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**RECORD OF PROCEEDINGS**

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**BOARD OF EDUCATION  
CHILLCOTHE CITY SCHOOL DISTRICT**

Regular Meeting

June 29, 2020  
CHS/CMS Commons Area  
5:30 p.m.

Members Present: Mr. Bonner, Mrs. Corzine, Mr. Hartmus, Mr. Mullins, Mrs. Shoemaker

Staff Present: Ms. Swinehart, Mrs. Lawwell

**Call to Order**

Mr. Mullins called the meeting to order and Mrs. Lawwell called the roll. Mr. Mullins announced the meeting was being recorded.

**Pledge of Allegiance**

The Pledge of Allegiance was led by Mr. Mullins.

**20-06-01 Approval of Board Agenda**

It was moved by Mr. Bonner and seconded by Mrs. Corzine to adopt the agenda for the June 29, 2020 Board of Education Regular Meeting as presented. Roll call: Mr. Bonner-yes, Mrs. Corzine - yes, Mr. Hartmus - yes, Mr. Mullins - yes, Mrs. Shoemaker - yes. The motion carried.

**Public Participation**

Mr. Mullins welcomed all visitors to the meeting and opened the floor for public participation. .

Brenda Southworth came forward to address the Board on behalf of the teachers in the District. They thanked the Board, Administration and fellow staff members for all they are doing as a caring group of educators to open school as safely as possible and doing everything they possibly can in meeting COVID safety guidelines. However, there are still concerns for the safety of students. The teachers are requesting shields, more safety dividers and smaller classes to help maintain social distancing standards. They encouraged the Board to continue doing everything within their power and time to keep our schools safe for students.

In closing they thanked the Board for the recent amendments to the school calendar to allow longer breaks to help with the social distancing.

**Legislative Update**

Mr. Mullins reported the Legislature has passed HB164 which includes items on Teacher Licensure, Third Grade Reading Assessment, and some financial items but nothing that affects us. There are 12 or 14 more bills in the works with details on COVID and financial relief that are forthcoming.

**20-06-02 Approval of Reduction in Force Plan for the 2020-2021 School Year**

It was moved by Mr. Bonner and seconded by Mr. Hartmus to approve the following Reduction in Force Plan, due to financial reasons, for the 2020-2021 school year and the suspension of contracts for those impacted by the Reduction in Force.

**Positions:**

- 12 Bus Aides
- 1 Preschool / Latchkey Secretary
- 1 Nurse Assistant
- 1 Part-time Preschool Aide
- 2 Aides
- 1 3.5 hour aide at CHS
- 1 Music Teacher
- 1 Physical Education Teacher
- 1 Librarian / Media Specialist
- Preschool / Early Education Coordinator

**RECORD OF PROCEEDINGS**

Regular Meeting

June 29, 2020

Suspended Contracts

- Hannah Mosley, Teresa Seward, Miriah McNichols, Nancy Beverly, Amy Martin, Tammy Smith, Marty Woodfork, Robin Steward, Kristin Ray, Mindy Daughy, Angela Harding, Lucile Turner (Bus Aides)
- Tara Campbell (Nurse Aide)
- Samantha Lunsford (Preschool Aide)
- Brenda Roush (3.5 hour CHS Aide)
- Morgan Frederick - Music Teacher
- Kaz Pata - Physical Education Teacher

Roll call: Mr. Bonner-yes, Mrs. Corzine - yes, Mr. Hartmus - yes, Mr. Mullins - yes, Mrs. Shoemaker - yes. The motion carried.

**20-06-03 Approval of Easement & Right of Way with AEP**

It was moved by Mr. Mullins and seconded by Mr. Hartmus to approve the Easement & Right of Way with American Electric Power for the Atomic Credit Union on our 1245 Western Avenue Property as presented. Roll call: Mr. Bonner-yes, Mrs. Corzine - yes, Mr. Hartmus - yes, Mr. Mullins - yes, Mrs. Shoemaker - yes. The motion carried.

**20-06-04 Treasurer's Report and Recommendations**

It was moved by Mr. Mullins and seconded by Mrs. Shoemaker to approve the following resolutions / recommendations as a group:

A. APPROVAL OF MINUTES

To approve the Board of Education minutes of the May 18, 2020 regular meeting and the May 26, 2020 special meeting as presented.

B. APPROVAL OF FINANCIAL REPORTS

To approve the financial reports for the month of May 2020 as presented.

C. APPROVAL OF FINAL AMENDED CERTIFICATE OF ESTIMATED RESOURCES FOR FY2020

To approve the Final Amended Certificate of Estimated Resources for FY2020 as presented.

