

Minutes of the June 25, 2019 Regular Meeting of the
Tecumseh Local Board of Education

June 25, 2019

The Tecumseh Local Board of Education met in regular session on June 25, 2019 with board president Corinne Scott presiding. Mrs. Scott called the meeting to order at 5:00 p.m. The meeting was held at Tecumseh High School, starting at the FFA Facilities and moving to the Arrow Conference Room, 9830 W. National Road, New Carlisle, Ohio 45344.

Roll Call: Present — Members Scott, Martin, Brents, and Slagell.
Absent — Member Scarff.

The Board of Education toured the FFA facilities and moved to the Arrow Conference Room.

Mrs. Scott led the Pledge of Allegiance.
Mrs. Scott recognized guests.

Minutes of Previous Meetings

Motion by Ms. Martin and second by Mrs. Slagell to approve the minutes of the May 28, 2019 meeting, as presented.

Roll Call: Ayes, Members Martin, Slagell, Brents, and Scott.
Nays, none.
Absent, Member Scarff. Motion carried 4-0.

Communications

Written Communications – Mr. Gehret discussed the Transportation Handbook, the walk zone around New Carlisle Elementary, and some transportation policies.

Reports – None at this time.

Other Communications – None at this time.

Public Comments – None at this time.

Old Business

There was no old business.

New Business

ADOPTION OF CONSENT CALENDAR - PERSONNEL

Motion by Mrs. Brents and second by Mrs. Slagell:

Resignations

Denise Thomas, Family and Consumer Sciences Teacher at Tecumseh Middle School.
Effective June 12, 2019. Reason - Personal.

Carole Putinas-Numminen, Intervention Specialist at Tecumseh Middle School. Effective
May 29, 2019. Reason - Retirement.

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Alison Deady, ½ Exploratory Teacher for the Migrant Summer School program. Effective June 1, 2019. Reason - Personal.

Stacie Anderson Cook, Third Grade Teacher at Donnelsville Elementary School. Effective at the end of the 2018-2019 school year. Reason - Personal.

Debbie Gemmaka, 7th Grade Math Teacher at Tecumseh Middle School. Effective at the end of the 2018-2019 school year. Reason - To accept another position within the district.

Annika Lehman, Intervention Specialist at Tecumseh Middle School. Effective at the end of the 2018-2019 school year. Reason - To accept another position within the district.

Amy Moore, 4th Grade Teacher at New Carlisle Elementary School. Effective at the end of the 2018-2019 school year. Reason - To accept another position within the district.

Employment – Certified

to approve the employment of the following individuals for the 2019-2020 school year, as presented.

Mariah Whitman, Intervention Specialist at Tecumseh Middle School. Effective for the 2019-2020 school year. (Pending background check / licensure.) Class/Step/Salary – to be determined.

Amanda Wheeler, Intervention Specialist at Tecumseh Middle School. Effective for the 2019-2020 school year. Class/Step/Salary – to be determined.

Debbie Gemmaka, Adolescent Skills Teacher at Tecumseh Middle School. Effective for the 2019-2020 school year. Same salary schedule.

Annika Lehman, Intervention Specialist at Donnelsville Elementary School. Effective for the 2019-2020 school year. Same salary schedule.

Amy Moore, 7th Grade Math Teacher at Tecumseh Middle School. Effective for the 2019-2020 school year. Same salary schedule.

Allison Collins, 4th Grade Teacher at New Carlisle Elementary School. Effective for the 2019-2020 school year. Class III Step 1 Salary \$40,799.

Employment – Classified

to approve the employment of the following individuals for the 2019-2020 school year, as presented.

Karen Lowrey, Bus Aide for Tecumseh Local Schools. Effective for the 2019-2020 school year. Step 0 \$12.74.

Traeln Hoover, Part-Time (4 hour) Secretary at Medway Elementary School. Effective for the 2019-2020 school year. (Pending background check.) Step 0 \$14.19.

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Melissa Carnes, Lunchroom Monitor at New Carlisle Elementary School. Effective for the 2019-2020 school year. Step 2 \$4.22

Employment – Transfer

to approve the transfer of the following individual for the 2019-2020 school year, as presented.

Kary Burlile, transfer from Secretary at Medway Elementary School to Attendance Secretary at Tecumseh High School, effective for the 2019-2020 school year.

