursement for university or college attendance based upon the hourly charge per quarter hour or per semester hour. This benefit will not be given to Treasurer for the summer following an academic year if Treasurer is not returning the following school year. No reimbursement shall be made to Treasurer without receipt of prior approval from the President of the Board. If approval is denied, this denial must be communicated to the Treasurer within five (5) working days of the date of receipt of the request. If the Treasurer has fully completed the criteria for reimbursement, tuition reimbursement payment will be processed within 30 days. Should the Treasurer's employment with the Board conclude within one year of reimbursement being made for a course, Treasurer shall repay the Board for the amount so reimbursed, either directly or through payroll deduction.

16. **RETIREMENT/SEVERANCE PAY** -- Upon retirement of the Treasurer from the District, the Board shall pay to the Treasurer a sum equal to the Treasurer's daily rate of pay at retirement, excluding supplemental salary, times one-fourth (1/4) of the Treasurer's accumulated but unused sick leave to a maximum payment for fifty-five (55) days severance. The Treasurer shall be required to have served no less than five (5) years in the Bowling Green City School District to be eligible for such payment. Retirement shall mean disability or service retirement in the School Employees Retirement System. Prior to this payment, the Board must have evidence in its possession that the Treasurer is in fact in a status of retirement from a state retirement system in Ohio. This evidence shall be an affidavit or written notification supplied by SERS. The Treasurer's effective date of retirement with SERS must be no later than ninety (90) calendar days after the last paid day of service with the Bowling Green City School District, in order to be eligible to be paid for such accrued but unused sick leave credit.

If terminated for cause pursuant to O.R.C. 3319.16 and 3319.161 Treasurer shall not be eligible for such payment.

Payment upon retirement shall be made once to the Treasurer and such payment shall be considered to eliminate all sick leave accrued by the Treasurer at the time of payment. Treasurer's death does not deny Treasurer her rights to severance benefits.

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17. EVALUATION OF THE TREASURER -- On or before October 1 of each year of this Contract, the Treasurer and the Board shall meet in Executive Session to identify specific goals and objectives for the performance of the Treasurer during the course of the school year. The job description of the Treasurer shall serve as the basis for the establishment of these goals and objectives, but it shall not be construed as limiting the right of the Board to establish other specific goals and objectives. At least once each quarter during the school year, the Treasurer and the Board may conduct, in Executive Session, an informal update on progress in achieving these goals and objectives.

Between May 1 and July 31 of each year during this Contract, the Board shall conduct a formal evaluation of the performance of the Treasurer. This evaluation shall address the goals and objectives established for the year, as well as perceived strengths and weaknesses in the performance of the Treasurer, and suggestions for future consideration. As a result of the evaluation, the Treasurer will be eligible to receive merit pay in an amount to be determined annually by the Board. Such merit pay will be paid in a lump sum as well as being added as part of the subsequent years' contract base salary. This evaluation shall be signed by the Board and the Treasurer, and a copy shall be placed in the Treasurer's personnel file.

18. PROFESSIONAL LIABILITY -- In order to provide additional professional and personal security for the Treasurer in the pursuit of her duties, the Board shall provide liability insurance in the amount of \$1,000,000/\$5,000,000. The Board agrees that it shall defend, hold harmless, and indemnify Treasurer from any and all demands, claims, suits, actions and legal proceedings other than criminal proceedings and findings of recovery brought against Treasurer in her individual capacity, or in her official capacity as agent and employee of the Board, provided the incident arose while Treasurer was acting in good faith within the scope of her employment and further provided such liability coverage is within the authority of the Board to provide under State law. The Board's liability under this paragraph shall not exceed the amount provided by insurance purchased by the Board for this purpose. In no case, will individual Board members be considered personally liable for indemnifying Treasurer against such demands, claims, suits, actions, and legal proceedings. The Board shall not, however, be required to pay any costs of or for any legal proceedings in the event the Board and Treasurer have adverse legal interests in such litigation as provided by law.