D. APPROVAL OF FINAL APPROPRIATIONS FOR FY2020

To approve the Final Appropriations for FY2020 as presented.

E. APPROVAL OF FUND TO FUND ADVANCES

To approve the following Fund to Fund Advances need to close Fiscal Year 2020. Fund to Fund Advances move money between funds for a temporary period of time and will be repaid to the originating fund in FY2021.

From:	001 General Fund	\$ 742,866.62
To:		
	013-0000 Cavalier Center	\$ 5,738.22
	018-9602 Preschool Fund	\$ 10,634.35
	300-9000 MS Athletic Fund	\$ 1,661.01
	300-9100 HS Athletic Fund	\$ 20,877.69
	439-9201 Preschool Grant	\$ 5,003.99
	507-9201 Cares Grant	\$579,172.95
	516-9201 IDEA B Grant	\$ 20,444.32

**RECORD OF PROCEEDINGS**

Regular Meeting

June 29, 2020

536-9201	School Improvement	\$ 5,095.26
572-9201	Title I Grant	\$ 41,113.63
572-9202	Homeless Grant	\$ 8,445.82
587-9201	Early Childhood	\$ 11,600.39
590-9201	Title II-A Grant	\$ 9,422.04
599-9201	Rural & Low Income	\$ 617.25
599-9202	Title IV Grant	\$ 23,039.70

F. APPROVE OF FUND TO FUND TRANSFER

To approve the following Fund to Fund Transfer to close the fund.

From:	001	General Fund	\$ 18,255.71
To:	018-9631	Latchkey Fund	\$ 18,255.71

G. APPROVAL OF TEMPORARY APPROPRIATIONS FOR FY21

001	General Fund	\$ 32,262,516.00
002	Bond Retirement Fund	\$ 3,687,389.93
003	Permanent Improvement Fund	\$ 1,246,167.76
004	Building Fund	\$ 35,755.41
006	Food Service Fund	\$ 1,630,380.00
008	Endowment Fund	\$ 1,000.00
010	Classroom Facilities Fund	\$ 799,263.62
013	Recreation Fund	\$ 56,600.00
018	Public School Support Funds	\$ 96,300.00
019	Other Grant Funds	\$ 30,980.00
022	District Agency Fund	\$ 5,000.00
034	Classroom Facilities Maintenance	\$ 100,000.00
035	Termination Benefits Fund - HB426	\$ 250,000.00
070	Capital Projects Fund	\$ 300,000.00
200	Student Managed Activity Funds	\$ 80,480.39
300	District Managed Activity Funds	\$ 110,000.00
401	Auxiliary Services Fund	\$ 175,000.00
439	Public School Preschool Grant	\$ 163,783.38
451	Data Communication Fund	\$ 9,000.00
467	Student Wellness and Success Grant	\$ 970,012.99
499	Miscellaneous State Grant Fund	\$ 76,374.95
507	Elementary/Secondary School Relief	\$ 536,982.21
516	IDEA Part B Grant	\$ 814,056.08
536	Title I School Improvement A	\$ 15,759.49
572	Title I Disadvantaged Children	\$ 1,556,738.42
587	IDEA Preschool – Handicapped	\$ 26,490.34
590	Improving Teacher Quality	\$ 205,671.29
599	Miscellaneous Federal Grant	\$ 193,919.79

Grand Total All Funds \$ 45,435,622.05

H. APPROVAL FOR TREASURER TO USE SETBAL

To approve the Treasurer to use SETBAL to set all funds to actual numbers

I. APPROVAL OF TUITION BILLING CONTRACT FOR 2020-2021 SCHOOL YEAR

## RECORD OF PROCEEDINGS

Regular Meeting

June 29, 2020

To approve the contract with Timothy O'Keefe for the 2020-2021 Tuition Billing as presented.

J. APPROVAL OF FORECAST 5 ANALYTICS CONTRACT FOR THE 2020-2021 SCHOOL YEAR

To approve the contract with Forecast 5 Analytics for the 2020-2021 school year as presented.

K. APPROVAL OF ULTIMATE EDGE SOLUTIONS SOFTWARE CONTRACT

To approve the Ultimate Edge Solutions Software Contract for \$1,195 annually as presented.

L. APPROVAL OF LIABILITY / FLEET INSURANCE WITH SORSA SCHOOL INSURANCE PLAN

To approve the Liability / Fleet Insurance with SORSA School Insurance Plan effective July 1, 2020 to June 30, 2021 in the amount of \$137,489 as presented.

