

RECORD OF PROCEEDINGS

Minutes of

Regular

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held May 16 2016

The East Holmes Local Schools Board of Education met in regular session at 7:30 a.m. on Monday, May 16, 2016, in the Central Office. Board President Jeremy Kauffman called the meeting to order.

ROLL CALL

PRESENT: James Gertz, Jeremy Kauffman, Kevin Mast, Thurman Mullet, Vince Mullet
ABSENT: None

16-049
APPROVAL OF MINUTES

Thurman Mullet motioned to approve the minutes of the April 18, 2016, regular meeting. James Gertz seconded the motion.

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

16-050
APPROVAL OF AGENDA

The agenda for the meeting was approved with a motion from Vince Mullet. James Gertz seconded the motion.

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

STUDENT RECOGNITION

The Board recognized the following students:

- A. Hiland -WKLM Students of the Week:
1. Brandi Raber - May 2-6, 2016
2. Tiffany Weaver - May 9-13, 2016
3. Jason Mast - May 16-20, 2016
B. Hiland Varsity Singers received a "Superior Rating" (highest rating possible) at the Ohio Music Educators Association State Large Group Contest. The Varsity Singers competed in "Class AA", the most difficult level of competition.
C. The following students earned FFA State Degree's at the 2016 FFA State Convention:
1. Natalie Lovell
2. Natalia (Tallie) Troyer
3. Diane Yoder

16-051
TREASURER'S REPORT

James Gertz motioned to approve the following items on the Treasurer's report. Vince Mullet seconded the motion.

- A. Approved the financial and reconciliation reports and the list of bills for April 2016 as submitted by the Treasurer.
B. Approved an Addendum to the district's Internal Broadband Wi-Fi service contract with Midland Council of Governments (TCCSA).
C. The Board accepted the Deed of Gift between East Holmes Council and the Board of Education of East Holmes Local School District. This Deed of Gift is for improvements consisting of a multi-purpose athletic facility and all improvements as outlined in the Hiland Baseball and Multi-Use Facility Project, as presented to the Board of Education (collectively, the improvements), all to be located at the Hiland High School athletic complex, 4400 State Route 39, Berlin, Ohio.
D. The Board accepted the Athletic Department's donation of \$30,000.00 for the Multi-Purpose Athletic Facility located at Hiland High School athletic complex (Fund 300).
E. Approved the following Appropriation Modifications for the 2015-2016 school year:

Table with 4 columns: Item, Appropriation, Increase/Decrease, Total. Rows include Title III, Title I, and Title IIA.

- F. Approved the updated Five-Year Forecast for fiscal years 2016-2020.
G. Accepted the following donations:
1. Anonymous - Donated \$100.00 to Walnut Creek Elementary for playground equipment.
2. Anonymous - Donated \$200.00 to Walnut Creek Elementary for playground equipment.
3. Anonymous - Donated \$500.00 to Hiland for Chromebooks for AP Biology.
4. Anonymous - Donated \$500.00 to Hiland for Chromebooks for AP Biology.
5. Anonymous - Donated \$2,500.00 to Hiland for Chromebooks for AP Biology.

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

CORRESPONDENCE AND COMMUNICATIONS

- A. Building & Supervisor Reports
- B. Hiland graduation is May 29, 2016, at 2:00 p.m.
- C. The new Social Studies Curriculum series is available for review by the public today, May 16th, from 7:00 am to 3:00 pm at the Central Office.
- D. The annual public meeting seeking input on the allocation and use of federal dollars including Title I, Title II-A and IDEA-B Special Education grants will be held following the Board meeting.

16-052

SUPERINTENDENT'S REPORT AND RECOMMENDATIONS PERSONNEL

Thurman Mullet motioned to approve the following items of personnel. Kevin Mast seconded the motion.