19. TERMINATION -- This Employment Contract may be terminated by:
Mutual agreement of the parties.
Retirement of the Treasurer.
Death of the Treasurer.
Disability of the Treasurer (in accordance with Board of Education policy).
Resignation of the Treasurer.
Failure to maintain a valid license/certificate for the position.
Unilateral Termination by the Board of Education.

The Board may initiate proceedings to terminate this Contract under the prevailing Ohio statutes dealing with such matters. "Good cause" for the purposes of termination as outlined in §3319.16 of the Ohio Revised Code, shall include, but not be limited to, not only the failure of the

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Treasurer to carry out the duties as outlined in the position description, but the failure to adhere to reasonable directives from the Board.

20. RENEWAL OF CONTRACT -- This contract may be renewed by the Board in accordance with O.R.C. §3313.22 or the prevailing Ohio law.

21. PERS OBLIGATIONS -- The Treasurer agrees that she has been notified of and accepts her duties and obligations under Chapter 3309 of the Ohio Revised Code, relating to the School Employees Retirement System.

22. SAVINGS CLAUSE -- Should any portion of this Contract be finally determined by a court of competent jurisdiction to be unlawful, all remaining portions shall remain in full force and effect.

BOARD OF EDUCATION
BOWLING GREEN CITY SCHOOL DISTRICT

By: President (Date) Cathy Schuller (Date)

And By: (Date)

Roll Call: Ayes: Scholl, Stewart, Walker, Carr, Clifford
Nays: None Motion carried.

Special Presentation

Ohio School Boards Association (OSBA) Media Honor Roll

Marie Thomas Clint Corpe Larry Weiss Jan Larsen McLaughlin Allie Hausfield

Special Recognition

2017 High School Volleyball

Gracyn Amos - NLL 1st Team All-League & 1st Team All-District

Coach: Amanda Pasley

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2017 High School Boys Cross Country

Zachary Applegate *4th Place at State Cross Country Championship & NLL 1st Team All-League
Coach: Patrick Carney

2017 High School Golf Girls

Macy Hanus – NLL 1st Team All-League, NLL Golfer of the Year & Northwest District Golf Coaches Association Player of the Year

Alli Fahy – NLL 1st Team All-League

Coach: Paige Bulkeley – Northwest District Golf Coaches Association Coach of the Year

2017 High School Football

Nicholas Jackson – NLL 1st Team All-League

Coach: Dirk Conner

Showcase Presentation – Jeff Dever, High School

“Dear Santa” as presented by Dee and Jim Szalejko

The Superintendent's report was presented.

10892 It was moved by Carr, seconded by Stewart to approve the minutes of the regular meeting of October 17, 2017 and the special meetings of October 25, 2017 and October 26, 2017.

Roll Call: Ayes: Clifford, Scholl, Stewart, Walker, Carr
Nays: None Motion carried.

10893 It was moved by Clifford, seconded by Walker to approve listing of expenditures and investments made October 1 through 31, 2017 and the Treasurer's monthly report.

Roll Call: Ayes: Carr, Clifford, Scholl, Stewart, Walker
Nays: None Motion carried.

10894 It was moved by Carr, seconded by Stewart to approve personnel as recommended by the Superintendent.

CERTIFICATED PERSONNEL:

2017-2018 Educational Advancement

Anne Babcock From: MA15 To: MA30

September Killy-Knight From: MA To: MA15

Barbara Powell From: MA To: MA15

Resignation

Joseph Hudok – Head Track Coach – High School – effective November 2, 2017

SUPPORT PERSONNEL:

Resignation

Gregory Rippke – Custodian 2nd Shift – Middle School

Effective November 11, 2017

Probation to Provisional

Tina Binion – Custodian 2nd Shift – Middle School – effective November 7, 2017

Caleb Delaney – Custodian Split Shift – Middle/High School – effective November 14, 2017

Dean King – Bus Driver – effective November 15, 2017

Marilyn Keaton – Custodian Split Shift – High School – effective November 21, 2017

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Kathryn Hershberger – Guidance Office Secretary – High School – effective November 21, 2017

