RECORD OF PROCEEDINGS

Minutes of New Richmond Exempted Village Board of Education Meeting

Held Market Street School 6:00 p.m. June 16, 2014

The New Richmond Exempted Village Board of Education met in special session at 6:00 p.m. on June 16, 2014, at Market Street School, 212 Market Street, New Richmond, Ohio 45157, with the following members present:

Kim Hayden, President
Kevin Walriven, Vice-President
Kristin Bennett
Anthony Farmer
David Hawkins

Adam C. Bird, Superintendent, and Teresa S. Napier, Chief Financial Officer, were also present.

2014-152 Moved by Mr. Hawkins, seconded by Mr. Farmer, to enter into executive session for the purpose of consideration of the appointment, employment, dismissal, promotion, demotion or compensation of a public employee; in accordance with Ohio Revised Code 121.22(1). Roll call: Mrs. Bennett, yea; Mrs. Hayden, yea; Mr. Walriven, yea; Mr. Farmer, yea; Mr. Hawkins, yea. Motion carried.

Mrs. Hayden declared the regular meeting moved into executive session at 6:02 p.m.

Mrs. Hayden declared the executive session adjourned and the regular meeting reconvened at 7:35 p.m.

2014-153 Moved by Mr. Farmer, seconded by Mr. Hawkins, to approve the agenda as presented. Roll call: Mrs. Bennett, yea; Mrs. Hayden, yea; Mr. Walriven, yea; Mr. Hawkins, yea; Mr. Farmer, yea. Motion carried.

The Board of Education had a brief discussion about the SHB traffic study.

PUBLIC PARTICIPATION

Mr. Steve Hack spoke regarding High School 23 program.

2014-154 Moved by Mr. Walriven, seconded by Mr. Hawkins, to accept the resignation of Beth Kamen, certified employee, effective close of business August 11, 2014.

Roll call: Mrs. Bennett, yea; Mrs. Hayden, yea; Mr. Farmer, yea; Mr. Hawkins, yea; Mr. Walriven, yea. Motion carried.

2014-155 Moved by Mrs. Bennett, seconded by Mr. Walriven, to approve employment of the following, contingent upon BCII and FBI clearance:

A. <u>Certified Employees</u>

1. Brittany Croswell, Locust Corner Elementary School, full-time, 185 days, one year limited contract, BA, salary step five (5), one hundred forty-nine (149) semester hours

2. Lindsay Gillespie, Locust Corner Elementary School, full-time, 185 days, one year limited contract, M, salary step five (5), one hundred fifty-eight (158) semester hours

3. Anthony Goodrich, New Richmond Middle School, full-time, 185 days, one year limited contract, zero (0) years experience, BA, salary step zero (0), semester hours to be determined.

4. Shannon Helton, Locust Corner Elementary School, full-time, 185 days, one year limited contract, BA+150, salary step five (5), one hundred fifty-four (154) semester hours

5 Leah Hosler, Monroe Elementary School, full-time, 185 days, one year limited contract, zero (0) years experience, BA degree, salary step zero (0), one hundred fourteen (114) semester hours

6. Jill Kennedy, Monroe Elementary School, full-time, 185 days, one year limited contract, M degree, salary step five (5), semester hours to be determined

7. Kelly Langdon, New Richmond Elementary School, full-time, 185 days, one year limited contract, M degree, salary step zero (0), semester hours to be determined

8. Frances Rich, New Richmond Elementary School, full-time, 185 days, one year limited contract, M degree, salary step zero (0), two hundred three (203) semester hours

9. Adam Sayer, Locust Corner Elementary School, full-time, 185 days, one year limited contract, M, salary step five (5), one hundred eighty-five (185) semester hours

10. Will Shoemaker, New Richmond High School, full-time, 185 days, one year limited contract, BA, salary step zero (0), semester hours to be determined

11. Gina Tierney, Monroe Elementary School, full-time, 185 days, one year limited contract, BA degree, salary step three (3), one hundred forty-six (146) semester hours

B. Summer Professional Development
($100/day, upon Kronos verification)

May 28 & 29, 2014 – K-5 Math and 4-12 ELA

1. Rachel Reynolds
2. Janalene Sandlin

May 30, 2014 – K-6 ELA

1. Kathleen McGuire

August 6 & 7, 2014 – K-3 ELA

1. Jill Kennedy
2. Janalene Sandlin

C. Classified Substitutes (2013/2014 SY)

1. Deborah Haun, effective May 28, 2014

D. Summer Transportation Employees – effective June 3, 2014
(Regular hourly rate, on an as needed basis with approval by the Superintendent, upon Kronos submission)

Barbara Abbott	Barbara Barger	Pamela Closterman
Bonnie Cresap	Patricia Davis	Lori Hartley
Sonja Hetterick	Timothy Hoess	Helen Jones
Carolyn Lindsey	Theresa Moermond	Melody Potter
Melissa Sandlin	Debra Westrick	Sandy Woodall

E. Summer School Teachers (2014/2015)
(June 2-26, 2014 and July 8-31, 2014, 8 a.m.-12:00 p.m., Tuesday thru Thursday, $21.38/hour per negotiated agreement, upon Kronos submission)

Laura Bagley	Monica Davis	Connie Hammer
Mary Hatfield	Daniel Heflin	Lisa Kelly
Susan Kelly	G. Ann Kilgore	Mary Liebetrau
Jennifer Mills	Tony Peterson	Nathan Rack
Courtney Shuman	Sarah Stapleton	

