The Harrison Hills City Board of Education met in regular session June 30, 2016 at 7:00 pm at the administrative office in Cadiz, OH. The following members were present: Mrs. Kenny, Mr. Allen, Mr. Madzia and Mr. Watson. Mrs. Mattern arrived late.

President Presides: Mrs. Kenny led the board in the Pledge of Allegiance and called the meeting to order.

**Approval of Minutes**

Mr. Allen made the motion, seconded by Mr. Madzia, that the board approve the minutes of the regular meeting held May 24, 2016; the minutes of the special meeting held May 31, 2016 and the following correction to the minutes of December 17, 2015:

                On Page 1 of 4 the fund number for HMG is 022 not 002

On roll call vote: Mr. Allen, yes; Mr. Madzia, yes; Mrs. Mattern, absent; Mr. Watson, yes; Mrs. Kenny, yes. The president declared the motion approved.

**Acceptance of Agenda and Addendum**

Mr. Allen made the motion, seconded by Mr. Watson, that the agenda and addendum be approved as presented. On roll call vote: Mr. Madzia, yes; Mrs. Mattern, absent; Mr. Watson, yes; Mrs. Kenny, yes; Mr. Allen, yes. The president declared the motion approved.

**Treasurer's Report**

Mr. Madzia made the motion, seconded by Mr. Watson, that the board approve the following treasurer’s report:

Financial: The financial report and the bank to book reconciliation for the month ending May, 2016

Accounts Payable: The accounts payable for the month ending June, 2016 and the following then and now certifications:

Page Vendor Invoice Amount

1 Belmont Harrison VSD 133 $ 9,536.24

2 Bordon Office Equipment 178761-0 $ 3,822.38

3 CompManagement, LLC 1091782 $ 3,035.00

4 eSchoolview Infinite Cohesion, LTD All $12,608.50

8 Jefferson Co. ESC 165 $ 8,112.20

25 Gordon Food Service, Inc All $18,386.92

Appropriation Revisions:

|  |  |  |
| --- | --- | --- |
| General | 001 | $ (3,305,378.71) |
| Bldg Project | 002-9016 | $ 31,180.55 |
| Permanent Improvement | 003 | $ (204,246.00) |
| New Schools | 003-9099 | $ (120.00) |
| Local Share Bldg Fund | 004 | $ 406,475.70 |
| Lunchroom | 006 | $ (143,778.42) |
| Barr | 008 | $ (16,711.24) |
| Local Share Bldg Proj | 010 | $ 4,110,502.37 |
| Principal | 018 | $ (1,215.71) |
| Self Insurance | 024 | $ (1,045,425.00) |
| Unclaimed Monies | 022 | $ (4,572.18) |
| FCFC | 022 | $ (3,586.52) |
| Help Me Grow | 022 | $ (89,872.44) |
| Classroom Maint | 034 | $ 3,481.06 |
| Student Activity | 200 | $ (5,149.13) |
| Athletic | 300 | $ 5,687.00 |
| Preschool | 439 | $ (52,462.69) |
| Title VI-B | 516 | $ (90,942.15) |
| Title I | 572 | $ (139,618.25) |
| Preschool | 587 | $ (2,032.98) |
| Title II A | 590 | $ (12,308.78) |
| Misc Federal Grants | 599 | $ (25,846.86) |
| Safe School Healthy | 599 | $ (139,165.66) |

Advance/Transfer: Transfers:

From: 001-7200-910 General

To: 003-5100-9011 Bus Garage $124,307.15

From: 200-7200-911-911N Class 2016

To: 200-5100-911J OMUN $1,696.86

Advances:

From: 010-7410-921-9901 Local Share Building Proj.

