

**ATHENS-MEIGS EDUCATIONAL SERVICE CENTER
POLICY COMMITTEE MEETING
May 19, 2020**

The Policy Committee met at 5:00 p.m. via teleconferencing with the following members present: Mr. John Depoy, Mr. Jeff Koehler, and Mr. Mony Wood. Heather Wolfe, Superintendent, and Laura Dukes, Interim Treasurer, also attended.

The following policies were reviewed for revision:

<u>Policy #</u>	<u>Policy Name</u>
5610	Removal, Suspension, Expulsion, and Permanent Exclusion of Students
5771	Search and Seizure (no changes to existing policy)
7217	Weapons
7300	Disposition of Real Property/Personal Property
7310	Disposition of Surplus Property
7410	Maintenance
7420	Hygienic Management (no changes to existing policy)
7434	Use of Tobacco on School Premises
7440	Facility Security
7440.01	Video Surveillance and Electronic Monitoring
7440.03	Small Unmanned Aircraft Systems
7450	Property Inventory (no changes to existing policy)
7510	Use of Educational Service Center Premises
7530	Lending of Board-Owned Equipment
7530.01V2	Board-Owned Personal Communication Devices
7530.02	Staff Use of Personal Communication Devices
7540	Technology
7540.01	Technology Privacy
7540.02	Center Web Page (no changes to existing policy)
7540.03	Student Technology Acceptable Use and Safety
7540.04	Staff Technology Acceptable Use and Safety
7540.05	Educational Service Center-Issued Staff E-mail Account
7541	Electronic Data Processing Disaster Recovery Plan
7542	Access to Center Technology Resources and/or Information from Personal Communication Devices
7543	Utilization of the Center's Website and Remote Access to the Center's Network
7544	Use of Social Media
8400	School Safety (previously tabled)

**ATHENS-MEIGS EDUCATIONAL SERVICE CENTER
REGULAR MEETING
MAY 27, 2020**

The Governing Board of the Athens-Meigs Educational Service Center held a Regular Meeting on Wednesday, May 27, 2020, at the Chauncey Office, located at 21 Birge Drive, Chauncey, Ohio.

President John Depoy called the meeting to order at 6:12 p.m. using teleconferencing.

A moment of silent reflection was held and the Pledge of Allegiance recited.

Roll call:

Mr. John G Bailey	Present	Mr. Jay North	Present
Mr. John Depoy	Present	Mr. Jeffrey Vogt	Present
Mr. Gary Dicken	Present	Mr. Steve Wheeler	Present
Mr. Jeff Koehler	Present	Mr. Mony Wood	Present
Mr. Ron Logan	Present		

Ex-officio Members: Mr. Covert Absent Mr. Grippa Absent

20-060. Mr. Wood moved to approve the minutes of the Regular Governing Board Meeting held on May 13, 2020. Mr. Bailey seconded the motion.

Roll call:

Mr. John G Bailey	Yes	Mr. Jay North	Yes
Mr. John Depoy	Yes	Mr. Jeffrey Vogt	Yes
Mr. Gary Dicken	Yes	Mr. Steve Wheeler	Yes
Mr. Jeff Koehler	Yes	Mr. Mony Wood	Yes
Mr. Ron Logan	Yes		

Motion carried.

Public Participation

None.

Head Start Reports and Recommendations

Dawn Hall, Head Start Director, reported that Little Storm will reopen June 1, 2020 for staff and anticipates children returning June 8, 2020, with restrictions of 6 children to 1 adult. In addition to the base grant, Head Start is expecting to receive the COLA/Quality Improvement monies and the COVID "one time" monies. Head Start has been awarded \$80,000 in round 1 of COVID monies. The second round of COVID monies will result in an additional \$120,000 (approximately). ALL COVID monies are "one-time funds". Head Start is currently analyzing how to utilize the funds. The ESC will receive indirect cost

revenue for these grant awards.

20-061. Mr. Dicken moved to approve the Monthly Head Start Fiscal Reports. Mr. Wheeler seconded the motion.

