

WADSWORTH CITY SCHOOL DISTRICT BOARD OF EDUCATION

WADSWORTH, OHIO

REGULAR STATED MEETING
MONDAY, APRIL 13, 2020, 7:00 P.M.

VIA GOOGLE MEET
TO JOIN BY VIDEO CLICK THE FOLLOWING LINK:

meet.google.com/esy-vixy-zmv

TO JOIN BY TELEPHONE CALL THE FOLLOWING NUMBER:

[\(US\)+1 440-817-0049](tel:(US)+14408170049)

PIN: 522 097 686#

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Motion for Approval and Signing of Regular Stated Meeting Minutes**
- V. Administrative Discussion Items, Presentations, and Updates**
 - A. 2020-2021 Kindergarten Registration
 - B. Wadsworth Remote Learning Website
 - C. Wadsworth Knows How Initiative
 - D. Board of Education 2019-2020 Goals
 - E. Discussion: Virtual Spirit Week
- VI. Administrative Items**
 - A. PERSONNEL CONSENT ITEMS
 - 1. Employments
 - a) Limited Teaching Contracts for 2020-2021 or 2020-2022 (remainder of teaching staff in the middle of two (2)-year contracts, and those on continuing contracts will receive salary notices for the 2020-2021 school year):
 - (1) Krista Acierto, 20-22
 - (2) Jennifer Ballinger, 20-22
 - (3) Mallory Bergstresser, 20-22

- (4) Stephanie Bever, 20-21
- (5) Ashley Bonenfant, 20-21
- (6) Laura Boyert, 20-21
- (7) Anthony Boytim, 20-21
- (8) Lisa Bressler, 20-22
- (9) Taryn Busson, 20-21
- (10) Amelia Capotosta, 20-22
- (11) Jill Carpenter-Miller, 20-21
- (12) Jessica Chada, 20-21
- (13) Patricia Chrisman, 20-22
- (14) Justine Cianchetti, 20-22
- (15) Katherine Coleman, 20-21
- (16) Johanna Corbin, 20-22
- (17) Margo Costello, 20-21
- (18) Sarah Crowley, 20-21
- (19) Eric Cucuz, 20-21
- (20) Kalyn Davis, 20-22
- (21) Blake Dickson, 20-22
- (22) Nicole Doyle, 20-21
- (23) Haley Duerr, 20-21
- (24) Chelsea Duty, 20-21
- (25) Eric England, 20-22
- (26) Kelsie Erhard, 20-21
- (27) Susan Everhart, 20-21
- (28) Shannon Fisher, 20-22
- (29) Krystal Flory, 20-21
- (30) Allison Franzolino, 20-21
- (31) Laurie Freund, 20-22
- (32) Jessica Gabor, 20-21
- (33) Colleen Gazy, 20-22
- (34) Jessica Gibson, 20-22
- (35) Angela Hall, 20-21
- (36) Kelly Hall, 20-21
- (37) Susan Hamblen, 20-22
- (38) Austin Hanna, 20-21
- (39) Ashley Heffinger, 20-21
- (40) Amanda Henthorn, 20-21
- (41) Shannon Herlihy, 20-21
- (42) Zachary Humrichouser, 20-21
- (43) Rebecca Jett, 20-21
- (44) Christopher Kallai, 20-22
- (45) Deena Keller, 20-21
- (46) Kimberly Kirven, 20-22
- (47) Hannah Lahiff, 20-21
- (48) Kelly Laib, 20-21
- (49) Megan Letner, 20-21
- (50) Briana Lowdermilk, 20-21
- (51) Sally Lucas, 20-22
- (52) Taylor Lundin, 20-21