M. ACCEPTANCE OF GIFTS / DONATIONS

To accept the following gifts / donations as presented:

\$ 2,628.80 From the Chillicothe Cavalier Club for new Warm-up Suits for the Boys Basketball Team

\$ 200.00 From Suzan L. Anderson for the Mobile Meals Program

\$ 100.00 Anonymous Donation for the Summer Mobile Meals Program

Roll call on above group of resolutions: Mr. Bonner - yes, Mrs. Corzine - yes, Mr. Hartmus - yes, Mr. Mullins - yes, Mrs. Shoemaker - yes. The motions carried.

### **20-06-05 Superintendent's Recommendations**

It was moved by Mr. Mullins and seconded by Mr. Hartmus to approve the following resolutions / recommendations as a group:

A. APPROVAL OF AGREEMENT TO AMEND THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CCSD BOARD OF EDUCATION AND THE CHILLICOTHE EDUCATION ASSOCIATION

To approve the Memorandum of Understanding regarding the Attendance Bonus changes between the Chillicothe City School District Board of Education and the Chillicothe Education Association as presented.

B. APPROVAL OF AGREEMENT TO AMEND THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CCSD BOARD OF EDUCATION AND THE CHILLICOTHE EDUCATION ASSOCIATION

To approve the Memorandum of Understanding regarding work day changes between the Chillicothe City School District Board of Education and the Chillicothe Education Association as presented.

C. APPROVAL OF THE 2020-2021 CMS COURSE PLANNING HANDBOOK

To approve the 2020-2021 Chillicothe Middle School Course Planning Handbook as presented.

D. APPROVAL OF STATEMENT OF WORK FOR DEBBIE BETTENDOR FOR 2020-2021

To approve the Statement of Work for Debbie Bettendorf that will commence on July 1, 2020 through June 30, 2021 as presented.

E. APPROVAL OF 2020-2021 GRADES 7-12 STUDENT HANDBOOK

## RECORD OF PROCEEDINGS

Regular Meeting

June 29, 2020

To approve the 2020-2021 Student Handbook for Grades 7-12 as presented.

F. APPROVAL OF TITLE I PARENT HANDBOOKS PER BUILDING

To approve the Title I Parent Handbooks for each building as presented.

G. APPROVAL OF FRANKLIN COVEY CONTRACT

To approve the Franklin Covey Contracts effective April 23, 2020 as presented.

H. APPROVAL OF GRADING AND ASSESSMENT HANDBOOK FOR 2020 AND BEYOND

To approve the Grading and Assessment Handbook for 2020 and beyond as presented.

I. REVIEW OF THE 2020-2021 ATHLETIC HANDBOOK

The CHS Athletic Handbooks for 2020-2021 were presented for the Board's review.

J. BOARD POLICIES FOR CONSIDERATION AND REVIEW

These policies are presented for review prior to recommendation at the July 2020 Board of Education Regular Meeting. These policies reflect the changes to bring District policies into compliance with the current laws and are recommended by the Ohio School Board Association.

**New Policies**

\*AFC-1, Evaluation of Professional Staff (Ohio Teacher Evaluation System) (also GCN-1)

\*GBRA, Family and Medical Leave Act Expansion (Families First Coronavirus Response Act)

\*GBRA-R, Family and Medical Leave Act Expansion (Families First Coronavirus Response Act)

\*GBRAA, Emergency Paid Sick Leave (Families First Coronavirus Response Act)

\*GBRAAA-R, Emergency Paid Sick Leave (Families First Coronavirus Response Act)

\*GCN-1, Evaluation of Professional Staff (Ohio Teacher Evaluation System) (also AFC-1)

K. BULLYING REPORT - 2<sup>ND</sup> SEMESTER 2019-2020 SCHOOL YEAR

To approve the Bullying Report for the 2<sup>nd</sup> Semester of the 2019-2020 school year as presented.

L. APPROVAL OF 2020-2021 CALENDAR CHANGES

To approve the changes to the 2020-2021 school year calendar as presented.

M. APPROVAL OF 2020-2021 ASSESSMENT SCHEDULES

To approve the 2020-2021 elementary and secondary assessment schedules as presented.

N. APPROVAL OF CHILLICOTHE INTERMEDIATE SCHOOL ACCEPTABLE USE POLICY

To approve the Chillicothe Intermediate School Acceptable Use Policy for Google Chromebooks as presented.

O. APPROVAL OF OCCUPATIONAL THERAPY WORKS, LTD. CONTRACT

To approve the agreement made between the Chillicothe City School District and Occupational Therapy Works LTD as presented.

