

WEST HOLMES KNIGHTS



BOARD OF EDUCATION

FEBRUARY 18, 2019
KILLBUCK 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
FEBRUARY 18, 2019 @ 7:00 P.M.
KILLBUCK 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 Organizational Meeting held January 7, 2019 attached to this agenda.
- B. Minutes of the Regular Meeting held January 7, 2019 attached to this agenda.
- C. Minutes of the Special Meeting held January 23, 2019 attached to this agenda.
- D. Minutes of the Special Meeting held on February 13, 2019 attached to this agenda.

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

VI. CORRESPONDENCE & DONATIONS

- A. Lakeville Elementary would like to thank the Damon Winkleman Memorial Fund for their donation of a new United States flag and a new State of Ohio flag.
- B. Lakeville Elementary would like to thank the Methodist Church for the donation of tennis shoes, sweatshirts, jackets, chapstick and socks for students in need.
- C. Lakeville Elementary would like to thank Farmer's Bank in Big Prairie for their donation of clothing for students in need.
- D. Lakeville Elementary would like to thank Nancy Davenport for her donation of clothing for students in need.
- E. Nashville Elementary would like to thank Bigelow United Methodist Church for their donation of shirts, pants, winter hats, and gloves for students in need.
- F. Nashville Elementary would like to thank Adam Campbell for donating winter coats for students in need.
- G. Nashville Elementary would like to thank Farm Credit Services for their donation of \$300 to use for student's needs.
- H. Nashville Elementary would like to thank Hopewell Presbyterian Church for their donation of hats and gloves for students in need.
- I. All West Holmes Local Schools Elementary Schools would like to thank Hopewell Church for their donation of hats, gloves, scarves, and socks for students in need.

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

VII. TREASURER'S REPORT

- A. Month End Reconciliation and Investments as of January 31, 2019 – Enclosed sheet marked “A”.
- B. Financial Report by Fund of Expenditures and Unencumbered Balances as of January 31, 2019 – Enclosed report marked “B”.
- C. Approval of Financial Summary for Month ending January 31, 2019 – 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.

VIII. SUPERINTENDENT'S REPORT

1. Committee Reports of the West Holmes Board of Education
2. Recognition of PTO Members
3. FFA Update
4. OMUN student Recognition
 - a. Advisors – Mindy Kick and Lisa Lang
 - b. James Barr
 - c. Samantha Butcher
 - d. Joy Latouf
 - e. Timothy Kandel
 - f. Cade Wagers
 - g. Haeden Wolfe
 - h. Jessie Zheng
 - i. Kelsey Miller
 - j. Gracie Shreve
5. Killbuck students on extra-curricular activities going on at Killbuck

IX. ACKNOWLEDGMENT OF GUESTS

X. OLD BUSINESS

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

XI. NEW BUSINESS

- A. Approval of the West Holmes High School Course Selection Guide for 2019-20.
- B. Approval of 2019-2020 school calendar.
- C. Approval of the Resolution for West Holmes Local Schools' Board of Education All Music All People Music in Our Schools Month.
- D. Approval of the Resolution for West Holmes Local Schools Board of Education Youth Art Month, Your Art, Your Story.
- E. Approval to accept the resignation of the Superintendent, William Sterling, for purposes of retirement on May 31, 2019.
- F. Authorization of the bid process for the replacement of the chiller at West Holmes High School as per the scope of work provided by Mitch Neece, Maintenance Supervisor.
- G. Approval to adopt the first resolution to proceed with placing the \$803,000 renewal levy on the ballot in the November General Election.

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

XII. PERSONNEL ACTIONS

APPROVAL OF THE FOLLOWING:

A. HIRING

1. Rehire William Sterling as Superintendent for the 19/20 school year to facilitate the transition to a new Superintendent.

B. SUPPLEMENTALS

TRACK HS

Head HS Coach - Ty Harris
Assistant HS Coach - Mike Ewing
Assistant HS Coach - Eric Goudy
Assistant HS Coach - Jennifer Stutzman

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 – Wyatt Mellor (1/2 contract)
Assistant HS Coach – Keith Troyer (1/2 contract)
JV Head Coach – Geoff Wagers
Freshman Head Coach – Toby Yoder
Assistant Volunteer Coach – Darryl Woods
Assistant Volunteer Coach – Steve James
Assistant Volunteer Coach – Bill Kohl
Assistant Volunteer Coach – Kiowa Looney

SOFTBALL

Head Coach – Steve Frank
Assistant Varsity Coach – Hannah Frank
Assistant Varsity Coach – Ayla Uhl

TENNIS

Head Coach - Jason Otto
Assistant Volunteer Coach - Nathan Ewing
Assistant Volunteer Coach – Evan Aurand