- (53) Jeffrey Marini, 20-21
- (54) Jennifer Martin, 20-22
- (55) Sarah Maxon, 20-21
- (56) Sarah McCafferty, 20-21
- (57) Michelle (Bree) McNeill, 20-21
- (58) Erin McPherson, 20-21
- (59) Matthew Milano, 20-21
- (60) Katie Morfchak, 20-22
- (61) Meghan Nichols, 20-22
- (62) Erin O'Shaughnessy, 20-21
- (63) Emily Osting, 20-22
- (64) Allison Pallija, 20-22
- (65) Gretchen Pappas, 20-22
- (66) Tallie Paz, 20-21
- (67) Brianne Pernod, 20-22
- (68) Samuel Piehl, 20-22
- (69) Emily Pignato, 20-22
- (70) Samantha Quallich, 20-21
- (71) Alexandra Richards, 20-22
- (72) Lindsay Rohrbach, 20-22
- (73) Dennis Schrock, 20-22
- (74) Philip Seenes, 20-22
- (75) Joseph Shalala, 20-22
- (76) Jeffrey Shenker, 20-22
- (77) Jennifer Sorrent, 20-21
- (78) Kristie Stoll, 20-22
- (79) Meredith Stratton, 20-21
- (80) Dianna Tenyak, 20-22
- (81) Georgia Terovolas, 20-22
- (82) Kelsey Thomas, 20-21
- (83) Justin Todd, 20-22
- (84) Chari Turski, 20-22
- (85) Serra VanZandt, 20-21
- (86) Aubrey Virgin, 20-21
- (87) Anna Warren, 20-21
- (88) Briana Whited, 20-22
- (89) Kaitlyn Wilson, 20-22
- (90) Kathryn Witmer, 20-22
- (91) Timothy Yoder, 20-22
- (92) Alexandra Zwisler, 20-21

b) New Continuing Teaching Contracts for 2020-2021:

- (1) Amy Muhl
- (2) Brandon Nolin
- (3) Matthew Saunders
- (4) Chad Wolf

c) Taylor Schrock, Home Instruction Tutor, eff. 4/13/2020

- d) Volunteers, per attached list
- e) Athletic Event Workers, per attached list
- 2. Resignations
 - a) Mary Penrod, Non-teaching employee, retirement eff. May 28, 2020
 - b) Tabitha Roberts, Non-teaching employee, resignation eff. March 27, 2020
 - c) Erin Foster, Long-term Certified Substitute, resignation eff. 5/30/2020
- 3. Recommendation to amend the return date for Amelia Capotosa's unpaid leave to April 2, 2020

B. ACTION CONSENT ITEMS

- 1. Recommendation to approve the Retirement Plan Compliance and Administration Services Agreement between TSA Consulting Group, Inc. and the Wadsworth City School District to provide 403(b) retirement plan compliance with regulations issued by the Internal Revenue Service (IRS) effective April 1, 2020
- 2. Recommendation to approve the Wadsworth City School District's 403(b) Plan Document as provided by TSA Consulting Group, Inc., effective April 1, 2020
- 3. Recommendation to accept the following donations:
 - a) \$1,731.75 from the Wadsworth Girls Lacrosse Club
 - b) \$1,455 from Milligan Insurance Agency
 - c) \$1,500 from A-1 Sports Sales
 - d) \$100 from A-1 Sports Sales
- 4. Recommendation to approve the Evolve Academy of Medina City School District Contract Addendum
- 5. Recommendation to approve the Educational Service Center of Medina County 2020-2021 County Service Agreement
- 6. Recommendation to approve the Owner-Contractor Agreement between Perrin Asphalt Company, Inc. and the Wadsworth City School District Board of Education
- 7. Recommendation to approve the revised dates of April 3-12, 2021 for the Grizzlies Abroad overnight trip to Austria, the Czech Republic, and Italy
- 8. Recommendation to approve the Settlement Agreement and General Release between Pamela J. Hammel and the Wadsworth City School District Board of Education

9. Recommendation to approve the use of the law firm of Harpst Becker for school construction-related services
10. Recommendation to approve an increase in the adult lunch price to \$3.65
11. Recommendation to approve the 2020-2021 Ohio Student Accident Insurance Program administered by Student Protective Agency
12. Recommendation to approve the following reduction in student instruction hours for the 2019-2020 school year:

<u>School</u>	<u>Grade(s)</u>	<u>Reduced Hours</u>
Franklin Elementary	K	36.48
Franklin Elementary	1-4	36.48
Isham Elementary	K	35.52
Isham Elementary	1-4	36.48
Lincoln Elementary	K	36.48
Lincoln Elementary	1-4	36.48
Overlook Elementary	K-4	36.00
Valley View Elementary	K	36.00
Valley View Elementary	1-4	36.48
Central Intermediate	5-6	37.32
Wadsworth Middle	7-8	39.00
Wadsworth High	9-12	39.00