Employment – Supplemental – Athletic

None at this time.

Employment – Substitute – Certified 2019-2020

to approve the individuals listed below to be employed as a substitute on an as-needed basis for the 2019-2020 school year, as presented.

| | | |
|------------------------|---------------------|--------------------|
| Mechelle Allen | Virginia Angus-Hall | Vickie Bates |
| Fanessa Bendall | Carol Blasé | John Buechele |
| Clinton Buffington | Robert Bush | Joanna Chapman |
| Patricia Chastain | Kellie Craport | Katherine Crossin |
| Amanda Dabrowski | Chloe Dabrowski | Brian Ebright |
| Gary Ehlinger | Jessica Ellington | Cindy Englebrecht |
| James Faber | Richard Fischer | Linda Freeze |
| Elaine Frey | Matt Frost | Julie Gallagher |
| James Gardewin | Jerome Gracy | Martin Harness |
| Kathryn Herdman | Debra Hoffman | Susan Hoke |
| Christopher Honefanger | Gene Karn | Donna Kline |
| Ida Kwarteng | Amy Leighty | Geraldine Lester |
| Daniel Liggett | Grant Loveless | Ronald Mason |
| Rae Massie | Nathan Matthews | Chris McDaniel |
| Kathrine McEnaney | Jaynet McKnight | J Chris Moore |
| Eric Munson | Stacia Musgrove | Jill Patrick |
| Robin Patrick | Alan Peczkowski | Dana Pencil |
| Maria Peter | Jeffrey Powell | Carolyn Pytel |
| Jim Reisinger | Richard Richmond | Marcus Rixon |
| Kaitlyn Roe | Paul Sauter | Kathie Schwarz |
| Angela Scott | Randy Shade | Dennis Shumaker |
| Gerritt Smith | Kathleen Smith | Stephen Smith |
| Robert Spyker | Wilda Stanley | Mary Steele |
| Maribel Stough | Cynthia Summerfield | Catherine Sutherly |
| Cassie Svisco | Ann Tantlinger | Chad Taylor |
| Kim Truong | Jamie Vance | Wallace Wadsworth |
| Amy Walp | Rachel Ward | Robert Wigton |
| Michele Willeford | Terry York | |

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Employment – Substitute – Classified 2019-2020

to approve the individuals listed below to be employed as a substitute on an as-needed basis for the 2019-2020 school year, as presented.

| | | |
|-------------------|---------------------|--------------------|
| Don Arndts | Sheila Beel | Sandra Bird |
| Ethel Blue | Sarah Bowshier | Brad Bowers |
| Linda Brandenburg | Bridget Combs | Emily Cook |
| Roberta Cornett | Marvin Cornett | John Cottrell |
| Jeffrey Danner | Ciara Diamond | Brandi Diehl |
| Tim Emberton | Steve Finnell | David Gehret |
| Mitchell Gehret | Ethel Gibbs | Debra Hall-Brandt |
| Tanya Harrison | Connie Henson | Laura Hoffman |
| Carol Huffman | Diane Jennings | B. Sue Jones |
| Beth Kiger | Terry Kline | Zachary Kohn |
| Kyle Leathley | Pamela Ledford | Natasha Legge |
| Karen Lowrey | Frank Mastin | Michael Mazzone |
| Paige Medve | Joselyn Metz | Megan Miller |
| Jessica Minnick | Helen Mullins | Anna Naff |
| Jenna Paulus | Rosemary Pennington | Melissa Peters |
| Dustin Petersime | Jill Reese | Jordan Rose |
| Glenda Russell | Cindy Scarff | Beverly Schiller |
| Deborah Sears | Doris Shackleton | Pamela Sisco |
| Carol Stambaugh | Terri Stoltz | Rebecca Swearingen |
| Jane Taylor | Linda Wright | |

Employment – Supplemental – Travel 2019-2020

to approve the following list of employees and travel amounts for the 2019-2020 school year, as presented.

