

RECORD OF PROCEEDINGS  
Minutes of Spencerville Local School District Board of Education  
Regular Meeting August 16, 2016

I. Call to Order

II. Tour of K-12 Building Prior to Proceeding to Board Office

III. Silent Meditation

IV. Pledge of Allegiance

V. Roll Call By Treasurer

The Spencerville Board of Education met for a regular meeting on Tuesday, August 16, 2016 in the board room preceded by a tour of facilities at 6:00 p.m.. The following board members were present: Ron Meyer, Lori Ringwald, Spencer Clum, Penny Kill, John Goecke. Also present: Superintendent Dennis Fuge; Treasurer Diane Eutsler; Principals Scott Gephart and Susan Wagner; SEA Rep: Janis Griffin.

VI. Minutes of Previous Meeting The minutes of the July 21, 2016 regular meeting is presented for your review. If found to be in order, your approval is needed.

Clum moved and Ringwald seconded the motion approving the minutes of the July 21, 2016 regular meeting as corrected.

Upon the call of the roll, the vote was recorded as follows:

Mr. Clum	<u>Aye</u>	Mr. Meyer	<u>Aye</u>
Mrs. Kill	<u>Aye</u>	Mrs. Ringwald	<u>Aye</u>
Mr. Goecke	<u>Aye</u>	Motion Carried	

VII. Recognize visitors and insert additional items into the agenda.

Recognize visitors; permit anyone from the public to address the board; insert additional items into the agenda.

\*Acton 22 - add donation of trailer; added new action 32 and new pages 12 & 13; added name and changed one to action 10

VIII. Treasurer's Report

- a) Appropriations for review/app-bud mods; amended cert
- b) Activity funds for review - approval next month
- c) Cafeteria report for review
- d) Investments
- e) Audit by State - 2 year audit to be conducted next year
- f) Women's Choir - OMEA performance in February, 2017 in Cleveland - coach transport discussed
- g) Income Tax info - in material
- i) Natural Gas Agreement - replaces July action
- j) Athletic Ticket Disposal - correct listing of June action
- k) OSBA travel action - #29
- l) Change of Medicaid billing service
- m) Current bills - motion to accept

Kill moved and Clum seconded the motion approving payment of bills in the amount of \$751,654.72 and approving the previous month end reconciliation as prepared by the Treasurer.

Upon the call of the roll, the vote was recorded as follows:

Mr. Clum	<u>Aye</u>	Mr. Meyer	<u>Aye</u>
Mrs. Kill	<u>Aye</u>	Mrs. Ringwald	<u>Aye</u>
Mr. Goecke	<u>Aye</u>	Motion Carried	

IX. Apollo Update - Penny Kill

Landscaping and finishing; September 29 is open house; start date is to be September 6

X. Administrator Reports

New staff orientation was held today (8/16/16); went well, one more staff to hire  
AIMS Web training next Wednesday  
Opening day next Thursday; friend of Susie's here to provide uplifting session

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XI. Superintendent Report

1. Personnel - actions 1-18, 23, 28, 29, 32
2. Donations - thank you
3. Building and Grounds - kitchen has a couple glitches, should be ready to go soon; roof project has started, probably why it started raining; geo thermal well overrun pit work to be done soon
4. Other Items - approve transportation in lieu payments; approve bus routes; approve bus routing stipend for Kim Ekis; approve board policy manual updates

XII. Recommended Action Items

Action items 1 through 9 were voted on in a block with Meyer moving and Kill seconding:

1. Employ On-Bus Instructors (8-16-1)

\_\_\_ moved and \_\_\_ seconded the motion to employ Dave Evans and Ron Miller as on-bus instructors, per demand, at individual instructors hourly rate, for the 2016-2017 school year, per salary schedule in effect.

2. Employ OSHA/ADA Compliance Co-Coordinator (8-16-2)

\_\_\_ moved and \_\_\_ seconded the motion to employ Scott Gephart and Gayla Metzger as the Occupational Safety and Health Administration (OSHA)/Americans with Disabilities Act (ADA) Compliance Co-Coordinator at 5% of the principals' salary schedule Step 1, one year contract, per salary schedule in effect, per calendar adopted annually by the Board of Education. Payable upon filing completion of duty form with treasurer's office.

3. Employ Special Education Officer (8-16-3)

\_\_\_ moved and \_\_\_ seconded the motion to employ Susan Wagner as Special Education Officer (SEO) at 8% of the principals' salary schedule Step 1, one year contract, per salary schedule in effect, per calendar adopted annually by the Board of Education. Payable upon filing completion of duty form with treasurer's office.