Roll call:

Mr. John G Bailey	Yes	Mr. Jay North	Yes
Mr. John Depoy	Yes	Mr. Jeffrey Vogt	Yes
Mr. Gary Dicken	Yes	Mr. Steve Wheeler	Yes
Mr. Jeff Koehler	Yes	Mr. Mony Wood	Yes
Mr. Ron Logan	Yes		

Motion carried.

State Support Team Region 16 Director's Reports and Recommendations

20-062. Mr. Wood moved to approve a Service Contract with Anne Beninghof to provide three hours of Professional Development for SST staff on June 4, 2020 and 15 copies of "Caffeinated Training Design". Contract Amount: \$3,150.00.

Mr. Bailey seconded the motion.

Roll call:

Mr. John G Bailey	Yes	Mr. Jay North	Yes
Mr. John Depoy	Yes	Mr. Jeffrey Vogt	Yes
Mr. Gary Dicken	Yes	Mr. Steve Wheeler	Yes
Mr. Jeff Koehler	Yes	Mr. Mony Wood	Yes
Mr. Ron Logan	Yes		

Motion carried.

Executive Session

None.

Treasurer's Reports and Recommendations

Laura Dukes, Interim Treasurer, reported that the appropriations changes are to remove the appropriations for old, inactive accounts because the Treasurer's Office will not be able to spend the cash remaining on old inactive accounts or return them to the grantor before the fiscal year ended June 30, 2020. We will appropriate for that next fiscal year. June will be a busy month as next year's budgets will need to be completed, FY20 closed, employment contracts created, and next year's excess costs invoices calculated. Teresa McGinnis will begin as Treasurer on June 1.

20-063. Mr. Koehler moved to approve the following Treasurer's Reports and Recommendations as presented by Laura Dukes, Interim Treasurer:

A. Amend the FY20 Permanent Appropriations as follows:

FUND NO.	FUND DESCRIPTION	REVISED APPROP 4/22/20	APPROP CHANGES	REVISED APPROP 5/27/20
001	General	\$3,816,350.71		\$3,816,350.71
006	Food Service	\$101,822.21		\$101,822.21
007	Expendable Trusts	\$6,000.00		\$6,000.00
011	Rotary-Special Services	\$196,576.39	(\$11,050.00)	\$185,526.39
014	Rotary - Internal Services	\$182,096.96		\$182,096.96
018	Public School Support	\$166.77		\$166.77
019	Other Local Grants	\$518,096.46		\$518,096.46
026	Employee Benefits	\$80,000.00		\$80,000.00
414	ABLE Ohio Works First	\$4,934.78	(\$4,934.78)	\$0.00
416	Local Professional Devel	\$14.83	(\$14.83)	\$0.00
432	EMIS	\$1,289.62		\$1,289.62
439	Public School Preschool	\$505,557.26	(\$1,179.68)	\$504,377.58
440	Entry Year Teacher	\$11,892.35	(\$11,892.35)	\$0.00
451	OneNet Connectivity	\$1,800.00		\$1,800.00
459	Ohio Reads	\$14,310.87	(\$14,310.87)	\$0.00
499	Misc State Grants	\$278,062.85	(\$15,152.80)	\$262,910.05
501	ABLE	\$3,000.75	(\$3,000.75)	\$0.00
516	IDEA Part B Grants	\$1,141,761.12	(\$3,943.72)	\$1,137,817.40
524	Equity in STW Mini Grant	\$848.18	(\$848.18)	\$0.00
525	Project Head Start	\$2,778,688.23	(\$65.07)	\$2,778,623.16
572	SST Priority School Support	\$13,755.99	(\$195.39)	\$13,560.60
584	Safe & Drug Free Schools	\$163.92	(\$163.92)	\$0.00
587	IDEA Preschool-Handicapped	\$91,808.78	(\$4,797.30)	\$87,011.48
590	Resident Educator	\$7,216.40	(\$7,216.40)	\$0.00
599	Misc Federal Grants	\$132,432.24	(\$8,154.23)	\$124,278.01
TOTAL		\$9,888,647.67	(\$86,920.27)	\$9,801,727.40

Mr. Dicken seconded the motion.