F. Summer School Instructional Assistants (2014/2015))
(June 2-26, 2014 and July 8-31, 2014, 8 a.m.-12:00 p.m., Tuesday through Thursday, regular hourly rate, upon Kronos submission)

Laura Benzinger	Melissa Chandler	G. Ann Kilgore
Joyce Montgomery	Judy Wildey	Rebecca Wooten

G. Supplementals (2014/2015)

Brian Benzinger, Varsity Baseball Head Coach, Pay Level 11
Brian Benzinger, Boys Soccer Assistant Coach, Pay Level 9
Brian Benzinger, 7th Grade Boys Basketball Coach, Pay Level 8
Amy Cholkas, NRMS District Art Show, $80.18 stipend
Timothy Cook, LCE District Art Show, $80.18 stipend
Carla Corbin, Varsity Volleyball Head Coach, Pay Level 11
Malissa Cornette, NRMS Swimming Assistant Coach, Pay Level 4
J.Patrick Crowley, NRHS Ecology Club Advisor, Pay Level 2
Susan Curfman, Varsity Volleyball Assistant Coach, Pay Level 9
Susan Curfman, NRMS Athletic Director
Teresa Flamm, Varsity Girls Track & Field Head Coach, Pay Level 10

Teresa Flamm, Varsity Girls Tennis Head Coach, Pay Level 8
Teresa Flamm, NRHS Senior Class Advisor, Pay Level 3
Douglas Foote, NRHS Athletic Director
Susan Griffin, NRHS Newspaper Advisor, Pay Level 9
Susan Griffin, NRHS Academic Team Advisor, Pay Level 6
Bradley Hatfield, Varsity Girls Basketball Head Coach, Pay Level 12
Douglas Heflin, Drama Director, Pay Level 11
Douglas Heflin, NRHS Vocal Music Director, Pay level 6
Douglas Heflin, NRMS Vocal Music Director, Pay Level 6
Douglas Heflin, NRMS Musical/Theater Director, Pay Level 3
Kelsey Jones, Varsity Girls Soccer Assistant Coach, Pay Level 9
Kelsey Jones, NRMS Boys Track & Field Coach, Pay Level 8
Kelsey Jones, NRMS Yearbook Advisor, Pay Level 2
Pamela Klein, Substitute Teacher Caller
Deborah Loving, NRMS Student Council Co-Advisor, Pay Level 4
Richard Mahan, Freshmen Football Coach, Pay Level 9
Richard Mahan, NRMS Swimming Head Coach, Pay Level 6
Paige McConnell, LCE Music Director, Pay Level 6
Michael McKinley, NRHS Instrument Music Director, Pay Level 6
Michael McKinley, NRMS Instrumental Music Director, Pay Level 6
Michael McKinley, NRHS Pep Band Director, Pay Level 3
Michael McKinley, NRHS Theatrical Music Conductor (Orchestra), Pay Level 1
Brian McMonigle, Varsity Boys Basketball Head Coach, Pay Level 12
Logan Minning, NRHS Prom Coordinator, Pay Level 4
Karla Painter, NRMS Student Council Co-Advisor, Pay Level 4
Erin Parker, LCE Student Council Advisor, Pay Level 3
Nicole Parker, Varsity Cheerleading Advisor, Pay Level 9
Nicole Parker, NRMS Cheerleading Coach Winter, Pay Level 5
Nicole Parker, NRMS Cheerleading Coach Fall, Pay Level 3
Nicole Parker, NRHS National Honor Society, Pay Level 2
Shelby Pride, Varsity Boys Track & Field Head Coach, Pay Level 10
Shelby Pride, NRHS Freshman Class Advisor, Pay Level 3
Nathan Rack, NRMS Boys & Girls Track & Field Assistant Co-Coach, Pay Level 5
Nathan Rack, 7th Grade Football Assistant Coach, Pay Level 6
Gerald Reardon, Varsity Boys & Girls Track & Field Assistant Coach, Pay Level 8
James Robinson, NRHS Yearbook Advisor, Pay Level 9
James Robinson, NRHS Student Council Advisor, Pay Level 8
Rylan Shebesta, Varsity Cross Country Head Coach, Pay Level 9
Rylan Shebesta, Varsity Boys Tennis Head Coach, Pay Level 8
Julie Shepherd, JV Cheerleading Advisor, Pay Level 7
Julie Shepherd, NRHS Sophomore Class Advisor, Pay Level 3
Deron Shinkle, Varsity Wrestling Head Coach, Pay Level 11
Kelly Schmittou, Yearbook Advisor, LCE Yearbook Advisor, Pay Level 2
Andrea Schultz, NRMS Girls track & Field Coach, Pay Level 8
Andrea Schultz, 7th Grade Volleyball Coach, Pay Level 6
D. Douglas Smiddy, NRMS Wrestling Coach, Pay Level 8
D. Douglas Smiddy, NRMS Cross Country Coach, Pay Level 6
Joshua Stratton, Varsity Football Head Coach, Pay Level 12
Joshua Wade, JV Football Coach, Pay Level 10

Lauren Wilkins, Varsity Girls Basketball Assistant Coach, Pay Level 10
Lauren Wilkins, NRHS Junior Class Advisor, Pay Level 3
Steve Wolf, Golf Head Coach, Pay Level 8
John Wright, NRHS Marching Band Assistant Director, Pay Level 4

