

RECORD OF PROCEEDINGS

Minutes of Oak Hill Union Local Board of Education Meeting

Held December 13, 2023

Aaron Michael, President, called the meeting to order on December 13, 2023 at 4:32 p.m. The meeting was held at the Oak Hill High School Library, 5063 State Route 93, Oak Hill, OH.

Upon call of the roll the following members answered as present: Regina Boggs, Mike French, Aaron Michael, and Paula Stewart. Joe Elcess absent.

085-23 Approve Minutes and Financial Reports

Mrs. Boggs made the motion to approve minutes and financial reports, investment report and bills paid for November, 2023. Mr. Michael made a second to the motion.

Roll Call Vote: 4 yea; 1 absent

Boggs yea Michael yea Elcess absent French yea Stewart yea

Mr. Michael thanked everyone in attendance.

Mr. Mantell recognized Mrs. Boggs for 16 years of service and Mr. Michael for 20 years of service. Thanked each for the dedication and service to the Oak Hill students, staff and community.

Superintendent's Report - discussed/informed the board of the following:

- Surveying and ground sampling has been completed for the shelter houses on each campus.*
- On Monday, 12/11, I had the opportunity to speak with our intro to teacher education class. We discussed school finance, district operations, and staff responsibilities.*
- Recently, our music department performed a band concert and choir concert. Both were successful and well attended.*
- OHE's Festival of Trees was held on Tuesday, November 21. It was a great success and one of our most profitable festivals.*
- Beginning in January 2024, we will be producing and posting videos (monthly) spotlighting our students, staff, and district.*

086-23 Approve New Business

Mr. French made the motion to approve the following item:

- A. Approve the plan for a District Technology Graduation Seal approval path for graduation based on ODE's requirements.

Mrs. Stewart made a second to the motion.

Roll Call Vote: 4 yea; 1 absent

French yea Stewart yea Boggs yea Elcess absent Michael yea

087-23 Approve Personnel

Mrs. Boggs made the motion to approve the following personnel:

- A. Approved the following substitutes for the 2023-2024 pending all certifications.

Teacher: Kayleigh Osborne

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B. Accepted the following resignations.

- Jessica Wyckoff (Effective December 11, 2023)

Mr. Michael made a second to the motion.

Roll Call Vote: 4 yea; 1 absent

Boggs yea Michael yea Elcess absent French yea Stewart yea

088-23 Field Trips/Professional Meetings

Mr. French made the motion to approve the following field trip/professional meetings:

A. Approve the following requests for professional meeting and travel.

- Rileigh Swingle – RESA Work Day at SCOEC (December 11, 2023)
- Tori Canter – RESA Work Day at SCOEC (December 11, 2023)

Mrs. Boggs made a second to the motion.

Roll Call Vote: 4 yea; 1 absent

French yea Boggs yea Elcess absent Stewart yea Michael yea

089-23 Approve Financials

Mr. Michael made the motion to approve the following financial items:

A. Approve the 2023-2024 Amended Appropriations and Estimated Resources.

B. Approve the payment of accrued unused vacation leave per board policy 6530:

- Joe Stewart - 10 days

C. Approve the selection of the contractor for the door and wall projects and authorizing an agreement with the selected contractor. Resolution as follows:

APPROVING THE SELECTION OF CONTRACTOR FOR THE DOOR AND WALL PROJECTS AND AUTHORIZING AN AGREEMENT WITH THE SELECTED CONTRACTOR

The Superintendent and Treasurer recommend approval of the selection of Geiger Brothers, Inc. (the "Contractor") as the proposer that submitted the proposal in the best interest of the Oak Hill Union Local School District Board of Education (the "Board") for the Door and Wall Projects. The Superintendent and the Treasurer request authority to negotiate and enter into an agreement with the Contractor for the Door and Wall Projects.