Extension of Previously Approved Leave of Absence Request

Shirley Frankfather – September 11 through October 16, 2017
 Extended October 17, 2017 through November 6, 2017 – Leave without pay

Employment

Riley Strack – Custodian 2nd Shift – Middle School
 Effective November 13, 2017; Experience Factor 3; 85 working day probation

Employment/Transportation Substitutes 2017-2018 school year

\$14.33 (regular route) / \$14.02 (field trip) – Hours determined by the Director of Transportation

Sherry McCarver – effective November 14, 2017
Timothy Myers – effective November 14, 2017

OTHER PERSONNEL:

Resignation – Student Activity Contracts for 2017-2018

(Occasional employees in paid/contractual positions)

Samuel Cardenas – Assistant Wrestling Coach 9 / Co – High School – effective October 24, 2017
Anthony Gutierrez – Assistant Wrestling Coach 9 / Co – High School – effective November 4, 2017

Employment – Student Activity Contracts for 2017-2018

(Occasional employees in paid/contractual positions)

Benjamin Bembry – Assistant Wrestling Coach 9 / CO – High School
John Pickens – Assistant Wrestling Coach 9 / Co – High School
Daniel Deiter – Wrestling Coach 7 – Middle School

Volunteer Recognitions (Unpaid)

Robert Rath – Volunteer Assistant Wrestling Coach – High School
John Pickens – Volunteer Assisant Wrestling Coach – Middle School

Additional Duties – Spring musical “Newsies”

To be paid from Musical Student Activity Fund

Kayla Gallatin – Reed/Alto Sax accompanist for tech week rehearsals and performances \$450.00

Roll Call: Ayes: Clifford, Scholl, Stewart, Walker, Carr
 Nays: None Motion carried.

10895 It was moved by Stewart, seconded by Clifford to approve items as requested.

By the Treasurer

Fiscal Year 2018 Appropriation Amendments

Fund	Func	Amount
		Increase(Decrease)
200		\$10,000.00
300		15,200.00

By the Superintendent

Contracts for Students with Disabilities for the 2017-2018 school year

Otsego Local Schools for one special needs student
 Patrick Henry Local Schools for one special needs student
 Elmwood Local Schools for one special needs student
 Allen East Local Schools for three special needs students

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Service Agreement for interpreting services between Bowling Green City Schools and Resolute Interpreting LLC for the 2017-2018 School Year.



Terms of Service

1) Appointment Scheduling

- a. All requests for service can be made via Resolute Interpreting's online scheduling software, by phone or by email.
- b. Resolute Interpreting is happy to honor requests for specific interpreters. Please indicate these preferences when making your request for service.
- c. Requests must be received at least 24 business hours prior to the start of the appointment to guarantee services and avoid an additional service premium. Premiums are listed in the pricing appendix. (E.g. An appointment for Monday at 8am must be scheduled by the preceding Friday at 8am.)
- d. Any appointment over 1.5 hours in length or that requires constant interpreting (e.g. lectures without significant breaks) may require a team of two interpreters. This will be discussed and approved by the customer at the time of scheduling.
- e. Once confirmed, services are guaranteed only for the amount of time requested during appointment intake. Extensions past the originally scheduled appointment time will be honored whenever possible subject to interpreter availability. Extensions lasting more than 1 hour past the scheduled end time may be subject to emergency rates.

2) Cancellation Policy

- a. All appointments require a 24 business hour cancellation notice. Any appointment cancelled with less than 24 business hours' notice will be billed at a minimum of two hours or requested length of service, whichever is greater. (E.g. Appointments for Monday at 8am must be cancelled before 8am the preceding Friday).

B) Billing

- a. Invoices will be submitted weekly. A detailed bill outlining each appointment will be provided. Appointment history will be available via the online scheduling software.
- b. Payments are due net 30 days. After 30 days there will be a 3.5% interest charge on the unpaid balance.
- c. Each request will be billed at a minimum of two hours or requested length of service, whichever is greater. Time will be rounded to the next quarter hour.
- d. The rates listed in Appendix A are good for one (1) year from the date of execution of this agreement.
- e. Any part of the appointment taking place after four hours will be billed at the applicable rate.
- f. For any billing dispute the customer will contact Resolute Interpreting within 30 days of the invoice date for the disputed transaction. The invoice total will remain due minus the amount of the disputed transaction. Once the dispute is settled, the outstanding amount, if any, will be due on the next billing cycle.

