

WEST HOLMES KNIGHTS



BOARD OF EDUCATION

MARCH 19, 2018

NASHVILLE ELEMENTARY

WILLIAM STERLING, SUPERINTENDENT
JAMIE ZEIGLER, TREASURER

MEMBERS: ANDREW JONES, PATRICIA SAGE, ERIC STROUSE,
BRAD WELSH, TINA ZICKEFOOSE

**BOARD OF EDUCATION
WEST HOLMES LOCAL SCHOOLS
AGENDA - REGULAR MEETING
MARCH 19, 2018 @ 7:00 P.M.
NASHVILLE ELEMENTARY**

I. CALL TO ORDER

II. ROLL CALL

Motion by _____ Seconded by _____
Jones _____ Sage _____ Strouse _____ Welsh _____ Zickefoose _____

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL/ADJUSTMENTS TO AGENDA

Motion by _____ Seconded by _____
Jones _____ Sage _____ Strouse _____ Welsh _____ Zickefoose _____

V. APPROVAL OF MINUTES

- A. Minutes of the Regular Meeting held February 19, 2018 attached to this agenda.

Motion by _____ Seconded by _____
Jones _____ Sage _____ Strouse _____ Welsh _____ Zickefoose _____

VI. CORRESPONDENCE & DONATIONS

Motion by _____ Seconded by _____
Jones _____ Sage _____ Strouse _____ Welsh _____ Zickefoose _____

VII. TREASURER'S REPORT

- A. Month End Reconciliation and Investments as of February 28, 2018 – Enclosed sheet marked “A”.
- B. Financial Report by Fund of Expenditures and Unencumbered Balances as of February 28, 2018 – Enclosed report marked “B”.
- C. Approval of Financial Summary for Month ending February 28, 2018 – Enclosed report marked “C”.

Motion by _____ Seconded by _____
Jones _____ Sage _____ Strouse _____ Welsh _____ Zickefoose _____

VIII. SUPERINTENDENT’S REPORT

- 1. Committee Reports of the West Holmes Board of Education
- 2. FFA Update
- 3. Nashville Art Presentation
 - a. Asher Jackson
 - b. Brycen Hall
 - c. Reece Wengerd
 - d. Payson Dial
 - e. Braylen Miller
 - f. Gabby Fowler
- 4. Head Basketball Coach

IX. ACKNOWLEDGMENT OF GUESTS

X. OLD BUSINESS

Motion by _____ Seconded by _____
 Jones _____ Sage _____ Strouse _____ Welsh _____ Zickefoose _____

XI. NEW BUSINESS

- A. Approval to participate in MEC Purchasing Consortium and the State of Ohio Cooperative Purchasing Program.
- B. Approval Resolution – Supporting school safety and reducing violence in schools.

Motion by _____ Seconded by _____
 Jones _____ Sage _____ Strouse _____ Welsh _____ Zickefoose _____

XII. PERSONNEL ACTIONS

APPROVAL OF THE FOLLOWING:

A. RESIGNATIONS

- 1. Ty Harris submits his letter of resignation for the purpose of retirement to be effective May 31, 2018.
- 2. Janet Hanna submits her letter of resignation for the purpose of retirement to be effective June 1, 2018.

B. HIRING

- 1. Heath Wright – 4 hour custodian at Clark – Step 0
- 2. Sydney Mast – Volleyball Coach – Step 0`

C. SUBSTITUTES

- 1. Coreena Johnson – Bus Driver – effective 2/2/18
- 2. Claudia Cher Myers – Bus Driver – effective 2/2/18
- 3. Fany Vasquez Munguia – Bus Driver

Motion by _____ Seconded by _____
 Jones _____ Sage _____ Strouse _____ Welsh _____ Zickefoose _____

XIII. EXECUTIVE SESSION

A. Motion to go into Executive Session for the purpose of discussing the employment of personnel.

Motion by _____ Seconded by _____
Jones _____ Sage _____ Strouse _____ Welsh _____ Zickefoose _____