| | | | |
|------------------|---------|-------------------|---------|
| Accurso, Dianna | \$550 | Cassidy, Veronica | \$900 |
| Circle, Andrea | \$750 | Diller, Roger | \$1,000 |
| Eier, Craig | \$2,200 | Emory, Bendi | \$550 |
| Flinn, Christine | \$800 | Fogt, Melissa | \$2,000 |
| Gehret, DeAnna | \$1,000 | Hall, Kayla | \$250 |
| Husic, Mike | \$2,100 | Knotts, Jan | \$750 |
| Linch, Karin | \$200 | Longberry, Maggie | \$800 |
| Massie, Suzanne | \$300 | Medve, Dawn | \$450 |
| Moore, Beth | \$1,000 | Nickell, Debbie | \$550 |
| Priest, Jennifer | \$300 | Reynolds, Stacy | \$2,200 |
| Riffel, Jennifer | \$750 | Rinaldo, Marianne | \$600 |
| Short, Julia | \$300 | Vehorn, Todd | \$2,300 |
| Wile, Susan | \$3,000 | | |

Employment – Supplemental – Extended Time

to approve the following list of employees and the amount of their extended time for the 2019-2020 school year, as presented.

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|-----------------|---------------------------|---------|
| Mike Husic | CBI | 10 days |
| John Heintl | THS Guidance | 5 days |
| Kendra Mayfield | THS Guidance | 5 days |
| Kristina Talley | THS Guidance | 5 days |
| Jennifer Priest | TMS Guidance | 5 days |
| Suzanne Massie | TMS Guidance | 5 days |
| Karin Linch | Family & Consumer Science | 5 days |
| Todd Vehorn | VoAg | 30 days |

Employment – Supplemental – Muse Machine Advisor

to approve the following individuals for the positions as listed for the 2019-2020 school year, salary as per the Negotiated Agreement.

| | |
|------------------------------------|-------------|
| THS Muse Machine Advisor | Julie Davis |
| THS Assistant Muse Machine Advisor | Lisa Moon |
| TMS Muse Machine Advisor | Jana Flory |

Employment – Supplemental – Department Head

to approve the following individuals for the department head supplemental for the 2019-2020 school year, salary as per the Negotiated Agreement.

| | |
|---------------------------|--------------------|
| Art | Stephanie Stevens |
| English | Lisa Moon |
| Guidance | Kristine Talley |
| Health/Physical Education | Roger Culbertson |
| Math | Guil Herrick |
| Music | Melissa Willardson |
| Science | Scott Herbert |
| Social Studies | Doug Free |
| Special Education | Lisa Wells |
| Vocational Department | Todd Vehorn |
| Business | Michelle Haythe |
| Foreign Language | Leslie Budding |

Employment – Supplemental – Music

to approve the following individuals for the positions as listed for the 2019-2020 school year, salary as per the Negotiated Agreement.

| | |
|----------------------------------|--------------------|
| Band Camp | Melissa Willardson |
| Band Camp Assistant | Bryan Martin |
| Band Camp Assistant | David Wilson |
| Marching Band Director | Melissa Willardson |
| Assistant Marching Band Director | Bryan Martin |
| Assistant Marching Band Director | David Wilson |
| Flag & Rifle Corp Director | Rebecca Brittain |

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Employment – Supplemental – Miscellaneous

to approve the following individuals for the positions as listed for the 2019-2020 school, salary as per the Negotiated Agreement.

| | |
|------------------------------|---|
| ROTC Drill Instructor | to be determined |
| Yearbook (THS) | Lisa Moon |
| Freshman Class Advisor | to be determined |
| Sophomore Class Advisor | to be determined |
| Junior Class Advisor | Leslie Budding |
| Senior Class Advisor | Kristie Talley |
| Academic Team Advisor | Beth Cinson |
| National Honor Society | Angela Jones |
| THS Student Council Advisor | Kathryn Wright |
| THS Fall Play | Michelle Poston-Peters/to be determined |
| TMS Student Council Advisors | Nicole White/Lisa Minna |
| TMS Yearbook | Annie Huffman/Sheli Randall |

Employment – Certified – Migrant Summer School

to approve the following individual for the Migrant Summer School program during the summer of 2019.

Teacher

Jennifer Arling – Image Teacher

Roll Call: Ayes, Members Brents, Slagell, Martin, and Scott.

Nays, none.

Absent, Member Scarff. Motion carried 4-0.

