

## RECORD OF PROCEEDINGS

Minutes of

Regular

Meeting

DAYTON LEGAL BLANK, INC. FORM NO. 10148

Held

June 20

20 16

The East Holmes Local Schools Board of Education met in regular session at 7:30 a.m. on Monday, June 20, 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  
 ABSENT: Vince Mullet

16-059  
 APPROVAL OF MINUTES

Kevin Mast motioned to approve the minutes of the May 16, 2016, regular meeting and the May 24, 2016, special meeting. James Gertz seconded the motion.

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

16-060  
 APPROVAL OF AGENDA

Item VII.I.5 was removed from the Agenda and Item VIII.B was tabled until the next meeting. The modified agenda for the meeting was approved with a motion from Kevin Mast. Thurman Mullet seconded the motion.

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

16-061  
 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 May 2016 as submitted by the Treasurer.  
 B. Approved a Resolution of Necessity to begin the process to renew the existing 1.0-Mill Permanent Improvement Levy on the November 8, 2016, ballot. Renewal is for 5 years.  
 C. Approved the following Appropriation Modifications for FY 2015-2016:

	<u>Appropriation</u>	<u>Increase/Decrease</u>	<u>Total</u>
Permanent Improvement (003)	649,500.00	(280,000.00)	369,500.00
Food Service (006)	660,000.00	30,000.00	690,000.00
Public Support Service (018)	270,000.00	(50,000.00)	220,000.00
Athletic Tournament Fund (022)	10,000.00	(8,000.00)	2,000.00
Self-Funded Insurance (024)	2,400,000.00	60,000.00	2,460,000.00
Student Activities (200)	71,000.00	(8,000.00)	63,000.00
Athletic Fund (300)	220,000.00	(30,000.00)	190,000.00
Title III (551)	129,335.00	(10,000.00)	119,335.00

- D. Approved the Temporary Appropriations for FY 2016-2017:

General Fund (001)	\$16,391,425.10
Debt (002)	257,800.00
Permanent Improvement (003)	465,500.00
Self-Insurance (024)	2,500,000.00
Food Service (006)	630,000.00
Public School Support (018)	250,000.00
Student Activity (200)	60,000.00
Athletic Fund (300)	239,625.00
Connectivity (451)	16,200.00
Idea B (516)	337,800.00
Title III (551)	89,500.00
Title I (572)	1,400,000.00
Title IIA (590)	184,000.00
TOTAL	\$22,821,850.10

- E. Approved to rescind the \$250,000.00 transfer from the General Fund (001) to the Self-Insurance Fund (024) which was approved on September 21, 2015.

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

DAYTON LEGAL BLANK, INC. FORM NO. 10148

Held June 20 2016**CORRESPONDENCE AND COMMUNICATIONS**

- A. Building & Supervisor Reports
- B. Set date for Special Board meeting on Thursday, June 23, 2016, at 12:00 noon
- C. Krista Albright, Ag Instructor/FFA Advisor-Students gave a presentation to the Board

16-062

**SUPERINTENDENT'S REPORT AND RECOMMENDATIONS  
PERSONNEL**

James Gertz motioned to approve the following items of personnel. Kevin Mast seconded the motion.

