

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held _____ 20____



Wednesday, June 17, 2020
Regular Meeting
7:00 pm

RIPLEY UNION LEWIS HUNTINGTON
LOCAL SCHOOL DISTRICT BOARD MEETING
1317 S. Second St.
Ripley, Ohio

1. Welcome/Opening

Subject A. Roll Call

Meeting Jun 17, 2020 - Regular Meeting

Category 1. Welcome/Opening

Access Public

Type Procedural

- Yea - Mr. Oberschlake
- Yea - Mrs. Stauffer
- Yea - Mr. Wilson
- Yea - Mr. Cluxton
- Yea - Mrs. Huff

Also in attendance was James Wilkins II-Superintendent, Jeff Rowley-Treasurer, and Mary Caudill-OAPSE Union Representative.

Subject B. Pledge of Allegiance

Meeting Jun 17, 2020 - Regular Meeting

Category 1. Welcome/Opening

Access Public

Type Procedural

"I pledge allegiance to the flag of the United States of America,
and to the republic for which it stands, one nation under God,
indivisible, with liberty and justice for all."

Subject C. Addition to Agenda

Meeting Jun 17, 2020 - Regular Meeting

Category 1. Welcome/Opening

Held _____ 20 _____

Access Public

Type Action

Recommended Action To approve to add Policy #3120 As-Amended to Section #9-Administrative/Advisory, Subject #J-2nd and Final reading of revised policies - Vol 38, No.2

Subject D. Motion and Second

Meeting Jun 17, 2020 - Regular Meeting

Category 1. Welcome/Opening

Access Public

Type Action

Recommended Action **(Resol. #06-20-090)** Mr. Wilson moved and Mr. Oberschlake seconded upon the recommendation of the Superintendent to add to the meeting agenda the approval of Amended Policy #3120 to Section 9 of the meeting agenda as presented.

Yea - Mr. Cluxton Yea - 5 Nay - 0

Yea - Mrs. Huff Motion Carried - Y

Yea - Mr. Oberschlake

Yea - Mrs. Stauffer

Yea - Mr. Wilson

2. Administrative Report

Subject A. James Wilkins, Superintendent Monthly Update

Meeting Jun 17, 2020 - Regular Meeting

Category 2. Administrative Report

Access Public

Type Information, Report

Vision, Continuous Improvement and Focus of District Work

- **Recognition of retiree: Mrs. Linda Douglas (Spanish).**
- **I have been frequently communicating with Elaine Manning and Mr. Dick Zurbuch in regards to planning a safe return for students and staff this fall.** We have ordered the following items:
 - Hand sanitizer pumps for hallways and classrooms
 - Touchless Thermometers
 - Masks (150 total for staff)
 - Gloves
 - Hand sanitizer bottles for classrooms
 - Sanitizing wipes
 - Three iPad screens for temperature checking
 - Sanitization machines
- **The RULH School Reopening Committee will meet Monday, June 29th. The committee consists of 13 administrators, board members, and teachers.** The committee will discuss the following topics: health and safety, education, social/emotional wellness, and operational issues. Included on the committee are Rex Woodward, Gabe Scott, Jennifer Scott, Chris Young, Jerod Michael, Kara Williams, Emily Marshall, Russ Curtis, Dick Zurbuch, Elaine Manning, Kim Stauffer, Glenda Huff, and Jamie Wilkins.

Held _____ 20____

Communication and Collaboration

- **There is some potential good news in regards to the middle school food service program.** Initial projections show that RULH Middle School will qualify for community eligibility for the 2020-2021 school year. If accurate, all students at the elementary and middle school would receive free breakfast and lunch.
- **I am in the process of scheduling speaking engagements at local civic organizations for fall of 2020.** I plan to speak about the renewal of the great happenings in the RULH School District.