Roll call:

Mr. John G Bailey	Yes	Mr. Jay North	Yes
Mr. John Depoy	Yes	Mr. Jeffrey Vogt	Yes
Mr. Gary Dicken	Yes	Mr. Steve Wheeler	Yes
Mr. Jeff Koehler	Yes	Mr. Mony Wood	Yes
Mr. Ron Logan	Yes		

Motion carried.

Superintendent's Reports and Recommendations

20-064. Mr. Wood moved to approve the following Superintendent's Reports and Recommendations as presented by Heather Wolfe, Superintendent:

- A. Accept the resignation of Suzanne Rojo, Secretary, with her last day of employment being June 5, 2020.
- B. Approve the 2020 Grant Agreement between the Southern Perry County Academic Endowment Fund (SPCAEF) of the Foundation for Appalachian Ohio (FAO) and Project Rise.
- C. Approve the State of Ohio Appalachian Development Program Grant Agreement between the Ohio Development Services Agency and the Athens-Meigs ESC for the period of April 1, 2020 to July 31, 2022.

Eastern Local

- D. Approve a One Year Contract (2020-2021) to the following individuals, no benefits, contingent upon proper certification, continued funding and need:
 - 1. Maranda Bush, Preschool Student Attendant
 - 2. Kristen Roush, Paraprofessional at Carleton SchoolTerms and conditions of employment, including salary, are determined by Eastern Local School District.

Eastern / Southern-Meigs

- E. Approve a Three-Year Contract (2020-2023) to Kari Putman, Talented and Gifted Teacher, with Board approved benefits, contingent upon proper certification, continued funding and need. Terms and conditions of employment will be determined by Eastern Local and Southern Local - Meigs.

Meigs Local

- F. Approve a One Year Contract (2020-2021) to Brent Bissell as a Job Coach, with Board approved benefits, contingent upon proper certification, continued funding and need. Terms and conditions of employment, including salary, are determined by Meigs Local.

State Support Team 16

- G. Accept the resignation of Elizabeth Braun, SST Director/Preschool Principal, effective the end of her 2019-2020 Contract.

Tri-County Career Center

H. Approve a One Year Contract (2020-2021) to the following individuals working as Tutors on an as needed basis, no benefits, contingent upon proper certification, continued funding and need:

1. Frederick Adjapong - \$25.00 per hour
2. Connie Dugan - \$30.00 per hour
3. Tamara Horrocks - \$25.00 per hour
4. Edward Peterson - \$25.00 per hour
5. Rodney Wilson - \$30.00 per hour

Terms and conditions of employment, including salary, are determined by Tri-County Career Center.

I. Approve a One Year - 1550 Hours Contract (2020-2021) to Jordan Pepper as a Student Wellness and Success Plan Consultant, \$29.75 per hour, with an additional \$2,000.00 insurance buy-out, no other benefits, being contingent upon proper certification, continued funding and need. Terms and conditions of employment, including salary, are determined by Tri-County Career Center.

Trimble

J. Approve a Three-Year Contract (2020-2023) to Jeremiah Brown, School Psychologist, with Board approved benefits, contingent upon proper certification, continued funding and need. Terms and conditions of employment, including salary, are determined by Trimble Local.

K. Second Reading and adoption of the Board Policies reviewed by the Policy Committee on April 21, 2020:

<u>Policy #</u>	<u>Policy Name</u>
1415	Severance Pay
3415	Severance Pay
1619	Group Health Plans
3419	Group Health Plans
1619.01	Privacy Protections of Self-Funded Group Health Plans
3419.01	Privacy Protections of Self-Funded Group Health Plans
1619.02	Privacy Protections of Fully Insured Group Health Plans
3419.02	Privacy Protections of Fully Insured Group Health Plans
3143	Renewal/Non-renewal of Administrative Contracts – Delete policy
3160	Physical Examination
3161	Unrequested Leaves of Absence/Fitness for Duty
3170	Substance Abuse
3210	Staff Ethics
3213	Student Supervision and Welfare
<u>Policy #</u>	<u>Policy Name (continued)</u>