XIV. NEXT MEETING

April 16, 2018
Middle School

XV. ADJOURNMENT

Motion by _____ Seconded by _____
Jones _____ Sage _____ Strouse _____ Welsh _____ Zickefoose _____

FUTURE MEETINGS

May 21 High School
June 18 High School
July 16 High School

WEST HOLMES LOCAL SCHOOLS 2017-2018 SCHOOL CALENDAR

<p>18 New teacher orientation 21 Opening Mtg./Inservice 22 Staff inservice meeting 23 Staff work day/Open House 24 First day of school</p> <p>8 days</p>	AUGUST 2017	SEPTEMBER 2017	<p>4 Labor Day (No School) 22 Late Arrival (2 hours) 29 Midterms Home</p> <p>20 days</p>												
<p>9 Parent/Teacher Conf 6-12 11 Parent/Teacher Conf K-5 16 Parent/Teacher Conf K-12 26 End of 9 weeks 27 Staff Work Day / Professional Development No School for Students</p> <p>21 days</p>	OCTOBER 2017	NOVEMBER 2017	<p>1 Grade Cards Home 22-24 Thanksgiving Break 27 Conference Comp (No School)</p> <p>19 days</p>												
<p>6 Late Arrival (2 hours) 12 Midterms Home 21 Last day of classes before Christmas 22-Jan 1 Christmas Break</p> <p>15 days</p>	DECEMBER 2017	JANUARY 2018	<p>1 New Year's Day 2 First day of school 2018 12 End of 9 weeks 15 M.L. King Jr. Day (No School) 16 Late Arrival (2 hours) 19 Grade Cards Home</p> <p>21 days</p>												
<p>12 Parent/Teacher Conf K-5 13 Parent/Teacher Conf 6-12 15 Parent/Teacher Conf K-12 19 Presidents Day – Staff Work Day/ Professional Development/ No School for Students 23 Midterms Home</p> <p>19 days</p>	FEBRUARY 2018	MARCH 2018	<p>8 Late Arrival (2 hours) 23 End of 9 weeks 24-30 Spring Break</p> <p>17 days</p>												
<p>2 Late Arrival (2 hours) 6 Grade Cards Home 23 Conference Comp (No School)</p> <p>21 days</p>	APRIL 2018	MAY 2018	<p>1 Late Arrival (2 hours) 4 Midterms Home 25 Last day of School/Grade Cards 26 Graduation (7:00 p.m.) 28 Memorial Day (No School) 29 Staff Work Day</p> <p>19 days</p>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Grade Period Ends</th> <th>Number of Days</th> </tr> </thead> <tbody> <tr> <td>October 26</td> <td>47</td> </tr> <tr> <td>January 12</td> <td>45</td> </tr> <tr> <td>March 23</td> <td>48</td> </tr> <tr> <td>May 25</td> <td>40</td> </tr> <tr> <td></td> <td>180</td> </tr> </tbody> </table>	Grade Period Ends	Number of Days	October 26	47	January 12	45	March 23	48	May 25	40		180	JUNE 2018	JULY 2018	<p style="text-align: center;">Priority Make up Days Feb. 19, May 29, 30, 31</p> <p style="text-align: center;">Total Hours/Day Length MS/HS 1150 6.4 hrs. Elem 1072 6.0 hrs.</p>
Grade Period Ends	Number of Days														
October 26	47														
January 12	45														
March 23	48														
May 25	40														
	180														

FEBRUARY 19, 2018
WEST HOLMES BOARD OF EDUCATION
REGULAR MEETING MINUTES

1. CALL TO ORDER
 2. ROLL CALL
 3. MOTION TO APPROVE MINUTES
 4. MOTION TO APPROVE DONATIONS
 5. MOTION TO APPROVE THE TREASURER'S REPORT
 6. COMMITTEE REPORTS
 7. SUPERINTENDENT'S REPORT
 8. GUESTS/PUBLIC PARTICIPATION
 9. MOTION TO APPROVE PERSONNEL
 10. MOTION TO APPROVE NEW BUSINESS
 11. MOTION TO ENTER EXECUTIVE SESSION
 12. MOTION TO ADJOURN
-

1. The Regular meeting of the West Holmes Board of Education was called to order at West Holmes High School.

2. Roll Call: Andrew Jones, Patricia Sage, Brad Welsh, Eric Strouse, Tina Zickefoose

ABSENT: None

3. Pledge of Allegiance.

4. Eric Strouse made a motion to approve the minutes of the Regular Meeting and the Organizational Meeting held January 8, 2018. The motion was seconded by Brad Welsh.