4. Employ Assistant Transportation Supervisor (8-16-4)

\_\_\_ moved and \_\_\_ seconded the motion to employ Scott Gephart as assistant transportation supervisor at 8% of the principals' salary schedule Step 1, one year contract, per salary schedule in effect, per calendar adopted annually by the Board of Education. Payable upon filing completion of duty form with treasurer's office.

5. Off-Campus SEO Stipend (8-16-5)

\_\_\_ moved and \_\_\_ seconded the motion to approve the payment to Dennis Fuge, Superintendent as Off-Campus SEO at 3% of the current superintendent base salary, payable upon filing of completion of duty form in the treasurer's office.

6. Transportation Supervisor Stipend (8-16-6)

\_\_\_ moved and \_\_\_ seconded the motion to approve the payment to Dennis Fuge, Superintendent as Transportation Supervisor at 3% of the current superintendent base salary, payable upon filing of completion of duty form in the treasurer's office.

7. Library Monitor Extra Hours (8-16-7)

\_\_\_ moved and \_\_\_ seconded the motion to approve up to 11 hours (including in-service day) for Robin Lammers and Mandi Stewart as library monitors for extra time prior to school starting at current hourly rate for 16-17 year.

8. Substitute-Procurement Stipend (8-16-8)

\_\_\_ moved and \_\_\_ seconded the motion to approve payment of a Substitute-Procurement stipend of \$1,000 each to Dorthea Mueller and Billie Wood to call substitutes for 2016-2017 school year as needed per approved completion of duty form submitted to the treasurer's office.

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9. Extra-Curricular Custodial Personnel (8-16-9)

\_\_\_ moved and \_\_\_ seconded the motion to employ all custodians as extra-curricular custodial personnel, to be paid at the overtime rate of their current custodial job, payment upon completion and approved time sheet filed in the treasurer's office.

Upon the call of the roll, the vote was recorded as follows:

Mr. Clum	<u>Aye</u>	Mr. Meyer	<u>Aye</u>
Mrs. Kill	<u>Aye</u>	Mrs. Ringwald	<u>Aye</u>
Mr. Goecke	<u>Aye</u>	Motion Carried	

Action items 10 through 18 were voted on in a block with Clum moving and Meyer seconding:

10. Teacher Mentors (8-16-10)

\_\_\_ moved and \_\_\_ seconded the motion to approve the following mentors for the 2016-2017 school year with a stipend per negotiated contract upon filing a completion of duty form in the treasurer's office:

<u>Mentor</u>	<u>Teacher</u>
Angel Wagner	Emily (Wendel) Unrast (year 4)
Angel Wagner	Lacy Allen (year 3)
Jen Pugh	Barbara Mabry (year 4)
Jen Pugh	Matthew Thompson (year 2)
Jen Pugh	Damaris Murphy (year 4)
Daniele Hurst	Priscilla Willrath (year 2)
Emily Klosterman	Elizabeth Clark (year 1)
Emily Klosterman	Kristina Hunter (year 1)

11. Approve Color Guard Advisors (8-16-11)

\_\_\_ moved and \_\_\_ seconded the motion to approve Karen Swickrath and Melissa Prichard as color guard co-advisors for the 2016-2017 marching season at \$600 each (split \$1200), upon completion of paperwork submitted to the Treasurer's office.

12. Employ Substitutes (8-16-12)

\_\_\_ moved and \_\_\_ seconded the motion to employ the following substitutes for the 2016-2017 school year, per demand, per salary schedule in effect. (BCII on file)

Teachers - Richard Sherrick, Elizabeth Doherty, John Byrne, LuAnn Youngpeter, Kathy Comer, Steven Jackson, Georgia McMichael, James Benfield, Carol Gramm, Jane Irwin, Rebecca Jeanneret, Jennifer Thompson, Dee Vandemark  
Secretary - Tracy Clark, Kerri Buggart  
Nurse - Tara Lafferty, Ashley Fledderjohann

13. Employ Bus Driver (8-16-13)

\_\_\_ moved and \_\_\_ seconded the motion to employ Keeley Layman as bus driver, two-year contract, effective September 1, 2016, salary per schedule in effect, per calendar adopted annually by the board. (1 year experience, Step 1)

14. AIMS Web Training (8-16-14)

\_\_\_ moved and \_\_\_ seconded the motion to approve the following staff to receive a stipend of \$150 for completion of AIMS Web training during the summer of 2016 per principal approved sign in sheet submitted to the treasurer's office.