3214	Staff Gifts
3215	Use of Tobacco by Professional Staff
3217	Weapons
3220	Standards-Based Teacher Evaluation
3220.03	Evaluation of Teachers on Limited Contract – Delete policy
3223	Standards-Based School Counselor Evaluation
3231	Outside Activities of Staff
3231.01	Research and Publishing
3281	Use of Employee’s Personal Property at Center Facilities
3362	Anti-Harrassment
3362.01	Threatening Behavior Toward Staff Members – Delete policy
3410.01	Compensation for Part-Time Staff – Delete policy
3430.01	FMLA

L. Second Reading and adoption of the Board Policies reviewed by the Policy Committee on April 28, 2020:

<u>Policy #</u>	<u>Policy Name</u>
3211	Whistleblower Protection
3216	Staff Dress and Grooming
3430.02	Leave of Absence for Employment by a Community School
3430.03	Call to Active Duty Leave
3432	Sick Leave
3433	Vacation
3440	Job-Related Expenses
4111	Creating a Position
4112	Board-Staff Communications
4113	Conflict of Interest
4120	Employment of Classified Staff
4120.01	Job Descriptions
4120.04	Employment of Substitutes
4120.05	Employment of Substitute Educational Aides
4120.08	Employment of Personnel for Co-Curricular/Extra-Curricular Activities
4120.09	Volunteers
4121	Criminal History Record Check
4122	Nondiscrimination and Equal Employment Opportunity
4122.01	Drug-Free Workplace
4122.02	Nondiscrimination Based on Genetic Information Of The Employee

<u>Policy #</u>	<u>Policy Name (continued)</u>
4123	Section 504/ADA Prohibition Against Disability Discrimination in Employment
4124	Employment Contract
4131	Reduction in Staff
4138	Suspension During Pending Criminal Actions
4139	Staff Discipline
4161	Unrequested Leaves of Absence/Fitness for Duty
4162	Drug and Alcohol Testing of CDL License Holders and Other Employees Who Perform Safety-Sensitive Functions
4170	Substance Abuse
4210	Staff Ethics
4211	Whistleblower Protection
4213	Student Supervision and Welfare
4216	Staff Dressing and Grooming

- M. Second Reading and adoption of the Board Policies reviewed by the Policy Committee on May 5, 2020:

<u>Policy #</u>	<u>Policy Name</u>
3441	Flex-Time
4214	Staff Gifts
4215	Use of Tobacco by Classified Staff
4217	Weapons
4231	Outside Activities of Classified Staff
4281	Use of Employee's Personal Property at Center Facilities
4362	Anti-Harassment
4415	Severance Pay
4419	Group Health Plans
4419.01	Privacy Protections of Self-Funded Group Health Plans
4419.02	Privacy Protections of Fully Insured Group Health Plans
4422	Benefits for Nonrepresented Staff
4430.01	FMLA Leave
4430.02	Leave of Absence for Employment by A Community School
4430.03	Call to Active Duty Leave
4432	Sick Leave
4440	Job-Related Expenses
4441	Flex-Time
4442	Compensatory Time
5111.01	Homeless Students
5111.02	Educational Opportunity for Military Children

<u>Policy #</u>	<u>Policy Name (continued)</u>
5111.03	Children and Youth in Foster Care
5114	Nonimmigrant Students and Foreign Exchange Students
5136	Personal Communication Devices
5223	Released Time for Religious Instruction
5335	Care of Students with Chronic Health Conditions
5460.01	Diploma Deferral
5516	Student Hazing
5610.02	In-School Discipline
5610.03	Emergency Removal of Students
5610.05	Prohibition from Extra-Curricular Activities
5630.01	Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion
5722	School-Sponsored Publications and Productions
5751	Parental Status of Students
5780	Student/Parent Rights