To: 010-5210-9902 State Share Building Proj. $970,213.07

From: 022-7410-921-9210 HMG:GRF $23,680.44

To: 022-5210-9116 Family Centered Serv. & Support $ 6,274.00

To: 022-5210-9226 HMG Part C $15,340.87

To: 022-5210-9312 HMG:MIECHV:CCS $ 2,065.57

From: 001-7410-921 General $309,781.54

To: 439-5210-9016 Early Childhood $ 24,575.51

To: 516-5210-9016 Title VI-B $ 23,865.48

To: 572-5210-9016 Title I $ 32,750.88

To: 587-5210-9016 Preschool $ 1,578.61

To: 590-5210-9016 Title IIA $ 7,107.68

To: 599-5210-9016 Low and Rural $ 27,711.58

To: 599-5210-9116 Safe Schools $109,930.34

To: 599-5210-9226 Safe Schools $ 55,922.00

To: 599-5210-9916 21st Century HC $ 12,163.01

To: 599-5210-9996 21st Century HE $ 14,176.45

Records Commission:

The records commission met at 6:45. Mrs. Kenny, Mrs. Snider and Mrs. Harding were present. Mr. Watson, Mr. Allen and Mr. Madzia had also arrived for the regular meeting and were present for the records commission meeting. Mrs. Harding shared that many of the student files were scanned except those for special education. It would be the goal to start the process to have those scanned as well as the personnel files for past employees. There will be a need for storage either on site at the new school or off site for those records that have not met the timeline for destruction according to the schedule.

On roll call vote: Mrs. Mattern, absent; Mr. Watson, yes; Mrs. Kenny, yes; Mr. Allen, yes; Mr. Madzia, yes. The president declared the motion approved.

**Visitors**

No visitors signed in.

**Superintendent’s Report/Correspondence**

She, Sue Macenczak, Kelly Zeroski, Rob Richards and Roxane Starkey attended a 3 day Social Justice Seminar that was paid for by the state.

The district is closer to purchasing the property. SHP is going to set pins for the property.

We are 80% done with design. In August there will be a tech meeting.

**Board Member Committee Report:**

Mr. Madzia said that he has attended all the core meetings and would answer any questions.

**Executive Session**

Mr. Allen made the motion, seconded by Mr. Madzia, that the board would adjourn into executive session at 7:10 pm for the purpose of Employment and the purchase of property. On roll call vote: Mr. Watson, yes; Mrs. Kenny, yes; Mr. Allen, yes; Mr. Madzia, yes; Mrs. Mattern, absent. The president reconvened the meeting at 8:28 pm.

Arrival: Mrs. Mattern joined the meeting during executive session.

**Personnel**

Upon the recommendation of the superintendent, Mr. Madzia made the motion, seconded by Mr. Watson, that the board approve the following:

RIF: Approve the following Reduction in Force:

Ashley Jacobsen 2nd Grade Teacher at Harrison North

Confirm: Confirm the assignment of the following staff for the 2016-2017 school year:

LeAnn VanCamp Art District

Ashley Jacobsen 3rd Grade Harrison East

Mary Paul 6th Grade Harrison East

Melissa DeWalt Bus Aide 6 ½ hrs per day District

Retire/Black: Approve the retirement of Sharon Black effective July 31, 2016.

Resign/McAbier: Approve the resignation of Katlyn McAbier effective July 31, 2016

Employ/Saffell: Employ Mike Saffell effective August 1, 2016 through July 31, 2019 as Elementary Principal at Harrison North.

Confirm Admin: Confirm the assignment of the following administrators:

Jennifer Birney                 Principal Harrison East Elementary

Donnie Madzia                  Assistant Principal Harrison East

Brent Ripley                       Principal Harrison Central Sr. High

Justin Clifford                    Assistant Principal Harrison Central Jr/Sr High

Employ SSHS: Employ the following staff for Safe Schools Healthy Schools for FY17:

Janet Groome                   SSHS Project Director

Cayla Pierce                       Prevention Specialist

Kristen Foraker                 Prevention Specialist

Ashley Doren                    School Based Mental Health Therapist

Tiffany Stock                     School Based Mental Health Therapist

Amy Hercules                   Prevention Specialist

Mark Smith                       Truancy Prevention

Joni Tarbert                       Family and Youth Engagement Coordinator

Jennifer Gibson                SSHS Secretary (20 hours/week after completion of EMIS duties)

Employ/Wilson: Employ Amanda Wilson as a Language Arts Teachers for the 2016-2017 school year.