H. Lay Coaches

Barbara Ammerman, 8th Grade Volleyball Coach, Pay Level 6
Ronald Bird, 7th Grade Football Head Coach, Pay Level 7
Scott Bowman, NRMS Boys & Girls Track & Field Assistant Co-Coach, Pay Level 5
John Callebs, 8th Grade Boys Basketball Coach, Pay Level 8
Patrick Fagan, Freshmen Football Coach, Pay Level 9
Douglas Flamm, Varsity Boys Soccer Head Coach, Pay Level 11
Emanuel Golsby, JV Football Co-Coach, Pay Level 10
Eric Grippa, 8th Grade Football Head Coach, Pay Level 7
E. Michael Laub, Freshmen Boys Basketball Coach, Pay Level 9
Jeffrey Lavely, 8th Grade Girls Basketball Coach, Pay Level 8
Tyler Layman, JV Football Co-Coach, Pay Level 10
Christopher Malotke, Varsity Girls Soccer Head Coach, Pay Level 11
Gregory Minor, Varsity Wrestling Assistant Coach, Pay Level 9
Benjamin Osborne, Varsity Football assistant Coach, Pay Level 10
Richard Parker, NRHS Mock Trial Advisor, Pay Level 2
Erol Selsby, NRHS Drama Assistant Director, Pay Level 6
Christopher Sheldon, 8th Grade Football Assistant Coach, Pay Level 6
Patricia Wilson, 7th Grade Girls Basketball Coach, Pay Level 8

I. Site Managers (2014/2015)
($20/hour, Upon Kronos verification)

Melinda Graser

J. Detention Monitors, Homebound Instructors and Intervention Tutors (2014/2015 School Year) (Homebound Instructors require pre-approval by the Superintendent.)

It is recommended that the Board of Education approve all certified employees and certified substitute employees to serve in these capacities during the 2014/2015 school year.

K. Summer Curriculum Writing
($21.38/hour,upon Kronos submission, May 24 – August 8, 2014, Not to Exceed Five (5) Days, Under the Supervision of John Frye)

Daniel Heflin

Roll call: Mr. Farmer, yea; Mrs. Hayden, yea; Mr. Hawkins, yea; Mr. Walriven, yea; Mrs. Bennett, yea. Motion carried.

RECORD OF PROCEEDINGS

Minutes of New Richmond Exempted Village Board of Education Meeting

Held Market Street School 6:00 p.m. June 16, 2014

2014-156 Moved by Mrs. Bennett, seconded by Mr. Walriven, to approve employment of the following, contingent upon BCII and FBI clearance:

1. Joshua Wade, New Richmond Middle School, full-time, 185 days, one year limited contract, zero (0) years experience, BA degree, salary step zero (0), one hundred forty-five (145) semester hours

Roll call: Mr. Farmer, nay; Mrs. Hayden, nay; Mr. Hawkins, yea; Mr. Walriven, yea; Mrs. Bennett, nay. Motion failed.

2014-157 Moved by Mr. Walriven, seconded by Mr. Farmer, to approve severance payments of the following retirees:

Name	DOB	Retirement Date	Accum Sick Leave	Max Days	Super Severance	Daily Rate	Total
Jane Bevins	11/21/1955	05/31/2014	212.00	50.00	No	$328.384	$16,419.20
Elizabeth Groen	07/12/1953	05/31/2014	260.00	50.00	No	$441.968	$22,098.40
Beverley Lesko	04/04/1949	05/31/2014	239.50	50.00	No	$441.968	$22,098.40
Judy Middeler	09/10/1952	05/31/2014	260.00	50.00	No	$441.968	$22,098.40
Patricia Piper	07/09/1956	05/31/2014	192.25	48.06	No	$418.400	$20,108.31
James Reaker	10/27/1961	06/30/2014	260.00	115.00	Yes	$441.968	$50,826.32
Lori Richards	01/06/1961	05/31/2014	258.00	115.00	Yes	$441.968	$50,826.32
Kimberly Sherden	01/26/1958	06/30/2014	259.75	50.00	No	$441.968	$22,098.40
Patricia Verwold	04/26/1954	05/31/2014	258.75	50.00	No	$441.968	$22,098.40
Melissa Wildey	06/05/1960	05/31/2014	260.00	115.00	Yes	$441.968	$50,826.32

Roll call: Mrs. Bennett, yea; Mrs. Hayden, yea; Mr. Hawkins, yea; Mr. Farmer, yea; Mr. Walriven, yea. Motion carried.

2014-158 Moved by Mrs. Hayden, seconded by Mr. Hawkins, to approve FY 2015 membership and service fees to HCCA for the following services:

Membership	$ 5,000.00
Financial	10,100.00
DASL	18,634.50
EMIS	2,525.00
Grade Book	11,741.25
Document Management	12,625.00
Email Archiving	631.25
TOTAL	**$ 61,257.00**

Roll call: Mrs. Bennett, yea; Mr. Farmer, yea; Mr. Walriven, yea; Mr. Hawkins, yea; Mrs. Hayden, yea. Motion carried.