C. SUBSTITUTES

1. Carie Fair – teacher aide sub – effective January 22, 2019
2. Dylan Allison – custodial sub – effective February 6, 2019
3. Lauren Marner – secretarial sub – effective February 6, 2019

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. RETURN FROM EXECUTIVE SESSION

A. Motion to return from Executive Session to Regular Session.

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

XV. NEXT MEETING

March 18, 2019

Nashville Elementary

XVI. ADJOURNMENT

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

FUTURE MEETINGS

April 15 Middle School
May 20 High School
June 17 High School

WEST HOLMES LOCAL SCHOOLS 2018-2019 SCHOOL CALENDAR

2/28/18

<p>17 New teacher orientation 20 Opening Mtg./Inservice 21 Staff inservice meeting 22 Staff work day/Open House 23 First day of school</p> <p>9 days</p>	AUGUST 2018 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		SEPTEMBER 2018 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>3 Labor Day (No School) 21 Late Arrival (2 hours) 28 Midterms Home</p> <p>19 days</p>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																												
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JANUARY 7, 2019
WEST HOLMES BOARD OF EDUCATION
ORGANIZATIONAL MEETING AND BUDGET HEARING MINUTES

1. APPOINTMENT OF PRESIDENT PRO TEM
 2. MEETING CALLED 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. Tina Zickefoose was appointed President Pro Tem to open the meeting.
2. The 2019 Organizational meeting was called to order by Tina Zickefoose, President Pro Tem at 6:00 P.M. at West Holmes High School.
3. Roll Call: Andrew Jones, Patricia Sage, Tina Zickefoose

ABSENT: Eric Strouse, Brad Welsh

4. The President Pro Tem opened nominations for the Office of President of the West Holmes Board of Education.
 - A. Tina Zickefoose nominated Eric Strouse and Andrew Jones seconded the motion. There were no other motions made. Tina Zickefoose moved to close nominations for the Office of President of the West Holmes Board of Education.

Yeas: Jones, Sage, Zickefoose

Nays: None

Motion: Carried

- B. Eric Strouse was elected President of the West Holmes Board of Education for 2019 by common consent.
5. President Pro Tem Tina Zickefoose opened nominations for the office of Vice-President of the West Holmes Board of Education.

- A. Andrew Jones nominated Patricia Sage. Tina Zickefoose seconded the motion. No other motions were made. Andrew Jones moved to close nominations for the Office of Vice-President of the West Holmes Board of Education.

Yeas: Jones, Sage, Zickefoose

Nays: None

Motion: Carried

- B. Patricia Sage was elected Vice-President of the West Holmes Board of Education for 2019 by common consent.
6. Moved by Patricia Sage and seconded by Andrew Jones 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

(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 their 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 appropriated 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 funds from Title I, Title VI, VI-B EHCA, DPPF, and Drug Free School Grant or the statutory equivalents of these programs for fiscal year 2019-2020. (Brian Baughman)
 - a. Designate Julie Snyder - Title VI-Part B IDEA Education of Handicapped Children Act
 - b. Designate Brian Baughman - Title VI and DPPF Disadvantaged Ppil 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 2019 – BRAD WELSH (Board Member Appointed)

- J. APPROVAL OF BONDS
 - 1. APPROVAL OF BONDS FOR ALL MEMBERS OF THE BOARD OF EDUCATION
(The value of each bond is \$25,000)
 - 2. APPROVAL TO ESTABLISH PERFORMANCE BOND FOR SUPERINTENDENT
(At the value of \$25,000)
 - 3. RESOLUTION TO ESTABLISH PERFORMANCE BOND FOR TREASURER
(At the value of \$50,000)

- K. RESOLUTION TO PURCHASE LIABILITY INSURANCE
Coverage for District, Board Members, Administrators, Certificated, Non-Certificated, nurses, volunteers from July 1, 2019 to June 30, 2020.

- 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, ANNUAL RENEWAL OF THE POLICY SERVICES UPDATE, OHIO COALITION OF RURAL AND APPLACHIAN 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 2019-20 SCHOOL YEAR

Approval of all items listed A through Y

Yeas: Jones, Sage, Zickefoose
Nays: None
Motion: Carried

7. Moved by Tina Zickefoose and seconded by Patricia Sage to adjourn at 6:10.

/s/ Tina Zickefoose

President Pro Tem, Board of Education

/s/ Jamie Zeigler

Treasurer

JANUARY 7, 2019
WEST HOLMES BOARD OF EDUCATION
REGULAR MEETING MINUTES

1. CALL TO ORDER
 2. ROLL CALL
 3. PLEDGE OF ALLEGIANCE
 4. MOTION TO APPROVE MINUTES
 5. MOTION TO APPROVE CORRESPONDENCE & DONATIONS
 6. MOTION TO APPROVE THE TREASURER'S REPORT
 7. SUPERINTENDENT'S REPORT
 8. GUESTS/PUBLIC PARTICIPATION
 9. 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, Tina Zickefoose

ABSENT: Eric Strouse and Brad Welsh

3. Pledge of Allegiance.

4. Tina Zickefoose made a motion to approve the minutes of the Regular Meeting held December 17, 2018. The motion was seconded by Andrew Jones.

