

Held

April 21

20 14

The Board of Education of the East Holmes Local School District met in regular session at 6:00 p.m. on Monday, April 21, 2014, in the Central Office. Board President Thurman Mullet called the meeting to order.

ROLL CALL

PRESENT: Jeremy Kauffman, Kevin Mast, Thurman Mullet
 ABSENT: Eli Hochstetler, Vince Mullet

14-143**APPROVAL OF MINUTES**

Kevin Mast motioned to approve the minutes of the March 17, 2014, Regular meeting and the April 7, 2014, Special Meeting. Jeremy Kauffman seconded the motion.

YEAS: Jeremy Kauffman, Kevin Mast, Thurman Mullet
 NEAS: None
 ABSENT: Eli Hochstetler, Vince Mullet
 Motion carried.

14-144**APPROVAL OF AGENDA**

Items C & D were removed from the Treasurer's report. The modified Agenda for the meeting was approved with a motion from Kevin Mast. Jeremy Kaufman seconded the motion.

YEAS: Jeremy Kauffman, Kevin Mast, Thurman Mullet
 NEAS: None
 Motion carried.

STUDENT RECOGNITION**A. Hiland – WKLM Students of the Week:**

1. Tristen Troyer – March 24-28, 2014
2. Sarah Regan – March 31-April 4, 2014
3. Trey Hawkins – April 7-11, 2014
4. Brandi Schlabach – April 14-18, 2014
5. Amanda Yoder – April 21-25, 2014

14-145**TREASURER'S REPORT**

Kevin Mast motioned to approve the following items on the Treasurer's report. Jeremy Kauffman seconded the motion.

A. Approved the financial report and list of bills paid for March 2014 as submitted by the Treasurer.

B. Approved the Then & Now Purchase Orders as presented:

Vendor Name	PO Date	Invoice Date	Amount	Check #
Vincent Lighting	02/25/2014	02/17/2014	\$ 88.90	37644 (Increase PO)
Holmes Fire Security	02/25/2014	02/20/2014	109.95	37650
Automatic Fire Prot	02/17/2014	01/31/2014	685.00	37655
Verizon Wireless	02/28/2014	02/12/2014	390.00	37625
Barefoot Athletics	03/03/2014	02/18/2014	167.32	37735 (Increase PO)
Office Depot	02/27/2014	02/10/2014	172.31	37740 (Increase PO)
Stanton's Sheet Music	02/28/2014	02/27/2014	245.15	37760
Lifetouch	03/12/2014	03/06/2014	780.99	37765
Matt Johnson	03/01/2014	02/28/2014	328.83	37768
Stamp Fulfillment	03/13/2014	03/10/2014	11.55	37787 (Increase PO)
Young's Uniforms	03/13/2014	03/05/2014	360.00	37790
Dean's Backflow	03/10/2014	03/02/2014	200.00	37793
Wayne Door Sales	03/11/2014	03/05/2014	39.98	37794
GCS Service Inc	03/06/2014	03/05/2014	159.48	37796
Rex Pipe & Supply	02/17/2014	02/12/2014	283.40	37797

C. Approved to set the Blanket Purchase Order maximum at \$25,000.00.

YEAS: Jeremy Kauffman, Kevin Mast, Thurman Mullet
 NEAS: None
 Motion carried.

DAYTON LEGAL BLANK, INC., FORM NO. 10146

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20 14

CORRESPONDENCE/COMMUNICATIONS

- A. Hiland graduation is Sunday, May 25, 2014, at 2:00 p.m.
- B. Holmes County Economic Development Council Tax Incentive for Winesburg Chair Co. LLC
- C. Building & Supervisor Reports
- D. Academic Booster Report

SUPERINTENDENT'S REPORT AND RECOMMENDATIONS

**14-146
PERSONNEL**

Kevin Mast motioned to approve the following items of personnel. Jeremy Kauffman seconded the motion.

- A. Approved the new job description for the Hiland Buildings & Grounds Custodian.
- B. Approved a one-year limited contract for Wayne R. Miller as full-time Buildings & Grounds Custodian at Hiland High & Middle School for the remainder of the 2013-2014 school year. He will be placed on the classified salary schedule with 0 years' experience at a rate of \$13.26 per hour, retro-active to April 1, 2014.
- C. Approved a one-year limited contract for the 2014-2015 school year to the following certified personnel:
 - a. Tiffany Heiby – 2nd grade at Flat Ridge Elementary
BA – 0 years' experience - \$34,849.00
 - b. Janna Mast – 7th & 8th grade Family & Consumer Sciences at Chestnut Ridge
BA – 4 years' experience - \$40,146.00
 - c. Jacqueline Mullet – Speech & Language Pathologist for the District
MA – 5 years' experience - \$46,523.00
- D. Approved the following personnel be added to the Substitute List for the remainder of the 2013-2014 school year, retro-active to April 1, 2014:
 - a. Roger Adams – Substitute Custodian
 - b. Beth Haislip – Substitute Teacher (currently a part-time employee)
- E. Approved the FMLA request of Jana Immel, 5th grade Teacher at Berlin Elementary, for the remainder of the 2013-2014 school year. She will use the balance of her sick leave with the remainder of her leave being unpaid.
- F. Approved the following resignations:
 - a. Bethany Haislip – part-time Kindergarten at Berlin – effective May 31, 2014
 - b. Nicholas Painter – Math/Science at Hiland HS/MS – effective May 31, 2014