N. First reading of Revision to Board Policy 1411 – Whistleblower Protection.

O. First reading of the Board Policies reviewed by the Policy Committee on May 12, 2020:

<u>Policy #</u>	<u>Policy Name</u>
3411	Placement on Salary Schedules
4140	Termination and Resignation
4160	Physical Examination
5200	Attendance
5230	Late Arrival and Early Dismissal
5310	Health Services
5320	Immunization
5330	Use of Medications
5336	Care of Students With Diabetes
5340	Student Accidents
5341	Emergency Medical Authorization
5350	Student Mental Health and Suicide Prevention
5460	Graduation Requirements
5460.02	Students At-Risk of Not Qualifying For A High School Diploma
5500	Student Conduct
5511	Dress and Grooming
5512	Use of Tobacco
5517	Anti-Harassment
5517.01	Bullying and Other Forms of Aggressive Behavior
5517.02	Sexual Violence
5530	Drug Prevention
<u>Policy #</u>	<u>Policy Name (continued)</u>

5540	Interrogation of Students
5605	Suspension/Expulsion of Students With Disabilities
5610.03	Emergency Removal of Students
5611	Due Process Rights
5772	Weapons
5830	Student Fund-Raising
5850	Center Social Events
8453.01	Control of Blood-Borne Pathogens
8500	Food Services

- P. First reading of the Board Policies reviewed by the Policy Committee on May 19, 2020:

<u>Policy #</u>	<u>Policy Name</u>
5610	Removal, Suspension, Expulsion, and Permanent Exclusion of Students
7217	Weapons
7310	Disposition of Surplus Property
7410	Maintenance
7434	Use of Tobacco on School Premises
7440	Facility Security
7440.01	Video Surveillance and Electronic Monitoring
7440.03	Small Unmanned Aircraft Systems
7510	Use of Educational Service Center Premises
7530	Lending of Board-Owned Equipment
7530.01V2	Board-Owned Personal Communication Devices
7530.02	Staff Use of Personal Communication Devices
7540	Technology
7540.01	Technology Privacy
7540.03	Student Technology Acceptable Use and Safety
7540.04	Staff Technology Acceptable Use and Safety
7540.05	Educational Service Center-Issued Staff E-Mail Account
7541	Electronic Data Processing Disaster Recovery Plan
7542	Access to Center Technology Resources and/or Information From Personal Communication Devices
7543	Utilization of the Center's Website and Remote Access to the Center's Network
7544	Use of Social Media
8400	School Safety

Southern - Meigs

- Q. Approve One Year Contracts (2020-2021) to the following individuals, no benefits, contingent upon proper certification, continued funding and need:
1. Stephanie Allen, Paraprofessional
 2. Dawna Arnold, Paraprofessional
 3. Tamara Beegle, Paraprofessional
 4. Harmony Brinager, Paraprofessional
 5. Jodi Fisher, Paraprofessional
 6. Misty Giese, One-on-One at Carleton School
 7. Kim Grueser, Paraprofessional
 8. Sophie Guinther, Paraprofessional
 9. Kimberly McKendree, Paraprofessional
 10. Ravenne Musser, One-on-One at Carleton School
 11. Sherri Myers, Part-Time One-on-One at Carleton School
 12. Jennifer Shortridge, Paraprofessional
 13. Keri Smith, Paraprofessional
- R. Approve Gary Kapp, Jr. as an Intervention Specialist on a Long Term Substitute basis for the 2020-2021 School Year, as per guidelines issued by the Ohio Department of Education, no benefits, contingent upon proper certification, continued funding and need. Terms and conditions of employment, including salary, are determined by Southern (Meigs) Local School District.
- S. Accept the resignation of Ashley Neal, Title One Teacher, effective the end of her 2019-2020 Contract.

Southern – Perry

- T. Approve a Five-Year Contract (2020-2025) to Amanda Bice, Elementary Intervention Specialist, with Board approved benefits, being contingent upon proper certification, continued funding and need.
- U. Approve Three Year Contracts (2020-2023) to the following individuals, with Board approved benefits, being contingent upon proper certification, continued funding and need:
1. Danielle Cox, Early Childhood Education Teacher (Preschool)
 2. Shaina Meadows, School Psychologist
- V. Approve a Two-Year Contract (2020-2022) to Kera Hill, One-on-One Paraprofessional, with Board approved benefits, being contingent upon proper certification, continued funding and need.
- W. Approve a Two-Year Contract (2020-2022) to the Rae Denny, Early

Childhood Education (Preschool), no benefits, being contingent upon proper certification, continued funding and need.

