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**McDONALD LOCAL BOARD OF EDUCATION
SPECIAL MEETING
FRIDAY, AUGUST 19, 2016 – 7:00 A.M.
M.H.S. LIBRARY
MCDONALD, OHIO 44437**

The McDonald Local Board of Education held a Special Meeting on Friday, August 19, 2016, in the library, at McDonald High School, 600 Iowa Avenue, McDonald, Ohio 44437.

The Special Meeting was called to order at 7:08 a.m. by President Kevin O'Connell. Treasurer William Johnson called the roll.

Roll Call:

Members Present: Thomas Hannon, Kevin O'Connell, Catherine Harvey,
Jody Klase, John Saganich

"Notice of this meeting was given in accordance with the provisions of Section 1.450 of the O.R.C. and the Ohio Administrative Procedures Act."

Pledge of Allegiance

Res. 16-197 Approve agenda for Special Meeting of 8-19-16

Mrs. Harvey moved and Mrs. Klase seconded
Yeas: Harvey, Klase, Hannon, Saganich, O'Connell
Nays: None
President declared motion carried

New Business:

A. Personnel Committee – John Saganich, Chairperson

Res. 16-198 MEA BARGAINING AGREEMENT

Resolution to approve the negotiated bargaining agreement between The McDonald Local Board of Education and The McDonald Education Association, (MEA), for a period of three (3) years, from September 1, 2016 through August 31, 2019.

Upon the recommendation of the district superintendent I call for a motion to approve the above resolution.

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Mr. Saganich moved and Mrs. Harvey seconded

Yeas: Saganich, Harvey, Hannon, Klase, O'Connell

Nays: None

President declared motion carried

Res. 16-199 TREASURER'S CONTRACT

Resolution to approve a two (2) year contract, from August 1, 2016 through July 31, 2018, for William A. Johnson, as treasurer for the McDonald Local School District. (See Exhibit A).

Upon the recommendation of the district superintendent I call for a motion to approve the above resolution.

Mr. Saganich moved and Mrs. Harvey seconded

Yeas: Saganich, Harvey, Hannon, Klase, O'Connell

Nays: None

President declared motion carried

Res. 16-200 SUBSTITUTES – 2016-2017

Resolution to hire the following substitute for the following position, for the 2016-2017 school year:

Substitute Bus Driver Shelly Maggiano

Upon the recommendation of the district superintendent I move to approve the above contract.

Mr. Saganich moved and Mrs. Harvey seconded

Yeas: Saganich, Harvey, Hannon, Klase, O'Connell

Nays: None

President declared motion carried

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Res. 16-201 ADJOURNMENT

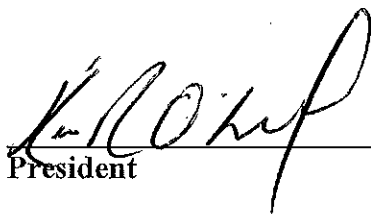
Mrs. Harvey moved and Mrs. Klase seconded to adjourn the Special Meeting at 7:20 a.m.