ADOPTION OF CONSENT CALENDAR – ADMINISTRATIVE

Motion by Ms. Martin and second by Mrs. Brents:

AFJROTC Minimum Instruction Pay

to approve an adjustment in pay from July 2018 through June 2019 for the ROTC instructors, as per Department of the Air Force, Air Education and Training Command, in the amount presented. The amount is an adjustment to fulfill the contract obligation and is payable immediately. The contracts for 2019-2020 school year for the AFJROTC position will be adjusted to reflect this increase/decrease in pay.

| | |
|------------|----------|
| Maj. Couch | \$315.00 |
| MSgt Ruiz | \$658.30 |

Membership – OASBO

to approve membership with OASBO in the amount of \$100 for Senior Accountant Tim Nijak. The senior accountant will attend OASBO meetings and training seminars as the Treasurer’s representative when the Treasurer is unable to attend. The cost to attend is reduced for OASBO members.

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Ala Carte and Catering Price Lists

to approve the ala carte and catering price lists for the 2019-2020 school year, as presented.

Roll Call: Ayes, Members Martin, Brents, Slagell, and Scott.

Nays, none.

Absent, Member Scarff. Motion carried 4-0.

ADOPTION OF CONSENT CALENDAR – FINANCIAL

Motion by Mrs. Brents and second by Mrs. Scott:

Financial Reports

to review and approve the financial reports for May 2019.

Transfer Money

to approve a transfer from the Food Service Catering account to the regular Food Service account in the amount of \$172,568.07, to cover the cost of free breakfast that was offered during the 2018-2019 school year.

Appropriations Amendment

to approve amendment to district revenue and appropriations with the county auditor's office at the end of June 2019 according to the official appropriations document and certificate of estimated resources, as on file in the Treasurer's office.

Adoption of Appropriations for July 1, 2019 through June 30, 2020 for all Funds

to adopt appropriations to meet ordinary expenses at the fund level for the July 1, 2019 through June 30, 2020 fiscal year, with official document and 412 certificate as on file in the Treasurer's office.

Processing Vouchers

to authorize the Treasurer to process open vouchers for all funds as required to comply with company discounting.

Authorization to Request an Advance on Taxes

to authorize the Treasurer to request from the Clark County Auditor, advances on taxes when available during the 2019-2020 fiscal year.

Authorization to Invest

to authorize the Treasurer to invest funds, as available, during the 2019-2020 fiscal year according to board adopted investment policies.

Fund Advances and Transfers

1. to authorize the Treasurer to transfer monies within a fund from one account to another and/or establish new accounts in all funds except Bond Retirement during the 2019-2020 fiscal year.
2. to authorize the Treasurer to advance monies from the General Fund to any federal and/or state funds that reflect a deficit cash balance at the end of any month during 2019-2020, with

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monies to be returned to the General Fund upon receipt of monies so designated for the fund. (Example: Title I monies not received as scheduled.)

Fixed Asset Disposal List

to approve the inventory disposal list for fiscal year 2019. The list consists of any items that are obsolete, and/or no longer functional.

Liability, Fleet, and Property Insurance

to approve the July 1, 2019 to July 1, 2020 insurance renewal for Liability, Fleet, and Property Insurance. The District contracts with the Southwestern Ohio Educational Purchasing Council (EPC) for this insurance. The cost is \$127,919 which is a slight increase from the prior year.

SAA and Athletic Budgets for Fiscal Year 2020

to approve the SAA and Athletic Budgets for Fiscal Year 2020, as on file in the Treasurer's office.

SAA Budgets

| | | |
|-----|------|-------------------------|
| 200 | 9601 | Band Club |
| 300 | 9701 | Business Club |
| 200 | 9751 | Choir Fund |
| 200 | 9412 | Creative Writing Club |
| 200 | 9351 | Drama Club |
| 200 | 9201 | FCCLA |
| 200 | 9301 | FFA |
| 200 | 9723 | Freshman Class of 2023 |
| 200 | 9722 | Sophomore Class of 2022 |
| 200 | 9721 | Junior Class of 2021 |
| 200 | 9720 | Senior Class of 2020 |
| 300 | 9613 | Marching Band |
| 300 | 9614 | Pep Band |
| 300 | 9401 | Muse Machine Fund |
| 200 | 9752 | Musical |
| 200 | 9111 | National Honor Society |
| 018 | 9051 | Principal's Fund |
| 200 | 9809 | Rolling Arrows |
| 200 | 9131 | ROTC - Cadet Corps |
| 200 | 9132 | ROTC - Honor flight |
| 200 | 9519 | Science Fund |
| 200 | 9524 | Indoor Track |
| 022 | 9021 | Staff Fund |
| 200 | 9101 | Student Council |
| 200 | 9851 | Yearbook |
| 300 | 9921 | Athletic Fund |
| 300 | 9927 | Baseball |
| 300 | 9937 | Bowling |
| 300 | 9922 | Boys Basketball |