Policies, Governance, and Compliance

- **I attended the Brown County Superintendents Zoom meeting and the Brown County Insurance Consortium meeting on Friday, June 5th.**
- **I met with the principals and Mrs. Williams on Wednesday, June 3rd, in regards to the Student, Staff, Athletic and Coaches Handbooks for the 2020-2021 school year.** I emailed the various handbooks (with proposed changes and additions) to the board of education for your review. I am recommending the handbooks for board approval tonight.
- Last month board members received NEOLA policy packet volume 38, number 2 containing policies that need to be revised and/or updated. This is a 2nd and final reading.

Instruction

- **Staffing for the 2020-2021 school year is primarily completed (barring any departures from this point forward).** We currently have vacancies posted for the MCJROTC instructors and a Spanish teacher.
- Principals completed all teacher evaluations for the 2019-2020 school year.

Resources

- **I plan to meet with Carissa Kirk (Nurse Practitioner), Nicki Fossitt (Case Manager/QI Coordinator - PrimaryPlus), Tracy McGuire (Community Relations Director – PrimaryPlus) and Elaine Manning (RULH School Nurse) on Thursday, June 18th.** We plan to discuss physical examinations for athletes among other topics. The new Ripley PrimaryPlus School Based Health Center continues to operate well. The staff of the health center is excited to welcome the students back to school!
- Update from Energy Optimizers:
 - a. They have completed the 2nd Year M&V Report from the facility improvement and energy savings project.
 - b. Even though the cooling load was 55.9% MORE extreme (hotter year), the district was able to reduce the utility costs by \$77,033
 - c. When normalizing the savings (if it were a normal year and based on the same utility rates), **the project saved \$86,543**
 - d. Original **proposed savings was \$ 81,232**
 - e. At their last board meeting, Greg Smith requested that they go ahead and offer the district the labor to replace the failed can lights.
 - f. Greg Smith stated, "Although I believe we all agree that the cause of this issue is the power (instability/fluctuations/etc. from the power company side), I feel the district has worked with us for many years and we have always worked through issues and problems."
 - g. Greg Smith also stated, "I have agreed to pay for 50% of the labor personally and the new company (Energy Optimizers, USA) has agreed to pay the other 50%."
 - h. Therefore, he will be having Chris Zimmick contact Dick Zurbuch so we can have the can lights replaced 100% free of charge to the district
- **Heiberger Paving is planning a visit to Ripley to view the high school track.** A decision will be made in regards to resurfacing the inner four lanes.
- **The playground design has been finalized and the order for the equipment has been placed.** The community response to the proposed playground pictures posted on social media have been overwhelmingly positive.

Held _____ 20 _____

Executive Content
See Report Attached.

Subject **B. Michele Rau, Food Service Coordinator**

Meeting Jun 17, 2020 - Regular Meeting

Category 2. Administrative Report

Access Public

Type Information

Food Services Annual EOY Report
by Michele Rau

A. Farm to School Initiative.

1. The Ohio Farm to School Initiative is part of the USDA national network. Ohio's Farm to School Initiative provides youth, pre-K through college, with access to nutritious meals while supporting local farmers and communities. This program is intended to provide children with fresh, locally grown or raised food, and to educate them about many aspects of agriculture and their community.
 - a. Use of DoD (Department of Defense) to purchase produce through farms in the United States. The DoD allows us to convert commodity dollars to purchase U.S. produce.
 - b. Use of Creation Garden (new distributor) provides produce from local farms and farms across the United States.
 - c. Continue to focus on trying to get the Green House involved in growing some produce for the food-service program. No progress made last year on this objective.

B. School Breakfast and Lunch Program Compliance/Meal Components and Nutrition Standards of a la carte food and beverages sales: Smart Snacks in Schools

1. **Recommended Motion to Approve** NSLP Breakfast meal Components for the RULH School District for the 2020-2021 school year.
 - a. reference link: <https://www.fns.usd.gov/sbp/school-breakfast-program-meal-pattern-chart>
 2. **Recommended Motion to Approve** NSLP Lunch meal Components for RULH School District for the 2020-2021 school year.
 - a. reference link: <https://www.fns.usda.gov/nslp/national-school-lunch-program-meal-pattern-chart>
 - b. reference link; <https://www.fns.usda.gov/school-meals/fr-121218>
 3. **Recommended Motion to Approve** NSLP Nutritional Standards of a la carte food and beverage and Smart Snacks sold in school for 2020-2021 school year.
 - a. reference link: <https://www.fns.usd.gov/school-meals/tools-schools-focusing-smart-snacks>
- *note some of the 2020-2021 school resources may not be available at this time due to COVID-19. All update guidelines and changes will be available sometime in July at the reference links provided.