RECORD OF PROCEEDINGS

Minutes of New Richmond Exempted Village Board of Education Meeting

Held Market Street School 6:00 p.m. June 16, 2014

2014-159 Moved by Mr. Walriven, seconded by Mr. Hawkins, to approve Resolution of Urgent Necessity:

RESOLUTION DECLARING THAT A CASE OF
URGENT NECESSITY EXISTS

WHEREAS, the Board of Education of the New Richmond Exempted Village School District (the "Board") is engaged in the replacement of Monroe Elementary School's playground equipment (the "Project"); and

WHEREAS, the Board has determined that it would be in its best interest to install new playground equipment (the "Improvements"), which was not contemplated in the original plans for the Project; and

WHEREAS, compliance with the procedures for the advertisement of bids prescribed by Section 3313.46 of the Revised Code would delay the completion of the installation of the Improvements for an excessive period of time if the work is not commenced almost immediately.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the New Richmond Exempted Village School District that:

SECTION I

It is found and determined pursuant to section 3313.46 of the Revised Code that there is an urgent necessity for the Improvements.

SECTION II

It is further found and determined that compliance with the procedures prescribed by section 3313.46 of the Revised Code for the advertisement of bids for the Improvements would delay the commencement of the needed Improvements for an excessive period of time, pose an undue threat to the good working order of the school district and interfere with the start of the 2014/2015 school year if the Improvements are not completed.

SECTION III

The Board hereby authorizes the Superintendent to procure proposals for the Improvements without strict compliance with the advertisement procedures of R.C. 3313.46. The Superintendent is authorized to approve the selection of a vendor that he determines to be capable of performing the work for the Improvements in a timely fashion and for a reasonable price. Upon the Superintendent's approval of a vendor and change order for the Project, the work on the Improvements may begin immediately.

RECORD OF PROCEEDINGS

Minutes of New Richmond Exempted Village Board of Education Meeting

Held Market Street School 6:00 p.m. June 16, 2014

SECTION IV

IT IS FOUND AND DETERMINED that all formal action of this Board of Education concerning or related to the adoption of this Resolution was adopted in an open meeting of this Board, and all deliberations of this Board that resulted in such formal action were adopted in meetings open to the public, in compliance with all applicable requirements of the Ohio Revised Code.

SECTION V

This Resolution shall be in full force and effect from and immediately after its adoption and shall supersede any prior resolution or act of this Board of Education which may be inconsistent with or duplicative of the provisions of this resolution.

Roll call: Mrs. Bennett, yea; Mr. Farmer, yea; Mrs. Hayden, yea; Mr. Hawkins, yea; Mr. Walriven, yea. Motion carried.

The Board of Education had a brief discussion about a School Resource Officer.

2014-160 Moved by Mr. Walriven, seconded by Mr. Hawkins, to approve revised Policy Number 8310 - Public Records:

8310 - PUBLIC RECORDS

It is the policy of the Board of Education (hereinafter the "Board") that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of the Board too adhere to the state's Public Records Act.

Public Records

This Board, in accordance with the Ohio Revised Code, defines records as including the following: Any document - paper, electronic (including, but not limited to e-mail), or other format - that is created or received by, comes under the jurisdiction of a public office that documents the organization, functions, records of the district are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

It is the policy of the Board that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying (See Section 4 for the e-mail policy). Additionally record retention schedules are to be updated regularly and posted prominently.

Records Request

Each request for public records should be evaluated for a response using the following guidelines:

A. Although no specific language is required to make a request, the requester, must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records

custodian may deny the request but shall provide the requester with an opportunity to revise the request by informing the requestor of the manner in which the office keeps its records.

B. There is no requirement that an individual making a public records request put a records request in writing to provide his or her identity or the intended use of the requested public record. However, the Board may ask a requester to make the request in writing, may ask the requester's identity, and may inquire about the intended use, but only after disclosing to the requester that a written request is not mandatory and that the requester may decline to reveal the requester's identity or intended use and when a written request or disclosure of the identity or intended use would benefit the requester by enhancing the ability of the public office or person responsible for public records to identify, locate, or deliver the public records sought by the requester.

C. Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records shall be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" shall take into account the volume of records requested; the proximity of location where the records are stored; and the necessity for any legal review of the records requested.

D. Any denial of public records requested shall include an explanation, including citation to legal authority. If portions of the records are public and portions are exempt, the exempt portions are to be redacted and the public portions released. If there are redactions, each redaction must be accompanied by a supporting explanation, including citation to legal authority.

Costs for Public Records

Those seeking public records will be charged only the actual cost of making copies.

The charge for paper copies is ten ($.10) cents per page.

There is no charge for documents sent via e-mail.

Requesters may ask that documents be mailed to them. They will be charged the actual cost of postage and mailing supplies.

E-Mail

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.

Records in private e-mail accounts used to conduct public business are subject to disclosure, and all employees or representatives of this district are instructed to retain their e-mails that relate to public business (see Public Records) and to copy them to the business e-mail accounts and/or to the office's records custodian.

The records custodian is to treat the e-mails from private accounts as records of the public office, filing them in the appropriate way, retaining them per established schedules and making them available for inspection and copying them in accordance with the Public Records Act.

Failure to Respond to a Public Records Request

The Board recognizes the legal and non-legal consequences of failure to properly respond to a public records request. In addition to the distrust in government that failure to comply may cause, the Board's failure to comply with a request may result in a court ordering the Board to comply with the law and to pay the requester's attorney's fees and damages.