- A. Approved a one-year limited contract for the 2016-2017 school year to the following Certified personnel, pending completion of all requirements:
 - 1. Honoree C. Pouly – Elementary Music Teacher at Berlin & Walnut Creek
BA+150 – Step 3 on the Certified Salary Schedule - \$42,312.00
 - 2. Conner R. Lee – CTE Information Science Instructor at Hiland
BA – Step 0 on the Certified Salary Schedule - \$36,257.00
- B. Approved a two-year limited contract (2016-2018) for the following Administrative personnel, pending completion of all requirements:
 - 1. Darrell A. Haven – Principal at Walnut Creek Elementary
214 days per year – Step 0 on the Administrative Salary Schedule - \$79,161.00
- C. Accepted the following resignation:
 - 1. Janet Boyd – Home Instruction Tutor at Walnut Creek – Resigned effective at the end of the 2015-2016 school year.
- D. Approved the request of Shawna Boyd to take paid maternity leave (as per the Negotiated Agreement) beginning in August 2016 and then a non-paid extended leave of absence for the remainder of the 2016-2017 school year.
- E. Approved the following updated Job Descriptions:
 - 1. Cook
 - 2. EMIS/Special Education Secretary
 - 3. Kitchen Manager
 - 4. Maintenance/Transportation Secretary
- F. Approved the creation of a new position of Technology Integration Teacher for the District and approved the posting for a licensed teacher.
- G. Approved the following Extended Service contracts for the 2016-2017 school year:
 - 1. Elizabeth Barnes – Instrumental Music – 10 Days
 - 2. John Harris – Choir – 10 Days
 - 3. Craig Hershberger – High School Guidance – 25 Days
 - 4. Deb Hershberger – Elementary Guidance – 10 Days
- H. Approved the following Administrative contract renewals:

One-year limited contract, expires 2017:
Charles Spreng
- I. Approved the following Certified contract renewals:

One-year limited contract, expires 2017:

Erin Bille	Roche Harmon	Abby Radabaugh
Elizabeth Boyd	Susie Hershberger	Amy Schlabach
Tyler Cook	Haley Marchand	Albert Trolio

Two-year limited contract, expires 2018:

Ashlee Alsept	Janet Hetrick	Jacqueline Mullet
Ellie Beam	Tiffany Hunter	Marcia Swiger
Laura Beun	Janna Mast	Alexandra Yost
Barbara Brown	Stephanie McGookey	
Carly Clark	Courtney Miller	

Three-year limited contract, expires 2019:

Kathleen Bartkowiak	Marlene Miller	Elizabeth Sommers
Lindsey Crilley	Beth Reynolds	Pamela St. John
Erica Glasener	Laura Rosebrock	Krista Ware
Christina Hostetler	Caitlin Rottman	Megan Weaver
Jane Mast	Melanie Slabaugh	Tonya Widder
- J. Approved the following Classified contract renewals:

One-year limited contract, expires 2017:
Josh Hildebrand

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Two-year limited contract, expires 2018:

Kenneth Blizzard	Lynne Johnson	Ammarita Raber
Noah Boyd	Esther Kandel	Carmalita Raber
Patricia Branch	Laura Mast	Trudi Rowe (Cook)
Tonya Hershberger	Christa Miller	
Dawn Hummel	Troy Phillips	

Continuing Contract:

Erica Booth	William Roloff	Darlene Yoder
Sharon Mast	Trudi Rowe (Bus Driver)	Lewis Yoder
Janice Novak	Fern Stutzman	
Tami Polen	Art Yoder	

K. Approved contracts for the following Summer Instruction Teachers: Lindsey Crilley, Kyle Miller, Jill Raber and Caryn Rubio. They are to be paid \$25.00 per hour from Title III funds. Summer instruction is being held at Berlin Elementary from June 6-24, 2016, and will entail 12 days at 3 hours per day, Monday-Thursday, and Fridays are capped at 5 hours due to field trips.

L. Approved the following Supplemental position for the 2015-2016 school year:

- 1. Collin Blochlinger – Field Preparation & Maintenance Custodian – Retroactive to May 1 through July 31, 2016. This position is paid by the Athletic Department.

M. Approved the following Supplemental positions for the 2016-2017 school year:

- 1. Brooke Yoder – High School Cheerleading Advisor
- 2. Andrea Mast – Reserve Volleyball Coach
- 3. Andrea Schneider – 7th Grade Volleyball Coach
- 4. Art Yoder – Athletic Director
- 5. Austin Kaufman – Golf Head Coach
- 6. Mark Schlabach – Boys Basketball Head Coach
- 7. Dave Schlabach – Girls Basketball Head Coach
- 8. Scott Bodiker – Boys Soccer Head Coach
- 9. Mark Fowler – Cross Country Head Coach (pending numbers)
- 10. Josie Schrock – 8th Grade Volleyball Coach
- 11. Melissa Diener – Yearbook Advisor
- 12. John Harris – High School Musical Director
- 13. Virginia Steiner – 8th Grade Field Trip Advisor
- 14. Virginia Steiner – 8th Grade Field Trip Chaperone
- 15. Virginia Steiner – Middle School Quiz Team Advisor
- 16. Don Blanchard – High School Quiz Team Advisor
- 17. Mary Myrick – 8th Grade Power of the Pen Advisor
- 18. LaVonna Gress – 7th Grade Power of the Pen Advisor