C. ODE and Child Nutrition Program

1. ODE reviewed CEP program at the RULH Elementary school. RULH Elementary school met the requirements for the CEP program. CEP numbers have increased at the elementary school for the 2020-2021 school year, which will increase reimbursement rate for meals served.
2. Applied for CEP (Community Eligibility Provision) for RULH Middle School for the 2020-2021 school year. This will be at the lower rate of reimbursement.

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held _____ 20____

- 3. Applied and receive 2020 School Equipment Grant. Middle School will be receiving a new Combi oven installed the Summer of 2020.
- 4. Applied for the 2020 Champion of Schools Breakfast Award.
- 5. Applied for the 2020-2021 Fresh Fruit and Vegetable Program grant for RULH Elementary School (grant available for elementary schools)
- 6. RULH Elementary/ Middle School received the 2020 Champion of School Breakfast Award.
 - a. See Google doc for Award Winners
- 7. **Recommended Motion to Approve** requirements for School Nutrition Professionals for 2020-2021 set forth by NSLP for employment in food service a RULH Schools:
 - a. At least 8 hours of food safety training is required either not more than five years prior to their starting date or completed 30 days of the employee’s start date
 - b. Directors: 12 hours of annual continuing education. This in addition to the food safety training.
 - c. Managers: 10 hours of annual continuing education.
 - d. All other staff: at least 6 hours of annual continuing education
 - e. Part-Time Staff: Each year 4 hours of annual continuing education, regardless of the number of hours worked (<20 hours week). This would include cashiers and subs.
- 8. For the 2020-2021 school year we will renew the online School Food Handler training program to meet professional foodservice training for food-service staff. The program also tracks the hours and training categories to meet the professional standards of USDA/ODE.

E. Policies

- 1. Wellness Policy Team
 - a. 2020-20201School Wellness Committee members are: Physical Education teachers Mr. Scott and Mr. Woodward; School Nurse- Mrs. Manning; parents Mrs. Michael and Kacey Massie; Child Nutrition Director and FCS teacher- Mrs. Rau; FCS Middle School Teachers- Mrs. Skaggs; Elementary School Teacher- Mrs. Scott and Superintendent Jamie Wilkins.
- 2. The spring wellness meeting did not take place for the 2019-2020 school year due to COVID19.
- 3. The RULH Wellness policy must be updated during the 2020-2021 school year. The requirement is for the policy to be updated every three years.
- 4. Local Wellness Policy Triennial Assessment: Per federal regulations, school food authorities (SFAs) are required to complete their first Local Wellness Policy (LWP) triennial assessment by June 30, 2020 (7 CFR 210.31). The U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) recommends

the WellSAT Tool as a resource to conduct the LWP triennial assessment. Other assessment tools that can be used to assess all or part of the LWP requirements are available on the Child Nutrition Sharing Site.
**** Due to Covid-19 this date has been extended through the next school year.

F. Finances

- 1. School Treasure- Mr. Jeff Rowley will be providing the updated data on school foodservice financials.
- 2. COVID19 impacted School/Child Nutrition Programs across the United States revenue by over 1 Billion dollars in the last data report for the 2019-2020 school year.
- 3. Based on an estimated comparison done by Ms. Myers based on data numbers from previous years RULH Schools lost:

