

**JEFFERSON TOWNSHIP LOCAL BOARD OF EDUCATION MINUTES**  
**ORGANIZATIONAL MEETING**  
**Monday, January 13, 2025**

The Jefferson Township Local School District Board of Education met for an Organizational meeting on Monday, January 13, 2025 at the Administration Office, 2625 South Union Road, Dayton, OH. The meeting was called to order at 6:00 p.m.

(Resolution #25.001) PRESIDENT PRO TEMPORE

Ms. Cooper moved and Ms. Babetto seconded the approval of appointing Shaunece Gillespie President Pro Tempore.

Roll call: Ms. Babetto, aye; Ms. Cooper, aye; Rev. Dargan, aye; Ms. Gillespie, aye; Ms. McDaniel, aye. Motion carried.

Roll Call:

Ms. Patricia Babetto, present; Ms. Michelle Cooper, present; Rev. Cuttino Dargan, present; Ms. Shaunece Gillespie, present; Ms. Renee McDaniel, present.

Five members present.

(Resolution #25.002) ADOPTION OF AGENDA

The adoption of the January 13, 2025 agenda was moved by Ms. Cooper and seconded by Ms. McDaniel.

Roll call: Ms. Babetto, aye; Ms. Cooper, aye; Rev. Dargan, aye; Ms. Gillespie, aye; Ms. McDaniel, aye. Motion carried.

(Resolution #25.003) APPROVAL OF MINUTES

The approval of the December 16, 2024 minutes was moved by Ms. McDaniel and seconded by Ms. Cooper.

Roll call: Ms. Babetto, aye; Ms. Cooper, aye; Rev. Dargan, aye; Ms. Gillespie, aye; Ms. McDaniel, aye. Motion carried.

BOARD MEMBER RECOMMENDATIONS:

(Resolution #25.004) ELECTION OF OFFICERS-PRESIDENT

Ms. Cooper moved and Rev. Dargan seconded the motion to approve Shaunece Gillespie as the 2025 President.

Roll call: Ms. Babetto, aye; Ms. Cooper, aye; Rev. Dargan, aye; Ms. Gillespie, aye; Ms. McDaniel, aye. Motion carried.

(Resolution #25.005) ELECTION OF OFFICERS-VICE PRESIDENT

Ms. Gillespie moved and Ms. Cooper seconded the motion to approve Renee McDaniel as the 2025 Vice President.

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President Gillespie made the following appointments:

- Parliamentarian - Ms. Cooper
- OSBA Legislative Liaison - Ms. Babetto
- OSBA Student Achievement Liaison - Rev. Dargan

Special Presentations:

- Superintendent Clifford presented each board member with a certificate from the Ohio School Boards Association (OSBA) for School Board Member Recognition Month
- Treasurer/CFO Jones presented the 2025 Levy Process Guide as well as the School District Income Tax Overview

(Resolution #25.006) RESOLUTIONS

Ms. Cooper moved and Ms. Babetto seconded the approval of the 2025 resolutions as follows:

➤ **Regular Meetings**

**BE IT RESOLVED**, by the Board of Education of the Jefferson Township Local School District, that the regular meetings for 2025 be held on the second Monday of each month at 6:00 p.m. at the Administration Office.

➤ **Authorize the Treasurer/CFO to Pay Warrants**

**BE IT RESOLVED**, by the Board of Education of the Jefferson Township Local School District, in accordance with Ohio Revised Code Section 3313.18, that the Treasurer/CFO of this Board be authorized to pay, without concurrent Board approval, warrants (bills) issued for payment of any claim from school funds if the expenditure for which such warrants are provided for in the annual appropriations and approved by the appropriate administrative authorities.

➤ **Waive Reading of the Minutes**

**BE IT RESOLVED**, by the Board of Education of the Jefferson Township Local School District, in accordance with Ohio Revised Code Section 3313.26, the reading of Board Minutes for approval be waived since the Minutes are distributed to Board Members in advance of the regular meetings.

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➤ **Establish Board Service Fund**

**BE IT RESOLVED**, by the Board of Education of the Jefferson Township Local School District, a majority of its full membership therein concurring, in accordance with Ohio Revised Code 3315.15, to provide for the setting aside from General Fund a sum not to exceed two dollars (\$2.00) for each child enrolled or twenty thousand dollars (\$20,000.00), whichever is greater, such sum of money to be known as the "Service Fund" to be used in paying the expense of members of the board actually incurred in the performance of their duties, or of their official representatives when sent out of the school district.