DATA AND RECORDS RETENTION - PROCEDURES

The District Records Commission shall consist of the Board President, Treasurer, and Superintendent. The Treasurer shall serve as chairman/secretary of the Records Commission.

The District Records Commission shall develop a schedule of record retention and disposal (RC-2). Said schedule shall be approved by the Ohio Historical Society and the State of Ohio Auditor's Office.

The commission designates the following personnel as records officers and will communicate with them in regards to matters related to record retention and disposal:

Area	Record Officers
Central Administration	Superintendent
Fiscal Operation	Treasurer
Special Services	Director of Pupil Personnel
Food Service	Food Service Director
Schools	Building Principal
LHS Guidance	Guidance Counselor
Transportation	Transportation Director

Procedures for Records Disposal

A. The District records secretary will initiate annually by June 1, procedures to dispose of records according to the approved RC-2 schedule.

B. A notice from the District records secretary and copies, as needed, of the certificate of records (RC-3) disposal form will be distributed to those designated as records officers (instructions are on the back of the form).

C. Records officers are to list those eligible, disposable records on the certificate of records (RC-3) disposal form according to our schedule.

D. The completed certificate of records (RC-3) disposal form is to be returned by June 15 each year to the District records secretary.

E. After the certificates of records (RC-3) disposal form have been reviewed by the District records secretary, they will be forwarded to the District Records Commission by July 1 for action at its annual meeting to be held prior to the beginning of a July Board meeting. Minutes will be kept.

F. When District records have been approved for disposal, the records commission shall send a list of such records to the Auditor of State. If he/she disapproves the action by the commission, in whole or in part, he/she shall so inform the commission within a period of sixty (60) days and these records shall not be destroyed. Before public records are disposed of, the Ohio Historical Society shall be informed and given the opportunity for a period of sixty (60) days to select for its custody such public records as it considers to be continuing historical value.

G. A copy of the records officers certificate of records (RC-3) disposal form should be maintained by them for their records.

RECORD RETENTION AND DESTRUCTION

KEY TO SCHEDULE

1000	Board and Administrative Records
2000	Employee Records
3000	Student Records
4000	Building Records
5000	Central Department
6000	Financial Records
7000	Payroll Related Records
8000	Reports
9000	Other

Symbol meanings: "After end of fiscal year" means the number of years specified plus the current year.

"Provided Audited" means the record series has been audited by the Auditor of State and the audit report released.

1. TO:_____ Records Commission #:_____

2. FROM:_____

3. Certification: No records shall be retained, destroyed, transferred, or otherwise disposed of in violation of this schedule. No records shall be destroyed if it pertains to any pending case, claim, or action. When records listed on this form are to microfilmed and the originals destroyed, please stipulate.

RECORD OF PROCEEDINGS

Minutes of New Richmond Exempted Village Board of Education Meeting

Held Market Street School 6:00 p.m. June 16, 2014

Authorized department official: _____

Name title Date

4. Approvals: Chairman, Records Commission: _____

Name Date

Ohio Historical Society: _____

Name Date

Auditor of State: _____

Name Date

5. SCHEDULE NUMBER	6. RECORD TITLE AND DESCRIPTION		7. RETENTION PERIOD	8. FOR USE BY APPROVING AGENCIES
1000 - BOARD AND ADMINISTRATIVE RECORDS				
1101	Minutes	Treasurer	permanent	
1101.1	Audio Tapes	Treasurer	2 yrs.*	
1102	Blueprints, Plans, Maps	Superintendent	permanent	
1103	Deeds, Easements, Lease, Abstracts	Treasurer	permanent	
1104	Board Policy Books and Other Adopted Policies	Superintendent	1 yr. after superceded	
1105	Administrative Regulations	Superintendent	1 yr. after superceded	
1106	Court Decisions	Treasurer	permanent	
1107	Claims and Litigation	Treasurer	permanent	
1201	Elections	Treasurer	5 yrs.	
1202	Records Commission (Records Disposal)	Treasurer	5 yrs.	
1203	Agreements (Bargaining & Other)	Treasurer	5 yrs.	
1204	Budget Policy Files	Treasurer	5 yrs.	
1301	Workers' Compensation Claims	Treasurer	5 yrs after financial payment made	
1302	Rank Depository Agreements	Treasurer	4 yrs. after completion	
1303	Organization Reports	Treasurer	1 yr.	
1304	Board Meeting Notices	Treasurer	1 yr.	
1305	Agendas	Treasurer	1 calendar yr.**	
1401	Adopted Courses of Study	Superintendent	until superceded	
1402	Adopted Special Education Programs	Superintendent	until superceded	

RECORD OF PROCEEDINGS

Minutes of New Richmond Exempted Village Board of Education Meeting

Held Market Street School 6:00 p.m. June 16, 2014

1403	Adopted Special Programs	Superintendent	until superceded
1404	E-mail	All Administrators	90 days

*After end of fiscal year

**Provided Audited

2000 - EMPLOYEE RECORDS (Employee Files include employment applications, resumes, contracts/salary notices, evaluations, personnel actions, absence certification, transcripts and any other documents which became part of the file.)