Initial and date:

3500 Executive Parkway Suite 7-285 Toledo, OH 43606

Phone: 419-244-8377 Fax: 419-244-8380

admin@resoluteinterpreting.com www.resoluteinterpreting.com



4) Confidentiality

- a. All assignment information will be kept strictly confidential. Interpreters will adhere to strict standards of confidentiality. Patient information will be available to only interpreters assigned to the appointment and only viewable using a secure web portal.

I hereby agree to the terms of service and services rates and accept financial responsibility for services rendered under these terms.

Signature and Printed Name of Authorized Representative

Date

3500 Executive Parkway Suite 7-285 Toledo, OH 43606

Phone: 419-244-8377 Fax: 419-244-8380

admin@resoluteinterpreting.com www.resoluteinterpreting.com

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Resolute InXerpreting

Appendix A - Rates

Confidential pricing for Bowling Green City School District.

Civil interpreting:
2-hour billing minimum.

American Sign Language, Spanish and Arabic:

All other languages available upon request at market rate*

Standard Rate	After Hours**	< 24 hour's Notice	Major Holidays**	Mileage***
\$50/hour	\$57/hour	\$65/hour	\$75/hour	Federal Rate

*After Hours = anytime outside of Mon - Fri 8a to 5p.

**Major Holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve

*** Any request resulting in travel more than 20 miles outside the Toledo area will be billed mileage. Distances greater than 100 miles round trip are subject to a portal to portal travel fee at 50% the applicable rate.

Additional Service Options:

Video Remote Interpreting Services

Pricing available upon request

Initial and date: _____

1850 Prestige Parkway Suite 7-285
Toledo, OH 43608

phone: 419-244-8377
fax: 419-244-9556

email: info@resoluteinterpreting.com
www.resoluteinterpreting.com

Resolution of review and affirmation of Board Policy 2413 – Career Advising. Board acknowledges policy language is still appropriate and meets needs of district.

Request for Student Trips

Student travel during the 2018-2019 school year – BG High School Intermediate Spanish students to Spain, dates TBD; likely March, 2019 through March, 2019. All costs will be paid by the student; liability insurance via EF Educational Tours.

Advisors: Dallas Black, Thomas Ross and Robin Short

Acceptance of Gifts

\$ 100.00 for student unpaid meal charges	BG Food Service	OAPSE	Donation
\$ 200.00	Kenwood STEAM Club	Daney Chiropractic Clinic	Donation
1 Football Helmet (Valued at \$410.00)	BG Athletic Department	Aaron Baer	Donation
\$ 50.00	BGCS School Library	Marge Tourje	In Honor of Ginny Stewart's Birthday

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Acceptance of a confirmation and rental agreement with Heartland Outdoor Environmental Education School for November 5, 2018 to November 9, 2018.



HEARTLAND

3204 County Road 225
Marion, OH 43334
Phone: 740.747.0220 Fax: 740.747.0260
E-mail: information@heartlandoutdoor.com
Internet: www.heartlandoutdoor.com

HEARTLAND CONFERENCE RETREAT CENTER

GUEST CONFIRMATION AND RENTAL CONTRACT

Organization:	Bowling Green School District	Contact:	Melanie Garbig
Group:	2018 November 5th Grade OES	Address:	1020 Scott Hamilton
Contact Work #:		Contact Cell #:	
Contact Home #:		Contact E-mail:	mgarbig@bgps.k12.oh.us

Arrive Date and Time:	Monday, November 5, 2018 10:30 am		
Depart Date and Time:	Friday, November 9, 2018 12:00 pm	# of Nights:	4