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| 300 | 9929 | Boys Soccer |
| 300 | 9935 | Boys Tennis |
| 300 | 9931 | Cross Country |
| 300 | 9923 | Girls Basketball |
| 300 | 9924 | Girls Soccer |
| 300 | 9934 | Girls Tennis |
| 300 | 9933 | Boys Golf |
| 300 | 9539 | HS Basketball Cheer |
| 300 | 9540 | HS FB Cheer |
| 300 | 9925 | HS Football |
| 300 | 9538 | MS Basketball Cheer |
| 300 | 9541 | MS Football Cheer |
| 300 | 9936 | MS Football |
| 300 | 9928 | Softball |
| 300 | 9938 | Swimming |
| 300 | 9932 | Track |
| 300 | 9926 | Volleyball |
| 300 | 9930 | Wrestling |
| 018 | 9050 | Principal's Support - Park Layne Elem. |
| 022 | 9050 | Special Trust - Park Layne Elem. |
| 018 | 9052 | Principal's Support - New Carlisle Elem. |
| 022 | 9052 | Special Trust - New Carlisle Elem. |
| 018 | 9046 | Principal's Support - TMS |
| 022 | 9018 | Special Trust - TMS |

Federal Procurement Guidelines

to approve acceptance of a grace period for the implementation of the new Federal Procurement Guidelines, up to and including June 30, 2018. The Board has already adopted the new Board Policy in reference to these guidelines (Policy 6325) and additional procurement procedures have also been developed to adhere to the policy.

Student Accident Insurance

to approve the Student Accident Insurance for 2019-2020 through Guarantee Trust Life. This is the same company the District has used in the past.

Fund Advances

to approve the following, as presented:

Negative fund balances covered by unencumbered general fund balance May 2019.

| | |
|----------|---------------|
| 001-000 | \$206,456.87 |
| 505-9019 | (\$10,164.15) |
| 516-9019 | (\$51,154.48) |
| 551-9019 | (\$1,858.92) |
| 572-9019 | (\$60,588.83) |
| 572-9919 | (\$68,600.00) |
| 587-9019 | (\$0) |
| 590-9019 | (\$9,253.96) |

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| | |
|----------|--------------|
| 599-9019 | (\$4,836.53) |
| 461-9019 | (\$0) |

This information is to notify the board of education and show there are sufficient funds in the general funds to cover the negative grant funds.

Approval to Pay Invoice

to approve the payment of an overdue invoice. A purchase order was not created to pay for the consultation and yearly maintenance of the FileMaker Pro Data Management System from June 1, 2018 to June 1, 2019. The amount of the invoice is \$5,000.

Resolution to Proceed with Emergency Renewal Levy and Permanent Improvement Levy to approve the Resolution to Proceed with the Emergency Renewal Levy and Permanent Improvement Levy.

Roll Call: Ayes, Members Brents, Scott, Slagell, and Martin.
Nays, none.
Absent, Member Scarff. Motion carried 5-0.

INSTRUCTIONAL

Motion by Ms. Martin and second by Mrs. Brents:

Out-of-State / Overnight Field Trips

to approve the following out-of-state and overnight field trip requested by Tecumseh High School Band Director Melissa Willardson:

Band Trip: March 26-29, 2020 - New York City. The cost is expected to be \$847 per person. Funds raised for the trip through the music booster group will be divided evenly amongst the students. Chaperones would personally pay the same price. There is no cost to the district for this field trip.

Roll Call: Ayes, Members Martin, Brents, Slagell, and Scott.
Nays, none.
Absent, Member Scarff. Motion carried 4-0.

POLICY REVIEW

The board reviewed the following policies, as presented.