➤ **Authorize the Superintendent to Hire Applicants for Employment on an Emergency Basis**

**WHEREAS**, it is the normal procedure of the Jefferson Township Local School District for the Superintendent to recommend that the Board of Education vote to hire applicants for employment to the Board of Education and it is the duty of the Board of Education to vote to approve or disapprove each recommended applicant;

**WHEREAS**, because the Board of Education may only have one or two formal meetings per month, there are certain limited circumstances when an applicant for employment must be hired on an emergency or immediate basis prior to Board approval;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE JEFFERSON TOWNSHIP LOCAL SCHOOL DISTRICT:

Section 1. The Board of Education hereby authorizes the Superintendent of the Jefferson Township Local School District to hire an applicant for employment on an emergency basis prior to the approval by the Board of Education provided that such employment is approved at the next regular meeting of the Board of Education.

➤ **Retain Legal Counsel**

**BE IT RESOLVED**, by the Board of Education of the Jefferson Township Local School District, that the following law firm be retained on an as needed basis:

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Bricker Graydon  
312 North Patterson Boulevard, Suite 200  
Dayton, OH 45402

➤ **Approve Membership in the Ohio School Boards Association (OSBA)**

**BE IT RESOLVED**, by the Board of Education of the Jefferson Township Local School District, to approve membership in the Ohio School Boards Association (OSBA) for calendar year 2025.

➤ **Authorize Participation in Federal Grants**

**BE IT RESOLVED**, by the Board of Education of the Jefferson Township Local School District, to authorize the District to participate in Federal Grants, including but not limited to Title I, I-A, I-D, II-A, VI-B, and Early Childhood Special Education-IDEA and the Superintendent act as the authorized representative of the District in connection with these grants.

➤ **Designate the Treasurer/CFO as the Public Records Training Designee**

**BE IT RESOLVED**, by the Board of Education of the Jefferson Township Local School District, to designate the Treasurer/CFO as their public records training designee in accordance with ORC 109.43(B).

Roll call: Ms. Babetto, aye; Ms. Cooper, aye; Rev. Dargan, aye; Ms. Gillespie, aye; Ms. McDaniel, aye. Motion carried.

(Resolution #25.007) **APPROVAL OF RESOLUTION REQUESTING CERTIFICATION OF ALTERNATIVE TAX RATES**

Ms. McDaniel moved and Rev. Dargan seconded the approval of the following resolution:

**RESOLUTION REQUESTING CERTIFICATION  
OF ALTERNATIVE TAX RATES FOR AN INCOME TAX  
(Ohio Revised Code Section 5748.02)**

WHEREAS, Ohio Revised Code Section 5748.02 authorizes school districts to impose voter-approved income taxes upon their residents; and

WHEREAS, a resolution declaring the necessity to raise additional School District revenue must be passed and certified to the Tax Commissioner for the State of Ohio (the "Tax Commissioner")

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in order to permit the Board to consider the levy of an income tax and to preserve the right to submit the question of levying such an income tax to the electors of the School District at the election to be held on May 6, 2025;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Jefferson Township Local School District, Montgomery County, Ohio, a majority of all of the members thereof concurring, that:

Section 1. The Board determines that it is necessary to raise annually the additional sum of \$1,436,766 for the purpose of paying current expenses of the School District (the "Income Tax") for a continuing period of time.

Section 2. The income that shall be subject to the Income Tax is the earned income of individuals residing in the school district as defined in Ohio Revised Code Section 5748.01(E) (1) (b).

Section 3. The Treasurer is directed to promptly certify a copy of this Resolution to the Tax Commissioner, not later than January 24, 2025, together with a request that the Tax Commissioner determine and certify to the Board the property tax rate that would have had to be imposed by the School District in the current year to produce the amount of money set forth above and the income tax rate that would have had to have been in effect for the current year to produce the amount of money set forth above.

Section 4. It is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Ohio Revised Code Section 121.22.

Roll call: Ms. Babetto, aye; Ms. Cooper, aye; Rev. Dargan, aye; Ms. Gillespie, aye; Ms. McDaniel, aye. Motion carried.

