

RECORD OF PROCEEDINGS

Minutes of New Richmond Exempted Village Board of Education Meeting

Held Market Street School 6:30 p.m. May 16, 2016

The New Richmond Exempted Village School District Board of Education met in regular session at 6:30 p.m. on May 16, 2016, at 212 Market Street, New Richmond, Ohio 45157, with the following members present:

Kristin Bennett, President
 Kevin Walriven, Vice-President
 Tim DuFau
 Anthony Farmer
 Robert Wooten

Adam C. Bird, Superintendent, and Michael F. Mowery, Treasurer, were also present.

2016-63 Moved by Mr. DuFau, 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; Mr. DuFau, yea; Mr. Farmer, yea; Mr. Walriven, yea; Mr. Wooten, yea. Motion carried.

Mrs. Bennett declared the regular meeting moved into executive session at 6:33 p.m.

Mrs. Bennett declared the executive session adjourned and the regular meeting reconvened at 7:51 p.m.

2016-64 Moved by Mr. Wooten, seconded by Mr. DuFau, to approve the amended agenda. Roll call: Mrs. Bennett, yea; Mr. DuFau, yea; Mr. Farmer, yea; Mr. Walriven, yea; Mr. Wooten, yea. Motion carried.

Mr. Keith Vogelsang asked about results of the student drug testing program.

Mr. Bird provided a Personnel Committee report.

Energy Optimizers presented an update on the 2014 HB264 project.

Mr. Bird provided a Superintendent's report.

2016-65 Moved by Mr. Walriven, seconded by Mr. Wooten, to approve the following:

A. Approval of Minutes

- It is recommended that the Board of Education approve the minutes of the April 6, 2016 Policy Committee meeting and the April 18, 2016 Regular meeting.

B. Approval of Financial Report

It is recommended that the Board of Education approve the financial report which includes: receipts, cash position, expenditures and investments for the month ending April 30, 2016.

C. Acceptance of Donations

It is recommended that the Board of Education approve acceptance of the following donations:

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1. \$10 from Sally Lindsley to the Monroe Faculty Scholarship fund
2. \$15 from Ann Marie Anderson to the Monroe Faculty Scholarship fund
3. \$15 from Malinda Hawkins to the Monroe Faculty Scholarship fund
4. \$15 from Jenny Huelsmann to the Monroe Faculty Scholarship fund
5. \$15 from Jill Kennedy to the Monroe Faculty Scholarship fund
6. \$15 from Jennifer Mills to the Monroe Faculty Scholarship fund
7. \$15 from Pam Swan to the Monroe Faculty Scholarship fund
8. \$15 from Gina Tierney to the Monroe Faculty Scholarship fund
9. \$15 from Julie Yaden to the Monroe Faculty Scholarship fund
10. \$20 from Lauren Bota to the Monroe Faculty Scholarship fund
11. \$20 from Cheryl Caldwell to the Monroe Faculty Scholarship fund
12. \$20 from Greg Chandler to the Monroe Faculty Scholarship fund
13. \$20 from Megan Smith to the Monroe Faculty Scholarship fund
14. \$25 from Leigh Fritz to the Monroe Faculty Scholarship fund
15. \$25 from Craig Horn to the Monroe Faculty Scholarship fund
16. \$25 from Lura Perry to the Monroe Faculty Scholarship fund
17. \$25 from Melanie Shoemaker to the Monroe Faculty Scholarship fund
18. \$50 from Jonathon Wilson to the Monroe Faculty Scholarship fund
19. \$15 from Malinda Hawkins to the Monroe Faculty Scholarship fund
20. \$1,000 from KSL Charities and Scholarships to the Diana Spinnati Scholarship fund
21. \$500 from New Richmond High School Talent Show proceeds to the New Richmond High School Faculty Scholarship fund
22. Nineteen (19) Cisco wireless access points from Jason Taggart to the Technology Department, \$1,900 value
23. Twenty-five (25) Track and Field Team t-shirts from David and Yvonne Kunz to New Richmond Middle School

D. Five Year Financial Forecast

It is recommended that the Board of Education approve the District's Five Year Financial Forecast.

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New Richmond Exempted Village School District

Clermont

Schedule of Revenues, Expenditures and Changes in Fund Balances
For the Fiscal Years Ended June 30, 2013, 2014 and 2015 Actual
Forecasted Fiscal Years Ending June 30, 2016 Through 2020

	Actual				Forecasted				
	Fiscal Year 2013	Fiscal Year 2014	Fiscal Year 2015	Average Change	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020
Revenues									
1.010 General Property Tax (Real Estate)	\$6,832,342	\$6,942,996	\$6,930,423	0.7%	\$6,949,575	\$6,939,423	\$6,930,423	\$6,930,423	\$6,930,423
1.020 Tangible Personal Property Tax	6,449,236	6,429,594	6,543,137	0.7%	6,906,554	4,985,038	4,985,538	4,665,538	4,985,538
1.030 Income Tax									
1.035 Unrestricted State Grants-in-Aid	3,711,135	3,646,809	3,701,201	-0.1%	3,610,448	3,610,448	3,610,448	3,610,000	3,610,000
1.040 Restricted State Grants-in-Aid	77,343	233,033	238,698	101.8%	235,000	235,000	235,000	235,000	235,000
1.045 Restricted Federal Grants-in-Aid - SFSF									
1.050 Property Tax Allocation	8,029,708	8,040,422	8,038,047	0.1%	8,037,553	7,317,553	6,675,098	6,086,888	5,576,499
1.060 All Other Revenues	1,922,683	2,491,026	2,810,360	23.2%	2,618,348	2,612,500	2,687,500	2,562,500	2,562,500
1.070 Total Revenues	27,021,448	27,783,880	28,361,798	2.5%	27,257,478	25,691,462	25,024,007	24,420,349	23,969,960
Other Financing Sources									
2.010 Proceeds from Sale of Notes									
2.020 State Emergency Loans and Advancements (Approved)									
2.040 Operating Transfers-In	3,747,890	3,223,841	3,066,801	-9.6%					
2.050 Advances-In	10,675	66,445		220.6%	298,576	100,000	100,000	100,000	100,000
2.060 All Other Financing Sources	4,361	99,030		1035.4%					
2.070 Total Other Financing Sources	3,762,926	3,391,316	3,066,801	-9.9%	298,576	100,000	100,000	100,000	100,000
2.080 Total Revenues and Other Financing Sources	30,784,374	31,175,196	31,417,597	1.0%	27,556,054	25,791,462	25,124,007	24,520,349	23,969,960
Expenditures									
3.010 Personal Services	13,829,568	14,145,590	14,689,866	3.1%	14,303,691	15,205,634	14,957,166	15,230,684	15,503,778
3.020 Employees' Retirement/Insurance Benefits	4,650,735	5,104,317	5,280,428	6.7%	5,254,290	5,606,677	5,786,282	6,066,769	6,364,125
3.030 Purchased Services	4,034,606	4,341,248	4,406,829	4.6%	4,321,059	4,026,393	4,135,121	4,023,866	4,022,891
3.040 Supplies and Materials	959,402	1,207,122	1,216,429	13.3%	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000
3.050 Capital Outlay	928,206	1,116,450	788,701	-5.4%	760,000	700,000	700,000	700,000	700,000
3.060 Intergovernmental									
3.070 Debt Service:									
4.010 Principal-All (Historical Only)									
4.020 Principal-Notes									
4.030 Principal-State Loans									
4.040 Principal-State Advancements									
4.050 Principal-HB 264 Loans									
4.055 Principal-Other									
4.060 Interest and Fiscal Charges									
4.300 Other Objects	410,960	361,472	889,768	68.4%	375,000	375,000	375,000	375,000	375,000
4.500 Total Expenditures	24,813,477	26,276,205	27,271,039	4.8%	26,204,040	27,163,674	27,203,589	27,646,319	28,215,512
Other Financing Uses									
5.010 Operating Transfers-Out	4,246,196	4,223,841	3,955,801	-14.1%	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
5.020 Advances-Out	68,355	2,072	298,577	7106.6%	100,000	100,000	100,000	100,000	100,000
5.030 All Other Financing Uses		69,827							
5.040 Total Other Financing Uses	4,314,551	4,295,740	3,354,378	-11.2%	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000
5.050 Total Expenditures and Other Financing Uses	29,128,028	30,571,945	30,625,417	2.6%	27,304,040	28,263,674	28,303,589	28,746,319	29,315,512
6.010 Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	1,656,346	603,251	792,180	-16.1%	252,014	2,472,212	3,179,562	4,225,970	5,315,552
7.010 Cash Balance July 1 - Excluding Proposed Renewal/Replacement, and New Levies	19,669,531	21,325,877	21,929,128	5.6%	22,721,308	22,973,322	20,501,110	17,321,548	13,095,578
7.020 Cash Balance June 30	21,325,877	21,929,128	22,721,308	3.2%	22,973,322	20,501,110	17,321,548	13,095,578	7,780,026
8.010 Estimated Encumbrances June 30	1,369,750	1,209,773	854,913	-20.5%	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
Reservation of Fund Balance									
9.010 Textbooks and Instructional Materials									
9.020 Capital Improvements									
9.030 Budget Reserve									
9.040 DPIA									
9.045 Fiscal Stabilization									
9.050 Debt Service									
9.060 Property Tax Advances									
9.070 Bus Purchases									
9.080 Subtotal									
10.010 Fund Balance June 30 for Certification of Appropriations	18,056,127	20,719,355	21,866,395	4.7%	21,773,322	19,301,110	16,121,548	11,895,578	6,580,026
Revenue from Replacement/Renewal Levies									
11.010 Income Tax - Renewal									
11.020 Property Tax - Renewal or Replacement									
11.300 Cumulative Balance of Replacement/Renewal Levies									
12.010 Fund Balance June 30 for Certification of Contracts, Salary Schedules and Other Obligations	19,056,127	20,719,355	21,866,395	4.7%	21,773,322	19,301,110	16,121,548	11,895,578	6,580,026
Revenue from New Levies									
13.010 Income Tax - New									
13.020 Property Tax - New									
13.030 Cumulative Balance of New Levies									
14.010 Revenue from Future State Advancements									
15.010 Unreserved Fund Balance June 30	19,956,127	20,719,355	21,866,395	4.7%	21,773,322	19,301,110	16,121,548	11,895,578	6,580,026
ADM Forecasts									
20.010 Kindergarten - October Count									
20.015 Grades 1-12 - October Count									
State Fiscal Stabilization Funds									
21.010 Personal Services SFSF									
21.020 Employees Retirement/Insurance Benefits SFSF									
21.030 Purchased Services SFSF									
21.040 Supplies and Materials SFSF									
21.050 Capital Outlay SFSF									
21.060 Total Expenditures - SFSF									