YEAS: James Gertz, Jeremy Kauffman, Kevin Mast, Thurman Mullet, Vince Mullet

NEAS: None
Motion carried.

16-053

SUPERINTENDENT'S REPORT AND RECOMMENDATIONS
PERSONNEL (SEPARATE MOTION)

Kevin Mast motioned to approve the following items of personnel. Vince Mullet seconded the motion.

A. Approved the following supplemental position for the 2016-2017 school year:

- 1. Jeremy Kauffman – Girls Soccer Head Coach - Volunteer

YEAS: James Gertz, Kevin Mast, Thurman Mullet, Vince Mullet

NEAS: None
ABSTAINED: Jeremy Kauffman
Motion carried.

16-054

NEW BUSINESS

Kevin Mast motioned to approve the following items of new business. Thurman Mullet seconded the motion.

A. Approved the following list of Hiland Seniors for graduation on May 29, 2016, providing they meet both the State Board of Education and the East Holmes Board of Education requirements:

Allison Elizabeth Aleshire	David R. Mast	Mikayla LeAnn Ryan
Peyton Riley Anderson	Lachelle Elizabeth Mast	Javan Michael Scheufler
David Albert Beachy	Sheila Marie Mast	Brady Reese Schlabach
Megan Brianna Beechy	Sarah Elizabeth Menez	Charles Edward Schlabach
Elizabeth Grace Boyles	Alicia Renee Miller	Mark Erin Schlabach
Zachary Martin Coblentz	Andrew Scott Miller	Rhiana June Schlabach
Brady William Conn	Benjamin Neil Miller	Sherilyn Lynette Schrock

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Nikyta Lynn Engstrom
Shawn Michael Erb
Joseph Tyler Gatti
Rhonda M Gingerich
Todd M Gingerich
Adam Mitchell Grate
Lorin Jay Hershberger
Riley Wayne Hershberger
Damon Lance Hostetler
Laverne Dale Hostetler
Jacob Stephen Kalman
Megan Rei Kandel
Titus Andrew Karn
Sarah Rose Kaufman
Jude Elijah Klever
Austin Taylor Mast

Brenda M Miller
Brittany Elaine Miller
Brittany Nicole Miller
Cameron Jay Miller
Erika Danielle Miller
Ezekial Joel Miller
Kobe Austin Miller
Leah Marie Miller
Michael Webster Miller
Reagan LaMonte Miller
Zachary Joel Miller
Eric Chandler Mullet
Hayleigh Jean Pearce
Brandi Renee Raber
Brandon Lynn Raber
Rachel Brianne Raber

Preston Bryan Shamp
Leander L Shetler
Miranda Morgan Somers
Jordan Lawrence Lee Stouffer
Bruce Lee Troyer
Vanessa Janelle Troyer
Logan William Weaver
Joseph Conner Wengerd
Emma Grace Yoder
Kendra Nicole Yoder
Kennard Eugene Yoder
Lindsey Nicole Yoder
Victoria Faye Yoder
Dillon Weston Zimmerly
Hallee Yan Zinck
Julee Xianyi Zinck