13. Recommendation to approve the continued education of our students via web access, pursuant to Ohio Revised Code 3313.482 and recently enacted House Bill 197, from March 24, 2020 through the end of the current closure period, as determined by our Governor, or the last student day of the 2019-2020 school year (May 28, 2020), whichever comes first
14. Recommendation to approve a second reading and adoption of the following Wadsworth City School District Board of Education policies:
 - a) 1520, Employment of Administrators (revised)
 - b) 2464, Gifted Education and Identification (revised)
 - c) 3120, Employment of Professional Staff (revised)
 - d) 3120.04, Employment of Substitutes (revised)
 - e) 3120.05, Employment of Personnel in Summer School and Adult Education Programs (revised)
 - f) 3120.08, Employment of Personnel for Co-Curricular/Extra-Curricular Activities (revised)
 - g) 4120, Employment of Classified Staff (revised)
 - h) 4120.08, Employment of Personnel for Co-Curricular/Extra-Curricular Activities (revised)
 - i) 4124, Employment Contract (revised)
 - j) 5460, Graduation Requirements (revised)

- k) 5460.02, Students At Risk of Not Qualifying for a High School Diploma (new)
 - l) 6107, Authorization to Accept and Distribute Electronic Records and to Use Electronic Signatures (revised)
15. Recommendation to adopt the following English Language Arts textbook/instructional materials beginning with the 2020- 2021 school year:
- Heggerty Phonemic Awareness Curriculum** (2020) by Literacy Resources, LLC. Kindergarten curriculum for all kindergarten classes and primary curriculum for all tutors.
- Units of Study in Phonics** (2019) by Heinemann, grades K-2.
- Units of Study in Reading** by Heinemann, grades K-6.
- Units of Study in Writing** by Heinemann, grades K-6.
- HMH Into Literature** (2020) by Houghton Mifflin Harcourt, grades 7-8.
- Study Sync** (2020) by McGraw-Hill, grades 9-12.
16. Recommendation to approve the addendum to the Wadsworth City School District Independent Contractor Agreement between ABA Behavioral Health Specialists and the Wadsworth City School District Board of Education (previously approved on August 12, 2019 and February 10, 2020)
17. Recommendation to modify the issuance of letter grades, per Board of Education Policy 5430, Class Rank, for the fourth quarter/third trimester of the 2019-2020 school year as follows:
- a) For students in preschool through grade 8, fourth quarter/third trimester grades will be pass/no pass.
 - b) For students in grades 9-12 and middle school students taking a high school course, at the end of the fourth quarter the student will have the option of receiving a pass/no pass or the grade earned for the fourth quarter.
18. Recommendation to approve the Negotiated Agreement between the Wadsworth Education Association and the Wadsworth City School District Board of Education for the period of July 1, 2020 through June 30, 2023
19. Recommendation to approve the use of Summa Health for pre-employment drug testing services
20. Recommendation to approve the Statement of Work between CDW Government, LLC and the Wadsworth City School District Board of Education

C. PERSONNEL ITEM

- 1. Resignation of Pam Hammel, eff. February 3, 2020

VII. Items of the Treasurer

A. ACTION CONSENT ITEMS

1. Resolution authorizing the Treasurer to continue compensation of all regularly contracted employees (full-time and part-time) due to the Coronavirus (COVID 19) pandemic beginning March 16, 2020.

Said employees are assigned to work at home to continue school operations. In addition, any and all employees may be called to work in buildings or on school grounds consistent with the Governor's closing of school and stay at home order.

Said compensation will continue until such time as the Board of Education takes action to suspend or discontinue said practice.

