

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

March 17

2014

The Board of Education of the East Holmes Local School District met in regular session at 6:00 p.m. on Monday, March 17, 2014, in the Central Office. Board President Thurman Mullet called the meeting to order.

**ROLL CALL**

PRESENT: Eli Hochstetler, Jeremy Kauffman, Kevin Mast, Thurman Mullet, Vince Mullet  
 ABSENT: None

**14-131  
 APPROVAL OF MINUTES**

Kevin Mast motioned to approve the minutes of the February 17, 2014, Regular meeting and the March 3, 2014, Special Meeting. Vince Mullet seconded the motion.

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

**14-132  
 APPROVAL OF AGENDA**

Kevin Mast motioned to modify the Agenda to add an additional item to IX. A. Personnel. Vince Mullet seconded the motion.

The agenda and addendum for the meeting were approved with a motion from Eli Hochstetler. Jeremy Kaufman seconded the motion.

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

**STUDENT RECOGNITION**

- A. Hiland Students of the Week:
  1. Sarah Kaufman – February 24-28, 2014
  2. Creed Hostetler – March 3-7, 2014
  3. Hailey Miller – March 10-14, 2014
  4. Zach Coblentz – March 17-21, 2014
- B. Participants in the Tri-county HS & MS Solo & Ensemble Contest:
  1. Trombone Solo – Excellent – Hunter Mast
  2. Percussion Trio – Excellent  
 Parker Stutzman, Jerome Watson, Marcus Moan
  3. Trombone Duet – Superior  
 Hunter Mast and Lindsey Mast
  4. Brass Trio – Superior  
 Hunter Mast, Gabe Brown and Tess Miller
  5. Clarinet Quartet – Superior  
 Chloe Torrence, Felicia Hostetler, Miranda Sommers and Ashley Weaver
  6. Brass Quartet – Superior  
 Darian Pacula, Sarah Regan, Josh Schlabach and Alijah Chupp
  7. Flute Solo – Superior  
 Natalie Byler
  8. Flute Trio – Superior  
 Natalie Byler, Jordan Smith and Patrick Miller
- C. Daily Record Students of the Month:
  1. Maryssa Mast
  2. Daniel Schlabach
- D. Franklin B. Walter All Scholastic Award/Scholarship. One candidate recognized from each Ohio County by the Ohio Educational Service Center Association (OESCA):
  1. Daniel Schlabach

**14-133  
 TREASURER'S REPORT**

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

Held

March 17

20 14

- A. Approved the financial report and list of bills paid for February 2014 as submitted by the Treasurer.
- B. Approved the Then & Now Purchase Orders as presented:
- | Vendor Name             | PO Date    | Invoice Date | Amount    | Check # |
|-------------------------|------------|--------------|-----------|---------|
| Holmes Co J&FC          | 01/31/2014 | 01/28/2014   | \$ 100.00 | 37423   |
| Wooster Glass           | 01/24/2014 | 01/09/2014   | 80.00     | 37445   |
| East Central ESC        | 01/23/2014 | 12/11/2013   | 51,411.84 | 37451   |
| MRE Services            | 01/31/2014 | 01/23/2014   | 101.58    | 37456   |
| Walnut Creek Cheese     | 02/06/2014 | 12/31/2013   | 261.39    | 37482   |
| Pepsi                   | 02/10/2014 | 01/27/2014   | 428.18    | 37498   |
| Charm Engine            | 02/17/2014 | 01/13/2014   | 95.11     | 37522   |
| Julia Shoup             | 02/19/2014 | 01/27/2014   | 10.00     | 37528   |
| Trail Plumbing          | 02/17/2014 | 01/29/2014   | 304.66    | 37538   |
| Sarah Hershberger       | 02/19/2014 | 01/27/2014   | 10.00     | 37545   |
| Dumont's Sporting Goods | 02/19/2014 | 01/30/2014   | 437.50    | 37549   |
| Erica Camacho           | 02/19/2014 | 01/27/2014   | 101.40    | 37552   |
| Michelle Mishler        | 02/19/2014 | 01/27/2014   | 10.00     | 37558   |
| Larry's Music Center    | 02/26/2014 | 12/09/2013   | 36.00     | 37586   |
| MRE Services            | 02/17/2014 | 02/11/2014   | 69.06     | 37591   |
| Shiffler Equipment      | 02/01/2014 | 01/31/2014   | 110.00    | 37609   |
| West Holmes FFA         | 02/26/2014 | 02/04/2014   | 75.40     | 37615   |
| Verizon                 | 02/28/2014 | 02/12/2014   | 228.39    | 37625   |
- C. Adopted the resolution accepting the rates and amounts as determined by the Budget Commission of Holmes County and authorizing the necessary tax levies and certifying them to the County Auditor.