YEAS: Jeremy Kauffman, Kevin Mast, Thurman Mullet
 NEAS: None
 Motion carried

**14-147
OLD BUSINESS**

Kevin Mast motioned to approve the following items of old business. Jeremy Kauffman seconded the motion.

- A. Approved the 2nd and final reading of the following policies and guidelines:
 - Policy**
 - 1. 0130 – Adds permission to make technical corrections through regular agenda
 - 2. 0150 – Identifies Buckeye as our JVS and names preference of appointed Board Member to be a member of EHLS Board of Education
 - 3. 0160 – Language updates – and a new option added and means for going into session are added
 - 4. 1422 – Provides Nondiscrimination Compliance Officers (Kellie and Joe) contact information and provides the guidelines for dealing with complaints.
 - 5. 1619.01 – New Policy required for protection of self-funded insurance plans. Protects Treasurer from indemnity of HIPAA violations of others.
 - 6. 1619.02 – New Policy required for protection of fully-funded insurance plans. Protects Treasurer from indemnity of HIPAA violations of others.
 - 7. 1623 – Revised policy to add contact information for Compliance Officers and addresses dealing with complaints related to administrators.
 - 8. 2260 – Revised policy to add contact information for Compliance Officers and addresses dealing with complaints related to programs.
 - 9. 2260.01 – Revised policy to add contact information for Compliance Officers and addresses dealing with complaints related to programs as related to disabilities.
 - 10. 2423 – Deletes this School to Work Policy. Now addressed in Career Tech programs under governance of JVS districts
 - 11. 3122 – Revised policy to add contact information for Compliance Officers and addresses dealing with complaints related to professional staff.
 - 12. 3123 – Revised policy to add contact information for Compliance Officers and addresses dealing with complaints related to professional staff with disabilities.
 - 13. 3419.01 – Revised Policy required for protection of self-funded insurance plans. Protects Treasurer from indemnity of HIPAA violations of others for Professional Staff.

RECORD OF PROCEEDINGS

Minutes of

Regular

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

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14. 3419.02 - Revised Policy required for protection of fully-funded insurance plans. Protects Treasurer from indemnity of HIPAA violations of others for Professional Staff.
15. 4122 - Revised policy to add contact information for Compliance Officers and addresses dealing with complaints related to classified staff.
16. 4123 - Revised policy to add contact information for Compliance Officers and addresses dealing with complaints related to programs as related to classified staff disabilities.
17. 4419.01 - Revised Policy required for protection of self-funded insurance plans. Protects Treasurer from indemnity of HIPAA violations of others as it relates to Classified Staff.
18. 4419.02 - Revised Policy required for protection of fully-funded insurance plans. Protects Treasurer from indemnity of HIPAA violations of others as it relates to Classified Staff.
19. 6800 - New Policy required by Auditor of State for System of Accounting. No Options to consider.
20. 8210 - School Calendar revisions to change minor language (missed the word "a")