Yeas: Jones, Sage, Zickefoose

Nays: None

Motion: Carried

5. Patricia Sage made a motion that was seconded by Andrew Jones to approve the following donations:

A. Millersburg Elementary would like to thank Wastequip for their generous donations of snow boots and sweat pants for their students. It is truly appreciated and much needed.

B. Millersburg Elementary would like to thank the Wells family for many books, games and basketballs.

Yeas: Welsh, Strouse, Zickefoose

Nays: None

Motion: Carried

6. Eric Strouse made a motion that was seconded by Brad Welsh to approve the Treasurer's Report as follows:

A. Month End Reconciliation and Investments as of January 31, 2018 – Enclosed sheet marked "A".

- B. Financial Report by Fund of Expenditures and Unencumbered Balances as of January 31, 2018 – Enclosed report marked “B”.
- C. Approval of Financial Summary for Month ending January 31, 2018– Enclosed report marked “C”.
- D. Approval of Resolution to accept the amounts and rates as determined by the Budget Commission and tax rates as certified by the County Auditor.

Yeas: Jones, Sage, Zickefoose

Nays: None

Motion: Carried

7. Superintendent’s Report

- A. Committee Reports of the West Holmes Board of Education
 - i. Tina Zickefoose – Career Center
 - ii. Patricia Sage – Legislative
 - iii. Brad Welsh - Finance
 - iv. Andrew Jones – Extra-Curricular
- B. Student Council
- C. Recognition
 - i. Brian Dodd
 - ii. Craig Proper
- D. Curriculum – Brian Baughman
- E. Summer Projects
- F. Cafeteria
- G. Transportation

9. Guests/Public Participation:

Becki Flinner	Tyler Renner
Robin Tate	Charlotte Baird
Brian Flickinger	Mary Smith
Julie Snyder	Carrie Maltarich
Brian Zimmerly	Loren Williams
Aaron Kaufman	Lindsey Beachy
Robin Gray	Shelby Evans
Diane Miller	Nikole Hanna
Vicki McDowell	

10. Andrew Jones made a motion that was seconded by Patricia Sage to approve all new business as follows:

- A. Resolution for West Holmes Local School Board to endorse March as the observance of Youth Art Month as an opportunity to support the purposes and practices of art education and encourages teachers, parents students and all citizens to participate. This year’s theme is “United through Art”.
- B. Resolution for West Holmes Local School Board to endorse March as the observance of Music in Our Schools Month as an opportunity to support the purposes and practices of music education and encourages teachers, parents, students and all citizens to participate. This year’s theme is “Music Inspires”.
- C. Approval to purchase two new Bluebird buses from Cardinal Bus Sales at \$83,558.00 per unit.
- D. Approval of the High School Band and Choir Trip to Orlando Florida in 2019. Trip dates are

Monday, March 25, 2019 through Saturday, March 30, 2019.

E. Approval of 2018-2019 School Calendar.

Yeas: Strouse, Welsh, Zickefoose

Nays: None

Motion: Carried

11. Brad Welsh made a motion that was seconded by Eric Strouse to approve the following Personnel Actions:

A. RESIGNATIONS

1. Mary Ogi submits her letter of resignation for the purpose of retirement to be effective May 31, 2018.
2. Amber Fixel submits her letter of resignation to be effective as of February 22, 2018.