Yeas: Jones, Sage, Zickefoose

Nays: None

Motion: Carried

5. Andrew Jones made a motion to approve the Correspondence & Donations. The motion was seconded by Tina Zickefoose.

A. A donation from Millersburg United Methodist Church in the amount of \$552.00 to the Knights Closet at West Holmes Middle School.

Yeas: Jones, Sage, Zickefoose

Nays: None

Motion: Carried

6. Tina Zickefoose made a motion that was seconded by Andrew Jones to approve the Treasurer's Report as follows:

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

B. Financial Report by Fund of Expenditures and Unencumbered Balances as of December 31, 2018 – Enclosed report marked "B".

C. Approval of Financial Summary for Month ending December 31, 2018 – Enclosed report marked "C".

Yeas: Jones, Sage, Zickefoose

Nays: None

Motion: Carried

7. Superintendent's Report

1. Committee Reports of the West Holmes Board of Education
2. Recognition of Board Members
3. FFA Update

8. Guests/Public Participation:

Melissa Patrick
Kevin Lynch

12. Motion was made by Andrew Jones and seconded by Tina Zickefoose to adjourn.

Yeas: Jones, Sage, Zickefoose
Nays: None
Motion: Carried

/s/ *Patricia Sage*

Vice-President, Board of Education

/s/ *Jamie Zeigler*

Treasurer

JANUARY 23, 2019
WEST HOLMES BOARD OF EDUCATION
REGULAR MEETING MINUTES

1. CALL TO ORDER
 2. ROLL CALL
 3. PLEDGE OF ALLEGIANCE
 4. RETIRE/REHIRE HEARING
 5. EXECUTIVE SESSION
 6. RETURN FROM EXECUTIVE SESSION
 7. MOTION TO ADJOURN
-

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

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

ABSENT: None

3. Pledge of Allegiance.

4. The discussion of the retire/rehire of the Superintendent.

5. Patricia Sage made a motion to enter into Executive Session for the purpose of discussion of the employment of personnel. The motion was seconded by Brad Welsh.

Yeas: Jones, Sage, Strouse, Welsh, Zickefoose

Nays: None

Motion: Carried

6. Eric Strouse made a motion to return from Executive Session to the Special Meeting at 6:55 p.m. The motion was seconded by Tina Zickefoose.

Yeas: Jones, Sage, Strouse, Welsh, Zickefoose

Nays: None

Motion: Carried

7. Motion was made by Tina Zickefoose and seconded by Andrew Jones to adjourn.

Yeas: Jones, Sage, Strouse, Welsh, Zickefoose

Nays: None

Motion: Carried

/s/ *Eric Strouse*

President, Board of Education

/s/ *Jamie Zeigler*

Treasurer

FEBRUARY 13, 2019
WEST HOLMES BOARD OF EDUCATION
REGULAR MEETING MINUTES

1. CALL TO ORDER
 2. ROLL CALL
 3. PLEDGE OF ALLEGIANCE
 4. EXECUTIVE SESSION
 5. RETURN FROM EXECUTIVE SESSION
 6. MOTION TO ADJOURN
-

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

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

ABSENT: Patricia Sage

3. Pledge of Allegiance.

4. Brad Welsh made a motion to enter into Executive Session for the purpose of discussion of the employment of personnel with no action to be taken. Asked to attend the Executive Session with the Board were Superintendent William Sterling and High School Principal Aaron Kaufman. The motion was seconded by Tina Zickefoose.

Yeas: Jones, Strouse, Welsh, Zickefoose

Nays: None

Motion: Carried

5. Eric Strouse made a motion to return from Executive Session to the Special Meeting. The motion was seconded by Andrew Jones.

Yeas: Jones, Strouse, Welsh, Zickefoose

Nays: None

Motion: Carried

6. Motion was made by Andrew Jones and seconded by Brad Welsh to adjourn.

Yeas: Jones, Strouse, Welsh, Zickefoose

Nays: None

Motion: Carried

/s/ Eric Strouse

President, Board of Education

/s/ Jamie Zeigler

Treasurer