See accompanying summary of significant forecast assumptions and accounting policies
Includes: General fund, Emergency Levy fund, DPIA fund, Textbook fund and any portion of Debt Service fund related to General fund debt

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Roll call: Mrs. Bennett, yea; Mr. DuFau, yea; Mr. Farmer, yea; Mr. Walriven, yea; Mr. Wooten, yea. Motion carried.

2016-66 Moved by Mr. Walriven, seconded by Mr. DuFau, to approve the adoption of the following policies:

5112 – Entrance Requirements

The Board of Education establishes the following entrance age requirements for students, which are consistent with statute and sound educational practice, and directs that all eligible students be treated in an equitable manner.

Preschool

A child is eligible for entrance into preschool if s/he attains the age of three (3) on or before August 1st of the year in which s/he applies for entrance and has not yet attained the age at which s/he will be admitted to kindergarten.

Kindergarten

A child is eligible for entrance into kindergarten if s/he attains the age of five (5) on or before August 1st of the year in which s/he applies for entrance. The Board may admit a younger child to kindergarten if the child satisfies the Board's early entrance criteria. A child under age six (6) who is enrolled in kindergarten will be considered of compulsory school age.

The Board will admit to kindergarten any child who has not attained the entrance age requirement of this District, but who was properly enrolled in a public or chartered nonpublic school kindergarten before transferring to the District.

While the District operates an all-day kindergarten program, a parent may enroll his/her child for only the minimum number of hours required by State law without penalty, and the Board shall accommodate such students.

First Grade

A child is eligible for entrance into first grade if s/he attains the age of six (6) on or before August 1st of the year in which s/he applies for entrance and has completed the kindergarten program of this District or an equivalent program elsewhere and has been recommended by the teacher for advancement to the first grade. The Board may admit to first grade a younger child who has successfully completed kindergarten if the child satisfies the Board's early entrance criteria.

Required Documents

The Superintendent shall require that each child who registers for entrance to school provide:

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- A. his/her birth certificate or similar documentation authorized by law as proof of age and birthdate;
- B. a certified copy of any custody order or decree together with any modification in such an order or decree.

If such documents are not provided, the child may be admitted under the Superintendent's guidelines. Appropriate law enforcement authorities shall be notified in the event that required documents are not provided in accordance with the provisions of R.C. 3313.672. **However, a child who is placed in a foster home or residential facility (i.e., a group home for children, children's crisis care facility, children's residential center, residential parenting facility that provides twenty-four (24) hour child care, county children's home, or district children's home) will not be denied admission solely because the child does not present a birth certificate, comparable certification, or other comparable document upon registration. Such protected child will be admitted under temporary enrollment for a period of up to ninety (90) days to present the required documentation. The protected child and/or the child's parent, guardian, or custodian will be so informed at the time of the child's initial admission.**

Each child entering the District's kindergarten or first grade program for the first time must be properly screened for any medical or health problems as well as those related to hearing, vision, speech and communications. The cost for such screening shall be paid by the District.

Any parent may provide the District with a written statement indicating that s/he does not wish to have his/her child screened.

Early Entrance Criteria

The District provides early admission to kindergarten and first grade for qualified students. Copies of the referral forms for evaluation for early entrance to kindergarten or first grade will be available in each school building. Any student residing in the District may be referred by an educator employed by the District, a preschool educator who knows the child, the child's parent or guardian, or a pediatrician or psychologist who knows the child. The referral shall be made to the principal of the school for evaluation for possible early admission.

Before a student is evaluated for early entrance, the principal (or his/her designee) of the school to which the child may be admitted shall obtain written permission from the child's parent/guardian.

Evaluations related to referrals submitted to the school principal between August 15th and April 15th, will ordinarily be completed and a written report issued within forty-five (45) calendar days of submission of the referral to the school principal. Evaluations related to referrals submitted to the school principal between April 16th and August 14th will ordinarily be completed and a written report issued within forty-five (45) days of the start of the school year.

Children referred for early entrance will be evaluated in a prompt manner. The principal of the school to which the child may be admitted shall convene an acceleration evaluation committee to determine whether early entrance is appropriate for that child. The acceleration evaluation committee shall include the following:

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- A. a parent/legal guardian or a representative designated by the parent/guardian
- B. a gifted education coordinator or gifted education specialist, or, if neither is available, a school psychologist or a guidance counselor with expertise in the appropriate use of academic acceleration.
- C. the principal or assistant principal of the school to which the child may be admitted
- D. a teacher at the grade level to which the student may be admitted

The acceleration evaluation committee shall be responsible for conducting a fair and thorough evaluation of the student. The acceleration evaluation committee will also consider the student's own thoughts on possible accelerated placement in its deliberations.

Children considered for early entrance shall be evaluated using an acceleration assessment process approved by the Ohio Department of Education.

The parent/guardian will be provided with a written summary of the outcome of the evaluation process. This notification shall include instructions for appealing the outcome of the evaluation process.

Appeals must be made in writing to the Superintendent within thirty (30) calendar days of the parent/guardian receiving the results of the evaluation. The Superintendent or his/her designee shall review the appeal and notify the parent/guardian of his/her decision within 30 calendar days of receiving the appeal. The Superintendent or his/her designee's decision will be final.

If a child is recommended for early entrance, the acceleration evaluation committee will develop a written acceleration plan for that child. The plan will specify:

- A. placement of the child in the accelerated setting;
- B. strategies to support successful early entrance; and
- C. an appropriate transition period for accelerated students.

A school staff member will be assigned to oversee the implementation of the acceleration plan and to monitor the child's adjustment to the early entrance.

At any time during the transition period, a parent/guardian of the child may request in writing that the child be withdrawn from the accelerated placement. In such cases, the principal shall remove the child without repercussions.

Also, at any time during the transition period, a parent/guardian may request in writing an alternative accelerated placement. In such cases, the principal shall direct the acceleration evaluation committee to consider other placement options and to issue a decision within thirty (30) calendar days of receiving the request. If the student will be placed in a different setting from that initially recommended, the acceleration plan shall be revised accordingly, and a new transition period shall be specified.