Amy Hoback  
Matt Thompson  
Jen Pugh  
Sarah Hemker  
Cindy Rammel  
Kory Zenz  
Damaris Murphy

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15. Employ Custodian (8-16-15)

\_\_\_ moved and \_\_\_ seconded the motion to employ Derik German as Custodian II, two-year contract, effective September 1, 2016, salary per schedule in effect, per calendar adopted annually by the board. (1 year experience, Step 1)

16. Accept Resignation (8-16-16)

\_\_\_ moved and \_\_\_ seconded the motion to accept the resignation of Michelle Falke as the NHS Advisor for the 16-17 school year.

17. Accept Resignation (8-16-17)

\_\_\_ moved and \_\_\_ seconded the motion to accept the resignation of Christy Lehman as Two-Hour Cafeteria Worker.

18. Offering of Supplemental Positions (8-16-18)

\_\_\_ moved and \_\_\_ seconded the motion to recognize that extracurricular positions are offered to certified employees of the district, but if no certified person qualified to fill the position accepts; non-certificated persons can accept these position(s).

Upon the call of the roll, the vote was recorded as follows:

Mr. Clum	<u>Aye</u>	Mr. Meyer	<u>Aye</u>
Mrs. Kill	<u>Aye</u>	Mrs. Ringwald	<u>Aye</u>
Mr. Goecke	<u>Aye</u>	Motion Carried	

19. Transportation in Lieu of Payments (8-16-19)

Kill moved and Clum seconded the motion approving payment of the various transportation "in lieu of" contracts upon proof of attendance during the 2016-2017 school year.

Upon the call of the roll, the vote was recorded as follows:

Mr. Clum	<u>Aye</u>	Mr. Meyer	<u>Aye</u>
Mrs. Kill	<u>Aye</u>	Mrs. Ringwald	<u>Aye</u>
Mr. Goecke	<u>Aye</u>	Motion Carried	

20. Bus Routes (8-16-20)

Kill moved and Meyer seconded the motion to approve the bus routes for the 2016-2017 school year per reports available in the bus garage.

Upon the call of the roll, the vote was recorded as follows:

Mr. Clum	<u>Aye</u>	Mr. Meyer	<u>Aye</u>
Mrs. Kill	<u>Aye</u>	Mrs. Ringwald	<u>Aye</u>
Mr. Goecke	<u>Aye</u>	Motion Carried	

21. Bus Routing Stipend (8-16-21)

Clum moved and Meyer seconded the motion to approve a stipend for up to 50 hours per current hourly rate for Kim Ekis to perform bus routing duties for the 2016-2017 school year per time sheet submitted to treasurer's office.

Upon the call of the roll, the vote was recorded as follows:

Mr. Clum	<u>Aye</u>	Mr. Meyer	<u>Aye</u>
Mrs. Kill	<u>Aye</u>	Mrs. Ringwald	<u>Aye</u>
Mr. Goecke	<u>Aye</u>	Motion Carried	

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22. Accept Donations (8-16-22)

Kill moved and Ringwald seconded the motion to accept the following donations:

<u>From</u>	<u>To/For</u>	<u>Amount</u>	<u>Date</u>
Marimor Industries	District/2010 Bluebird Bus	21,500.00	7/11/16
Charles Musto	Ed. Foundation/Band	1600.00	7/18/16
Charles Musto	Ed. Foundation/Choir	400.00	7/18/16
Employee Payroll Deductions	Ed. Foundation	25.00	7/22/16
Post Prom Committee	Class of 2017	850.00	7/26/16
Spencerville Band Boosters	Liberty 8.5'x24' block trailer	6805.00	8/8/16

Upon the call of the roll, the vote was recorded as follows:

Mr. Clum	<u>Aye</u>	Mr. Meyer	<u>Aye</u>
Mrs. Kill	<u>Aye</u>	Mrs. Ringwald	<u>Aye</u>
Mr. Goecke	<u>Aye</u>	Motion Carried	

23. Approve Volunteers (8-16-23)

Clum moved and Meyer seconded the motion to approve the following volunteers for 2016-2017, BCI/FBI on file.