B. HIRING

1. Susie Chaney – Majorette Advisor

C. SUPPLEMENTALS

TRACK HS

Head HS Coach - Ty Harris
Assistant HS Coach - Mike Ewing
Assistant HS Coach - Eric Goudy
Assistant HS Coach - Jennifer Stutzman
Volunteer HS Coach - Pete Norman
Volunteer HS Coach - Bill Ashcraft

TRACK MS

Head Boys Coach - Andy Spencer
Head Girls Coach - Cooper Charlton
Assistant Boys Coach - Bud Yoder
Assistant Girls Coach – Brooke Fox

BASEBALL

Head Coach - Bill Pim
Assistant HS Coach - Geoff Wagers
Assistant HS Coach - Toby Yoder
Assistant HS Coach - Daryl Woods and Wyatt Mellor (will split a stipend)
Volunteer HS Coach - Steve James
Volunteer HS Coach - Nick Eltzroth

SOFTBALL

Head Coach - Jaime Chenevey
Assistant Varsity Coach - Steve Frank
Head JV Coach - Brian Lash
Volunteer JV Coach - Hannah Frank

TENNIS

Head Coach - Jason Otto
Volunteer Assistant Coach - Nathan Ewing

D. SUBSTITUTES

1. Karley Arnold - cook – effective 1/10/18
2. Heather Wright – Cafeteria, custodian, secretary

Yeas: Jones, Sage, Zickefoose

Nays: None

Motion: Carried

12. Motion was made by Eric Strouse and seconded by Patricia Sage to go into Executive Session for the purpose of discussing the employment of personnel.

Yeas: Jones, Welsh, Zickefoose

Nays: None

Motion: Carried

13. Motion was made by Brad Welsh and seconded by Eric Strouse to adjourn.

Yeas: Jones, Sage, Zickefoose

Nays: None

Motion: Carried

President, Board of Education

Treasurer

JANUARY 8, 2018
WEST HOLMES BOARD OF EDUCATION
ORGANIZATIONAL MEETING MINUTES

1. APPOINTMENT OF PRESIDENT PRO TEM
 2. CALL TO ORDER
 3. ROLL CALL
 4. NOMINATIONS FOR PRESIDENT
 5. NOMINATIONS FOR VICE-PRESIDENT
 6. MOTION TO APPROVE AGENDA ITEMS
 7. MOTION TO ADJOURN
-

1. Brad Welsh was appointed President Pro Tem to open the meeting.
2. The 2018 Organizational meeting was called to order by Brad Welsh, President Pro Tem at 6:00 P.M. at West Holmes High School.
3. Roll Call: Andrew Jones, Brad Welsh, Tina Zickefoose
4. The President Pro Tem opened nominations for the Office of President of the West Holmes Board of Education.
 - A. Brad Welsh nominated Tina Zickefoose and Andrew Jones seconded the motion. There were no other motions made. Brad Welsh moved to close nominations for the Office of President of the West Holmes Board of Education.

Yeas: Jones, Welsh, Zickefoose
Nays: None
Motion: Carried
 - B. Tina Zickefoose was elected President of the West Holmes Board of Education for 2018 by common consent.
5. President Pro Tem Brad Welsh opened nominations for the office of Vice-President of the West Holmes Board of Education.
 - A. Tina Zickefoose nominated Eric Strouse. Brad Welsh seconded the motion. No other motions were made. Tina Zickefoose moved to close nominations for the Office of Vice-President of the West Holmes Board of Education.

Yeas: Jones, Welsh, Zickefoose
Nays: None
Motion Carried
 - B. Eric Strouse was elected Vice-President of the West Holmes Board of Education for 2018 by common consent.

6. Moved by Patricia Sage and seconded by Tina Zickefoose to approve the following resolutions as indicated:

- A. Resolution to establish meeting place, time and dates.
 - 1. Meeting Place – West Holmes school buildings
 - 2. Time – 7:00 P.M.
 - 3. Dates – Third Monday of each month

- B. Resolution to waive reading of the minutes at the meetings.

Statute authorizes the waiving of the reading of the minutes providing the record has been distributed to the members of the Board of Education at least two days prior to the date of the next succeeding meeting.

- C. Resolution to establish service fund.