2101	Certificated Active Employees	All employee files, active or inactive, are the responsibility of the Superintendent in the central office	permanent
2102	Classified Active Employees		permanent
2103	Certificated Inactive Employees		permanent***
2104	Classified Inactive Employees		permanent***
2105	Civil Rights, Civil Service and Disciplinary Reports	Asst Supt/Personnel & Secretary	permanent***
2107	Retirement Letters		permanent***
2108	Substitute Records		25 yrs.
2301	Employee Contracts and Salary Notices	Treasurer	4 yrs. after termination from employment
2302	Professional Conferences Application	Superintendent	2 years**
2303	Irregular Employee Contracts (Substitutes, etc.)	Treasurer	4 yrs. after contract expires
2304	Unemployment claims	Treasurer	4 yrs. after final claim paid
2305	Unemployment Records	Treasurer	4 yrs.**
2306	Applications (not hired)	Superintendent	1 yr.
2307	Schedules of Employees		fiscal yr. plus 2 yrs.
2308	Student Helper Applications		1 yr.
2309	Teacher Personnel Reports (internal)		Fiscal yr. plus 1 yr.
2310	I-9 Immigration Verification Forms	Treasurer	termination of employment plus 1 yr.
2401	Job Descriptions	Superintendent	until superceded

*After end of fiscal year

**Provided Audited

3000 - STUDENT RECORDS

3101	Student Records Folders Enrollment/Withdrawal Information Grades/Transcripts Activities Record	Building Principal	permanent***
	Attendance Records		
	Individual Test Results		
	Standardized		

	Competency/Proficiency		
	Aptitude		
	Intervention Records		
	Foreign Exchange Records		
	Suspensions/Expulsions		
	Home Schooled Student Records		
3102	Office Record Card (K-9) (each student enrollment)	Building Principal	permanent***
3201	Health/Medical Records	Building Principal	through graduation
	Visual Screening		
	Hearing Screening		
	Immunization Records		
3202	Discipline Records	Building Principal	until student leaves Elem, Jr. Hi, or HS
	Letters to Parents		
	Office Discipline		
3203	Psychological Records (Restricted)	Psychologist	7 yrs.
3204	Child Abuse/Neglect Referral Letters	Building Principal	through graduation
3301	Teacher Grade Book/Records	Building Principal	3 yrs.**
3302	Pre-School Screening Profiles	Building Principal	3 yrs.
3303	Age and Schooling Records (Work Permits)	Building Principal	3 yrs.
3304	Accident Reports	Building Principal	5 yrs. provided no action pending
3305	Individual Educational Plan (IEP)	Building Principal & Director of Pupil Personnel	7 yrs.
3306	Free/Reduced Price Lunch Applications	Building Principal	4 yrs.
3401	Emergency Information	Building Principal	until superceded

*After end of fiscal year

**Provided Audited

***Hard copy maintained for 5 years after student leaves system, then microfilmed

4000 - BUILDING RECORDS

4202	Tornado & Fire Drill Records	Building Principal	1 yr.*
4203	Building & Health Inspections	Building Principal	7 yr.*

RECORD OF PROCEEDINGS

Minutes of New Richmond Exempted Village Board of Education Meeting

Held Market Street School 6:00 p.m. June 16, 2014

4301	Student Activity Records	Building Principal	2 yrs.
	Pay-in Forms		
	Pay-out Forms		
	Account Forms/Dist. Budget Forms		
	Req/Purchase Orders		
	Purpose Clauses		
	Sales Potential		
	Projects		
	Ticket Sales		
	Reports		
4302	Receipts/Deposit Slips	Building Principal	2 yrs.**
4303	Budget/Appropriation Records	Building Principal	2 yrs.**
4304	Req/Purchase Orders	Building Principal	2 yrs.**
4401	Textbook Inventories	Building Principal	until superceded
4402	Supplies Inventories	Building Principal	until superceded
4403	Student Handbooks	Building Principal	until superceded

*After end of fiscal year

**Provided Audited

5000 - CENTRAL DEPARTMENTAL RECORDS

Administrative Offices

5201	School Calendars	Superintendent	5 yrs.
5301	Repair, Installation & Maintenance Records	Superintendent	4 yrs.**
5302	Prevailing Wage Records	Treasurer	4 yrs.**
5303	Rental Information (Use of Facilities)	Treasurer	4 yrs.**
5304	Work Orders	Maintenance Supervisor	4 yrs.**
5305	Environmental Reports and Data (Asbestos, etc.)	Superintendent	4 yrs.**
5306	Vandalism Reports	Superintendent	4 yrs.**
5307	Student Activity Purpose Clauses	Treasurer	4 yrs.**
5308	Sales Potential Forms (Student Activities)	Treasurer	2 yrs.**
5309	Bids and Specifications (Unsuccessful)	Treasurer	1 yr.**

5000 - CENTRAL DEPARTMENTAL RECORDS, cont'd

5310	Bids & Specifications (Successful)	Treasurer	4 yrs./completion of project**
5311	Contractor Files (Resolutions, additions, Drawings, etc.)	Treasurer	until project complete, if no action pending**