Background:

- 1. The District has identified a need to improve the restrooms at the Preschool (the "Restroom Project"), add a door at the Elementary School (the "Door Project"), and add a wall at the Middle/High School (the "Wall Project") (collectively, the "Projects").*
- 2. The District requires the services of a contractor to supply the materials and to provide the services necessary to perform the Projects.*
- 3. The Projects will be funded in whole or in part with federal ESSER grant funding.*
- 4. Ohio Revised Code 3313.46 requires competitive bidding when a board of education determines to build, repair, enlarge, improve, or demolish any school building, the cost of which will exceed \$50,000.00.*

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5. The sum of the initial estimates of the Projects was less than \$50,000.
6. Based on the initial estimates, a request for proposals was prepared, in lieu of statutory bidding, that requested a single proposed price for the Projects to garner more interest with contractors and to possibly yield lower, more competitive pricing. The request for proposals utilized the name District Improvements Project to reference the combination of the Restroom, Door, and Wall Projects.
7. A competitive proposal process complies the federal Uniform Guidance 2 C.F.R § 200.320(a)(2).
8. Prior to the proposal submission deadline, proposers informed the District that their proposed price would be greater than \$50,000 for the Projects, i.e. the District Improvements Project.
9. Knowing that the combined pricing for the Projects would likely be greater than \$50,000, the District decided to postpone the Restroom Project and intends to procure a contractor for the Restroom Project via statutory bidding at a later date.
10. The District received 2 proposals in response to the request for proposals that provided proposed pricing for the Door and Wall Projects, which, based on his procurement experience, the Superintendent finds to be an adequate number of qualified sources.
11. After reviewing the proposals, the Superintendent and the Treasurer selected the proposal submitted by the Contractor as the proposal that is in the best interest of the Board for the Door and Wall Projects.
12. The Superintendent and the Treasurer recommend approving the selection of the Contractor as the proposer that submitted the proposal that is in the best interest of the Board for the Door and Wall Projects and that the Board find that the District received price quotations from an adequate number of qualified sources.
13. The Superintendent and the Treasurer request authority to negotiate an agreement with the Contractor for the Door and Wall Projects and to execute the agreement and any associated documents at the satisfactory conclusion of negotiations in an amount not to exceed \$27,663.00.
14. The Superintendent and the Treasurer further request authority to enter into change orders on behalf of the Board for the agreement for the Door and Wall Projects in an amount not to exceed 15% of the contract sum of the agreement. Change Orders in excess of that amount, individually or in the aggregate, will be brought to the Board of consideration.

The Oak Hill Union Local School District Board of Education resolves as follows:

1. The Board approves the selection of Contractor as the proposer that submitted the proposal in the best interest of the Board for the Door and Wall Projects and finds that price quotations were obtained from an adequate number of qualified sources.
2. The Board authorizes the Superintendent and Treasurer to work with other administrators and legal counsel to negotiate an agreement with the Contractor for the Door and Wall Projects, and to execute the agreement and associated documents at the satisfactory conclusion of negotiations in an amount not to exceed \$27,663.00 on behalf of the Board.
3. The Board further authorizes the Superintendent and the Treasurer to sign change orders on behalf of the Board for the agreement for the Door and Wall Projects in an amount not to exceed 15% of the Contract Sum of the agreement; should a change order exceed this amount individually or in the aggregate of change orders for the work, the change order will be brought to the Board for approval prior to the work associated with the change order being performed.

- D. Approve the selection of SHP as Design Professional and approving an agreement with SHP for the HVAC and outdoor classroom project. Resolution as follows:

SELECTING SHP AS DESIGN PROFESSIONAL AND APPROVING AN AGREEMENT WITH SHP FOR THE HVAC AND OUTDOOR CLASSROOMS PROJECT

The Superintendent and Treasurer recommends SHP (the "Design Professional") as the most qualified firm to serve as the design professional and to provide the design and related construction administration services for the HVAC and Outdoor Classrooms Project (the "Project") and the Superintendent and Treasurer requests authority to negotiate an agreement with the Design Professional for those services.

Rationale:

1. The Oak Hill Union Local School District Board of Education (the "Board") requires a design professional to provide the design and related construction administration services for the Project.
2. The Project will be funded in whole or in part with federal ESSER grant funding.
3. Sections 153.65 through .71 of the Ohio Revised Code prescribes a qualifications-based selection process, which is required to be followed by public entities when design professional services are needed. The federal Uniform Guidance 2 C.F.R § 200.320(b)(2)(iv) provides for an identical qualifications-based selection process for design professionals.