- X. Approve a One-Year At-Will Contract (2020-2021) to Karen Hand, Part-Time Speech Language Pathologist, no benefits, contingent upon proper certification, continued funding and need.

Terms and conditions of employment, including salary, are determined by Southern (Perry) Local School District.

State Support Team 16

- Y. Approve Eleven Month Contracts (August 1, 2020 to June 30, 2021) to the following individuals, contingent upon proper certification, continued funding from ODE and need. Terms and conditions of contracts and job functions may be altered to comply with Performance Agreement and service delivery plans for the SST:

1. Lisa Arthur, Low Incidence Consultant (10 Months)
2. Erica Ballard, Executive Administrative Assistant
3. Angela Gibbs, Associate Director
4. Malinda Johnston, Regional Special Education Consultant
5. Kim Miller, Early Literacy Consultant
6. Deborah Monnin, Early Learning & School Readiness Consultant (10 Months)
7. Rachel Wakefield, Lead Special Education Consultant

- Z. Approve an Eleven Month Contract (August 1, 2020 to June 30, 2021) Personal Service At-Will Contract to Nancy Ruth, OIP Consultant, up to 115 days, at \$300.00 per day, no benefits to serve districts within Region 16, contingent upon proper certification, continued funding from ODE and need.

- AA. Approve an Eleven Month Contract (August 1, 2020 to June 30, 2021) to Zoe Graham, Social Media Support Specialist, up to 60 hours, at \$22.50 per hour, no benefits, contingent upon continued funding and need.

Mr. Koehler seconded the motion.

Roll call:

Mr. John G Bailey	Yes	Mr. Jay North	Yes
Mr. John Depoy	Yes	Mr. Jeffrey Vogt	Abstain
Mr. Gary Dicken	Yes	Mr. Steve Wheeler	Yes
Mr. Jeff Koehler	Yes	Mr. Mony Wood	Yes
Mr. Ron Logan	Yes		

Motion carried.

Legislative Report

Mr. Wheeler reported the State still needs to provide direction on the reopening of school in the fall as a result of the COVID-19 shutdown. Certain testing requirements have been waived for the 20-21 school year.

Tri-County Career Center Report

Mr. Dicken and Mr. Depoy reported that Tri-County Career Center had their Board Meeting via Zoom on May 26, 2020. Their current teacher negotiated contract has been extended and the passport ceremony was held as a drive-by.

Old Business

Mr. Depoy thanked Mr. Logan and Mr. North for their service on the Board of Education for the AMESC, as they are both retiring.

New Business

Mr. Depoy reported that former employee, Linda King passed away and former Board Member, Phyllis Knowlton is experiencing significant health issues and would appreciate contact. An Interview Committee was formed consisting of Mr. Bailey, Mr. Dicken, Koehler and Mr. Wood to meet in person with Board Member Candidate Mr. Davenport at the Meigs County Fairgrounds.

The next regular Athens-Meigs ESC Governing Board Meeting is scheduled to be held on Wednesday, June 10, 2020 at 6:00 p.m., at the Athens-Meigs ESC, 21 Birge Drive, Chauncey, Ohio.

20-065. Time 7:10 p.m. Mr. Koehler moved to adjourn the meeting. Mr. Vogt seconded the motion.

Roll call:

Mr. John G Bailey	Yes	Mr. Jay North	Yes
Mr. John Depoy	Yes	Mr. Jeffrey Vogt	Yes
Mr. Gary Dicken	Yes	Mr. Steve Wheeler	Yes
Mr. Jeff Koehler	Yes	Mr. Mony Wood	Yes
Mr. Ron Logan	Yes		

Motion carried.

President

Treasurer