5401	Preventative Maintenance Reports	Superintendent	fiscal yr. plus 2 yrs.
5402	Warranty/Guarantee	Treasurer	life/warranty of equipment
5403	Plant and Equipment Inventory	Treasurer	until superceded**
5404	Textbook/Workbook Inventory	Superintendent	until superceded
5405	Supplies Inventory	Superintendent	until superceded
Special Education Department			
5221	Special Education Tutoring Reports	Building Principal & Director of Pupil Personnel	10 yrs.
5222	Individual Educational Plan (IEP)	Building Principal & Director of Pupil Personnel	7 yrs.
5223	Psychological Records (Restricted)	Psychologist	through graduation
Transportation Department			
5340	Driver Physical	Transportation Director	2 yrs. after termination
5341	Fuel Consumption Data	Transportation Director	4 yrs.**
5342	Transportation Records	Transportation Director	4 yrs.**
5343	Field Trip Forms & Volunteer Driver Forms	Transportation Director	fiscal yr. plus 2 yrs.
5441	Accident Reports	Transportation Director	3 yrs. provided no action pending
5442	Vehicle Registration	Treasurer	life of vehicle
5443	Vehicle License	Treasurer	until termination plus 1 yr.
5444	Abstracts	Transportation Director	1 yr.
5445	Certification	Transportation Director	1 yr.
5446	Supplies Inventory	Transportation Director	until superceded**
5447	Vehicle Defect Report	Transportation Director	life of vehicle
Food Service Department			
5261	Food Service Records	Food Service Director	4 yrs.**
	Menus		
	Food Production		
	Mills CN Reports		
	Students Served		
5262	Lunchroom Records	Food Service Director	4 yrs.**
	Cash Register Tapes		
	Cashier's Daily Reports		
5263	Lunchroom Reports (Free and Reduced)	Food Service Director	4 yrs.
5461	Lunchroom Lists (Free and Reduced)	Food Service Director	7 yrs.
5462	Inventories	Food Service Director	until superceded**
5463	License, Lunchroom	Food Service Director	Until terminated plus 1 yr.

RECORD OF PROCEEDINGS

Minutes of New Richmond Exempted Village Board of Education Meeting

Held Market Street School 6:00 p.m. June 16, 2014

*After end of fiscal year

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6000 - FINANCIAL RECORDS

6101	Annual Financial Reports	Treasurer	5 yrs.**
	Appropriation Ledgers		
	Budget Ledgers		
	Revenue Journal		
	Vendor Listing		
	Check Register		
	Purchase Order Listing		
	Invoice List		
	Account Reports		
	Financial Summary		
	Detail Reports		
6102	Activity Fund Cash Journal and Ledger	Treasurer	5 yrs.**
6103	Bond Register	Treasurer	20 yrs. after issue expires
6104	Securities	Treasurer	permanent***
6201	Investment Ledger	Treasurer	5 yrs.**
6202	Foundation Distribution	Treasurer	5 yrs.**
6203	Tax Settlements (Semi-Annual) and Advances	Treasurer	5 yrs.**
6204	Budgets (Annual)	Treasurer	5 yrs.**
6205	Insurance Policies	Treasurer	5 yrs. after expiration provided all claims settled
6206	Contracts	Treasurer	5 yrs. after expiration
6207	Bonds and Coupons	Treasurer	until bond issues redeemed

6000 - FINANCIAL RECORDS, cont'd

6208	Accounts Payable Ledgers	Treasurer	5 yrs.**
6209	Accounts Receivable Ledgers	Treasurer	5 yrs.**
6210	Budget Work Papers	Treasurer	5 yrs.**
6211	Vouchers, Invoices and Purchase Order	Treasurer	5 yrs.**
6212	State Program Files	Treasurer	5 yrs.**
	Aux. Services, DPPF, Adult Vocational, Excess Lottery, Data Processing, Public/Private Grants, etc.		
6213	Federal Program Files	Treasurer	5 yrs.**
	Title I, II, III, IV-B, IV-C, & VI-B; Chapter		

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Minutes of New Richmond Exempted Village Board of Education Meeting

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	1, 2; Drug Free, etc		
6214	Travel Expense Vouchers	Treasurer	5 yrs.**
6215	Tax Anticipation Notes (Records borrowing against future tax collections	Treasurer	5 yrs.**
6216	State Reimbursement Settlement Sheets	Treasurer	5 yrs.**
6217	Unemployment Claims	Treasurer	5 yrs.
6218	Employee Bonds, Board Member Bonds	Treasurer	5 yrs.
6219	Certificate of Estimated Resources	Treasurer	5 yrs.
6220	Appropriation Resolutions	Treasurer	5 yrs.
6222	Tax Appointments, Semi-Annual	Treasurer	5 yrs.
6301	Cancelled Checks and Bank Statements	Treasurer	5 yrs.**
6302	Publication Notice	Treasurer	5 yrs.**
6303	Tuition Fees and Payments	Treasurer	5 yrs.**
6304	School Finance (S.F.) Monthly Statement	Treasurer	5 yrs.**
6305	Investment Records (May include individual record of investments, bank confirmation wire transfers, copy of CD, etc)	Treasurer	5 yrs.**
6306	Travel Expense Reports Board and Employees	Treasurer	5 yrs.**
6307	State Sales Tax Reports	Treasurer	5 yrs.**
6000 - FINANCIAL RECORDS, cont'd			
6308	Student Activity Fund (Pay-ins, Pay-outs, Receipts/Deposits Cancelled Checks, Reports)	Treasurer	5 yrs.**
6309	Student Activity Fund: Budgets, Purpose, Evaluation	Treasurer	5 yrs.**
6310	Check Registers	Treasurer	5 yrs.**
6311	Deposit Slips/Cash Proofs	Treasurer	5 yrs.**
6312	Bids and Specifications (Accepted and Rejected)	Treasurer	5 yrs.**
6313	Receipt Books	Treasurer	5 yrs.**
6314	Extra Trip Records	Treasurer	5 yrs.**
6315	Monthly Financial Reports	Treasurer	5 yrs.**
6316	Accounting Data	Treasurer	5 yrs.**
6317	Contracts: Service	Treasurer	5 yrs.**
6318	State Subsidy Requests	Treasurer	5 yrs.**
	Applications for driver education, Pupil transportation, Special Education, etc.		
6319	Delivery/Packing Slips	Treasurer	5 yrs.**
6401	Requisitions	Treasurer	5 yrs.*