Meal Schedule:			
Monday, November 5, 2018 12:00 pm	Lunch		250
Monday, November 5, 2018 6:15 pm	Dinner		250
Monday, November 5, 2018 8:00 pm	Food Service - Additional		250
Tuesday, November 6, 2018 8:00 am	Breakfast		250
Tuesday, November 6, 2018 12:00 pm	Lunch		250
Tuesday, November 6, 2018 2:15 pm	Dinner		250
Tuesday, November 6, 2018 6:00 pm	Food Service - Additional		250
Wednesday, November 7, 2018 8:00 am	Breakfast		250
Wednesday, November 7, 2018 9:00 am	Living History		120
Wednesday, November 7, 2018 12:00 pm	Lunch		250
Wednesday, November 7, 2018 1:50 pm	Living History		120
Wednesday, November 7, 2018 6:15 pm	Dinner		250
Wednesday, November 7, 2018 8:00 pm	Food Service - Additional		250
Thursday, November 8, 2018 8:00 am	Breakfast		250
Thursday, November 8, 2018 12:00 pm	Lunch		250
Thursday, November 8, 2018 4:15 pm	Dinner		250
Thursday, November 8, 2018 8:00 pm	Food Service - Additional		250
Friday, November 9, 2018 9:00 am	Breakfast		250

Lodging: Dogwood Lodge: 13 Units / Rooms

Notes: Teachers will act as Chalk Leaders.
The number of attendees will determine the number of dorm rooms opened for event.

Pro-rated cost of \$200 per student due to early departure.
Guaranteed Minimum # of Participants: 250
Expected # of Participants: 250

RESERVATION SUMMARY

Item	Quantity	Unit Price	Total Price
Outdoor Education Package (Outdoor Education Package - 30/60)	1	\$46,000.00	\$46,000.00
Activities (11/5/18 - 11/9/18)	4	\$225.00	\$900.00
Resale (God Chg Duty Rental)	1	\$100.00	\$100.00
Subtotal for Facilities			\$47,000.00
Subtotal for Activities			\$1,000.00
Subtotal for Resale			\$100.00
			\$48,100.00

Total Charges \$48,100.00
Estimated Balance Due \$48,100.00

- IMPORTANT: DUE TO HGRC NO LATER THAN THIRTY (30) DAYS PRIOR TO ARRIVAL**
- The schedule for activities facilitated by HGRC needs to be finalized with Heartland.
 - Any additions to your contract - meals (not final counts), but additional meals you wish to schedule for your group, snacks, meeting rooms, activities, accommodations. Additions must be approved by Guest Services and will be based on availability at time of request.
- IMPORTANT: DUE TO HGRC NO LATER THAN FOURTEEN (14) DAYS PRIOR TO ARRIVAL** (if not received on time, a \$50.00 late fee will apply)
- Final count for meals
 - Final count for lodging
 - Final count by gender (if applicable)
 - Setup outside (equipment, formal, etc.)
 - Schedule of events
- DEPOSIT INFORMATION**
Your deposit of \$9,200.00 is due to the Heartland Office by Saturday, November 28, 2017.
Your non-refundable deposit (20% of the Total Projected Cost) will apply to the total balance due for your event. Your reserved date will be confirmed ONLY if the required deposit is returned to Heartland on or before 11/28/2017 12:00:00AM with a copy of your signed contract. If your signed contract and deposit are not received by this date, Heartland is free to negotiate with another group for the same dates.
- EVENT PAYMENT INFORMATION**
- Payment in full based on final counts provided to Heartland 14 days prior to arrival will be required upon check-in on arrival day.
 - An invoice for incidental and additional charges will be sent post event for the final balance.
 - While we prefer payment by check, if you are planning to pay by credit card, for security reasons please do not e-mail a photo of your credit card data to Heartland. Instead, call Heartland's Guest Services or the Accounting Department to pay by phone.