Yeas: Harvey, Klase, Hannon, Saganich, O'Connell

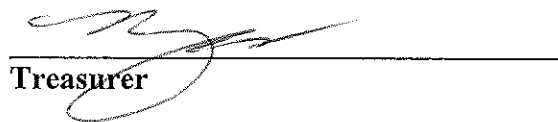
Nays: None

President declared motion carried

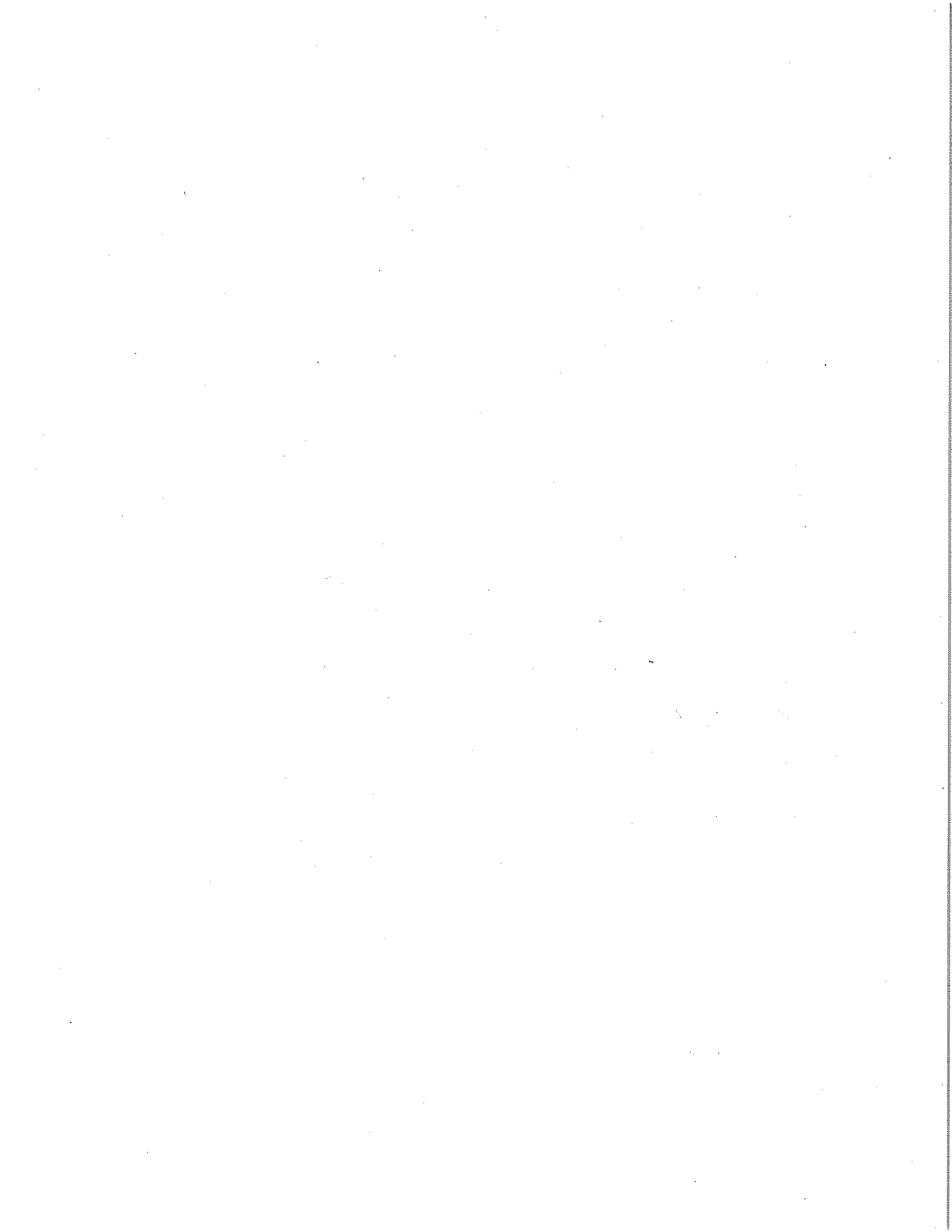
ATTEST:



President



Treasurer



**MCDONALD LOCAL BOARD OF EDUCATION
TREASURER'S CONTRACT**

This employment contract is entered into effective as of August 1, 2016, by and between the McDonald Board of Education, hereinafter called the Board, and William A. Johnson, hereinafter called the Treasurer. The Board and the Treasurer for the consideration herein specified, agree as follows:

TERM OF CONTRACT

The Board, in accordance with its action as found in the minutes of its meeting held on August 19, 2016, hereby employs, and William A. Johnson hereby accepts employment as Treasurer for a period of 2 years commencing August 1, 2016 and ending July 31, 2018.

PROFESSIONAL CERTIFICATION

The Treasurer shall maintain and furnish to the Board evidence of his maintaining, throughout the term of this contract, valid credentials to act as Treasurer of the McDonald Local School District (the "District") in accordance with the laws of the State of Ohio.

DUTIES

The Treasurer shall perform the duties specified in the laws of the State of Ohio, Board policy, and as set forth in the Job Description for the Treasurer as adopted by the Board, as it may be amended from time to time during the term of this contract. Such Job Description, as so amended, is hereby incorporated in this contract by reference as if fully restated herein (see Job Description attached.)

OUTSIDE ACTIVITIES

The Treasurer shall devote his time, attention and energy to the business of the District. The Treasurer, however, may engage in teaching, lecturing, writing, consulting, testifying, serving on education-related committees, or serving as a mediator or referee in education-related matters, as long as such activities do not require more than ten (10) days of regular work time during any calendar year. Such activities by the Treasurer, because they serve to broaden the Superintendent's knowledge and experience, and to enhance his effectiveness in his position, are hereby determined by the Board to be of material value to the District and to serve a public purpose.

Additional days for outside activities may be granted upon the approval of the Board. The Treasurer shall bear all expenses associated with his involvement with any of the outside activities described above. Any compensation received for such outside activities shall be retained by the Treasurer and shall not reduce the compensation of the Treasurer pursuant to this contract.