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At the end of the transition period, the accelerated placement shall become permanent. The child's records shall be modified accordingly, and the acceleration plan shall become part of the student's permanent record to facilitate continuous progress through the curriculum.

5200 – Attendance

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Repeated infractions of Board policy on attendance may result in suspension or expulsion.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
 - B. illness in the family necessitating the presence of the child
 - C. quarantine of the home
 - D. death in the family
 - E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
 - F. observation or celebration of a bona fide religious holiday
 - G. out-of-state travel (up to a maximum of four (4) days per school year) to participate in a District-approved enrichment or extracurricular activity
- Any classroom assignment missed due to the absence shall be completed by the student.
- H. such good cause as may be acceptable to the Superintendent
 - I. medically necessary leave for a pregnant student in accordance with Policy 5751
 - J. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

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Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for his/her parents or guardians. Such excuse should not exceed five (5) days and may at the discretion of the Superintendent be renewed for five (5) additional days. At no time, however, shall such excuse cause a student to be absent from school for a period of more than ten (10) consecutive days.

At the discretion of the Superintendent or his/her designee, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

A student will be considered habitually truant if the student is absent without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year.

A student will be considered chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or for fifteen (15) or more school days in one (1) year.

Legitimate excuses for the absence of a student who is otherwise habitually or chronically truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C 3321.04; or
- C. the student has received an age and schooling certificate.

If a student is habitually truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board's policy.

If a student is chronically truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court.

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:

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- A. assign the student to a truancy intervention program
- B. provide counseling to the student
- C. request or require the student's parent to attend a parental involvement program
- D. request or require a parent to attend a truancy prevention mediation program
- E. notify the Registrar of Motor Vehicles of the student's absences
- F. take appropriate legal action
- G. assignment to an alternative school (Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.)

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

The Superintendent shall develop administrative guidelines that:

- A. establish proper procedures so the student and his/her parents are provided the opportunity to challenge the attendance record prior to notification and that such notification complies with R.C. 3321.13 (B)(2);
- B. establish a school session which is in conformity with the requirements of the rules of the State Board;
- C. govern the keeping of attendance records in accordance with the rules of the State Board;
- D. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- E. provide students whose absence has been excused an opportunity to make up work they missed and receive credit for the work, if completed;
- F. refer for evaluation any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence to determine eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, or other appropriate accommodation.

Whenever any student of compulsory school age has ten (10) consecutive days or a total of fifteen (15) days of unexcused absence from school during any semester, s/he will be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive absence.

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5320 – Immunization

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires all students to be immunized against poliomyelitis, measles, diphtheria, rubella (German measles), pertussis, tetanus, mumps, and others legally designated in accordance with State statutes, unless specifically exempt for medical or other reasons. The Board requires that students who start kindergarten during or after the school year beginning in 1999 be immunized against Hepatitis B or be in the process of being immunized. The Board also requires that students who start kindergarten during or after the school year beginning in 2006 be immunized against chicken pox. The Board further requires that students enrolled in grades 7 through 12 during or after the school year beginning in 2016 be immunized against meningococcal disease in accordance with the administration procedures prescribed by the Ohio Department of Health. This policy pertains to both students who currently attend school in the District and those eligible to attend.

The Superintendent may exempt a student from being immunized against either or both measles and mumps if the student presents a signed statement from a parent or physician indicating s/he has had measles or mumps and does not need to be immunized. The student will be allowed to attend school only if a physician's statement indicates there is no danger of contagion. In case of an outbreak of the disease for which the student has not been immunized or an epidemic, the Superintendent shall not allow the student to attend school.

In the case of a chicken pox epidemic in the school's population, the Superintendent may deny admission to a student otherwise exempted from the chicken pox immunization requirement. The Superintendent shall prescribe methods whereby the academic standing of a student who is denied admission during a chicken pox epidemic is preserved.

The Superintendent may also exempt a student from immunization if a physician certifies in writing that immunization from a particular disease is medically contra-indicated.

A student may also be exempted from immunization if a parent or guardian objects for good cause, including religious conviction.

A student who has not completed immunization may be admitted to school provided the necessary immunizations are being received in the fastest time consistent with the approved immunization schedule and good medical practice.

Any immunization program conducted by this District requires prior approval of the Board and can only extend to those immunizations provided for by statute and the guidelines of this Board.

6320 – Purchasing

It is the policy of the Board of Education that the Superintendent seek at least three (3) price quotations on purchases of more than \$10,000 for a single item, except in cases of emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the District or when the item is subject to formal bid.

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Standardized purchasing procedures of the District (AG 6320A) shall be followed when purchasing on the basis of price quotations from vendors.

When the purchase of, and contract for, single items of supplies, materials, or equipment amounts to \$25,000 or more, and when the Board determines to build, repair, enlarge, improve, or demolish a school building the cost of which will exceed \$25,000, the Treasurer shall obtain competitive bids.

In accordance with statute, the Board may elect to forego the bidding for contracts in any of the following situations:

- A. the acquisition of educational materials used in teaching
- B. **if the Board elects and declares by resolution to participate in purchase contracts, in accordance with R.C. Chapter 125 and the terms and conditions prescribed by the Department of Administrative Services**
- C. if the Board determines and declares by resolution adopted by two-thirds (2/3's) of its members that any item is available and can be acquired only from a single source
- D. if the Board declares by resolution adopted by two-thirds (2/3's) of its members that the installation, modification, and/or remodeling subject to contracting is involved in an energy conservation measure undertaken through an installment payment contract under R.C. 3313.372 or pursuant to R.C. 133.06(G)
- E. **the acquisition of computer software and/or computer hardware for instructional purposes**

The Superintendent shall verify that the specifications for any public improvement project for which bids are solicited do not require any bidder to:

- A. enter into agreements with labor organizations on said public improvement; or
- B. enter into an agreement that requires its employees to become members of or pay fees or dues to a labor organization as a condition of employment or continued employment.

Bids shall be sealed and shall be opened by the Treasurer in the presence of at least one (1) witness.

Soliciting of Bids

The Board, by resolution, may award a bid to the lowest responsive and responsible bidder. For a bidder to be considered responsive, the proposal must respond to all bid specifications in all material respects and contain no irregularities or deviations from the bid specifications that would affect the amount of the bid or otherwise provide a competitive advantage. For a bidder to be deemed responsible, the Board may request evidence from the bidder concerning:

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- A. the experience (type of product or service being purchased, etc.) of the bidder;
- B. the financial condition;
- C. the conduct and performance on previous contracts (with the District or other agencies);
- D. the bidder's facilities;
- E. management skills;
- F. the ability to execute the contract properly;
- G. a signed affidavit affirming that neither the bidder nor any sub-contractor has entered into an agreement with any labor organization regarding the public improvement project.

Awarding of Bids

The Board shall approve all contracts resulting from competitive bids prior to being awarded. The Board reserves the right to reject any or all bids.

In situations in which the Board has resolved to award a bid to the lowest responsible and responsive bidder and the low bidder does not meet the considerations specified above, the Board shall so notify the bidder, in writing, by certified mail. The bidder may protest the award of a bid within five (5) days of the notification and the Board shall meet with the protesting bidder and then reaffirm or reverse its decision.

Limitations

All purchases that are within the amount contained in the fund of the appropriation may be made upon authorization of the Superintendent.

The Treasurer is authorized to adjust appropriations within a fund in order to make necessary purchases and shall report such modifications at the following regular Board meeting.

Then and Now Certificate

If the Treasurer can certify that both at the time of the purchase and at the time of certification, sufficient funds were available or in the process of collection, to the credit of the respective fund, properly appropriated and free from previous encumbrance, the expenditure may be authorized. The Board may approve such payment within thirty (30) days from receipt of such certificate.

Amounts of less than \$3,000 may be paid by the Treasurer upon completion of the "then and now" certificate, provided that the expenditure is otherwise lawful.

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"Blanket" Certificates

The Treasurer may issue "blanket" purchase orders (certificates) for a sum not exceeding an amount established by resolution of the Board against any specific line item account over a period of time, not to extend beyond the end of the fiscal year in which it is issued. Only one (1) "blanket" purchase order (certificate) may be outstanding at any one (1) particular time for any one (1) particular line item appropriation.

Contracts for Development and Improvement of Facilities

All contemplated contracts for professional design services such as from an architect or for construction management shall be in accordance with R.C. 9.33, 9.333, and 153.54 et seq.