- B. Approved the annual renewal of service with the Ohio High School Athletic Association (OHSAA), programs in athletic tournaments, athletic eligibility and athletic supervision for interscholastic competition in grades 7-12.
- C. Approved a contract renewal with the Holmes County Department of Health for School Health Services for the 2016-2017 school year at a cost of \$46,160.50.
- D. Approved the building of a pavilion at Walnut Creek Elementary by the Walnut Creek Parent Advisory Committee.
- E. Approved the 1st reading of the following policies and guidelines:
- Policy 1130 Administration**
Policy 3113 Professional Staff
Policy 4113 Classified Staff - Conflict of Interest Private Practice - (Revised)
These policies have been revised to include language from the recently issued Federal regulations (EDGAR). Specific language regarding financial interest in a contract, gratuities and gifts has been added.
- Policy 1630.01 Administration**
Policy 3430.01 Professional Staff
Policy 4430.01 Classified Staff - FMLA Leave - (Revised)
These policies and AG's have been revised to incorporate the US Dept. of Labor's (DOL) final regulations issued in February 2015. The new regulation provides further clarification regarding leave for pregnancy or the birth of a child. It also provides a definition for the new "Place of Celebration" rule which took effect March 27, 2015.
- Policy 2260.02 - Single Gender Classes and Activities - (New)**
In December 2014, the Office for Civil Rights issued guidance addressing single-sex classes and activities, including extracurricular programs and even field trips. A brief search indicated that many Ohio districts offer such classes and activities, whether during the day or after school. Because OCR demands mandatory compliance, we recommend boards of education adopt the proposed new Policy so staff members are aware of the criteria applicable to development and offering of single-sex programs.
- Policy 2460.03 - Independent Educational Evaluations - (NEW)**
This policy establishes school district criteria for obtaining independent educational evaluations (IEE) for students with disabilities.
- Policy 2461 - Recording of IEP Team District meetings Involving Students and/or Parents (Revised)**
Further revised to include a prohibition against covert recordings, such as by placing a recording device on a student or in a book bag.
- Policy 4162 - Drug and Alcohol Testing of CDL License Holders - (Revised)**
This policy revision is the result in a change by the US Dept. of Transportation to the regulation regarding performance of safety-sensitive functions. The alcohol threshold of 0.02 has been revised to 0.04 (49 CFR 382.201).
- Policy 5112 - Entrance Requirements - (Revised)**
House Bill 367 amended ORC Section 3313.672 to prohibit both public and nonpublic school officials from denying admission to a "protected child" solely because the child fails to present certain documentation when being registered for admission into school.
- Policy 5200 - Attendance - (Revised)**
Effective March 23, 2015, HB 367 amended ORC Section 3317.034 to eliminate a condition in the school funding law that required a school district to withdraw a student from the district's enrollment if the student had 105 hours of continuous excused absences. This provision also states that a student in grades 9-12 is considered a full-time equivalent student if s/he is enrolled at least five units of instruction per school year.
- Policy 5320 - Immunization - (Revised)**
This revision is in response to Senate Bill 121 (RC 3313.671-effective at the beginning of the 2016-2017 school year) which requires students who attend public or nonpublic schools subject to minimum state educational standards to be immunized against meningococcal disease at an age recommended by the Ohio Dept. of Health.
- Policy 5517.02 - Sexual Violence - Students - (New)**
Guidance from the Office for Civil Rights directs federal funding recipients to take very specific steps in investigating and responding to sexual violence allegations. Although OCR's regulations appear to focus on postsecondary learning institutions, they apply to public school districts as well.
- Policy 7510 - Use of District Facilities Premises - (Revised)**
ORC Sections 3313.75 through 3313.78 were amended by House Bill 290 to replace all references to "schoolhouses, facilities and school grounds" with the term "school premises". This new term is defined to include "all indoor and outdoor structures, facilities, and land owned, rented or leased by a school or school district. Additionally, it amended the above-referenced laws to include the following terms: General Public, Non-School Hours and Recreational Meetings and Entertainments.
- Policy 8420 - Emergency Situations at Schools - Operations - (Revised)**
HP 178 amended ORC 3737.73 dealing with requirements for drills or rapid dismissals and school safety drills. This legislation changes current requirements for such drills.
- Policy 8452 - Automated External Defibrillators (AED) - (Revised)**
House Bill 247 made several changes to the law: First, the new law explicitly states that anyone may use an AED, regardless of whether the person has received or completed training. Second, the new law states that the owner of an AED must "encourage" expected users to complete AED and CPR training. Finally, it removed from RC 3701.85 the requirement that the owner of an AED consult with a physician regarding AED training, maintenance and testing.

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Policy 8500 – Food Services – Operations – (Revised)

Revised to include language regarding meal substitution as required by Federal Regulation.

Policy 9211 – District Support Organizations – (Revised)

The changes suggested in this policy further clarify the role support organizations play in a District, and also expand upon the BOE's expectations for how these organizations operate. The changes also state more clearly the BOE's recourse should an organization not comply with the Board's established rules, as well as state and federal law.