To pay expenses for members of the Board of Education actually incurred in the performance of duties inside and outside the school district.

- D. Resolution authorizing treasurer to pay bills.

Request authorization to pay bills as soon as possible providing the invoices are within the appropriate amount and penalties can be avoided and/or available discounts can be obtained and/or for the best relations with suppliers can be earned.

- E. Resolution authorizing the treasurer to invest inactive funds to obtain the maximum return possible.

- F. Resolution to authorize treasurer to request advances on tax collections.

- G. Resolution to authorize the treasurer to be the fiscal agent of all federal funds.

- H. Resolution appointing personnel for the following responsibilities:
 - 1. Designate Julie Snyder as the person to coordinate Title IX and 504 compliance efforts and investigate complaints.
 - 2. Designate Renee Woods as Prevailing Wage Coordinator (4115.071 R.C.).
 - 3. Designate Renee Woods as Americans Disability Act Coordinator.
 - 4. Authorize appropriate personnel to apply for fund from Title I, Title VI, VI-B EHCA, DPPF and Drug Free School Grant or the statutory equivalents of these programs for fiscal year 2017-18. (Renee Woods)
 - a. Designate Julie Snyder – Title VI-Part B IDEA Education of Handicapped Children Act.
 - b. Designate Brian Baughman – Title VI and DPPF Disadvantaged Pupil Program Fund.
 - c. Designate Brian Baughman – Title I
 - d. Designate Brian Baughman – Drug Free School Grant
 - e. Designate Brian Baughman – Title VI-B Rural & Low Income Grant
 - f. Designate Brian Baughman as Homeless Children Liaison

- I. Appointment of Legislative Liaison for West Holmes Board of Education for 2018
 - 1. Board Member Appointed: Patricia Sage

- J. Approval of Bonds
 - 1. Approval of bonds for all members of the Board of Education.

Value of each bond is \$25,000.00
 - 2. Resolution to establish performance bond for Superintendent.

- \$25,000.00 Value
3. Resolution to establish performance bond for Treasurer.
\$50,000.00 Value
- K. Resolution to purchase liability insurance
Coverage for District, Board Members, Administrators, Certificated, Non-Certificated,
Nurses and Volunteers from July 1, 2016 to June 30, 2017.
- L. Resolution to approve Vocational Advisory Committees.
- M. Resolution to establish a records commission composed of the President of the Board of
Education, Superintendent, and Treasurer and the RC-2 schedule and procedures as outlined
by the Ohio Historical Society.
- N. Resolution to authorize the Superintendent to employ temporary personnel as needed and
accept leaves of absence and resignations.
Such employment should be acted upon by the Board at the next regular meeting.
- O. Resolution to authorize Superintendent to approve district staff development.
- P. Resolution to authorize Superintendent to sign the annual internet services agreement as per
e-rate guidelines.
- Q. Resolution to approve district annual membership to the Ohio School Boards Association,
Ohio High School Athletic Association, and The Education Tax Policy Institute, and annual
renewal of the Policy Services Update, Ohio Coalition of Rural and Appalachian Schools.
- R. Resolution to authorize the Treasurer to sign all payroll warrants, board warrants, checks.
- S. Adoption of the tax budget.
- T. Authorization to make payment in lieu of transportation when requested.
- U. Resolution to authorize Superintendent to hire summer help as needed and approve student
teacher placement contracts with universities.
- V. Resolution to authorize Superintendent to make changes to job descriptions as needed.
- W. Resolution to give the Superintendent the authority of disposing of assets found to have no
value to the district.
- X. Resolution to establish the FMLA 12-Month Period to begin on the first day of absence.
- Y. Resolution to not offer vocational programs in grades 7 and 8 for the 2018-2019 school year.

Approval of all items listed A through Y

Yeas: Jones, Welsh, Zickefoose

Nays: None

Motion Carried

Z. Moved by Brad Welsh and seconded by Tina Zickefoose to adjourn at 6:11 P.M.

Yeas: Jones

Nays: None

Motion Carried

President, Board of Education

Treasurer