Revisions:

Policy

- 5113.02 - School Choice Options
- 5610 - Removal, Suspension, Expulsion, and Permanent Exclusion of Students
- 5610.03 - Emergency Removal of Students
- 6320 - Purchasing and Bidding
- 6325 - Procurement - Federal Grants/Funds
- 6605 - Crowdfunding
- 7540.02 - Web Accessibility, Content, Apps, and Services

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8400 - School Safety
8500 - Food Services

Further New Business

None at this time.

Planning and Discussion

- Transportation.

Superintendent's Report

- Mental Health Services – Offer services to families, possibly housed at Medway Elementary with the District providing space;
- School Climate Grant – currently working on this grant for improving school climate, due July 27;
- Project Prevent Grant Program – working on this grant to increase capacity to help schools and communities with pervasive violence and to help meet students' needs, due July 15;
- Adolescent Skills Class – replaces family and consumer science to incorporate social/emotional standards into adolescent skills class;
- Academic Indicators – discussed district comparisons and growth areas; we have systems in place for growth areas;
- Legislative Update – HB166 expands eligibility to students that are eligible for vouchers for private schools but not currently using them; this causes districts to lose revenue; we will continue to petition and advocate for public school systems.

Assistant Superintendent's Report

- Congratulations to Mrs. Crew sworn in as President of New Carlisle Rotary Club;
- Clark State Aspire Program – English as a Second Language for adults, and GED training, taking place in the District;
- Emergency Operations Plan – submitted to state, met with first responders, updating some cameras at middle school;
- Custodians – doing a nice job this summer;
- Staff Alerter – lock down button in buildings, not operational in every building;
- Looking for a contractor who is bonded and insured to do some concrete work.

Treasurer's Report

- Direct Private Placement (Current Refunding-Series 2012 Bonds);
- Catastrophic Reimbursement;
- Congratulations, again, to Mrs. Crew sworn in as President of New Carlisle Rotary Club.

Special Education Director's Report

- Migrant summer school is going well;
- Food truck is very successful.

Student Liaison Member's Report

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- No report at this time.

Information Items

| | |
|-----------------|--|
| June 7-July 25 | Migrant Summer School |
| June 25-July 12 | Third Grade Summer School |
| July 4 | 4 th of July Holiday |
| July 19-26 | Clark County Fair |
| July 23 | Board of Education Meeting, Arrow Conference Room, 6:00 p.m. |
| July 26 | Clark County Fair Calf and Pig Scrambles, 7:00 p.m. |

Comments and Questions from Board Members

- Ms. Martin – no items at this time;
- Mrs. Scott – CTC lunch participation rate – 1/3 of students participated, Future Ready Framework; ASA move to the high school and Resource Center move to Medway, smoke-free/tobacco-free policy communication;
- Mrs. Brents – no items at this time;
- Mrs. Slagell – mental health therapy program will help provide a different kind of care.

TEA Comments

- TEA Kerry Cassell: mental health services, lunch choices, principal's support account, FileMaker support, policy revisions and communicating changes to staff; suggests posting smoke-free/tobacco-free change on Facebook;
- Melissa Willardson – levy questions; website update.

Public Comments

- Kerry Cassell: inquired about moving ASA to the high school;
- Paula Fugate: requested clarification of need for GAAP conversion; asked about discipline regarding change in smoke-free/tobacco-free policy.

EXECUTIVE SESSION

Motion by Ms. Martin at 8:02 p.m. to recess into Executive Session to discuss Personnel Matters - Appointment, employment, dismissal, discipline, promotion, demotion, compensation, and/or investigation of charges or complaints of a public employee or officials; and Security – 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.

Second by Mrs. Scott.

Roll Call: Ayes, Members Martin, Scott, Slagell, and Brents.

Nays, none.

Absent, Member Scarff. Motion carried 4-0.

The meeting reconvened at 8:34 p.m.

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Adjournment

Motion by Ms. Martin to adjourn the meeting.

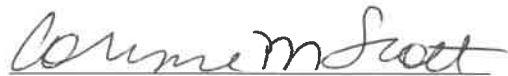
Second by Mrs. Brents.

Roll Call: Ayes, Members Martin, Brents, Slagell, and Scott.

Nays, none.

Absent, Member Scarff. Motion carried 4-0.

Meeting adjourned at 8:52 p.m.



President



Treasurer