Lease-Purchase Agreements

Lease-purchase agreements entered into by the Board shall be in accordance with R.C. 3313.375. Such agreements shall be a series of not more than thirty (30) one-year renewable lease terms, after which time ownership is transferred to the Board if all obligations of the Board under the agreement have been satisfied.

Purchases from the State

In accordance with State law (R.C. 4115.31 et seq.), the Superintendent shall purchase products and services which are available from the Ohio Industries for the Handicapped (OIH) when such products or services are needed by the District. The Superintendent is to maintain the current catalog provided by OIH and inform all District personnel who may be purchasing products or services of the catalog's current listings.

Requirements

Before the Treasurer places a purchase order, s/he shall check as to whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the District. All purchase orders shall be numbered consecutively.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

- A. items commonly used in the various schools or units thereof, be standardized whenever consistency with educational goals can be maintained;
- B. opportunity be provided to as many responsible suppliers as possible to do business with the School District.
- C. a prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters.

Employees may be held personally responsible for anything purchased without a properly-signed purchase order or authorization.

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The Board may acquire equipment as defined in law by lease, by installment payments, by entering into lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the terms of such a purchase.

Reverse Auctions

It is the policy of the Board to permit the use of a reverse auction to purchase services and supplies whenever it is determined that the reverse auction process will be advantageous to the District (e.g., result in a cost savings to the District). To that end, vendors may submit proposals when competing to sell services and/or supplies in an open environment via the Internet. While the reverse auction process may be used to purchase supplies such as equipment, materials, tangible assets and insurance, the process may not be used to purchase real property or interests in real property. The process may also be used to purchase services such as the furnishing of labor, time, or effort by a person, provided such services do not involve the delivery of a specific end product other than a report, and are not being furnished in connection with an employment agreement or collective bargaining agreement.

The Board will provide notice of the request for proposals and award contracts in accordance with the Superintendent's administrative guidelines. When competitive sealed bidding and/or competitive sealed proposals for the purchase of services or supplies are required by law, purchases made by reverse auction will satisfy such legal requirement.

Procurement – Federal Grants

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (34 CFR 80.36) for the administration and management of Federal grants and Federally-funded programs. The District shall maintain a compliance system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of this policy and administrative guidelines (AG 6320).

The Treasurer is authorized to pay sales tax as it applies in the following circumstances:

1. Where the item purchased is lodging; and
2. Where any individual item purchased does not exceed \$100

7300 – Disposition of Real Property/Personal Property

The Board of Education believes that the efficient administration of the District may require the disposition of real property and/or personal property that is no longer necessary to meet the educational or operational needs of the School District.

“Real Property” means land, including land improvements, structures and appurtenances thereto, but excludes moveable machinery and equipment.

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“Personal Property” means tangible property other than real property. It may be tangible, having physical existence, or intangible and may include automotive vehicles, equipment, and materials.

All property considered for disposition (sale) may be subjected to a current, outside, professional appraisal prior to the solicitation of offers.

Disposition of Personal Property under \$10,000

Personal property, the value of which does not exceed \$10,000, shall be disposed of by the Superintendent in such a manner as will be in the public interest and benefit the School District (see Policy 7300 – ~~Disposition of Real Property/Personal Property and Policy 7310 Disposition of Surplus Property and Donation of Real or Personal Property~~). If the Board decides to trade an item of personal property as a part or an entire consideration on the purchase price of an item of similar personal property, the Board may trade the personal property upon such terms as are agreed upon by the parties.

Disposition of Real Property under \$10,000

Real property, the value of which does not exceed \$10,000, shall be disposed of by the Board in such manner as will be in the public interest and benefit to the School District and may be accomplished by private sale. If the Board identifies a parcel of real property that it determines is needed for school purposes, the Board may, upon majority vote of the members of the Board, acquire such parcel by exchanging its real property for the parcel or using the real property as part or an entire consideration for the purchase price of the identified real property. Any exchange or acquisition shall be made by conveyance executed by the President and the Treasurer of the Board.

Disposition of Personal and Real Property over \$10,000

Property, (personal and real), the value of which exceeds \$10,000, shall be sold at public auction to the highest bidder in accordance with law. The Board may offer real property for sale as an entire tract or in parcels.

A. Unless the property is being:

1. sold to an exempt entity, as defined in R.C. 3313.41(C);
2. sold to a community school or the board of trustees of a college preparatory boarding school, as set forth in R.C. 3313.41(G); or
3. exchanged for an identified parcel of real property that the Board determines it needs for school purposes or the property is being used as part or an entire consideration for the purchase price of the identified real property, pursuant to R.C. 3313.41(F), or
4. traded as a part or an entire consideration on the purchase price for a similar item of personal property upon such terms as agreed to by the parties to the trade pursuant to R.C. 3313.41(E).

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The District shall attempt to sell the property by public auction after giving at least thirty (30) days notice of the auction by publication in a newspaper of general circulation.

- B. If, after the property has been offered once by public auction, no acceptable bids have been received, the District may sell the property at private sale. The following procedures shall apply:
1. Regardless of how the property was offered at public auction, at a private sale, the Board shall, as it considers best, sell real property as an entire tract or in parcels. Personal property shall be sold in either a single lot or several lots.
 2. All written offers on real property under consideration for disposition shall be presented as an item on the agenda of a public Board meeting. A preliminary review of offers to purchase or lease shall include: source of offer, date of offer, expiration date of offer, and intended use of property.
 3. All property considered for lease or sale shall be reviewed by the Board prior to solicitation of offers. The solicitation of offers by the Board shall include an expiration date.
 4. The authorized agents of the Board are to review all purchase or lease offers pertaining to sale or lease of property shall be selected by legal counsel and the Superintendent. The Board shall give final approval of all contracts.
 5. In consideration of the best interest of the District and of the residents and taxpayers, the Board reserves the right to reject any and all offers at its sole discretion, regardless of price and terms.
 6. Potential purchasers or lessees shall demonstrate financial capability to meet the terms and conditions of their purchase or lease offer.
 7. Potential purchasers shall demonstrate reasonable likelihood of obtaining necessary city/township approvals and/or compliance with city/township zoning ordinances.
- C. If the Board decides to dispose of real property that is suitable for use as classroom space, prior to disposing of the property in the manner set forth above, the Board shall first offer the property to the governing authorities of high-performing community schools and any newly established community schools that are implementing a community school model that has a track record of high quality academic performance, as determined by the Department of Education. If no governing authority from either type of community school expresses an interest in the property within sixty (60) days after the offer is made, the Board must offer the property for sale to the governing authorities of the start-up community schools and the board of trustees of any college preparatory boarding school located within the territory of the District.

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1. The Board shall offer the property to ~~the~~ any community school governing authority and college preparatory boarding school board of trustees at a price that is not higher than the appraised fair market value of the property as determined in an appraisal of the property that is not more than one (1) year old.
2. In the event that more than one (1) community school governing authority or college preparatory boarding school board of trustees accepts the offer made by the Board, the property shall be sold to the community school governing authority or board of trustees that accepted the offer first in time.
- ~~3.~~ [The Board may dispose of the property by public auction **only** if no **start-up** community school governing authority or college preparatory boarding school board of trustees accepts the Board's offer within sixty (60) days after ~~such~~ **the subsequent** offer.]

D. Disposition of Unused School Facilities

1. "Unused School Facilities" means any real property that has been used by the District for school operations, including but not limited to academic instruction or administration, since July 1, 1998, but has not been used in that capacity for two (2) years.
2. The Board shall offer **first offer** any Unused School Facilities it owns for lease or sale to the governing authority of any **high-performing community school** as defined by state law. **If no governing authority accepts the offer of lease or sale within sixty (60) days, the Board must next offer Unused School Facilities to the governing authority of any community school or the board of trustees of any college preparatory boarding school that is located within the territory of the District.**

At the same time the Board makes the offer to lease or sale, the Board may, but is not required to, offer the property for lease or sale to the governing authority of any community school with plans, as stated in applicable contracts, either to relocate to or add facilities in the District.

3. **If more than one (1) qualified governing board accepts the Board's offer within sixty (60) days, the Board shall conduct a public auction utilizing the process described above. Only parties that notify the Board within sixty (60) days may offer a bid at the auction. The Board is not required to accept a bid that is lower than the appraised fair market value of the property as determined by an appraisal that is no more than one (1) year old.**
- ~~3.~~ 4. Any subsequent lease or sale of the property shall proceed in accordance with law.