It is understood by the parties that no activities performed by the Treasurer as outside activities pursuant to this section shall be activities that the Treasurer is required to perform as part of his duties as Treasurer. The Treasurer shall be responsible for making any financial disclosure reports required by law relating to outside activities.

DAYS TO BE WORKED

The Treasurer shall devote his energies to the duties specified herein for the equivalent of 160 days per year to perform the duties specified in the Job Description. These duties will generally be performed during normal business hours, but it is expressly understood and agreed that the duties of this position will require the Treasurer to work during times other than regular board office hours and occasionally in off-site locations. Notwithstanding the foregoing, if deemed necessary or appropriate by the Board, the Treasurer agrees to work up to an additional fifteen (15) days during the term of this contract at the then-applicable agreed upon per diem rate set forth herein.

COMPENSATION

During the period commencing August 1, 2016 through July 31, 2017, the Board shall pay the Treasurer at an annual rate of \$55,000. During the period commencing August 1, 2017 through July 31, 2018, the Board shall pay the Treasurer at an annual rate of \$60,000. During the term of this contract, the Treasurer shall be paid in equal installments in accordance with Board policy. The Board may increase the salary of the Treasurer during the term of the contract, but in no event shall the salary be reduced, except as provided by law. If an adjustment in salary is made during the term of the contract, all other provisions of this contract, including its termination date, shall remain as stated herein.

PROFESSIONAL GROWTH

The Treasurer shall be encouraged to attend professional meetings at the local, state, and national levels, and the actual and necessary expenses of said attendance to be paid by the Board in accordance with Board policy. The Treasurer is encouraged to join and participate in professional organizations, with membership dues for OASBO to be paid by the Board.

EXPENSES

The Board shall reimburse the Treasurer for all actual and necessary travel and other expenses required in the performance of the official duties during the employment under this contract subject to such limitations as provided by law and by Board policy with mileage at federal rates. In addition, during the term of this contract, the District shall reimburse the Treasurer reasonable tuition and expenses associated with the renewal of the Treasurer's license actually incurred by the Treasurer in an amount not to exceed \$2,000.00.

EVALUATION

The Board shall evaluate the Treasurer by September of each year in accordance with the Board adopted Evaluation Procedure. In the event that such evaluation shall be less than overall determined satisfactory, the Treasurer will be notified in writing and a conference held in executive session with the Board. The Treasurer shall be given a full and complete opportunity to correct and improve upon such deficiencies, as such event exits.

CONTRACT TERMINATION

The employment contract may be terminated by (a) mutual agreement of the parties, (b) disability, or death of the Treasurer, (c) termination by a vote of not less than 2/3 of the entire Board for good and just cause as provided in R.C. 3313.22; or (d) for failure of the Treasurer to maintain a valid license.

SAVINGS CLAUSE

If any portion of this contract is deemed to be illegal due to conflict with state or federal law, the remainder of the contract shall remain in force and effect.

Board President

Date

Treasurer

Date

TREASURER'S CONTRACT

BENEFITS:

Health Insurance: 100% Board Paid
Dental Insurance: 100% Board Paid
Vision Insurance: 100% Board Paid
Life Insurance: \$50,000 Board Paid

VACATION: None.

HOLIDAYS: None.

SICK/PERSONAL LEAVE: Sick Leave will accumulate at the rate of 1.25 days per month, with a maximum accumulation of 45 days.

PERSONAL DAYS: There will be 2 personal days allowed per year.

LIABILITY INSURANCE: 100% Board Paid

SERS: 14% Board Paid

SERS: Employee Pick-Up 100% Board Coverage

PROFESSIONAL DUES: 100% Board Paid

LAPTOP COMPUTER/DATA CONNECTION: The Board will provide the Treasurer with use of a laptop or tablet computer with the same software as maintained on the Treasurer's office computer and wireless "hotspot" hardware; provided that the cost of the computer, software and wireless hardware will not exceed \$1,200.00. The computer, software and wireless hardware shall at all times remain the property of the Board, shall be used only for the performance of the Treasurer's obligations pursuant to the contract and shall be returned to the Board promptly upon the expiration or termination of the contract. In addition, the Board shall pay the monthly wireless access charges at a rate not to exceed \$60.00 per month.

CELL PHONE: Board-paid cell phone will be provided for business purposes as defined in the Board Policy Manual.