Policy 9270 – Equivalent Education Outside the Schools (Home Schooling) – (Revised)

New legislation requires the Superintendent to sign a diploma issued by a student's parent/guardian when the student has been properly excused from school attendance for home school instruction and has met the requirements of State Board of Education rules.

Special Release – Policies:

The revisions to current policies and the new policies included in this Special Release reflect the current state of federal regulations (EDGAR) and should be adopted to maintain accurate policies:

Policy 1130/3113/4113 – Conflict of Interest – (Revised)

Policy 6110 – Grant Funds – (Revised)

Policy 6111 – Internal Controls – (New)

Policy 6112 – Cash Management of Grants – (New)

Policy 6114 – Cost Principles-Spending Federal Funds – (New)

Policy 6116 – Time & Effort Reporting – (New)

Policy 6325 – Procurement-Federal Grants/Funds – (New)

Policy 6550 – Travel Payment & Reimbursement – (Revised)

Policy 7310 – Disposition of Surplus Property – (Revised)

Policy 7450 – Property Inventory – (Revised)

Policy 8500 – Food Services – (Revised)

ADMINISTRATION GUIDELINES:

AG 1630.01 Administration – (Revised) – FMLA Leave - See Policy 1630.01

AG 3430.01 Professional Staff – (Revised) – FMLA Leave – See Policy 3430.01

AG 4430.01 Classified Staff – (Revised) – FMLA Leave – See Policy 4430.01

AG 2260.02 – Single Gender Classes and Activities (New Guideline) – See Policy 2260.02

AG 24630.03 – Independent Educational Evaluations (Revised) See Note on Policy 2460.03

AG 2623.02 – Midyear Promotion for Third Grade Students Retained Due to Performance on English Language Arts Assessment – (New) This new guideline establishes procedures and criteria for mid-year promotion to fourth grade for students who were retained in third grade for failing to attain a sufficient level of achievement on the state-mandated English Language Arts policy for the mid-year promotion of students retained in third grade who demonstrate they are reading at or above grade level. The law also requires that school districts continue to provide instruction commensurate with a student's achievement levels for all other subjects including mathematics, science, writing and social studies until the student is promoted to the fourth grade.

AG 5111 – Admission to the District – (Revised) – See Policy 5112

AG 5112 – Admission to Kindergarten – (Revised) – See Policy 5112

AG 5320 – Immunization – (Revised) – See Policy 5320

AG 5517.02 – Sexual Violence - (New) – See Policy 5517.02

AG 6320C1 – Bidding (Revised)

AG 7510A – Use of District Facilities Premises (Revised) – See Policy 7510

AG 7510C – Supervision of Rented Facilities School Premises (Revised) – See Policy 7510

AG 8310A – Public Records – (Revised) – See Note on AG 8330

AG 8310E – Records Retention & Disposal – (Revised) – See Note on AG 8330

AG 8330 – Students Records – (Revised) – Legislative changes-including a name change from the "Ohio Historical Society" to the "Ohio History Connection (OHC)" and revised records retention documents and forms have resulted in the decision to refer clients directly to the OHC online forms for records retention and disposal. Other changes in the Administrative Guidelines 8310A, 8310E, 8330 relate to the new moniker for the former Ohio Historical Society.

AG 8420 – Emergency Procedures (Revised)

AG 8420A – Severe Weather & Tornadoes (Revised)

AG 8452 – Use & Maintenance of Automatic Automated External Defibrillators

YEAS: James Gertz, Jeremy Kauffman, Kevin Mast, Thurman Mullet, Vince Mullet

NEAS: None
Motion carried.

16-055

RESOLUTION TO ADJOURN TO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSIONS RELATED TO PERSONNEL. NO ACTION TO FOLLOW.

Kevin Mast motioned to adjourn to executive session at 7:58 a.m. James Gertz seconded the motion.

YEAS: James Gertz, Jeremy Kauffman, Kevin Mast, Thurman Mullet, Vince Mullet

NEAS: None
Motion carried.

16-056

ADJOURNMENT

Kevin Mast motioned to adjourn the meeting at 9:20 a.m. Thurman Mullet seconded the motion.

YEAS: James Gertz, Jeremy Kauffman, Kevin Mast, Thurman Mullet, Vince Mullet

NEAS: None
Motion carried.

President

Treasurer