

RECORD OF PROCEEDINGS

Minutes of

REGULAR

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held November 18

20 13

The Board of Education of the East Holmes Local School District met in regular session at 7:00 p.m. on Monday, November 18, 2013, in the Central Office. Board President Paul Shutt called the meeting to order.

ROLL CALL

PRESENT: Mark Coblentz, Eli Hochstetler, Tim Miller, Monika Zinck, Paul Shutt
ABSENT: None

13-105
APPROVAL OF MINUTES

Tim Miller motioned to approve the minutes of the October 21, 2013, regular meeting. Monika Zinck seconded the motion.

YEAS: Mark Coblentz, Eli Hochstetler, Tim Miller, Monika Zinck, Paul Shutt
NEAS: None
ABSENT: None
Motion carried.

13-106
APPROVAL OF AGENDA

The agenda for the meeting was approved with a motion from Mark Coblentz. Tim Miller seconded the motion.

YEAS: Mark Coblentz, Eli Hochstetler, Tim Miller, Monika Zinck, Paul Shutt
NEAS: None
Motion carried.

13-107
TREASURER'S REPORT

Eli Hochstetler motioned to approve the following items on the Treasurer's report. Tim Miller seconded the motion.

A. Approved the financial report and list of bills paid for October 2013. Expenditures for the month totaled \$1,824,479.31 with cash and investment balances of \$8,234,090.29 at October 31, 2013.

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

Table with 5 columns: Vendor Name, PO Date, Invoice Date, Amount, Check #. Lists various vendors and their purchase order details.

C. Approved the employee life insurance renewal with Anthem Life beginning January 1, 2014. Renewal rates reflect no increase and are as follows: \$.03 per \$1,000 for AD&D and \$.16 per \$1,000 for life insurance coverage.

YEAS: Mark Coblentz, Eli Hochstetler, Tim Miller, Monika Zinck, Paul Shutt
NEAS: None
Motion carried.

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SUPERINTENDENT'S REPORT AND RECOMMENDATIONS

13-108

PERSONNEL

Monika Zinck motioned to approve the following items of personnel. Eli Hochstetler seconded the motion.

- A. Approved the resignation of Ed Whitman, Head Bus Mechanic, effective December 31, 2013, for the purpose of retirement.
- B. Approved the maternity leave request of Christina Hostetler starting November 22, 2013, through March 17, 2014.
- C. Approved the maternity leave request of Heidi Olinger starting April 9, 2014, and continuing through to the end of the 2013-2014 school year.
- D. Approved a one-year 3/8 contract for Missy Diener as English Grades 9 & 10 at Hiland High School for the balance of the 2013-2014 school year.
- E. Approved the reassignment of Jesse Wengerd from Hiland High School English 9 & 10 to Social Studies and Study Hall, due to certification restrictions.
- F. Approved changes to the following Job Descriptions:
 1. Transportation Coordinator to Transportation Director
 2. Head Mechanic
 3. Mechanic
- G. Added a new position of Transportation Director to the Classified Salary Schedule. This position falls under the SERS Retirement System and will be for 240 days with an annual salary of \$46,250.00.
- H. Approved contracts for the following Supplemental positions for the 2013-2014 school year:
 1. Beth Barnes – Pep Band Director (pending numbers)
 2. Josh Miller – Boys Basketball Volunteer
 3. Clinton Yoder – Assistant Varsity Baseball
 4. Chris Dages – Junior Varsity Baseball
 5. Dave Mast – Freshman Baseball
 6. Keith Troyer – Baseball Volunteer
 7. Ryan Troyer – Baseball Volunteer
 8. Austin Kaufman – Assistant Varsity Boys & Girls Track
 9. Andy Shaw – Junior High Boys & Girls Track
 10. Tessa Yoder – Boys & Girls Track Volunteer
 11. Mike Sanchez – Boys & Girls Track Volunteer
 12. Mark Schlabach – Assistant Athletic Director (split stipend)
 13. Scott Bodiker – Assistant Athletic Director (split stipend)
 14. David Borter – Girls Basketball Volunteer
- I. Approved the following employees as Home Instructors at the rate of \$20.00 per hour:
 1. Andy Shaw – for 8th grade student at Wise School
 2. Jane Hochstetler – for 4th grade student at Berlin Elementary
- J. Approved the resignation of Megan Lane, Hiland Math/Science teacher, effective November 29, 2013.

YEAS: Mark Coblentz, Eli Hochstetler, Tim Miller, Monika Zinck, Paul Shutt
 NEAS: None
 Motion carried

13-109

OLD BUSINESS

Tim Miller motioned to approve the following items of personnel. Mark Coblentz seconded the motion.