## RECORD OF PROCEEDINGS

Regular Meeting

June 29, 2020

### P. APPROVAL OF PERSONNEL ITEMS

To approve the following personnel recommendations pursuant to the terms and conditions of the new employee's individual contract and his/her job description. Said employment will be contingent upon (1) receipt of a satisfactory criminal record check, (2) receipt of licensure / certification from ODE, (3) verification of experience and training, and (4) results on the drug testing.

1. Resignations – Classified Personnel 2019-2020 School Year

Sherrilyn Gangewere – Preschool Aide – Mt. Logan – effective May 28, 2020

Clarice Bowles – Lunchroom Worker – CIS – effective the end of the 2019-2020 school year

Pam Behmer – 5 hour Lunchroom Worker – CPS – effective on June 26, 2020

2. Employments – Certificated Personnel for 2020-2021 School Year

Mary Brown – Bishop Flaget – Auxiliary Teacher – Part-time

Rachel Metcalf – 3<sup>rd</sup> Grade Teacher – CIS – effective August 1, 2020 – Masters, Step 5 – \$55,801

One Year Limited Teaching Contract

Bobbie Jones

Loretta Harvey

Three Year Limited Contract for 2020-2021 through 2022-2023

Dana Letts

3. Employments – Classified Personnel for 2020-2021 School Year

Brittany Hughes – Custodian 2<sup>nd</sup> Shift – CIS – effective July 1, 2020 – 0 exp – \$16.74 / hour

April Leach – Aide – CPS – 4 hours / day – effective 2020-2021 School Year – 0 exp – \$14.95 / hour

4. Administrative Contracts 2020-2021 School Year

One Year Limited Contract for 2020-2021

Bobby Lowry – Transportation

Michael Barren – Athletics

Larry Pritchard – Maintenance

Two Year Limited Contract 2020-2021 through 2021-2022

Tim Ryan – Bridges Academy

Three Year Limited Contract for 2020-2021 through 2022-2023

Dan Staggs – Assistant Principal

Elaine Seimer – Assistant Principal

Josh Montgomery – Technology

Lisa Harper – Psychologist

Alissa Putnam – Director of Curriculum

Aaron Brown – Director of Operations

Matt Ballentine – Principal

5. Assignment Transfers – Certificated Personnel – 2020-2021 School Year

Kris Wiseman from Preschool Teacher at Mt. Logan to 1<sup>st</sup> Grade Teacher at CPS

Nancy Thornsberry from Librarian at CMS/CHS to Literacy Coach at CPS

Blake Murray from 2<sup>nd</sup> Grade Teacher at CPS to 3<sup>rd</sup> Grade Teacher at CIS

## RECORD OF PROCEEDINGS

Regular Meeting

June 29, 2020

- Beth Skeens from PE Teacher at CPS to PE Teacher at CIS  
Lindsay Walls from ECE Preschool Teacher at Mt. Logan to PSE Preschool / Itinerant Teacher  
Ashleigh Manantan from Literacy Coach at CPS to ELA teacher at CMS  
Kim Suwannasing from ECE Coordinator at Mt. Logan to PSE Preschool / Itinerant Teacher
6. Assignment Transfers – Classified Personnel – 2020-2021 School Year  
Joy Dunn from Preschool / Latchkey Secretary to Secretary at CHS/CMS  
Kelly Oyer from Secretary at CMS to Secretary at CPS  
Holly Siberell from Secretary at CPS to Aide at CIS  
Kim Arrowood from Preschool Aide at Mt. Logan to Aide at CHS/CMS  
Danielle (Nikk) Gallagher from Aide at CIS to Aide at Pioneer  
Dan Shelton from A.M. Custodian at Mt. Logan to A.M. Custodian at CPS  
Kim Hughes from P.M. Custodian at CMS to Custodian at Mt. Logan / CIS Split  
Wilby Stokes from P.M. Custodian at CPS to P.M. Custodian at CMS  
Bethany Estep from Lunchroom Worker at CHS to Lunchroom Worker at CPS  
Lisa Smith from Lunchroom Worker at CPS to 6 hour Lunchroom Worker at CPS  
Trina Cantrill from Lunchroom Worker / Delivery at Mt. Logan to Lunchroom Worker at CIS  
Anne Adler from Manager at Mt. Logan to Co-Manager at CHS/CMS  
Deanna Price from Lunchroom Worker split position at CHS/CIS to Lunchroom Worker at CHS/CMS  
Toney Hall from CPS 1<sup>st</sup> Shift Custodian to CPS 2<sup>nd</sup> Shift Custodian
7. Step Salary Increase – 1<sup>st</sup> Semester 2020-2021  
Aleysha Murray from BA to BA+150
8. Title I Paren Coordinator 2020-2021 (Grant Funded \$3,500 - Stipend)  
Dana Letts
9. Summer Food Service Program Lunchroom Workers  
Mindy Daughy  
Kelia Vollmar  
Kelly Oyer
10. Supplemental Contracts 2020-2021 School Year  
Inna Ogle – 3<sup>rd</sup> Grade Team Leader – CIS – 0 exp  
Rebecca Seidel – 4<sup>th</sup> Grade Team Leader – CIS – 0 exp  
Cathy Hall – 5<sup>th</sup> Grade Team Leader – CIS – 2 yrs exp  
Jennifer (Booth) Snyder – 6<sup>th</sup> Grade Team Leader – CIS – 1 yr exp  
Anthony Gordon – Girls Head Basketball Coach – CHS – 9 yrs exp  
Joe Spaulding – District Strength and Conditioning Coordinator – CHS – 7 yrs exp
11. Supplemental Contracts 2019-2020 School Year  
William (Eddie) Johnson – Assistant 7<sup>th</sup> Grade Boys Track Coach – CMS – 3 yrs exp  
Rachel Butler – Assistant 7<sup>th</sup> Grade Girls Track Coach – CMS – 1 yr exp  
Lori Mathis – Assistant 8<sup>th</sup> Grade Girls Track Coach – CMS – 12 yrs exp  
Jami Eckle – National French Honor Society – CHS – 0 yrs exp  
Jami Eckle – French Club Advisor – CHS – 0 exp
12. Credit Flex Teachers – 2019-2020 School Year