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4. In accordance with the statutory process and federal requirements, the Superintendent publicly advertised and issued a request for qualifications for design professional services and evaluated the statements of qualifications submitted by the professional design firms.
5. Following this evaluation, the District identified Design Professional to be most qualified to provide the required design professional services.
6. The Design Professional submitted a proposal to the District for the Project in the amount of \$131,832.00 after the District had ranked the respondents based on the submitted statements of qualifications and determined that the Design Professional was the most qualified.
7. The Superintendent and Treasurer recommend that the Board select the Design Professional as the firm most qualified to perform the design and related construction administration services for the Project.
8. The Superintendent and Treasurer also recommend approving an agreement with the Design Professional for the design and related construction administration services for the Project in an amount not to exceed \$131,832.00, and request authority be given to the Superintendent and the Treasurer to negotiate an agreement with the Design Professional for those services and to execute the agreement on the Board's behalf at the satisfactory conclusion of negotiations in an amount not to exceed \$131,832.00.

The Oak Hill Union Local School District Board of Education resolves as follows:

1. The Board selects Design Professional as the firm most qualified to perform the design and related construction administration services for the Project.
 2. The Board approves an agreement with Design Professional for the Project in an amount not to exceed \$131,832.00.
 3. The Board authorizes the Superintendent and Treasurer, working with other administrators and legal counsel, to negotiate an agreement with the Design Professional to perform the design and related construction administration services for the Project in an amount not to exceed \$131,832.00 and to execute the agreement and other related documents that may be necessary to fully execute the agreement at the satisfactory conclusion of negotiations on behalf of the Board.
- E. Approve the contracts with the Jackson County Board of Developmental Disabilities for educational services during the 2022-2023 and 2023-2024 school years.
- F. Approve OSBA annual membership dues for January – December, 2024 in the amount of \$5,368.
- G. Approve resolution to renew OSBA Legal Assistance Fund (January 1-December 31, 2024).

Whereas, the Oak Hill Board of Education wishes to support the efforts of other boards of education to obtain favorable judicial decisions and,

Whereas, the Ohio School Boards Association of Legal Assistance Fund has been established for this purpose,

Therefore, the Board hereby resolves to participate in the OSBA LAF for calendar year 2024 and authorizes the treasurer to pay the LAF \$250.

- H. Approve OSBA's 2024 Virtual Transportation Supervisor Program in the amount of \$250.00

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- I. Approve one year renewal for Intrado School Messenger in the amount of \$1,954.58

Effective 12/13/23-12/12/24
Unlimited Notification Service

- J. Approve the one year renewal with Apex Learning/Edmentum for digital curriculum in the amount of \$11,600.00

Effective 1/1/24 - 12/31/24
Unlimited Enrollments for all student's district wide

- K. Approve the following donations.

<u>To:</u>	<u>From:</u>	<u>Amount:</u>
Boys Basketball	Ryan Morgan	\$100.00
	Swann's Lawns, LLC	\$100.00
	Gift Card Raffles	\$500.00
	Doug and Linda Hale	\$41.00
	John Morgan	\$100.00
	Josie Howard	\$164.00
	Gary's Body Shop	\$100.00
	McDonald's Oak Hill	\$100.00
	Kelly Wiley Group	\$100.00
	Kali's	\$100.00
	JVC Metals	\$100.00
	Paul Hutchins	\$200.00
	Christopher French	\$25.00
	Big O Carryout	\$100.00

Mr. French made a second to the motion.

Roll Call Vote: 4 yea; 1 absent

Michael yea French yea Boggs yea Elcess absent Stewart yea

Communication:

- *Ms. Harrison thanked the both for their continued support to the district*
- *Mr. Mantell reiterated the dedication that these two have given to the district and the continuity that this board has given the district.*
- *Ms. Stewart thanked both Aaron and Regina for their service, friendship and dedication to the district, students, staff and community.*
- *Ms. Boggs stated that it has been a great 16 years!*
- *Mr. French echoed what Paula said. They have become family. Both are appreciated, and they will be missed.*

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- *Mr. Michael thanked everyone and started with the board members, administration, staff and community.*

090-23 Adjournment 4:54 p.m.

Mr. Michael made the motion to adjourn. Mrs. Boggs made a second to the motion.

Roll Call Vote: 4 yea; 1 absent

Michael yea Boggs yea Elcess absent French yea Stewart yea

The next scheduled meeting will be held on January 10, 2023 at 5:30 p.m.

President

Attest:

Treasurer