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(Resolution #25.008) APPROVAL OF RESOLUTION OF NECESSITY-CURRENT EXPENSE PROPERTY TAX LEVY

Ms. Cooper moved and Rev. Dargan seconded the approval of the following resolution:

**RESOLUTION OF NECESSITY TO LEVY AN  
ADDITIONAL TAX IN EXCESS OF THE TEN-MILL LIMITATION  
(Ohio Revised Code Sections 5705.03 and 5705.21)**

WHEREAS, the amount of taxes which may be raised within the ten-mill limitation will be insufficient to provide an adequate amount for the necessary requirements of the School District; and

WHEREAS, a resolution declaring the necessity of levying an additional tax outside the ten-mill limitation must be passed and certified to the County Auditor of Montgomery County, Ohio (the "County Auditor") in order to permit the Board to consider the levy of such a tax, and must request that the County Auditor certify to the Board the current total taxable value of the School District, the estimated property tax revenue that will be produced by such additional tax based on such total taxable value, and the amount of the additional tax, expressed in dollars, for each \$100,000 of the "county auditor's appraised value" (as defined in Ohio Revised Code Section 5705.01(P));

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Jefferson Township Local School District, Montgomery County, Ohio, two-thirds of all of the members thereof concurring, that:

Section 1. It is necessary to levy an additional tax (the "Current Expense Levy") in excess of the ten-mill limitation for the purpose of paying the current expenses of the School District.

Section 2. As authorized by Ohio Revised Code Section 5705.21, the question of the Current Expense Levy shall be submitted to all of the electors in the entire territory of the School District at the election to be held on May 6, 2025. All of the territory of the School District is located in Montgomery County, Ohio.

Section 3. The Current Expense Levy shall be at a rate not exceeding 10.78 mills for each \$1 of taxable value upon the entire territory of the School District for a continuing period of time.

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Section 4. The Current Expense Levy shall include a levy upon the 2025 tax list and duplicate (commencing in 2025, first due in calendar year 2026), if approved by a majority of the electors voting thereon.

Section 5. The Treasurer of the Board is directed to promptly certify a copy of this Resolution to the County Auditor with instructions for the County Auditor to certify to the Board the current total taxable value of the School District, the estimated property tax revenue (rounded to the nearest \$1,000) that will be produced by the Current Expense Levy based on such taxable value, and the amount of the Current Expense Levy expressed in dollars (rounded to the nearest dollar) for each \$100,000 of the county auditor's appraised value.

Section 6. It is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Ohio Revised Code Section 121.22.

Roll call: Ms. Babetto, nay; Ms. Cooper, aye; Rev. Dargan, aye; Ms. Gillespie, aye; Ms. McDaniel, nay. Motion NOT carried.

(Resolution #25.009) APPROVE MEETING DATES

Ms. Cooper moved and Ms. Babetto seconded the approval of the following resolutions:

➤ **Approve Special Meeting to Consider Finances, Facilities and Operations**

**BE IT RESOLVED**, by the Board of Education of the Jefferson Township Local School District, a majority of its full membership therein concurring, that it approves a Special Meeting be held on Wednesday, January 22, 2025 at 6:00 p.m. at the Administration Office to consider finances, facilities and operations.

➤ **Approve Rescheduling the February 2025 Regular Meeting**

**BE IT RESOLVED**, by the Board of Education of the Jefferson Township Local School District, a majority of its full membership therein concurring, that it approves the Regular Meeting for February 2025 be rescheduled to Monday, February 24, 2025 at 6:00 p.m. at the Administration Office.

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Roll call: Ms. Babetto, aye; Ms. Cooper, aye; Rev. Dargan, aye; Ms. Gillespie, aye; Ms. McDaniel, aye. Motion carried.

(Resolution #25.010) TREASURER/CFO REPORT

The approval of the following Treasurer/CFO recommendations was moved by Ms. McDaniel and seconded by Rev. Dargan:

➤ **APPROVE FINANCIAL REPORTS**

"Be it resolved by the Board of Education of the Jefferson Township Local School District, a majority of its full membership therein concurring, that it approves, the December 2024 Financial Reports."

➤ **Approve Administrative Resignation**

"Be it resolved by the Board of Education of the Jefferson Township Local School District, a majority of its full membership therein concurring, that it approves, the following resignation:"

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Chuck Soule	Assistant Treasurer	12/31/2024

➤ **Approve Fiscal Support Services Agreement**

"Be it resolved by the Board of Education of the Jefferson Township Local School District, a majority of its full membership therein concurring, that it approves, the Fiscal Support Services Agreement for payroll and accounts payable services with Shared Resource Center for the period December 23, 2024 thru July 31, 2025."