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4. 5. If no governing authority or board of trustees accepts the offer to lease or buy the property within sixty (60) days after the subsequent offer is made, the Board may offer the property for sale or lease to any other permissible entity.
- E. Further, the Board may dispose of property upon the majority vote of the members of the Board and a concurring vote of the legislative authority of a municipal corporation, declaring that an exchange of real property held by the District for school purposes for real estate held by the municipal corporation for municipal purposes will be mutually beneficial to both the District and the municipal corporation. The exchange may be made by conveyances that are executed by the President and Treasurer of the Board and the Mayor and Clerk of the municipal corporation, respectively.
- F. The Board President and Treasurer shall execute and deliver deeds or other necessary instruments of conveyance to complete any sale or trade under this policy.

Donation of Real or Personal Property

- A. If the School District has property that the Board, by resolution, determines is not needed for school purposes, is obsolete, or is not fit for the use for which it was acquired, the Board may donate the property if the estimated fair market value of such property is \$2,500 or less in the opinion of the Board. The property may only be donated to an eligible 501(c)(3) nonprofit organization located in the State of Ohio and exempt from Federal income taxation under 26 U.S.C. 501(a) and 501(c)(3).
- B. Prior to donating the property, the Board shall adopt a resolution that contains the following:
1. a statement expressing the Board's intent to make unneeded, obsolete or unfit-for-use, District property available to nonprofit organizations;
 2. guidelines and procedures the Board considers to be necessary to implement the donation program;
 3. an indication of whether the District will conduct such program or by a representative under contract with the Board;
 4. contact information for such representative, if the person is known when the resolution is adopted;
 5. a requirement that any nonprofit organization desiring to obtain donated property submit a written notice to the board or its representative that includes:
 - a. evidence that the organization is a nonprofit organization that is located in the State of Ohio and exempt from Federal income taxation;

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- b. a description of its primary purposes;
 - c. a description of the type or types of property the organization needs; and
 - d. the name, address, and telephone number of a person designated by the organization to receive donated property as its agent.
- C. Upon the adoption of the resolution, the Board shall publish at least twice in a newspaper of general circulation, notice of its intent to donate unneeded, obsolete, or unfit-for-use property to eligible nonprofit organizations. The notice must also include a summary of the information provided in the resolution. A similar notice must also be continually posted in the Board's office and on the District's Internet website, if one exists. The second and subsequent notices shall be posted not less than ten (10) and not more than twenty (20) days after the previous notice.
- D. The Board or its representative must maintain a list of:
- 1. all eligible 501(c)(3) nonprofit organizations that submit a written notice described above; and
 - 2. a list of all real or personal property that qualifies for the program.
- The list of qualifying property must be continually posted at the same locations at which the resolution creating the program must be posted.
- 1. An item of property on the list must be donated to the 501(c)(3) organization that first declares to the Board or its representative its desire to obtain the item unless the Board previously established in a separate and distinct resolution, a list of eligible 501(c)(3) organizations that are to be given priority for an item's donation.
 - 2. The resolution giving priority to certain nonprofit organizations must specify the reasons for giving the organizations this priority. Such priority may be given based on a direct relationship between the purposes of the organization and specific purposes of the programs provided or administered by the Board.
- E. Members of the Board must consult with the Ohio Ethics Commission and comply with R.C. Chapters 102 and 2921 when donating property to a 501(c)(3) organization of which a Board member, his/her family member(s) or a business associate(s) of a Board member is a trustee, officer, Board member, or employee.

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Proceeds from the Sale of Real Property

When the Board disposes of real property pursuant to R.C. 3313.41, the proceeds received from the sale shall be used to retire any debt that was incurred by the District with respect to that real property. Any proceeds in excess of the funds necessary to retire that debt may be paid into the District's capital and maintenance fund and used only to pay for the costs of non-operating capital expenses related to technology infrastructure and equipment to be used for instruction and assessment.

8510 – Wellness

As required by law, the Board of Education establishes the following wellness policy for the New Richmond Exempted Village School District as a part of a comprehensive wellness initiative.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests proves that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

A. With regard to nutrition education:

1. Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
2. Nutrition education shall be included in the sequential, comprehensive Health curriculum in accordance with the curriculum standards and benchmarks established by the State.
- ~~2.~~3. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.

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- 3.4. Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff, families and community members. Parents and the community are encouraged to volunteer and participate in organizing health fairs, school gardens, food tastings, healthy fund raisers and physical activity opportunities, such as walking clubs and after school exercise programs.
- 4.5. Nutrition education posters, such as the Food Pyramid Guide, will be displayed in the cafeteria. All foods offered that are packaged/pre-wrapped will be labeled with nutritional facts and allergen declarations.
6. The school cafeteria shall serve as a learning lab by allowing students to apply the knowledge, attitudes, and skills taught in the classroom when making choices at mealtime.
- 5.7. Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate.
- 6.8. Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.
9. Instruction related to the standards and benchmarks for nutrition education shall be provided by highly qualified teachers.

B. With regard to physical activity:

1. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.
2. The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.
3. Planned instruction in physical education shall be sufficient for students to achieve a proficient level with regard to the standards and benchmarks adopted by the State.
4. Planned instruction in physical education shall promote participation in physical activity outside the regular school day.
5. The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.
6. Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes and skills necessary to engage in lifelong, health-enhancing physical activity.

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- 3-7. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
 - 8. Planned instruction in physical education shall require students to be engaged in moderate to vigorous physical activity for at least fifty percent (50%) of scheduled class time.
 - 9. Teachers properly certificated/licensed in the subject area of physical education shall provide all instruction in physical education.
 - 10. Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.
 - 4-11. Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.
 - 5-12. Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, bullying or harassment of any kind.
 - 13. Physical Education teachers shall remove from class participation any student who exhibits signs, symptoms, or behaviors consistent with having sustained a concussion or head injury. The Principal and/or teacher shall notify parents or guardians about the possible concussion or head injury.
 - 14. Any student who has been removed from physical education class participation because s/he has exhibited signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall not be permitted to return to physical education class until the student's condition is assessed by a physician, and the physician gives the student written clearance that it is safe to return to class.
- C. With regard to other school-based activities:
- 1. The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
 - 2. The school shall provide attractive, clean environments in which the students eat.
 - 3. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.
 - 4. Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.

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- D. With regard to nutrition promotion, the District shall:**
1. encourage students to increase their consumption of healthful foods during the school day;
 2. create an environment that reinforces the development of healthy eating habits, including offering healthy foods that comply with the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards.
 3. All foods and beverages sold to students for consumption on the school campus shall meet the USDA Competitive Food regulations, the Alliance for A Healthier Generation's Competitive Foods and Beverages Guidelines, and the USDA Smart Snacks in School nutrition standards.

Furthermore, with the objectives of enhancing student health and well-being, and reducing childhood obesity, the following guidelines are established:

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including but not limited to the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.
- B. The guidelines for reimbursable school meals (Free and Reduced Price Meals) meet or exceed the regulations issued by the U.S. Department of Agriculture (USDA).

The sale of foods (during breakfast and lunch) of minimal nutritional value in the food service area during the lunch period is prohibited.
- C. The sale of foods and beverages to students that do not meet the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards to be consumed on the school campus during the school day is prohibited.
- D. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
- E. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
- ~~C-F.~~ All foods available on campus at any time to students in the dining areas during school food service hours shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte or from vending machines.

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G. All foods available to students in District programs, other than the food service program, shall be served with consideration for promoting student health and well-being.

D.H. A director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards shall administer the food service program.

E.I. All food service personnel shall receive pre-service training in food service operations.

The Board designates the Building Principals as the individual(s) charged with operational responsibility for measuring and evaluating the District's implementation and progress under this policy.

The Superintendent shall appoint a District-wide Wellness Committee that includes parents, students, representatives of the school food authority, educational staff (including physical education teachers), school health professionals, and school administrators to oversee development, implementation, evaluation and periodic update of this policy. The Wellness Committee shall be an ad hoc committee with members recruited and appointed annually.

The Wellness Committee shall be responsible for:

- A. assessment of the current school environment;
- B. review of the District's Wellness policy;
- C. presentation of the Wellness policy to the Board for approval;
- D. measurement of the implementation of the policy; and
- E. recommendation for the revision of the policy, is necessary.

Before the end of each school year, the Wellness Committee shall recommend to the Superintendent any revisions to the policy it deems necessary and/or appropriate.

The Superintendent shall report annually to the Board on the Wellness Committee's progress and on its evaluation of the policy's implementation and areas for improvement, including status of compliance by individual schools and progress made in attaining the policy's goals.