In addition, the Board of Education authorizes the Treasurer to continue pay for the following employees:

Long-term Substitutes:

<u>Employee</u>	<u>Position</u>	<u>Rate</u>	<u>Start Date</u>	<u>Other</u>
Shriver, Rebecca	Teacher	234.14	3/16/2020	n/a
Poldrui, Michayla	Teacher	234.14	3/16/2020	n/a
Sandridge, Carly	Teacher	234.14	3/16/2020	end date 4/3/2020
Bair, Cora	Teacher	95.00	3/19/2020	n/a
Van Dyke, Pamela	Teacher	67.45	3/19/2020	n/a
Schrock, Taylor	Teacher	95.00	3/19/2020	n/a

Hourly Employees:

<u>Employee</u>	<u>Position</u>	<u>Rate</u>	<u>Start Date</u>	<u>Other</u>
Layton, Jennifer	V. Driver	12.67	3/16/2020	4hr 35min/ day
Gangle, Richard	Custodian	12.16	3/16/2020	8hrs/ day
Adams, Donna	BC Tutor	28.08	3/16/2020	1 hr/ day
Gerberich, Cheryl	BC Tutor	33.88	3/16/2020	4 hrs /day
Mountjoy, Thomas	Carpentry Asst.	20.00	3/16/2020	2 hrs./day

2. Recommendation to accept the March financial reports as presented and subject to audit:
 - a. Appropriation Summary Report
 - b. Revenue Summary Report
 - c. Cash Summary Report
 - d. Monthly Financial Update Report

VIII. Legislative Update

IX. Floor Items

X. Board Member Items

XI. Executive Session

WHEREAS, a public board of education may hold an executive session only after a majority quorum of this board determines by a roll call vote to hold such a session and only at a regular or special meeting for the sole purpose of the consideration of any of the following matters:

- A. To consider one or more, as applicable, of the check marked items with respect to a public employee or official:
 - 1. Appointment
 - 2. Employment ✓
 - 3. Dismissal
 - 4. Discipline
 - 5. Promotion
 - 6. Demotion
 - 7. Compensation
 - 8. Investigation of charges/complaints (unless public hearing requested)
- B. To consider the purchase of property for the public purposes or for the sale of property at competitive bidding
- C. Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action
- D. Preparing for, conducting or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.
- E. Matters required to be kept confidential by federal law or rules or state statutes
- F. Specialized details of security arrangements where disclosure of the matters discussed might reveal information that could be used for the purpose of committing or avoiding prosecution for a violation of the law

NOW, THEREFORE BE IT RESOLVED, that the Wadsworth City Board of Education, by a majority of the quorum present at this meeting, does hereby declare its intention to hold an executive session on A2, D and E as listed above.

XII. Adjournment

In accordance with State and Federal law, the District will provide reasonable accommodations to persons with disabilities who wish to attend and/or participate in school events. Such individuals should notify the Superintendent if they require a reasonable accommodation.

EMPLOYMENTS
April 13, 2020

Volunteers

Catherine Adkins
David Adler
Brittany Basinger
Tanisha Dietry
Brittany Gerstenslager
Emily Giardi
Kara Hanzie
Catherine Hutzal, eff. 3/9/2020
Diane Lucas
Kristel Stone

Athletic Event Workers

Division I Wrestling Sectional Tournament (2/29/2020 at Wadsworth High School)

Sam Brandenburg, Tournament Manager (\$275)
Brad Musgrave, Asst. Manager (\$50)
Mike Kyner, Announcer (\$75)
John Gramuglia, Score Table (\$75)
Lorraine Brandenburg, Score Table (\$75)
Val Dannemiller, Ticket Seller (\$100)
Jan Richards, Ticket Seller (\$100)
Aly Hutton, Ticket Taker (\$100)

**WADSWORTH CITY SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Stated Meeting
April 13, 2020**

Agenda Detail Sheet

V. Administrative Discussion Items, Presentations, and Updates

- A. Kindergarten Registration for the 2020-2021 School Year:** Kindergarten registration for the 2020-2021 school year is now open. Details can be found by [clicking here](#).
- B. Wadsworth Remote Learning Web Page:** The Wadsworth Remote Learning web page can be found by clicking [here](#). The web page was created in an effort to provide a central location for general information you will need as we move forward with new learning, beginning on April 13. The web page contains the following:
- Guidelines that detail the expectations for new learning;
 - Instructional resources;
 - Technology resources;
 - FAQ;
 - Wellness; and
 - Parent Information, including information for those needing Internet service at home and/or a student electronic device.
- C. Wadsworth Knows How Initiative:** The following is from Daniel Slife, Director of the Wadsworth Public Library:

Wadsworth Public Library is launching a new initiative, Wadsworth Knows How, in partnership with the City of Wadsworth, Wadsworth City School District, and the Wadsworth Area Chamber of Commerce.