Bylaws

1. 1422 - Points nondiscrimination actions back to required policy -- no local options as it relates to
2. 1422B - Delete nondiscrimination guideline - it is now in policy
3. 1530 - Standards Based Principal Evaluation System - already in place but not in guidelines.
4. 1619.01 - Guidelines related to privacy protections related to self-funded health plans
5. 1623A - Nondiscrimination as related to employment of Administration. Minor language changes and inclusion of GINA requirements.
6. 1623B - Deletes ADA compliance guidelines since it is now included in policy
7. 2260 - Revises guidelines for Nondiscrimination as related to programs by prohibiting discrimination due to sexual orientation
8. 2260B - Deletes guidelines related to access to programs since this nondiscrimination is included in policy.
9. 2260C - Deletes the guideline addresses the difference between a 504 Plan and IEP - defined in non-discrimination policies and guideline 2260.01 related to disabilities.
10. 2260.01 - Provides clarification to FAPE for students with disabilities and safeguards related to students with disabilities
11. 2260.01B - Removes complaint and due process procedures from this guideline because it is now covered in 2260.01. Also removes civil rights portions since these are in policy and forms now.
12. 2423A - Deletes this school to work guideline since the policy is deleted earlier
13. 2423B - Deletes the checklist for implementing school to work since the policy is deleted earlier
14. 3122 - Revises guidelines for nondiscrimination related to professional staff since it is included in policy with no local option to make changes in guidelines.
15. 2122B - Deletes the nondiscrimination guidelines since these are included in policy.
16. 3122C - Deletes the comparison chart related to provisions afforded professional staff due to disabilities since these are now included in policy
17. 3123A - Revises guidelines that prohibit discrimination against employment of professional staff
18. 3123B - Deletes this guideline by including it in guideline 3123A and policy
19. 3419.01 - Provides revisions to guidelines to protect privacy of self-funded health plans and requires risk review no less than every three years.
20. 4122 - Revises guidelines for nondiscrimination related to classified staff since it is included in policy with no local option to make changes in guidelines.
21. 4122B - Deletes the nondiscrimination guidelines, as related to classified staff, since these are included in policy.
22. 4122C - Deletes the comparison chart related to provisions afforded classified staff due to disabilities since these are now included in policy
23. 4123A - Revises guidelines that prohibit discrimination against employment of classified staff due to disabilities. Brings guideline in compliance with ADA.
24. 4123B - Deletes this guideline for classified staff by including it in guideline 3123A and policy.
25. 4419.01 - Provides revisions to guidelines to protect privacy of self-funded health plans for classified staff and requires risk review no less than every three years.
26. 5320 - Revises immunization policy to reflect a spelling error of doses and drops DTP since it is included in other combinations now. Also addresses changes in law as they relate to exclusion of students, home instruction during exclusion and registration for school.
27. 6700 - Fair Labor Standards Act - Responds to changes in law related to minimum wage and fair compensation.
28. 8210 - Reflects a few language changes but no change in guideline.

Forms submitted for Revision

1. 0166 F1 - Required language related to Executive Sessions
2. 1422 F1 - Nondiscrimination Internal Complaint Form
3. 1422 F1 - Notice of Nondiscrimination and Complaint Procedures
4. 1623B - 504/ADA Form Revised and renumbered to 1623
5. 2260 F1 - Title VI / VII / IX Internal Complaint Form
6. 2260 F2 - Title VI / VII / IX Internal Complaint Procedures
7. 2260.01B F1 - Nondiscrimination Internal Complaint Form renumbered to 2260.01 F1
8. 2260.01B F1 - Replacement form providing Parental Rights and Safeguard previously in guidelines
9. 3122 F1 - Revised nondiscrimination internal complaint form for professional staff
10. 3122 F2 - Title VI / VII / IX Internal Complaint Procedures for professional staff
11. 3123B F1 - Renumbered to 3123 F1 and Revised nondiscrimination internal complaint form for professional staff/other
12. 4122 F1 - Revised nondiscrimination internal complaint form for classified staff
13. 4122 F2 - Title VI / VII / IX Internal Complaint Procedures for classified staff
14. 4123B F1 - Renumbered to 4123 F1 and Revised nondiscrimination internal complaint form for classified staff/other
15. 5630 F1 - Delete consent/denial form related to corporal punishment - no longer legal in Ohio
16. 9270 F1 - Revised form listing procedures for educating at home. Needed to address extra-curricular changes recently afforded as an option for homeschooled students

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DAYTON LEGAL BLANK, INC., FORM NO. 10148

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14-148
NEW BUSINESS

Kevin Mast motioned to approve the following items of new business. Jeremy Kauffman seconded the motion.

- A. Approved Griffin Insurance to offer student accident insurance for the 2014-2015 school year. This is a volunteer program and at no cost to the East Holmes Board of Education.

YEAS: Jeremy Kauffman, Kevin Mast, Thurman Mullet
 NEAS: None
 Motion carried

14-149
EXECUTIVE SESSION – EMPLOYMENT OF PERSONNEL & ECONOMIC
DEVELOPMENT TAX ABATEMENT

At 6:25 p.m., Kevin Mast motioned for the Board to go into executive session to discuss the employment of personnel and to discuss an Economic Development Tax Abatement. Jeremy Kauffman seconded the motion.

YEAS: Jeremy Kauffman, Kevin Mast, Thurman Mullet
 NEAS: None
 Motion carried

Thurman Mullet called the Board back to open session at 8:45 p.m.

14-150
ADJOURNMENT

Kevin Mast motioned to adjourn the meeting at 8:46 p.m. Jeremy Kaufman seconded the motion.

YEAS: Jeremy Kauffman, Kevin Mast, Thurman Mullet
 NEAS: None
 Motion carried.

President

Treasurer