The Superintendent is also responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the Superintendent shall post the policy on the District's website.

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~~The Superintendent shall report on the District's compliance with this policy and the progress toward achieving the goals set forth herein when requested to do so by the Board.~~

~~Review of this policy shall occur every five years, by a committee appointed by the Superintendent, consisting of a representative of the Board, the administration the food service director, the parents, the students, and the public. The committee shall provide the Board with any recommended changes to this policy.~~

9270 – Equivalent Education Outside the Schools (Home Schooling)

The Superintendent may excuse from compulsory school attendance, for not more than one (1) school year at a time, any school-aged child who is being instructed at home in accordance with the State Board of Education rules in the Ohio Administrative Code.

The home teacher must have a high school diploma, certificate of high school equivalence, standardized test scores that demonstrate high school equivalence, other equivalent credential found appropriate by the Superintendent, or the home teacher must work under the direction of a person with a baccalaureate degree from a recognized college until the child's scores demonstrate reasonable proficiency.

Before the excuse from compulsory school attendance for home-schooling is granted, the parent(s) must sign acknowledgement of receipt of this information. This is not an indication of agreement of these policies, but merely receipt of this information.

A parent who elects to provide home education shall supply the following information in writing in compliance with A.C. 3301-34-03:

- A. school year for which notification is made;
- B. name and address of parent;
- C. name and address of person teaching;
- D. full name and date of birth of child;
- E. assurance that the instruction will include:
 - 1. Language
 - 2. Reading
 - 3. Spelling
 - 4. Writing
 - 5. Geography

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6. History of the United States and Ohio
 7. History of national, state, and local government
 8. Mathematics
 9. Science
 10. Health
 11. Physical education
 12. Fine arts, including music and art
 13. First aid, safety, and fire prevention;
- F. a list of textbooks, correspondence courses, or other basic teaching materials; and
- G. assurance that the child will be provided a minimum of 900 hours of home education each school year.

It is the parents' responsibility to provide all books, materials, and curriculum for his/her child for home instruction. It is also the responsibility of the parents to provide to the Superintendent a brief outline of the intended curriculum before permission for home schooling will be granted.

At the end of each academic year, parents must send to the Superintendent an academic assessment report of the child for the previous year which includes results of a standardized achievement test or an alternative academic assessment mutually agreed upon by the parent and the Superintendent.

Grade level or credit status for students returning to New Richmond schools from home schooling or from a non-chartered school will be awarded on a case-by-case basis. Such decisions shall be based on one or more of the following:

- A. Scores on a standardized achievement tests for pupils of similar age;
- B. Grades/credits awarded from home schooling agency or non-chartered school;
- C. Interview with the child and/or parent(s);
- D. Examination of materials used during home schooling or by the non-chartered school; or
- E. Local examination, by subject, given to incoming students.

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Not all credits issued from a home schooling agency or non-chartered school are guaranteed reciprocal status at New Richmond.

All credits/grades that are accepted at New Richmond from home schooling or non-chartered schools will be accepted on a pass/fail basis.

In order for a home schooled student to be considered for a New Richmond High School diploma, s/he must be in attendance at New Richmond High School for a minimum of the final semester of the senior year.

In order for a student to be eligible to be included in class rank and therefore, be eligible to receive valedictorian or salutatorian honors, s/he must have attended at least three consecutive semesters at New Richmond High School immediately prior to graduation.

The Superintendent shall approve the home schooling request, unless s/he determines that the information required by the Ohio Administrative Code has not been provided or s/he has substantial evidence that the minimum educational requirements of the Ohio Administrative Code have not been met, despite the fact that the required information has been provided by the parent(s).

If the Superintendent intends to deny the request for home schooling, s/he notifies the parent(s) within 14 calendar days and informs the parent(s) of the reasons for the intent to deny the request and of the parent(s)' right to a due process hearing before the Superintendent.

Upon substantial evidence of cessation of home schooling in accordance with the Ohio Administrative Code, the Superintendent notifies the parent(s) of the intent to revoke the excuse and of the parent(s)' right to a due process hearing before the Superintendent.

~~It shall be the policy of the Board of Education that children home educated and children enrolled in non-public schools shall not be permitted to participate in interscholastic athletic and other extracurricular activities sponsored and/or operated by the District.~~

For purposes of this policy, "home educated" is education directed and delivered by the parent or guardian of the child who is of compulsory school age and not enrolled in the public or nonpublic school; and "non-public school" is defined as a school (chartered or not chartered) which operates solely or in major part outside the system of public schools operated through local, state and federal public resources and under the Ohio Department of Education.

A student who is educated at home is permitted to participate in any extracurricular activity offered in the school district to which the student would otherwise be assigned during the school year. If the District operates more than one (1) school that serves the student's grade level (as determined by the student's age and academic performance), the student shall be permitted to participate in the extracurricular activities at the school to which the student would be assigned by the Superintendent pursuant to R.C. 3319.01. If the student elects to participate in an extracurricular activity offered by the District, the student is not allowed to participate in that activity at another school or school district to which the student is not entitled to attend.

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Similarly, a student who is enrolled in a nonpublic school is entitled to participate in any extracurricular activity not offered by the nonpublic school in the school district to which the student would otherwise be assigned during the school year. If the District operates more than one (1) school that serves the student's grade level (as determined by the student's age and academic performance), the student shall be permitted to participate in that extracurricular activity at the school to which the student would be assigned by the Superintendent pursuant to R.C. 3319.01.

Eligibility Requirements

In order to participate in any extracurricular activity as detailed above, a student being educated at home or enrolled in a nonpublic school must be the appropriate age and grade level for the school that offers the extracurricular activity and must fulfill the same academic, nonacademic, and financial requirements as any other participant as specified in Board policy, administrative guidelines, the student handbooks and/or the Athletic Handbook. A student educated at home must meet the following academic requirements:

- A. If the student received home instruction in the preceding grade period, the student shall meet any academic requirements established by the State Board of Education for the continuation of home instruction.
- B. If the student did not receive home instruction in the preceding grading period, the student's academic performance during the preceding grading period shall have met any academic standards for eligibility to participate in the program established by the District.
- C. Eligibility for a student who leaves a school district mid-year for home instruction shall be determined based on an interim academic assessment issued by the district in which the student was enrolled based on the student's work while enrolled in the District.
- D. Any student who commences home instruction after the beginning of a school year and who is, at the time home instruction commences, ineligible to participate in an extracurricular activity due to failure to meet academic standards or any other requirements of the District shall not participate in the extracurricular activity until the student meets the academic requirements established by the State Board of Education for continuation of home instruction as verified by the Superintendent. No student shall be eligible to participate in the same semester in which the student as determined ineligible.

No eligible home schooled or nonpublic school student will be charged any fees in excess of those fees charged to other students for participation in the same extracurricular activity.

Issuance of Diploma to Home Schooled Student by Parent, Guardian, or Custodian

A student who has completed the final year of home education, and has successfully fulfilled the high school curriculum (applicable to the student) may be granted a high school diploma by the student's parent, guardian, or custodian. Any diploma granted to a student after July 1, 2015, shall contain the official letter of excuse issued by the Superintendent for the student's final year of home education or certification signed

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by the Superintendent that the student and the student's parent have complied with State law regarding home education. The statement of certification shall read:

"I certify that the student named in this diploma and the student's parent have complied with R.C. 3321.04 (A)(2) regarding instruction at home and the related rules of the Ohio State Board of Education."

The Superintendent, when presented with such diploma for signature, shall sign the statement of certification included with the diploma if the student and the parent have complied with the home instruction requirements.

2016-67 Moved by Mr. Farmer, seconded by Mr. DuFau, to approve the Class of 2016 Graduation Candidates.