- A. Accepted the following resignations:
  - 1. Tara Herman – Title I at Berlin – Resigned effective at the end of the 2015-2016 contractual school year.
  - 2. Katelyn Thut – Intervention Specialist Tutor at Mt. Hope/Winesburg – Resigned effective at the end of the 2015-2016 contractual school year.
  - 3. Alexandra Yost – Title I at Walnut Creek – Resigned effective at the end of the 2015-2016 contractual school year.
  - 4. Josie Schrock – 8<sup>th</sup> Grade Volleyball Coach for 2016-2017 – Resigned effective immediately.
- B. Approve the request from Paula Troyer, Title I at Mt. Hope, to take a non-paid extended leave of absence for the 2016-2017 school year.
- C. Approved the request from Erica Glasener, 7/8 Math at Chestnut Ridge, to take FMLA leave at the beginning of the 2016-2017 school year.
- D. Approved contracts for the following additional Summer Instruction teachers retroactive to June 6, 2016:
  - 1. Shawna Boyd
  - 2. Tyler Cook
  - 3. Megan Weaver
- E. Approved the following personnel for Summer Cleaning, 8 hours per day, 5 days per week, for 9 weeks at \$8.50 per hour, retroactive to June 6, 2016 (July 4<sup>th</sup> is an unpaid holiday):
  - 1. Laverne Hostetler – Hiland
  - 2. Braden Mast – Berlin
  - 3. Jonathon Phillips – Winesburg
  - 4. Joshua Phillips – Chestnut Ridge
  - 5. Michael Shoup – Walnut Creek
- F. Approved the following changes in placement on the Certified salary schedule effective at the beginning of the 2016-2017 contractual school year:
  - 1. Laura Beun – to Masters' level
  - 2. Janna Mast – to Masters' level
  - 3. Caryn Rubio – to BA+150 level
  - 4. Jill Stutzman – to MA+20 level
- G. Approved the transfer of Christina Hostetler to the District Technology Integration teacher position for the 2016-2017 school year. She will receive 15 extended days with no change on the Certified salary schedule.
- H. Approved the following updated Job Descriptions:
  - 1. Intervention Specialist
  - 2. Paraprofessional
- I. Approve a one-year limited contract for the 2016-2017 school year to the following Classified personnel, pending completion of all requirements:
  - 1. Laura Casey – Secretary at Mt. Hope Elementary  
206 days – 5.75 hours per day – 0 years' experience - \$12.34 per hour
  - 2. Clara Hershberger – Kitchen Manager at Berlin Elementary  
186 days – 5 hours per day – 0 years' experience - \$10.59 per hour
  - 3. Karen Troyer – Cook at Berlin Elementary  
185 days – 3.5 hours per day – 0 years' experience - \$10.12 per hour
  - 4. Miriam Troyer – Part-Time Custodian at Administration Office  
4 hours per week – 0 years' experience - \$13.33 per hour
- J. Approved the following Supplemental positions for the 2016-2017 school year:
  - 1. Mark Schlabach – Middle School Student Council
  - 2. Suzanne Kalman – Freshman Class Advisor
  - 3. Lori Pringle – Sophomore Class Advisor
  - 4. Tami Hicks – Senior Class Advisor
  - 5. Haley Marchand – Middle School Musical Director
  - 6. Beth Barnes – Pep Band Director
  - 7. Chad Hochstetler – Uniform Manager
  - 8. Roche Harmon – Junior High Golf Coach
  - 9. Conner Lee – Boys Soccer Assistant Varsity Coach
  - 10. Christian Joy – Boys Soccer Reserve Coach
  - 11. Kyle Miller – Boys Soccer Junior High Coach
  - 12. Jon Lotut – Boys Soccer Volunteer Coach

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- 13. Noah Boyd – Boys Soccer Volunteer Coach
- 14. Nick McMillen – Girls Basketball Assistant Varsity Coach
- 15. Carly Clark – Girls Basketball Reserve Coach
- 16. McKenzie Miller – Girls Basketball 7<sup>th</sup> Grade Coach
- 17. Jay Custer – Girls Basketball 8<sup>th</sup> Grade Coach

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

**16-063  
NEW BUSINESS**

Thurman Mullet motioned to approve the following items of new business. James Gertz seconded the motion.

- A. Approved to accept a foreign exchange student at Hiland High School for the 2016-2017 school year. Gefei Liu is from China and is being sponsored by Cultural Homestay International and will be staying with East Holmes resident's Reuben & Amber Miller.
- B. Approved 24 students for College Credit Plus enrollment for the 2016-2017 school year.
- C. Approved a contract renewal with Pomerene Hospital for Athletic Training Services for the 2016-2017 school year at a cost of \$20.50 per hour for ATC services and \$25.00 per hour for ATC coverage at tournaments and/or special events.
- D. Approved the list of Summer Athletic activities at Hiland High & Middle School.
- E. Approved the Fall & Winter Athletic schedules.
- F. Approved the 2<sup>nd</sup> and final 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

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requirement that the owner of an AED consult with a physician regarding AED training, maintenance and testing.

**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 External Defibrillators

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

NEAS: None

Motion carried.

**16-064**

**RESOLUTION BY THE BOARD**

Kevin Mast motioned to approve the following resolutions. Thurman Mullet seconded the motion.

A. Approved a payment in the amount of \$10,000.00 to Kris Pipes-Perone for Administrative services for the 2015-2016 school year.

B. Approved a payment in the amount of \$10,000.00 to James J. Ritchie for Administrative services for the 2015-2016 school year.

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

NEAS: None

Motion carried.

**16-065**

**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 8:04 a.m. Thurman Mullet seconded the motion.

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

16-066  
ADJOURNMENT

James Gertz motioned to adjourn the meeting at 9:02 a.m. Kevin Mast seconded the motion.

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

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President

\_\_\_\_\_  
Treasurer