Employ/HMG: Employ the following staff for Help Me Grow for FY17:

Courtney Erdos

Lindsay Pinkerton

Christina Millsaps

Chelsea Rusen

Lisa Trushel

Pauline Gratchen

Nanette Lewis

April Foster

Jensey Montgomery

Sarah Guess

Supplemental: Approve the supplemental for the 2016- 2017 school year:

Stephanie McKinney OVLA-Science 4-6

Stephanie McKinney OVLA-Lang Arts/English 4-6

Stephanie McKinney OVLA Math 4-6

Lisa McAfee OVLA-Grades 1-3

Lisa McAfee OVLA Kindergarten

Emily Frantz OVLA Language Arts 7-12

Richard McKinney OVLA-PE /Health K-12

Judith May OVLA Math 7-12

Supplemental: Approve Nicholas Freese as the Marching Band Percussion for the 2016-2017 school year.

On roll call vote: Mrs. Kenny, yes; Mr. Allen, yes; Mr. Madzia, abstain on Donnie Madzia, yes to all others; Mrs. Mattern, yes; Mr. Watson, yes. The president declared the motion approved.

**Business & Operation**

Upon the recommendation of the superintendent, Mr. Watson made the motion, seconded by Mr. Allen, that the board approve the following:

Temp Approp: Approve the temporary appropriations for FY17.

|  |  |  |
| --- | --- | --- |
| General | 001 | $ 22,000,000.00 |
| Bldg Proj | 002-9016 | $ 1,257,332.00 |
| Permanent Improvement | 003 | $ 500,000.00 |
| New Schools | 003-9099 | $ 120.00 |
| Bus Garage | 003-9011 | $ 94,219.52 |
| Local Share Bldg Fund | 004 | $ 5,000,000.00 |
| Lunchroom | 006 | $ 800,000.00 |
| Barr | 008 | $ 35,000.00 |
| Uniform School Supply | 009 | $ 1,000.00 |
| Local Share Bldg Proj | 010 | $ 10,000,000.00 |
| Principal | 018 | $ 75,000.00 |
| Self Insurance | 024 | $ 3,500,000.00 |
| Unclaimed Monies | 022 | $ 3,449.83 |
| FCFC | 022 | $ 53,949.00 |
| Help Me Grow | 022 | $ 490,706.00 |
| Student Activity | 200 | $ 115,000.00 |
| Athletic | 300 | $ 160,000.00 |
| Preschool | 439 | $ 378,780.92 |
| One Net | 451 | $ 5,400.00 |
| Title VI-B | 516 | $ 571,269.90 |
| Title I | 572 | $ 763,804.83 |
| Preschool | 587 | $ 27,097.06 |
| Title II A | 590 | $ 135,764.35 |
| Misc Federal Grants | 599 | $ 257,606.00 |
| Safe School Healthy | 599 | $ 749,579.00 |

Adult Support: Approve the following support Groups under the district’s liability insurance:

                Harrison North PTO

               Harrison Central Cross Country

                Harrison East PTO

HMG Stipend: Approve resolution 06301601 for Help Me Grow stipend.

WHEREAS, the Harrison Hills City School District is the fiscal/administrative agent for Help Me Grow (HMG) of Harrison County. HMG functions under the rules and regulations of the Ohio Department of Health and not those of the Ohio Department of Education. HMG is subject to Ohio Auditor of State audits and Ohio Department of Health reviews and desk audits.

THEREFORE, the board of education recognizes this is an increased responsibility over and above those associated with duties of a school treasurer.

NOW THEREFORE BE IT RESOLVED, the board of education will pay the treasurer an additional stipend of $3,000.00 the second pay of July beginning in July 2017. This stipend payment will continue until which time the Harrison Hills City School District is no longer the fiscal/administrative agent for Help Me Grow or; at which time the board of education takes action to eliminate this stipend.

Hammond Construction:

Approve resolution 06301602 to name Hammond Construction as the Construction Manager for the building project.

Jeff Co Coop Agree: Approve the Cooperative Agreement with the Jefferson County Board of Developmental Disabilities for the 2016-2017 school year.