Cassidy Marie Adams	Laura Lynn Bundus
Cidney Jean Adams	Alissa Claire Burns
Dylan Timothy Allen	Elizabeth Marie Burton
Derik Michael Anderson	David Andrew Byrd
Erik Christopher Anderson	Hannah Marie Calvert
Rachael Erin Autzen	Bryan Wayne Carnahan
Alicia Marie Bailey	Dustin Tyler Carr
Kirstian Elizabeth Bailey	Brianna Nicole Chapman
Jacob Edward Bauman	Skylisha Ann Marie Chitwood
Joshua Jerry Bauscher	Hannah Rebekah Clifton
Miah Ellie Bayless	Kendal Marie Collier
Emily Katherine Belmont	Travis Lee Crawford
Ethan Michael Benjamin	Christina Nicole Crews
Kelly Elizabeth Benton	Tamara Kay Rosalee Crosby
Destiana Lunar Sioux Berling	Rebecca Katherine Darland
Tori Nicole Biddle	Lacey Ann Darnell
Marjorie Susann Bingham	Noah Robert David
Riley Jacob Bingham	Matthew Alan Devoe
Jonna Lynn Blum	Kiley Morgan Doane-Deardorff
Alec Hugh-Edwin Bomske	James Edward Drifmeyer Jr.
Chelsey Renee Bowling	James Dean Durham Jr.
Alexander Tyler Boyer	Kerrigan Jo Dyer
Nikita Allen Branam	Shawn Allen Elam Jr.
Jacob Aaron Branson	Joel Austin Erdman
Sean Dennis Brock	Kristin Nicole Evans
Jessica Catherine Brown	Kodie Lee Feldkamp
Ryan Michael Brunk	Kaitlyn Jordan Flake
Samuel Francisco Bruno	Nicholas Richard Flake
Ross Gordon Flenniken	Ella Lindsley
Adrianna Chantel Flood	Thomas Chadwick Louis
William Howard Fox	Allyson Winters Lutz
Austin Michael Frazier	Joseph Edgar Maxwell
Tyler Vincent Gates	Hannah Michael McDowell
Kaylee Sue Gibbs	Taylor Morgan McKinley
Blake Patrick Gibson	Kyli Jo Meder
Brianna Rose Gonzalez	Alix Marie Miller

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Casey Steele Goodheart	Melissa Zoe Moore
Ashley Victoria Gray	Amberlin Judy Mote
Karl Paul Greifenkamp	Nathaniel Austin Robert Co Nace
Evan Alexander Grippa	Adam Mohamad W Nassar
Zachary Michael Grissom	Kelsey Machelles Nichols
Zoe Danielle Hallahan	Jesse Allen Noble
Timothy Paul Hammer	Silas Jerome O'Dell
Maren Rose Hance	Kayla Jane Olenick
Hayley Paige Hawkins	Erin Paige O'Toole
Jacob George Hayden	Sydney Marie Padgett
Madalyn Kristina Head	Darik Alexander Page
Chase Taft Heflin	Laura Ann Marie Painter
Shelby Tyler Henderson	Kerry Kay Pancake
Carla Raffaella Herzig	Shanna Leigh Parks
Elise Kathryn Holdsworth	Tyler Edward Payne
Dana Marie Honaker	Connor Jacob Pike
Bailey Elizabeth Victoria House	Jessica Nichole Pike
Ariel Christine Huber	Amanda Marie Redmon
MorganLee Huddleston	Dakota James Richards
Jacob Aaron Humphries	Kiara Faith Rivera
Skylar Shane Isbel	Eric Christopher Rolfes
William Tyler Isbell	Kelly Marie Rowan
Paul David Jaehnen	Skye Marie Saldana
Ariel Ismene Johnson	Tyler James Sammons
Michael Logan Jones Jr.	Robert Paul Sarbell II
Zyx Wildey Khan	Kassidy Rose Sarver
Nicholas Douglas Kirby	Kirsten Hailey Savage
Gavin Michael Kirschner	Corey Matthew Secen
Aaron Brady Kirtley	Allison Raye Shook
Brooklyn Nicole Klein	Michael Kent Simpson III
Jacob Scott Klump	Shelbi Marie Simpson
Shelby Grace Koehler	Nicholas Edward Skeene
Peyton Douglas Kroeger	Autumn Nate Smith
Jade Elizabeth Kunz	Cassandra Marie Smith
Hannah Sophia Lake	Robert Andrew Solis
Amber Raevyn Lamb	Christopher James Sollberger
Hunter James Lansaw	Hali Michelle Stamper
Nicholas Michael Laub	Cydney Elizabeth Stiles
Bode Austin Lavelly	Stile Daniel Sweet
Austin Matthew Lawson	Jenna Scott Swormstedt
Corey Anson Lawwill	Frankie Allen Taulbee Jr.
Harrison Carter Light	Corbin Nathaniel Tharpe
Cole Richard Thompson	Magic Kaya Weir
Deionna Lashaun Tillery	Jonathon Robert White
Austin Tyler Torrens	Taylor Nicole Whittaker
Carlie Anna Mae Treat	Carmen Lee Williams
Jesse David Troy	KaitlynElizabeth Williams
Chelsey Lynn Underwood	Lindsey Rhiann Williams
Brian Ray Waddle Jr.	Michael Timothy Williamson
Taylor Robert Waitman	Andrew Joseph Wills

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Zachary Ridge Walton
Matthew Corry Waters
Megan Lynn Webster

Anne-Marie Isabella Woods
Maryann Eowyn Wuerdeman

Roll call: Mrs. Bennett, yea; Mr. DuFau, yea; Mr. Farmer, yea; Mr. Walriven, yea; Mr. Wooten, yea. Motion carried.

2016-68 Moved by Mr. Walriven, seconded by Mr. Farmer, to approve the H.C.C.A. Governance agreement.

Roll call: Mrs. Bennett, yea; Mr. DuFau, yea; Mr. Farmer, yea; Mr. Walriven, yea; Mr. Wooten, yea. Motion carried.

2016-69 Moved by Mr. Wooten, seconded by Mr. DuFau, to approve FY2017 membership and service fees to HCC for the following services:

Membership	
ITC Network Fee	\$ 4,616.50
Fiscal Services	\$ 9,734.22
Student Services	\$17,147.00
EMIS	\$ 2,638.00
Grade Book	\$ 9,839.74
Special Services	\$ 3,455.78
Document Management	\$ 9,233.00
Email Archiving	\$ 659.50
Total	\$57,323.74

Roll call: Mrs. Bennett, yea; Mr. DuFau, yea; Mr. Farmer, yea; Mr. Walriven, yea; Mr. Wooten, yea. Motion carried.

2016-70 Moved by Mr. Walriven, seconded by Mr. Farmer, to approve membership for New Richmond High School and New Richmond Middle School to the Ohio High School Athletic Association in accordance with the Constitution, Bylaws, Regulations, Interpretations and decisions of the OHSAA.

Roll call: Mrs. Bennett, yea; Mr. DuFau, yea; Mr. Farmer, yea; Mr. Walriven, yea; Mr. Wooten, yea. Motion carried.

2016-71 Moved by Mr. Wooten, seconded by Mr. Farmer, to approve the following administrative contract recommendations.

Two Year Contracts

Phillip Heflin
Courtney Lilly
Wayne Prescott
Matthew Prichard
Joseph Roach
Brenda Young

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Roll call: Mrs. Bennett, yea; Mr. DuFau, yea; Mr. Farmer, yea; Mr. Walriven, yea; Mr. Wooten, yea. Motion carried.

2016-72 Moved by Mr. DuFau, seconded by Mr. Walriven, to approve the following certified contract recommendations.

Continuing Contracts

1. Kennedy, Jill
2. Trapp, Byron

Two Year Contracts

1. Corpuz, Vickie
2. Evanshine, James
3. Heflin, Daniel
4. McMonigle, Brian
5. Shuman, Courtney
6. Snead, Kelly
7. Stock, Zachary
8. Stratton, Joshua
9. Swango, Sarah

One Year Contracts

- | | |
|----------------------------|---------------------------|
| 1. Alsip, Kathleen | 20. Maus, Deanne |
| 2. Aubrey, Shara | 21. Minor, Gregory |
| 3. Belmont, Andrea | 22. Pfeffer, Hannah |
| 4. Burke, Patrick | 23. Pruss, Jory |
| 5. Carr, Brooke | 24. Pugh, Carrie |
| 6. Cone, Carolyn | 25. Rachlow, Ashley |
| 7. Crowell, Brittany | 26. Robinson, James |
| 8. Dodson, Alicia | 27. Sayer, Adam |
| 9. Gillespie, Lindsay | 28. Shoemaker, William |
| 10. Glader, Paul | 29. Stapleton, Michael |
| 11. Gonos, Kathleen | 30. Steinmetz, Stephanie |
| 12. Granger, Rebecca | 31. Strittmatter, Kristie |
| 13. Grooms, Emily | 32. Swan, Pamela |
| 14. Hannah, Elizabeth | 33. Taylor, Adrienne |
| 15. Heinzelmann, Jacquelyn | 34. Tierney, Gina |
| 16. Johnson, Deborah | 35. Vismara, Lauren |
| 17. Langdon, Kelly | 36. Wessner, Thomas |
| 18. Lindner, Alan | 37. Wilson, Jonathon |
| 19. Lindner, Tracy | |

Roll call: Mrs. Bennett, nay; Mr. DuFau, yea; Mr. Farmer, yea; Mr. Walriven, yea; Mr. Wooten, yea. Motion carried.