## RECORD OF PROCEEDINGS

Regular Meeting

June 29, 2020

Vanessa George – Motion Graphics – 2<sup>nd</sup> Semester  
Vanessa George – Video Broadcasting – 2<sup>nd</sup> Semester  
Vanessa George – Digital Editing – 2<sup>nd</sup> Semester  
Vanessa George – Video Production – 2<sup>nd</sup> Semester  
Mary Jo Callahan – Personal and Business Math – 2<sup>nd</sup> Semester  
Bridget Black – CHS Cafe – 2<sup>nd</sup> Semester

13. Extended Days for 2020-2021 School Year

Lori Dana – 5 days  
Natalie Harbert – 2 days  
Lance Stoneking – 20 days  
Mark Roush – 15 days  
Sarah Hawthorne – 15 days  
Kris Kamps – 15 days  
\*Melissa DeGonzague – 5 days for July, 2020  
\*Monica Hitchens – 5 days for June/July 2020

Roll call on above group of resolutions: Mr. Bonner - yes, Mrs. Corzine - yes, Mr. Hartmus - yes, Mr. Mullins - yes, Mrs. Shoemaker - yes. The motions carried.

### DISCUSSION / INFORMATIONAL ITEMS

#### CCSD Reopening Plan

Mr. Mullins opened the discussion on the Reopening Plan for the Chillicothe City School District. He noted a lot of work and consideration has gone into developing the plan to reopen for the 2020-2021 school year. Our top priority is the health and safety of our students, staff and community. We have gathered information from the Ohio Department of Health, the Center for Disease Control, the American Academy of Pediatrics, and recommendations from the Ohio Department of Education for re-opening schools. We believe this plan is the best course of action and reflects the best practices to protect our students and staff as we return to in-school learning. Kids need to be in the classroom and in the classroom full-time. The American Academy of Pediatrics strongly advocated the importance of the need for in-person learning for our students.

Mr. Mullins reviewed the Expectations for our Administrators, Teachers and Staff; and Custodial guidelines regarding regular sanitation by custodians in classrooms, restrooms, and pod areas throughout the day. Student mask guidelines, Transportation guidelines for bus riders, and Food Service of breakfast and lunches was reviewed.

Discussion ensued with staff / audience participation, questions, and explanations.

Mr. Mullins reiterated this Re-opening Plan does everything possible to mitigate all possible risks we can, however, it does not eliminate them all. He noted the report from the Harvard School of Health was the most complete documentation that he has read during his information search and we are already following their recommendations. President Mullins and Superintendent Swinehart asked staff members and parents to please contact us with their questions or concerns so they may be addressed.

#### 20-06-06 Adjournment

It was moved by Mr. Hartmaus and seconded by Mr. Bonner to adjourn. Roll call: Mr. Bonner-yes, Mrs. Corzine - yes, Mr. Hartmus - yes, Mr. Mullins - yes, Mrs. Shoemaker - yes. The motion carried.

The meeting adjourned at 6:47 p.m.