- A. Approved the 2nd reading of the following revised Administrative Guidelines to match Board Policy approved on April 22, 2013:
 - 6320A – Purchasing
 - 6320C1 – Bidding
- B. Approved the 2nd reading of the following revised Policies and Administrative Guidelines:

Policies:

- 1220 - EMPLOYMENT OF THE SUPERINTENDENT
(Non-discrimination and notification of duties)
- 1310 - EMPLOYMENT OF THE TREASURER
(Non-discrimination and notification of duties)
- 1520 - EMPLOYMENT OF ADMINISTRATORS
(Non-discrimination and notification of duties)

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- 1630.01 - FMLA LEAVE - NEW POLICY
(reflects changes in Federal and State Law)
- 1662 - ANTI-HARRASMENT - NEW POLICY
(identifies types of harassment, reporting and response)
- 2271 - POSTSECONDARY ENROLLMENT PROGRAMS
(requires college's to establish placement standards)
- 2430 - DISTRICT-SPONSORED CLUBS AND ACTIVITIES
(allows homeschooling option)
- 2431 - INTERSCHOLASTIC ATHLETICS
(allows homeschooling option)
- 2623.02 - THIRD GRADE READING GUARANTEE
(response to changes in ORC)
- 3120 - EMPLOYMENT OF PROFESSIONAL STAFF
(allows designee or Bd to place motion before Board when Supt is ineligible by ORC)
- 3430.01 - FMLA LEAVE - Professional Staff
(reflects changes in Federal and State Law)
- 3362 - ANTI-HARRASSMENT - Professional Staff
(identifies types of harassment, reporting and response)
- 4362 - ANTI-HARRASSMENT - Classified Staff
(identifies types of harassment, reporting and response)
- 4430.01 - FMLA LEAVE - Classified Staff
(reflects changes in Federal and State Law)
- 5111 - ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS
(identifies who is permitted to attend tuition free and how tuition is billed)
- 5340 - STUDENT ACCIDENTS - NEW POLICY FOR US (had Guidelines)
(includes updates related to concussions)
- 5513 - CARE OF SCHOOL PROPERTY
(allows damage to be subject to discipline and holds parents/students financially liable)
- 5517 - ANTI-HARRASSMENT - Students
(identifies types of harassment, reporting and response)
- 5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR - Students
(allows admin to deem it a form of harassment and elevated to Anti-Harassment Policy)
- 6152 - STUDENT FEES, FINES, AND CHARGES
(adds restriction to not withhold records for IEP, 504 and Juv Courts for unpaid fees)
- 7300 - DISPOSITION OF REAL PROPERTY/PERSONAL PROPERTY
(requires proceeds of sales to be applied to debt first per ORC)
- 8210 - SCHOOL CALENDAR
(changes calendar from days to hours per ORC)
- 8390 - ANIMALS ON DISTRICT PROPERTY - NEW POLICY
(includes verification of animal health and rules that apply to service animals)
- 8405 - ENVIRONMENTAL HEALTH AND SAFETY ISSUES
(removed animals since they are in new policy)
- 8462 - STUDENT ABUSE AND NEGLECT
(includes suicide awareness and human trafficking)
- 8510 - WELLNESS
(offered options and language to address nutrition throughout day - declined)
- 9160 - PUBLIC ATTENDANCE AT SCHOOL EVENTS
(adds smoking restrictions and accessibility for disabled)
- 9270 - EQUIVALENT EDUCATION OUTSIDE THE SCHOOLS
(homeschooling notifications and participation is extra-curricular activities)
- 9700 - RELATIONS WITH SPECIAL INTEREST GROUPS
(clarification on distribution of information from other groups)

Administrative Guidelines:

- 1630.01 - FMLA LEAVE - NEW
(added to go with the new 1630 Policy required by Fed/State Law)
- 1630.01B - FMLA RECORD KEEPING
(assigns district Treasurer or Designee to be responsible for record keeping)
- 1662 - ANTI-HARRASSMENT - Administration - NEW
(matches up with new policy)
- 2271 - POSTSECONDARY ENROLLMENT PROGRAMS
(adds clarification to postsecondary requirements and monitoring)
- 2430 - DISTRICT SPONSORED CLUBS AND ACTIVITIES
(includes homeschooling to the guidelines)
- 2431 - INTERSCHOLASTIC ATHLETICS
(defines duties of athletic directors and coaches - restricts to extent of law)
- 2431C - CONCUSSIONS AND HEAD INJURIES
(includes physical education)
- 3362 - ANTI-HARRASSMENT - Professional Staff
(removes language applied to policy instead)
- 3430.01 - FMLA LEAVE - Professional Staff
(removes language applied to policy instead)
- 3430.01B - FMLA RECORDKEEPING
(adds GINA language)
- 4120 - EMPLOYMENT OF CLASSIFIED STAFF
(removes requirement to complete DMA Terrorist Form)