General - Kristin Jamison, Paula Bice, Susan Spicer, Barb Bantner, Dawn Davis, Sue Hefner, Cathy Lammers, Teresa Lee, Carol Miller, Lindsay Sawmiller, Karen Shafer, Pam Smith, Pat Warnecke, Nell Wienken, Mandi Stewart, Eileen Klaus, Barb Longbrake, Paula Schumm, Lori Ringwald, Ashley Koenig

Upon the call of the roll, the vote was recorded as follows:

Mr. Clum	<u>Aye</u>	Mr. Meyer	<u>Aye</u>
Mrs. Kill	<u>Aye</u>	Mrs. Ringwald	<u>Aye</u>
Mr. Goecke	<u>Aye</u>	Motion Carried	

24. Amended Certificate Revision #1 (8-16-24)

Clum moved and Kill seconded the motion approving the action to file and obtain amended official certificate of estimated resources to update actual receipts versus estimated receipts and to adjust appropriations accordingly if needed as presented in a letter from the Treasurer and to approve the revisions to the appropriations for FY17 to \$19,423,147.12: that such aggregate amount does not exceed the amount authorized by the most recent Amended Official Certificate of Estimated Resources or Amended Certificate issued by the county budget commission pursuant to Section 5705.36, ORC. (Revision #1 - August 16, 2016)

Upon the call of the roll, the vote was recorded as follows:

Mr. Clum	<u>Aye</u>	Mr. Meyer	<u>Aye</u>
Mrs. Kill	<u>Aye</u>	Mrs. Ringwald	<u>Aye</u>
Mr. Goecke	<u>Aye</u>	Motion Carried	

25. Appropriation/Budget Modifications (8-16-25)

Meyer moved and Clum seconded the motion to approve appropriation/budget modifications as presented by the Treasurer for the period of July 1, 2016 through August 16, 2016 with \$8,502.50 and \$11,016.46 (see board material).

Upon the call of the roll, the vote was recorded as follows:

Mr. Clum	<u>Aye</u>	Mr. Meyer	<u>Aye</u>
Mrs. Kill	<u>Aye</u>	Mrs. Ringwald	<u>Aye</u>
Mr. Goecke	<u>Aye</u>	Motion Carried	

26. Natural Gas Agreement(8-16-26)

Clum moved and Kill seconded the motion to approve the Natural Gas Agreement with Snyder Brothers, Inc. (in cooperation through Aspen Energy) for a two-year period beginning initial meter read in September 2016 at a fixed rate of \$4.99 per Mcf. This replaces action #7-16-26.

Upon the call of the roll, the vote was recorded as follows:

Mr. Clum	<u>Aye</u>	Mr. Meyer	<u>Aye</u>
Mrs. Kill	<u>Aye</u>	Mrs. Ringwald	<u>Aye</u>
Mr. Goecke	<u>Aye</u>	Motion Carried	

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27. Athletic Ticket Disposal (8-16-27)

Meyer moved and Kill seconded the motion to dispose of athletic tickets as prepared and listed by Athletic Director. Documentation included in board material. This is the correction for action #6-16-25.

Upon the call of the roll, the vote was recorded as follows:

Mr. Clum	<u>Aye</u>	Mr. Meyer	<u>Aye</u>
Mrs. Kill	<u>Aye</u>	Mrs. Ringwald	<u>Aye</u>
Mr. Goecke	<u>Aye</u>	Motion Carried	

28. Substitute Teacher Pay(8-16-28)

Clum moved and Kill seconded the motion to increase the daily rate of substitute teacher pay to \$90.00 per day effective with the 2016-2017 school year.

Upon the call of the roll, the vote was recorded as follows:

Mr. Clum	<u>Aye</u>	Mr. Meyer	<u>Aye</u>
Mrs. Kill	<u>Aye</u>	Mrs. Ringwald	<u>Aye</u>
Mr. Goecke	<u>Aye</u>	Motion Carried	

29. OSBA Board Member Travel Expense Resolution(8-16-29)

Ringwald moved and Clum seconded the motion to approve the following resolution regarding travel related to official duties while serving OSBA:

Whereas, the Spencerville Local School District is a member of the Ohio School Boards Association (OSBA); and

Whereas, the OSBA is an association created for the purpose of fulfilling and advancing the Spencerville Local School District statutory mandate by working for the general advancement of public education in Ohio, for the desirable and efficient working relationships among boards of education, school administrators, teachers and the public, and to maintain changes for exchange of ideas among and distribution of information to school districts to provide better and more effective public service to public schools; and

Whereas, Spencerville Local School District Board Member, Penny Kill, will serve as a member of the Board of Trustees, Legislative Platform Committee and Student Achievement Leadership team role for the OSBA in the year of 2016; therefore

Now Be It Resolved that the Spencerville Local School Districts Board of Education determines that Penny Kill's service as a Trustee, Legislative Platform Committee and Student Achievement Leadership Team role of the OSBA, and travel in that role, is related to her official duties as a member of the Spencerville Local School District Board of Education; and

That any travel expenses paid for Penny Kill's travel to OSBA conferences, seminars, and similar events during the year of 2016 and thereafter, are ordinary, customary and necessary provided that the travel expenses are the lesser of: 1) the amount that Spencerville Local School District allows to be reimbursed for travel to the destination; or 2) the current per diem rate set by the United States General Services Administration for travel to the destination.