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

#### SUPERINTENDENT'S REPORT AND RECOMMENDATIONS

14-134

#### EMPLOYMENT ISSUE TABLED FOR FURTHER DISCUSSION

- A. The Board tabled the one-year limited contract for Wayne R. Miller as full-time Custodian at Hiland High & Middle School. This contract will require further discussion and will be re-visited at the next Board meeting.

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

14-135

#### PERSONNEL

Eli Hochstetler motioned to approve the following items of personnel. Kevin Mast seconded the motion.

- A. Approved a one-year limited contract for John J. Miller as full-time Head Custodian for the District, for the remainder of the 2013-2014 school year. He will be placed at Step 0 on the classified salary schedule with 0 years' experience effective April 1, 2014. He will also work on an as-needed basis between March 18 and March 31, 2014, for training and coverage purposes and will be paid at his hourly rate per hour worked during that time period.
- B. Approved a contract change for Melissa Diener for the 2014-2015 school year as follows:
- Non-renewal of the 2013-2014 3/8 contract for services at Hiland High School.
  - Increased her contract for the 2014-2015 school year to ¾ FTE.
  - Transfer her from Mt. Hope to Hiland High School for the 2014-2015 school year.
- C. Approved the creation of one additional Second Grade classroom at Flat Ridge Elementary for the 2014-2015 school year.
- D. Approved the tentative assignment of Jane Mast to the Second Grade classroom at Flat Ridge Elementary for the 2014-2015 school year. She is returning from a one-year leave of absence.
- E. Accepted the Supplemental Contract resignation of Krista Albright as the 8<sup>th</sup> Grade Field Trip Chaperone for the 2013-2014 school year.
- F. Accepted the resignation of Madeline Ellis, Speech Language Pathologist, effective June 30, 2014.
- G. Approved the following supplemental contracts for the 2013-2014 school year:
- Scott Daniels – Assistant Spring Play Director
  - Scott Bodiker – 8<sup>th</sup> Grade Field Trip Advisor
- H. Accepted the resignation of Shannon Stutzman, 7<sup>th</sup> and 8<sup>th</sup> Grade Family & Consumer Science teacher, effective July 1, 2014.

Held

March 17

2014

- I. Approved the addition of Wayne R. Miller to the Classified Substitute List as Custodian for the 2013-2014 school year.

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

**14-136  
 NEW BUSINESS**

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

- A. Adopted Calendar Draft #2 for the 2014-2015 school year.
- B. Approved the 2014-2015 Hiland High & Middle School Curriculum Guide.
- C. Approved Inter-District Open Enrollment in the East Holmes Local Schools for the 2014-2015 school year only for any student living in the State of Ohio.
- D. Approved Intra-District Open Enrollment for the 2014-2015 school year only for those students living in the East Holmes Local School District.
- E. Approved the ESEA Consolidated Local Plan for FY 2014:
  - 1. Title I - \$2,145,888.00 Improving Academic Achievement
  - 2. Title II-A - \$ 226,814.00 Improving Teacher Quality
  - 3. Title III - \$ 238,882.00 Limited English Proficient
  - 4. Idea-B - \$ 409,052.00 Special Education
  - 5. VI-B Rural - \$ 32,919.00 Rural Education Achievement Program
- F. Approved the 1<sup>st</sup> 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 EHLSD 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.
- 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

Held

March 17

2014

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

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

**14-137****EXECUTIVE SESSION – EVALUATION OF SUPERINTENDENT AND TREASURER**

At 7:17 p.m., Jeremy Kaufman motioned for the Board to go into executive session to discuss the evaluations of the Superintendent and the Treasurer. Vince Mullet seconded the motion.

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

Thurman Mullet called the Board back to open session at 10:00 p.m.

**14-138  
ADJOURNMENT**

Eli Hochstetler motioned to adjourn the meeting at 10:00 p.m. Jeremy Kaufman seconded the motion.

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

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President\_\_\_\_\_  
Treasurer