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- 4362 – ANTI-HARASSMENT
(removes language applied to policy instead)
- 4430.01 – FMLA LEAVE – Classified Staff
(removes language applied to policy instead)
- 4430.01B – FMLA RECORDKEEPING REQUIREMENTS
(removes language applied to policy instead)
- 5215 – MISSING CHILDREN
(addressed forwarding of information to law enforcement)
- 5320 – IMMUNIZATION
(dose and timing updates)
- 5517 – ANTI-HARASSMENT
(removes language applied to policy instead)
- 5723 – STUDENT RIGHTS OF EXPRESSION
(updates in language due to changes in ORC)
- 8210 – SCHOOL CALENDAR
(changes due to conversion from days to hours)
- 8330 – STUDENT RECORDS
(prohibits delay of sending records due to unpaid fees for Special Needs Students)
- 8390 – USE OF SERVICE ANIMALS
(aligns with policy to assure health of animals and use of service animals)
- 8405A – USE OF ANIMALS IN THE CLASSROOM AND ON SCHOOL PREMISES
(DELETE – COVERED BY OTHER POLICY AND GUIDELINE)
- 9160B – USE OF SERVICE ANIMALS
(DELETE – COVERED BY OTHER POLICY AND GUIDELINE)
- 9270 – PROCEDURE FOR EDUCATION A CHILD AT HOME
(Procedure to notify for homeschooling)
- 9270A – ADMISSION OF STUDENTS FROM NON-CHARTERED SCHOOLS
(Establishes guidelines to enroll and to determine placement)
- 9700A – DISTRIBUTION OF MATERIALS TO STUDENTS
(adds detail to the policy related to organizations wanting to send materials)

FORMS

- 1662 F1 – REPORT OF HARASSMENT
- 2271 F3 – POSTSECONDARY ENROLLMENT PROGRAMS
- 2431 F3 – HEAD COACH EVALUATION
- 2431 F4 – ASSISTANT COACH EVALUATION
- 5111 F7 – POWER OF ATTORNEY
- 5111 F8 – CARETAKER AUTHORIZATION AFFIDAVIT

YEAS: Mark Coblenz, Eli Hochstetler, Tim Miller, Monika Zinck, Paul Shutt
 NEAS: None
 Motion carried.

**13-110
 NEW BUSINESS**

Tim Miller motioned to approve the following items of new business. Mark Coblenz seconded the motion.

- A. Approved the following Open Enrollment students for the remainder of the 2013-2014 school year:
1. Leon W. Miller – Grade 1 at Chestnut Ridge
 2. Melody Murtaugh – Grade 6 at Berlin
 3. Wendell Beachy – Grade 1 at Chestnut Ridge
 4. Caleb Beachy – Grade 2 at Chestnut Ridge
 5. Kenny Beachy – Grade 7 at Chestnut Ridge
 6. Amanda Yoder – Grade 9 at Hiland
 7. Javan Yoder – Grade 12 at Hiland
 8. Taggart Shull – Grade 5 at Walnut Creek
- B. Approved the denial of Payment in Lieu of Transportation to Zachary Miller at Beacon Hill since the family lives inside the 2 mile area per Board Policy 8600.
- C. Approved the Memorandum of Understanding to correct a missing paragraph in Article VI (Leaves of Absence) of the approved Negotiated Agreement.

YEAS: Mark Coblenz, Eli Hochstetler, Tim Miller, Monika Zinck, Paul Shutt
 NEAS: None
 Motion carried

**13-111
 EXECUTIVE SESSION-EVALUATION OF TREASURER & SUPERINTENDENT
 & EMPLOYMENT OF PERSONNEL**

Tim Miller motioned to adjourn into Executive Session at 7:50 p.m. to evaluate the Treasurer and the Superintendent and to discuss employment of personnel. Monika Zinck seconded the motion.

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Paul Shutt called the Board back into open session at 10:00 p.m.

13-112
ADJOURNMENT

Tim Miller motioned to adjourn the meeting at 10:05 p.m. Eli Hochstetler seconded the motion.

YEAS: Mark Coblentz, Eli Hochstetler, Tim Miller, Monika Zinck, Paul Shutt
NEAS: None
Motion carried.

President

Treasurer