- CHANGECANCELLATION POLICY**
As a Christian organization, Heartland Conference Retreat Center abides by the scripture contained in "Let your Yes be Yes and your No be No" James 5:12. We respect the work of our fellow Christians and expect them to honor the written commitments made to us. If a change in or cancellation of your event does become necessary, notice must be sent to Heartland Conference Retreat Center in writing by the Guest Group contact or the contact agency. The written notification of the change or cancellation must be accompanied by the fee as listed below:
- If the event is cancelled for any reason after the contract is signed, the Guest Group agrees to forfeit the deposit as a cancellation fee.
 - If the event is changed or cancelled for any reason within 6 months-31 days of the event, the Guest Group agrees to pay 35% of the outstanding balance of the contract or the difference due to the change (if the change results in a dollar amount less than the guaranteed minimum).
 - If the event is changed or cancelled for any reason within 90-31 days of the event, the Guest Group agrees to pay 60% of the outstanding balance of the contract or the difference due to the change (if the change results in a dollar amount less than the guaranteed minimum).
 - If the event is changed or cancelled within 30 days of the event date, the Guest Group agrees to pay 100% of the outstanding balance of the contract or the difference due to the change (if the change results in a dollar amount less than the guaranteed minimum).

- GUARANTEED MINIMUM PARTICIPANTS AND FINAL COUNTS**
- A final count for meals and lodging will be due to Heartland's Guest Services 14 days in advance of your event.
 - If the number is less than the guaranteed minimum as stated on your User Agreement, you are still obligated to pay the full dollar amount stated in the agreement.
 - If the final reported count exceeds the guaranteed minimum originally established, the higher figure will be used to calculate the charges for your event.

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POLICIES

- We agree to respect the beliefs of Heartland CRC and the Assemblies of God denomination as set forth in their Tenets of Faith... The Bible is the inspired and only infallible and authoritative written Word of God... There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit...

CONTRACT SIGNATORIES

- All event contracts for churches and organizations must have two signatures: 1) event contact person; 2) lead pastor, church treasurer or organization CEO or treasurer... The second signer is to receive copies of all communications from Heartland regarding the event.

As an individual authorized by the Guest Group named in the contract and acting on the Guest Group's behalf, I have read, understand and agree to honor the conditions and commitments herein. I understand that this contract will remain tentative, subject to cancellation, until the signed contract and required deposit are received by Heartland Conference Retreat Center.

Signature: _____ Date: _____
Event Coordinator
Signature: _____ Date: _____
Lead Pastor, Church Treasurer or Organization CEO or Treasurer TMS

Please keep one copy of this contract for your records and sign the other copy indicating you have read and understand the information. Return it along with your deposit within 14 days after receiving it.

Questions? Please call Heartland's Guest Services at 740.747.0220, ext. 100.

Rental Contract Addendum A
Bowling Green School District, 2018 November 6th Grade OES

HOLD HARMLESS RELEASE
RENTAL OF FACILITIES AND RELEASE OF LIABILITY

The undersigned Lessee in consideration of the rental of the recreation facilities and equipment of Heartland CRC, Lessor, releases the Lessor of liability from or arising out of the use of the leased premises, included but not limited to, swimming pool activities, other water activities, indoor and outdoor sports, basketball, volleyball, football, baseball/softball, walking/hiking trails, ropes courses, archery, showers and bath equipment in connection therewith.

Lessee, and members of Lessee's group, shall be permitted to use such recreational facilities and equipment at each person's own risk, with the knowledge, understanding and agreement that the Lessor shall be exempt from liability from injuries to any person or property on or about such recreational facilities and the Lessee, and members of the Lessee's group, hereby release the Lessor from any and all liability for damages which may be sustained or incurred by Lessee or members of Lessee's group, resulting from use of such recreational facilities or equipment on or about the leased premises. The Lessee, or members of Lessee's group, further hereby agree not to file a lawsuit against the Lessor at any time for or on account of any claim for personal injuries, death or property loss, arising or resulting from use of any such recreational facility or equipment on or about the leased premises.