Upon the call of the roll, the vote was recorded as follows:

Mr. Clum	<u>Aye</u>	Mr. Meyer	<u>Aye</u>
Mrs. Kill	<u>Abstain</u>	Mrs. Ringwald	<u>Aye</u>
Mr. Goecke	<u>Aye</u>	Motion Carried	

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30. Board Policy Manual Additions and Updates (8-16-30)

Clum moved and Meyer seconded the motion to approve the following additions and updates to the Spencerville Local School District Board Policy Manual:

File: AFCA (Also GCNA) Evaluation of School Counselors (addition)  
File: EHA Data and Records Retention  
File: IGBA-R Programs for Students with Disabilities  
File: IGCH (Also LEC) College Credit Plus  
File: JHCB Immunizations  
File: IKF Graduation Requirements  
File: AFC-1 (Also GCN-1) Evaluation of Professional Staff  
File: AFC-2 (Also GCN-2) Evaluation of Professional Staff  
File: EEAC School Bus Safety Program  
File: EEACD Drug Testing for District Personnel Required to Hold a Commercial Driver's License  
File: IGBE Remedial Instruction  
File: JECAA Admission of Homeless Students  
File: IGBEA and IGBEA-R Reading Skills Assessments and Intervention  
File: IKE Promotion and Retention of Students

Upon the call of the roll, the vote was recorded as follows:

Mr. Clum	<u>Aye</u>	Mr. Meyer	<u>Aye</u>
Mrs. Kill	<u>Aye</u>	Mrs. Ringwald	<u>Aye</u>
Mr. Goecke	<u>Aye</u>	Motion Carried	

31. Approve Amendment Agreement for Medical Billing Service (8-16-31)

Meyer moved and Kill seconded the motion approving the amendment agreement of Ohio Medicaid School Program (MSP) billing and consultant services effective with the 2016-2017 (8/1/2016) from MSB Consulting Group to Healthcare Billing Services, Inc. (HBS). Details and copy of agreement included in board material.

Upon the call of the roll, the vote was recorded as follows:

Mr. Clum	<u>Aye</u>	Mr. Meyer	<u>Aye</u>
Mrs. Kill	<u>Aye</u>	Mrs. Ringwald	<u>Aye</u>
Mr. Goecke	<u>Aye</u>	Motion Carried	

32. Accept Resignation (8-16-32)

Ringwald moved and Kill seconded the motion to accept the resignation of Redmond Wood as Teacher, HS Quiz Bowl Advisor and RESA Mentor effective August 22, 2016.

Upon the call of the roll, the vote was recorded as follows:

Mr. Clum	<u>Nay</u>	Mr. Meyer	<u>Aye</u>
Mrs. Kill	<u>Aye</u>	Mrs. Ringwald	<u>Aye</u>
Mr. Goecke	<u>Aye</u>	Motion Carried	

33. Request for Executive Session (8-16-33)

It is recommended that the Board of Education retire to executive session for the purpose of considering the employment of a public employee.

Clum moved and Kill seconded the motion that the Board of Education retire to executive session for the purpose of considering the employment of a public employee.

Upon the call of the roll, the vote was recorded as follows:

Mr. Clum	<u>Aye</u>	Mr. Meyer	<u>Aye</u>
Mrs. Kill	<u>Aye</u>	Mrs. Ringwald	<u>Aye</u>
Mr. Goecke	<u>Aye</u>	Motion Carried	

The Spencerville Board of Education retired to executive session at 7:55 p.m.

Principals and Janis Griffin exited at 7:55 p.m.

The Spencerville Board of Education returned to regular session at 8:22 p.m.

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34. Adjournment (8-16-34)

Clum moved and Meyer seconded the motion to adjourn this regular meeting of the Spencerville Board of Education at 8:22 p.m.

Upon the call of the roll, the vote was recorded as follows:

Mr. Clum	<u>Aye</u>	Mr. Meyer	<u>Aye</u>
Mrs. Kill	<u>Aye</u>	Mrs. Ringwald	<u>Aye</u>
Mr. Goecke	<u>Aye</u>	Motion Carried	

\_\_\_\_\_  
John Goecke, Board President

\_\_\_\_\_  
Diane L. Eutsler, Treasurer