The objective of Wadsworth Knows How is to build community resourcefulness, resilience, and hope in this time of great need. Through Wadsworth Knows How, the Library will be working with our partners and the community at-large to build networks of support and mutual aid that will help us to hit the ground running when the Governor's orders are lifted and we are permitted to safely work shoulder to shoulder again.

We recognize that vital work in this area has long been the purview of many non-profit, governmental, and faith-based organizations serving our community and region. Through Wadsworth Knows How, we are seeking to support these efforts while adapting the capabilities of the Wadsworth Public Library in anticipation of new levels of need in our community.

When the opioid crisis struck Ohio, we witnessed Wadsworth rise to the occasion as a standard-bearer for community response as well as a sense of community-wide

responsibility for addressing a troubling problem. We are confident that the Wadsworth community will again rise to the occasion of whatever challenges that may lay ahead.

Please take a moment to familiarize yourself with this initiative and let us know how you can help. Visit www.wadsworthlibrary.com/wkh. There, you can submit your name to join a project.

VI. Administrative Items

B. ACTION CONSENT ITEMS

1.&2. TSA Retirement Plan Compliance and Administration Services

Agreement and 403(b) Plan Document: The agreement between TSA Consulting Group, Inc. and the Wadsworth City School District being recommended for approval is due to the Internal Revenue Service (IRS) requiring us to adopt a new Plan Document to administer 403(b) retirement options to employees. We selected TSA Group to help implement the new Plan Document. In addition, we are entering into a contract with TSA Group to serve as our common remitter for employee payroll deductions. There is no cost to the district for either of these services. TSA Group charges the 403(b) companies a fee for each remittance.

- 4. Evolve Academy Contract Addendum:** The Evolve Academy Contract Addendum being recommended for approval is necessary for students to attend school at Evolve Academy, per their individual education program (IEP).
- 5. Educational Service Center (ESC) of Medina County 2020-2021 County Service Agreement :** The ESC of Medina County 2020-2021 County Service Agreement being recommended for approval details the services our school district will purchase from the ESC of Medina County for the 2020-2021 school year. Changes for next year, when compared to this year's agreement, include the addition of days for the Behavioral/Autism Consulting Services to meet student needs and the elimination of psychology services, as we intend to hire a person directly to meet our student needs.
- 6. Owner-Contractor Agreement between Perrin Asphalt Company, Inc. and the Wadsworth City School District Board of Education:** The agreement with Perrin Asphalt Company, Inc. being recommended for approval details the arrangements for the work to be completed on the parking lot project at 274 Grandview Ave./Art Wright Stadium and was entered into after approval was given at the March 9, 2020 Wadsworth City School District Board of Education meeting.
- 7. Revised dates of April 3-12, 2021 for the Grizzlies Abroad overnight trip to Austria, the Czech Republic, and Italy:** The revised dates for the Grizzlies Abroad overnight trip being recommended for approval are necessary because the original trip, scheduled for this spring, was cancelled due to the Coronavirus pandemic.
- 8. Settlement Agreement and General Release between Pamela J. Hammel and the Wadsworth City School District Board of Education:** The Settlement

Agreement and General Release being recommended for approval details the arrangements made between Pamela J. Hammel, the Bureau of Workers' Compensation and Ohio Industrial Commission and the Wadsworth City School District.

9. **Use of Harpst Becker Law Firm:** The use of the Harpst Becker law firm being recommended for approval will allow for legal services to be rendered for the potential Central Intermediate School construction project, per the timeline detailed on the January 8, 2020 resolution approved by the Wadsworth City School District Board of Education.
10. **Adult Lunch Price Increase:** The lunch price increase being recommended for approval is necessary to remain in compliance with federal requirements, per a recently completed food service audit by the Ohio Department of Education.
11. **2020-2021 Ohio Student Accident Insurance Program:** The Ohio Student Accident Insurance Program being recommended for approval will allow our district to continue to offer student accident insurance to parent/guardian(s) at a cost to the parent/guardian(s), not the school district.
12. **Reduction in Student Instruction Hours for the 2019-2020 School Year:** The reduction in student instruction hours for the 2019-2020 school year being recommended for approval is necessary to officially adjust the board-approved 2019-2020 school calendar to account for the days without student instruction. The days without student instruction, due to the Coronavirus pandemic, were Monday, March 16 through Monday, March 23, 2020. Even with the reduction in instruction hours, we are well above the minimum number of instruction hours required in a school year by Ohio Revised Code. The required hours are as follows:

<u>Grade Levels:</u>	<u>Hours:</u>
K-6	910
7-12	1001

What is allowed to "count" toward hours of instruction is defined by Ohio Revised Code and is summarized in [guidance](#) provided by the Ohio Department of Education. Each elementary school has a building schedule that is a little different. As a result, total hours of instruction vary by building, and in some cases, by grade level as well.

13. **Continued Education of Students via Web Access:** The continued education of students via web access being recommended for approval will allow our school district to count the hours of online instruction to students during the Coronavirus pandemic toward the minimum hours of instruction required by Ohio Revised Code. Currently, the Governor's mandated period of closure runs through Friday, May 1. The recommended resolution will cover this period of time, or longer (potentially through the end of the school year on May 28), if the Governor extends the closure order.

- 14. Board of Education Policies:** The board of education policies being recommended for a second reading and approval are necessary to comply with requirements found in Ohio Revised Code and other best practices.
- 15. English Language Arts Textbook/Instructional Materials Adoption:** The English Language Arts textbooks/instructional materials being recommended for adoption, beginning in the 2020-2021 school year, are the materials presented by members of the English Language Arts Textbook Adoption Committee at the March 9, 2020 Wadsworth City School District Board of Education meeting.
- 16. Independent Contractor Agreement with ABA Behavioral Specialists:** The addendum to the Independent Contractor Agreement with ABA Behavioral Specialists being recommended for approval changes the end date for services with ABA Behavioral Specialists from Friday, February 21, 2020 to Tuesday, March 24, 2020.
- 17. Modification of Board of Education Policy 5430, Class Rank:** The recommendation to modify the issuance of letter grades, per Board of Education Policy 5430, Class Rank, for the fourth quarter/third trimester of the 2019-2020 school year as follows:
- a) For students in preschool through grade 8, fourth quarter/third trimester grades will be pass/no pass
 - b) For students in grades 9-12 and middle school students taking a high school course, at the end of the fourth quarter the student will have the option of receiving a pass/no pass or the grade earned for the fourth quarter
- is being made to allow for flexibility during the period of online instruction due to the closure of our school buildings due to the Coronavirus pandemic. While we have worked to eliminate barriers to learning for students (e.g. passing out over one thousand (1000) electronic devices to students in preschool through sixth grade and connecting families without internet service at home to providers offering free service during this period of time) we cannot assure that all students will not be faced with barriers outside of our control as they work in the online environment. As a result, our intention is to adjust our grading system for the fourth quarter/third trimester to make sure a student's overall grade for a course and resulting grade point average are not negatively impacted.
- 18. Wadsworth Education Association (WEA) Negotiated Agreement:** The *Negotiated Agreement* between the Wadsworth Education Association and the Wadsworth City School District Board of Education for the period of July 1, 2020 through June 30, 2023 being recommended for approval represents the final product of the collective bargaining process that concluded on March 2, 2020.
- 19. Summa Health:** The recommendation to use Summa Health for pre-employment drug testing services is being made because Summa Health's pricing matches what we currently pay and the location testing will take place in is in Wadsworth, which will be more convenient for those who need to test.

- 20. CDW Government, LLC Statement of Work:** The Statement of Work between CDW Government, LLC and the Wadsworth City School District Board of Education being recommended for approval will allow for the deployment of Microsoft Azure AD Connect on our server which will allow for the deployment of Office 365 ProPlus, a program that will be helpful to certain teachers and students during the period of closure.

VII. Items of the Treasurer

A. ACTION CONSENT ITEMS

- 1. Continued Compensation for Regularly Scheduled Employees:** Due to the Coronavirus pandemic, school building closure, and the stay-at-home order issued by Governor DeWine and Dr. Acton, authorization is requested to continue the pay of all regularly contracted employees and select long-term substitutes that are currently assigned to work at home. This approval is needed for several reasons, including, but not limited to, federal grant purposes, audit/finding for recovery purposes and because hourly employees are currently not completing timesheets.