The Lessee agrees to be responsible for any and all damages caused by any member of the group under supervision of such Lessee. The Lessee shall be required to notify Lessor three weeks before use of the swimming pool so provision can be made for Certified Life Guards, as the pool cannot be used otherwise. The Lessor is not required to provide supervision for any facilities, equipment, or recreational activities (except those requiring certified instructors), engaged in or used by the Lessee, or members of Lessee's group, and the Lessee hereby agrees to provide its own supervision for the group under the control of the Lessee.

The undersigned Lessee will use the premises for the event of 2018 November 6th Grade OES, and will use the premises for this event between Monday, November 5, 2018 and Friday, November 9, 2018.

Date Initials

Rental Contract Addendum B
Bowling Green School District, 2018 November 5th Grade OES

STATEMENT OF MEDICAL COVERAGE
HEARTLAND CONFERENCE RETREAT CENTER

We understand that Heartland Conference Retreat Center does not provide medical staff or medical coverage for guests or groups utilizing this facility. This includes treatment for all general illnesses; accidents that may be considered the fault of Heartland Conference Retreat Center, or accidents incurred while participating in a scheduled group activity.

We also understand that Heartland Conference Retreat Center strongly advises that:

- a. Group assigns a responsible person to be in charge of first aid treatment and medical emergencies.
b. Group is responsible to provide its own first aid supplies, and arrange for emergency medical transportation if needed for any group members.
c. Group leader obtain group insurance through your organization and/or evidence of personal insurance from participants.

Date Initials

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Rental Contract Addendum C
Bowling Green School District, 2018 November 6th Grade OES

RULES FOR RENTAL GROUPS

Standard Check-in time: 3:00 p.m. **Check-out time:** 11:00 a.m. (Please have rooms vacated by this time.)

(Groups checking in with us before 3 p.m. or depart after 11 a.m. need to make arrangements in advance with Guest Services.)

Thank you for keeping Heartland Conference Retreat Center a smoke and alcohol free environment across the entire grounds of 340 acres.

Our desire is that your event is safe, secure and fulfilling. In order to accomplish this, please be aware of the following:

- Please park in designated marked parking areas. Please do not block the handicap accessible ramps located at the entrances to the Oakwood Center, Synanon, Maple and Dogwood Lodges.
- If you anticipate the use of a lift system in any building, advanced permission is required. Due to the sensitivity of Heartland's fire suppression system, no candles, pyrotechnics, stink or fog machines are permitted.
- Cooking of meals is not permitted in any building on Heartland property, with the exception of the Davidson Cabin. Due to **Fire & Safety Codes**, electrical appliances such as crock-pots, toasters, griddles, electric skillets, etc. are not permitted in any building at Heartland.
- Because Heartland is a commercial facility, public health codes require that all snacks brought in by groups are to be commercially prepared, prepackaged and ready-to-eat. Hand groups are not permitted to prepare and serve foods at Heartland or serve foods prepared at home (including baked goods) prior to arrival at Heartland.
- Red, purple or orange beverages are not permitted in any of the buildings, due to the possibility of staining.
- For your safety, guests must wear footwear at all times while on the grounds, inside and outside.
- ATV, 4 wheelers, Golf Carts, Skateboards and other forms of recreational transportation are permitted only by special permission. Contact Guest Services for details. Motorcycles are allowed only as primary transportation to and from Heartland property. The speed limit is 15 mph throughout Heartland property.
- The High and Low Challenge Courses are for use only with certified instructors from Heartland Conference Retreat Center. For safety reasons, unauthorized use may result in disbarment from the grounds.
- Pets are welcome in the RV Park; however, they are not permitted on other parts of the property. Pet owners are completely responsible for the safety and safe keeping of their animals. Pets must be leashed and confined to the individual RV site and confined in a canopy while pet owners are away. If pets exhibit aggressive behavior, excessive noise-making, or are inappropriately cared for, the owners will be addressed and appropriate action shall be taken. If you have a "leash dog", please contact the Heartland staff for more information.
- Changes will be assessed for any damages incurred during a retreat. Proper care of equipment, rooms, and facilities is extremely important. The use of tape, push pins, etc. is prohibited for affixing items to walls, doors, ceiling, etc. If you have items to post or hang, please consult with Heartland Guest Services.
- Use of sports balls inside buildings will result in fines and/or damage fees.
- "Smoking In-Room" infractions: A \$200 cleaning charge shall be assessed per room.
- For safety reasons, exceptions are permitted in designated areas only. Please contact Heartland Guest Services prior to your event to request a complete. We will provide firewood and a "mud-ready fire" for a fee of \$20.00.
- Please check in event, the dining room and assembly areas for bookings prior to checkout time. Any items found will be held for pick up for 3 days. Meal items can be shipped with a pre-paid fee.
- Heartland Conference Retreat Center Dress Code:
Guests are to be dressed modestly at all times. While comfort is important, all shorts, pants, skirts, and dresses are to be "size" appropriate with no objectionable or suggestive slogans, slogans, or revealing styles.
- Pool Rules and Regulations: (for full details see Pool Rules)
Modest swimwear is required by anyone using the pool area. A cover-up or beach towel is to be worn to and from the pool area.
Diving Area - Only those individuals who pass the swimming test and have a valid wristband are permitted in the diving area.