Athletic Petty Cash: To approve an athletic petty cash checking account. The account will be used for the purpose of paying officials and security personnel who perform services at athletic events during the 2016-2017 school year. Raymond Hibbs, Athletic Director, will maintain the records and work in cooperation with the Treasurer in managing and accounting for the funds in the appropriate manner. The Athletic Director and Treasurer are designated as those officials that may access the account via a bank check. The maximum amount that may be paid to an official is $500.00. A list of officials/security must be provided prior to any payment. The list will be approved by the Treasurer or Assistant Treasurer. If accounting discrepancies occur at any time during the school year, in which they cannot be corrected, the Treasurer will have the authority to close the account.

Interagency: Approve the Interagency Agreement between Harcatus Head Start and Harrison Hills City School District for the 2016-2017 school year.

Transition Agree: Approve the Transition Agreement between Harcatus Head Start and Harrison Hills City School District for the 2016-2017 school year.

OU student teachers: Approve a County and Institution of Higher Education Article of Agreement with Ohio University for the 2016-2017 school year to allow

students from Ohio University to be placed in Harrison Hills for field base/clinical agreement.

Athletic Trainer: Approve the agreements with Trinity Health Systems for an athletic trainer service agreement for the 2016-2017 school year.

Library Budget: Approve and adopt the Puskarich Library Budget request for the 2017 budget year.

Admin Contract: Approve the administrative fringe benefit contract beginning July 1, 2016 through June 30, 2019.

Cattrell Bid: Accept and Award the bid to Cattrell for the replacement of the HVAC control system at the Stephenson Center.

Nutrition Group: Approve the contract with The Nutrition Group for food service management services for the 2016/17 school year (with 4 one-year renewals).

Handbooks: Approve Harrison Central Jr. Sr. High School, Harrison East and Harrison North student handbooks for the 2016-2017 school year.

Course Fees: Approve the course fees for the 2016-2017 school year.

Sheriff Contract: Approve the service agreement with the Harrison County Sheriff’s Office from July 1, 2016-June 30, 2017.

Lamantia Contract: Approve a Professional Service Contract with Marlene Lamantia to perform occupational therapy services for the 2016-2017 school year.

Stone Contract: Enter into contract with Lisa Stone for OT supervision services for FY2017.

HMG Contract: Approve the HMG contract effective 7/1/16 through 06/30/19.

On roll call vote: Mr. Allen, yes; Mr. Madzia, yes; Mrs. Mattern, yes; Mr. Watson, yes; Mrs. Kenny, yes. The president declared the motion approved.

**Student**

Field Trip Band: Upon the recommendation of the superintendent, Mr. Allen made the motion, seconded by Mrs. Mattern, to approve a request from the Harrison Central Band Boosters to go to New York City on March 23-26, 2017. Pupils, chaperones, and volunteers are required to follow all district policies, school rules and state regulations. Sufficient chaperones with BFBI approval are to be provided.

On roll call vote: Mr. Madzia, yes; Mrs. Mattern, yes; Mr. Watson, yes; Mrs. Kenny, yes; Mr. Allen, yes. The president declared the motion approved.

**Use of Facilities**

Upon the recommendation of the superintendent, Mrs. Mattern made the motion, seconded by Mr. Allen, that the board approve the following:

HCJSHS Cheerleaders……Barr Memorial………Harrison North Elem June 22-23, 2016…….. Cheer Camp …..NRC; however a rental fee will be charged if needed.

HCJSHS Cheerleaders………Barr Memorial…………Harrison North Elem June 27-28, 2016…….. Cheer Camp …..NRC; however a rental fee will be charged if needed.

On roll call vote: Mrs. Mattern, yes; Mr. Watson, yes; Mrs. Kenny, yes; Mr. Allen, yes; Mr. Madzia, yes. The president declared the motion approved.

**Items presented by Board Members**

Mr. Saffell was in the audience and the board and superintendent welcomed him back to the district.

**Adjourn**

Mr. Madzia made the motion, seconded by Mrs. Kenny, that the regular meeting of the board of education be adjourned. On roll call vote: Mr. Watson, yes; Mrs. Kenny, yes; Mr. Allen, yes; Mr. Madzia, yes; Mrs. Mattern, yes. The president declared the meeting adjourned.

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Approve Attest