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RECORD OF PROCEEDINGS

Minutes of New Richmond Exempted Village Board of Education Meeting

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7000 - PAYROLL RELATED

7001	Payroll Ledgers	Treasurer	1 Year
	Bi-Weekly Payroll		
	Reports		
	Quarterly Payroll		
	Reports		
7102	Earnings Registers	Treasurer	Permanent***
	By Staff Member		
	By Calendar Year		
7103	Monthly Payroll Reports (Leave usage and accumulation, retirement service, etc.)	Treasurer	1 Year
7201	Bureau of Employment Service Quarterly Reports	Treasurer	5 yrs.
7302	W-2 (Employer Copy)	Treasurer	Permanent
7303	Ohio Income Tax (Monthly/Annual)	Treasurer	6 yrs. and current**
7304	City Income Tax (Monthly/Annual)	Treasurer	6 yrs. and current**
7305	School Income Tax (Monthly/Annual)	Treasurer	6 yrs. and current**
7306	Payroll Reports (All Reports Used for Each Payroll-Computer Generated-except those listed under 7001, and 7102-3 above)	Treasurer	1 yr.**
7307	Payroll Update Listings	Treasurer	1 yr.**
7308	Payroll Calculations	Treasurer	1 yr.**
7309	State Teachers System and School Employees Retirement System Waivers	Treasurer	Permanent
7310	School Employees Retirement System (SERS) Reports	Treasurer	Permanent
7311	State Teachers Retirement System (STRS) Reports	Treasurer	Permanent
7312	Annuity Reports	Treasurer	6 yrs. + current year**
7313	Benefit Folder	Treasurer	2 yrs.**
7314	Employee Request and/or Authorization (Sick, Vacation, Personal, or Other Leave)	Treasurer	1 yr.**
7315	Deduction Reports	Treasurer	6 yrs. + current year**
	Voluntary Employment Payroll Deductions		

7000 - PAYROLL RELATED, cont'd

7316	Employee Vacation/Sick Leave Records	Treasurer	1 yr.**
7317	Time Sheets	Treasurer	1 yr. **

7318	Overtime Authorization	Treasurer	1 yr.**
7319	Employee Insurance	Treasurer	2 yrs.**
	Bills, Medical, Dental, Life		
7323	Paycheck Register (Not Ledgers)	Treasurer	5 yrs.*
7324	Payroll Bank Statement	Treasurer	5 yrs.**
7401	Deduction Authorization	Treasurer	until superceded or employee terminated

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8000 - REPORTS

8201	State Audit Reports	Treasurer	5 yrs.
8202	#59 and #659 or #4502 Reports	Treasurer	5 yrs.
8204	School Finance (S.F.) Reports	Treasurer	5 yrs.
8205	Special Education (S.E.) Reports	Sp. Ed. Secretary & Supt Secretary	7 yrs.
8206	Vocation Education (V.E.) Reports	Supt. Secretary & Voc Secretary	5 yrs.
8207	Ohio Common Core Data (OCCD) Reports	Supt. Secretary	5 yrs.
8208	Drivers Education Reports	Treasurer	5 yrs.
8209	Ohio Dept. of Education (O.D.E.) Reports	Bldg. Secretary & Supt. Secretary	5 yrs.
8210	North Central Reports	Building Secretary	5 yrs.
8211	OS/Civil Rights Reports	Supt. Secretary	5 yrs.
8212	Title IX Reports	Supt. Secretary	5 yrs.
8214	State Minimum Standards	Supt. Secretary	5 yrs.
8301	Personnel State Reports-Currently SF-1, CS-1	Secretary, Personnel	5 yrs.
8303	County Auditor: Bank Balance Certification	Treasurer	5 yrs.
8304	Transportation	Transportation Director	4 yrs.**

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9000 - OTHER

9101	Personnel Directory	Superintendent	5 yrs.
9102	Enrollment Record (By Grade and Building)	Superintendent	Permanent***
9202	School Calendars	Superintendent	5 yrs.
9203	Building, Boiler, Maintenance Reports	Superintendent	2 yrs.*
9402	Handbooks, Employee	Superintendent	until superceded

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9403	Directives, Standards, Laws from Local, State, and Federal Governmental Agencies	All Secretaries	until superceded
9404	Attendance Area Records	Superintendent	until superceded
9405	Health Reports	Director of Pupil Personnel	2 yrs.*

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Roll call: Mrs. Bennett, yea; Mr. Farmer, yea; Mrs. Hayden, yea; Mr. Hawkins, yea; Mr. Walriven, yea. Motion carried.

2014-161 Moved by Mrs. Bennett, seconded by Mr. Hawkins to adjourn the regular meeting. Roll call: all yeas.

Mrs. Hayden declared the special meeting adjourned at 9:15 p.m.

Kimberly Hayden, President

Teresa S. Napier, Chief Financial Officer