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- 2016-73 Moved by Mr. Farmer, seconded by Mr. Walriven, to approve the following classified contract recommendations.

Continuing Contracts

1. Chase, Tonya, *Assistant to the Treasurer*
2. Crouch, Ronald, *Custodian*
3. Curfman, Bruce, *Custodian*
4. Gilliam, Amy, *Instructional Assistant*
5. Jarman, Melinda, *Bus Driver*
6. Slade, Michael, *Custodian*
7. Verdin, Peggy, *Instructional Assistant*
8. Wooten, Rebecca, *Instructional Assistant*

Two Years Contracts

1. Ammerman, Barbara, *Instructional Assistant*
2. Bornemann, Annette, *Custodian*
3. Graser, Brittany, *Instructional Assistant*
4. Hilt, Barbara, *Bus Driver*
5. Hoess, Timothy, *Inter Office Courier/Van Driver and Bus Driver*
6. McGannon, Bethany, *Instructional Assistant*

Roll call: Mrs. Bennett, yea; Mr. DuFau, yea; Mr. Farmer, yea; Mr. Walriven, yea; Mr. Wooten, abstained. Motion carried.

- 2016-74 Moved by Mr. DuFau, seconded by Mr. Farmer, to rescind action item **2015.103.i**, Michael McKinley, Theatrical Music Conductor (Orchestra), Pay Level 1.

Roll call: Mrs. Bennett, yea; Mr. DuFau, yea; Mr. Farmer, yea; Mr. Walriven, yea; Mr. Wooten, yea. Motion carried.

- 2016-75 Moved by Mr. Wooten, seconded by Mr. Walriven, to accept the following resignations:

1. Angela Gray, *Certified Employee*, effective close of business August 14, 2016
2. Lisa Kellerman, *Certified Employee*, effective close of business August 14, 2016
3. Enos Pennington, *Classified Employee*, for the purpose of retirement, effective close of business June 30, 2016
4. Danny Pride Jr. *Classified Employee*, effective close of business May 27, 2016

Roll call: Mrs. Bennett, yea; Mr. DuFau, yea; Mr. Farmer, yea; Mr. Walriven, yea; Mr. Wooten, yea. Motion carried.

- 2016-76 Moved by Mr. Farmer, seconded by Mr. Walriven, to approve employment of the following:

A. Classified Employees

1. William English, *Custodian*, full-time second shift, 260 days, one year limited contract, salary step 4, effective July 1, 2016.

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2. Jeffrey Moler, Custodian, full-time second shift, 260 days, one year limited contract, salary step 4, effective July 1, 2016

B. Classified Substitutes

1. Tonia Battista
2. Michael Forste

C. Summer School Teachers

*June 7 – 30, 2016 and July 5 – 28, 2016
8:00 a.m.-12:00 p.m. Tuesday through Thursday
\$30 an hour, upon Kronos submission*

1. Gary Combs
2. Rhonda Glover
3. Andrea Schultz

D. Summer School Instructional Assistants

*June 7 – 30, 2016 and July 5 – 28, 2016
8:00 a.m.-12:00 p.m. Tuesday through Thursday
Regular hourly rate, upon Kronos submission*

Peggy Verdin

E. Supplementals (2015-2016)

Paige McConnell, Theatrical Music Conductor (Orchestra), Pay Level 1

F. Career Day Coordinators

\$250 Stipend

1. Lauren Bota
2. Carolyn Cone
3. Kala Davis
4. Kimberly Ealy
5. Angela Gray
6. Kelly Schmittou

G. Summer Transportation Employees

*Regular hourly rate, on an as-needed basis with approval by the Superintendent,
upon submission to Kronos*

- | | |
|----------------------|-----------------------|
| 1. Barbara Abbott | 9. Ted Lewin |
| 2. Joseph Cameron | 10. Carolyn Lindsey |
| 3. Pamela Closterman | 11. Lynette Lindsey |
| 4. Patricia Davis | 12. Melody Potter |
| 5. Dennis Gastrich | 13. Richard Schuchman |
| 6. Lori Hartley | 14. Teresa Wagoner |
| 7. Barbara Hilt | 15. Sandra Woodall |
| 8. Helen Jones | 16. Lisa Workman |

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H. Summer Food Service Employees

Regular hourly rate, on an as-needed basis with approval by the Superintendent, upon submission to Kronos

- | | |
|---------------------|-----------------|
| 1. Eva Brewer | 6. Robin Pelcha |
| 2. Narcissa Casteel | 7. Lori Power |
| 3. Bonnie Caudill | 8. Tina Stiles |
| 4. Rhonda Henson | 9. Pam Williams |
| 5. Cindy Leen | |

I. Stipend

Robert Curlin, Head Custodian, NRHS, \$.50 an hour stipend, effective May 1, 2016

J. District Baseball/Softball

Baseball - Wednesday, May 11, 2016

Softball - Thursday, May 12, 2016

- | | |
|--------------------------------|------|
| 1. Rufus Cochran, Field Prep | \$60 |
| 2. Douglas Foote, Site Manager | \$70 |
| 3. Rebecca Lewis, Gate Worker | \$60 |

K. District Track Workers

May 17, 19 and 21, 2016

- | | |
|---|----------|
| 1. Terri Flamm, Hurdles | \$ 165 |
| 2. Douglas Foote, Meet Manager | \$ 1,500 |
| 3. Shelly Glenn, Clock/Pass Gate | \$ 165 |
| 4. Malissa Kirby, Assistant Meet Manager | \$ 1,000 |
| 5. Rebecca Lewis, Track Recorder/Administration | \$ 165 |
| 6. Richard Mahan, Field Events | \$ 82.50 |
| 7. Shelby Pride, Hurdles | \$ 165 |
| 8. Michael Slade, Parking/Custodian | \$ 360 |
| 9. Tina Styles, Gate Worker | \$ 165 |

L. Lay Coach (2016-2017)

Rebecca Heine, Varsity Girls Soccer Head Coach, Pay Level 11

Roll call: Mrs. Bennett, yea; Mr. DuFau, yea; Mr. Farmer, yea; Mr. Walriven, yea; Mr. Wooten, yea. Motion carried.

2016-77 Moved by Mr. DuFau, seconded by Mr. Walriven, to non-renew the 2015-2016 Supplemental Contracts.

Roll call: Mrs. Bennett, yea; Mr. DuFau, yea; Mr. Farmer, yea; Mr. Walriven, yea; Mr. Wooten, yea. Motion carried.

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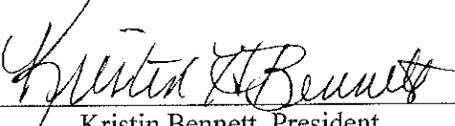
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- 2016-78 Moved by Mr. Walriven, seconded by Mr. Farmer, to enter into executive session for the purpose of consideration of the appointment, employment, dismissal, promotion, demotion or compensation of a public employee; in accordance with Ohio Revised Code 121.22(1). Roll call: Mrs. Bennett, yea; Mr. DuFau, yea; Mr. Farmer, yea; Mr. Walriven, yea; Mr. Wooten, yea. Motion carried.

Mrs. Bennett declared the regular meeting moved into executive session at 8:40 p.m.

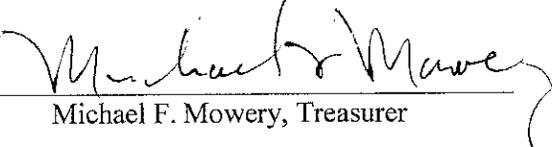
Mrs. Bennett declared the executive session adjourned and the regular meeting reconvened at 9:55 p.m.

- 2016-79 Moved by Mrs. Bennett, seconded by Mr. DuFau to adjourn the regular meeting. Roll call: Mrs. Bennett, yea; Mr. DuFau, yea; Mr. Farmer, yea; Mr. Walriven, yea; Mr. Wooten, yea. Motion carried.

Mrs. Bennett declared the regular meeting adjourned at 9:55 p.m.



Kristin Bennett, President



Michael F. Mowery, Treasurer