➤ **Approve Resolution to Amend 403(b) Plan Document to Establish an Accumulated Leave Plan**

WHEREAS, Jefferson Township Local School District has established a retirement plan (the "Plan") under Section 403(b) of the Internal Revenue Code of 1986, as amended (the "Code");

WHEREAS, the Internal Revenue Service has issued final regulations under Section 403(b) of the Code that would, in relevant part, require the Jefferson Township Local School District to adopt a written plan to ensure compliance with Section 403(b) of the Code and the regulations thereunder;



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WHEREAS, effective January 1, 2009, Jefferson Township Local School District adopted the Jefferson Township Local School District Employer 403(b) Plan; and

WHEREAS, Jefferson Township Local School District desires to amend the Plan to establish an accumulated leave plan to enable the employer to make non-elective contributions to the Plan and to the extent permitted by products of investment providers under the Plan;

BE IT RESOLVED THAT: Effective January 13, 2025, the Board of Education of the Jefferson Township Local School District (the "Board") authorizes its Treasurer/CFO to establish an accumulated leave plan and allow the employer to make non-elective contributions to the Plan.

BE IT FURTHER RESOLVED THAT: The Plan document be amended and restated to reflect this accumulated leave plan feature.

➤ **Approve 2025-2028 META Internet Service Agreement**

"Be it resolved by the Board of Education of the Jefferson Township Local School District, a majority of its full membership therein concurring, that it approves, the internet service agreement with Metropolitan Educational Technology Association (META) for the period July 1, 2025 thru June 30, 2028."

Roll call: Ms. Babetto, aye; Ms. Cooper, aye; Rev. Dargan, aye; Ms. Gillespie, aye; Ms. McDaniel, aye. Motion carried.

**SUPERINTENDENT'S REPORT AND RECOMMENDATIONS:**

Superintendent Clifford presented the Strategic Plan-Alignment of Finances and Forecast.

(Resolution #25.011) **APPROVE ADDING ADDENDUM ITEMS TO THE AGENDA**

Ms. McDaniel moved and Ms. Babetto seconded the approval of adding addendum items to the agenda in accordance with board policy 0165.1 Regular Meetings.

Roll call: Ms. Babetto, aye; Ms. Cooper, aye; Rev. Dargan, aye; Ms. Gillespie, aye; Ms. McDaniel, aye. Motion carried.

(Resolution #25.012) **APPROVE SUPERINTENDENT RECOMMENDATIONS\***

Ms. McDaniel moved and Ms. Cooper seconded the approval of the following Superintendent recommendations:

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➤ **Approve Classified Staff Resignation for the 2024-2025 School Year\***

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Boyd, Jaelle	Paraprofessional	12/20/2024

➤ **Approve Classified Staff, One Year Contract, for the 2024-2025 School Year\***

<u>Name</u>	<u>Position</u>	<u>Degree/Step</u>
Helser, Olivia	One-on-One Assistant	6

➤ **Approve Non-Teaching Staff 15 Days of Extended Pay for 2024-2025 School Year**

<u>Name</u>	<u>Position</u>	<u>Degree/Step</u>
Jones, Julie	Counselor	Per Diem

➤ **Approve Supplemental Contracts for 2024-2025 School Year**

<u>Name</u>	<u>Position</u>	<u>Step/%</u>
Bradford, Tonya/ Brown, Charlotte	Elementary Student Council	0/4.73%

Roll call: Ms. Babetto, aye; Ms. Cooper, aye; Rev. Dargan, aye; Ms. Gillespie, aye; Ms. McDaniel, aye. Motion carried.

PUBLIC PARTICIPATION:

None.

(Resolution #25.013) ADJOURNMENT

It was moved by Ms. Cooper and seconded by Ms. McDaniel that the meeting be adjourned.

Roll call: Ms. Babetto, aye; Ms. Cooper, aye; Rev. Dargan, aye; Ms. Gillespie, aye; Ms. McDaniel, aye. Motion carried.

The Treasurer/CFO declared the meeting adjourned at 7:48 p.m.

  
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President

  
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Treasurer/CFO