McDonald Board of Education

Position: Treasurer

Reports to: Board of Education

Employment Status: Regular/Full-time

FLSA Status: Exempt

Description: Serve as the District's chief fiscal officer; assume responsibility for the receipt, safekeeping and disbursement of all District funds; and direct and manage all financial accounting programs and systems

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Serve as Treasurer for all District funds
Responsible for the receipts, safekeeping, and disbursement of all District funds
- Supervise the collection, safekeeping, and distribution of all funds
- Receive all moneys belonging to the District
- Pay out moneys on written order of designated official(s) of the Board
- Responsible for the preparation of warrants, recording of all disbursements and maintaining accurate records of all disbursement of District funds
- Serve as the chief fiscal officer
- Prepare and analyze all financial statements
- Prepare and submit a monthly financial accounting (as the Board may request or require) of all District funds (assets)
- Furnish appropriate fiscal certificates as required by Ohio law
- Direct and manage all financial accounting programs and systems
- Set up and maintain an accounting system including the establishment and supervision of internal accounting controls (including data processing) adequate to record in detail all financial transactions
- Responsible for the maintenance of a complete and systematic set of financial records in accordance with state statutes and procedures prescribed by the auditor of state of all financial transactions
- Act as general accountant of the Board and preserve all accounts, vouchers and contracts relating to the District; account for the receipt and disbursement of cash and provide for the safety of records maintained for the maximum period specified by Ohio law and/or Board policy
- Prepare payrolls, including deductions; prepare and maintain all necessary records of earnings and deductions and similar personnel payment records; responsible for reports and warrants to proper agencies covering deductions
- Assist with budget development and long-range planning
- Cooperate with the Superintendent and Business Manager in the projection of revenue and expenditures in preparing and implementing the appropriation resolution (budget) and spending plan of the Board

- Act as secretary of the Board
- Attend all meetings of the Board (unless properly excused by the Board)
- Record Board proceedings in the minutes and attest president's signature after Board approval; open, read and enter all bids in the minutes
- Execute conveyances of the Board
- Serve as a member of the District's records commission (together with the Superintendent and Board President)
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., personnel information and payroll records
- Interact in a positive manner with staff, students and parents
- Promote good public relations
- Attend meetings and in-services as required

Other Duties and Responsibilities:

- Serve as spokesperson on fiscal matters
- Make all reports which are the result of the accounting function
- Make a full and complete itemized report of the finances of the District at the close of each fiscal year
- Provide necessary financial information in a timely manner to the Board, administration and agencies of the state and U.S. governments
- Prepare reports to the proper staff officials concerning the status of their budgetary accounts to guard against the overspending of any appropriated account
- Recommend new accounting methods as necessary and/or desirable
- Responsible for the detailed recording of all school financial transactions in appropriate journals and subsidiary ledgers
- Supervise the preparation of studies establishing, appraising and/or improving financial procedures and internal controls
- Cooperate with the Superintendent and Business Manager in preparing prospectus for bond sales
- Act as an integral part of the Board's negotiating teams; assist the Business Manager in preparing cost estimates relative to Board proposals to ascertain whether they are within the limits of budgetary restraints; estimate the costs associated with proposals presented to the Board by bargaining units; work closely with the other members of the bargaining team to develop negotiating strategy and to implement the economic portions of ratified contracts according to agreed-upon terms
- Work closely and cooperatively with auditors
- Compile and preserve all official records and reports of the Board
- Notify board of elections of changes in District boundaries
- Accept summons served on the board of elections
- Conduct auctions of Board real and personal property
- Supervise the mailing or delivering of meeting agendas and meeting minutes to Board members
- Respond to routine questions and requests in an appropriate manner
- Serve as a role model for students
- Perform other duties as assigned by the Board of Education

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Five to ten years related experience
- Appropriate State of Ohio certification/license
- Such alternatives to the above qualifications as the Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Knowledge of accounting software and spreadsheet software
- Ability to research, comprehend and interpret applicable laws
- Knowledge of accounting principles and financial statements
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Knowledge and training in government and revenue accounting
- Records management skills
- Experience in payroll and accounts payable procedures
- Knowledge and experience with health care benefits administration
- Ability to supervise and direct employees
- Knowledge and experience with District investments

Equipment Operated:

- Various office machines
- Computer/printer
- Copy machine
- Fax machine
- Shredder

Additional Working Conditions:

- Occasional requirement to travel, both daily and overnight
- Occasional weekend/evening/summer work
- Occasional operation of a vehicle in inclement weather conditions
- Occasionally lift, carry, push, and pull various items up to a maximum of 25 pounds, e.g., paper boxes, deliveries of supplies and equipment
- Frequent repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop
- Occasional interaction among unruly children
- Occasional exposure to blood, bodily fluids and tissue

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Board President

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Treasurer

Date