I HAVE READ AND UNDERSTAND THESE RULES AND WILL COMMUNICATE AND ENFORCE THESE RULES TO ALL THE MEMBERS OF MY GROUP.

Date _____ Initials _____

Rental Contract Addendum D
Bowling Green School District, 2018 November 6th Grade OES
**ADDENDUM FOR YOUTH GROUPS
RENTING HEARTLAND CRC FACILITIES**

The following policies apply to all Youth Groups holding retreats at Heartland Conference Retreat Center and are considered a part of the Rental contract. No contract for Youth Groups will be accepted without the receipt of this Addendum signed by the Group Leader.

1. Adequate adult leadership will accompany all youth groups at a ratio of at least one adult per 10 young people. Criteria for adult leaders are as follows:
 - A. Knows when to say "NO" or to correct behavior.
 - B. Can enforce his/her word.
2. Adult leaders will closely and actively supervise the behavior of their charges. There will normally be other groups in camp while you are here. These other groups have a right to expect peace and quiet late at night, a pleasant atmosphere in the dining hall, and a trash-free environment; therefore, we will not tolerate disrespect for other people's rights through bad behavior.
3. Adult leaders are responsible for ensuring that property is neither destroyed nor defaced. It is not enough to be willing to pay for damages caused by young, but as a Christian organization, we expect your young people to accept the responsibility of respecting not only people, but property. Thus, we hold you responsible for ensuring that vandalism does not happen.
4. Adult leaders are responsible for the safety of their youth groups. Adults are required to sleep in the cabin with their group, to supervise them in recreation, to make certain that they are not in areas where they should not be or roaming the grounds late at night.

WE AGREE THAT WE WILL CLOSELY AND ADEQUATELY SUPERVISE OUR YOUNG PEOPLE, PROVIDING BOTH ENOUGH ADULT LEADERSHIP AND MATURE ENOUGH LEADERSHIP TO ENSURE A SUCCESSFUL RETREAT FOR OUR GROUP. A PLEASANT STAY FOR OTHER GUESTS, AND THE ABSENCE OF VANDALISM FOR THE CAMP. WE UNDERSTAND THAT IF WE DO NOT ADEQUATELY SUPERVISE OUR YOUNG PEOPLE, WE MAY BE ASKED TO LEAVE THE PREMISES, BUT WILL STILL BE CHARGED THE FULL FEE FOR WHICH WE HAVE CONTRACTED. IN ADDITION, WE AGREE TO PAY PROMPTLY FOR ANY DAMAGES THAT MAY BE CAUSED BY OUR GROUP.

Date _____ Initials _____

Roll Call: Ayes: Scholl, Stewart, Walker, Carr, Clifford
Nays: None Motion carried.

10896 It was moved by Scholl, seconded by Stewart to award merit pay in the amount of 2.25% to Francis Scruel for contract year ending July 31, 2017.

Roll Call: Ayes: Stewart, Walker, Carr, Clifford, Scholl
Nays: None Motion carried.