RECORD OF PROCEEDINGS

0175

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____ 20____

Approximate revenue lost due to COVID-19 (Meals)									
	March		April		May				
	Lunch	Breakfast	Lunch	Breakfast	Lunch	Breakfast			
Elem	\$ 2,745.42	\$ 3,454.64	\$ 7,642.62	\$ 6,169.56	\$ 6,767.64	\$ 5,845.22			
Middle	\$ 3,501.80	\$ 1,689.66	\$ 7,171.53	\$ 3,621.35	\$ 6,342.70	\$ 2,747.69			
High	\$ 3,486.87	\$ 1,084.67	\$ 5,956.91	\$ 2,099.10	\$ 5,483.87	\$ 2,648.00			
	\$ 9,734.09	\$ 6,228.97	\$ 20,771.06	\$ 11,890.01	\$ 18,594.21	\$ 11,240.91			
	\$ 15,963.06		\$ 32,661.07		\$ 29,835.12		\$ 78,459.25	Total Lost	
							\$ 37,313.50	COVID_19 re	
							\$ 41,145.75		

4. RULH Schools during the COVID19 shutdown provided 10,661 and was reimbursements \$37,313.50. Inventory on hand was used as much as possible for meal development. Special Thanks to the community volunteers and to the following school employees who worked during the crisis: Susan Germann, Barbie Plymesser, Kathy Turner, Dona Starrett, Kim Maiberger, Kim Myers, Karen Dunn, Michele Rau, Bill Fraizer, Jazz Osman, Chris Young, Lori Blackburn, Cristy Spradling, Kerri Eastwood, and Kirsten Schweickart. A special thanks to Aberdeen Community Center and the Higginsport Fire Department for letting us use their facilities for distribution and to Aberdeen Village for help transport meals.

2. Meal Prices
- a. **Recommended Motion to approve** the current meal pricing for 2020-2021 school year. The meal price tool indicates no pricing increase required.
- b. **Recommended Motion to approve** adult meal price increase from \$3.65 to \$3.85 for lunch and \$2.40 to \$2.45 for breakfast for the 2020-2021 school year.

	Breakfast	Lunch
Enter your highest paid student price	\$1.8500	\$3.0000
Paid reimbursement rate Value of donated foods (USDA foods)	\$0.3100	\$0.4700
Performance reimbursement rate (7 cents)	\$0.2375	\$0.2375
		\$0.0700
Sub0total Adult meal price (round up to the nearest \$.05)	2.3975	3.7775
	\$2.45	\$3.85

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800.325.8094 FORM NO 10148

Held _____ 20_____

- c. Meal price reimbursement rates have not been updated for 2020-2021 school year but will be available in July at <https://www.fns.usda.gov/school-meals/rates-reimbursement>

G. K-12 Review and New Implementations

K-12 report cited the following areas to address:

- a. Menue Cost 23,341.76\$ 31%
- b. Entrée Tracking - Cost Analysis 4,977.33\$ 7%
- c. Lunch Additional Commodities 603.50\$ 1%
- d. CEP Elementary Designation 26,743.89\$ 35%
- e. Commodity Utilization Increase \$9,255.09 12%
- f. High School Purchasing 599.04\$
- g. Labor Efficiency Target 3,737.24\$ 5%

3. Goals establish to address K-12 report issues:

- a. Develop a spreadsheet tool to track all food items for meal participation (this task has been completed) and Lead Cooks will enter data for every meal item prepared and quantity. Cooks will be required to do this daily and place in share folder on Google Drive so administration, treasure office and food-service director may have access to daily view and identify issues to address.
- b. Continue to implement a 20-day cycle menu for the whole school year. Remove items from menu and replace when participation numbers decrease.
- c. Implement batching cooking technique in all buildings (some buildings are already doing this other are not)
- d. **Commodity item issue was already corrected for this year from the previous year and was utilized to 120%. Continue to utilize commodities at 100% or above. Lead cooks will reduce menu cost of items by selecting lower cost items and following the menu analysis sheet to develop consistency of product ordering int the district. Emphasis on utilizing commodities more effectively focusing on eliminating the use of pre-cupped fruits in the school district unless available at \$2.95 case through commodities.
- e. Continue to offer another meal choice for students in all 3 buildings
- f. The above target goals will be used to address issues a, b, c, e, and f identified on the report.
- g. Item d will data will improve with the CEP % number increasing at the elementary school. So that financial lose should decrease.
- h. Item G will be address in the 2021-2022 school year.

- 4. Blue Jay Catering provided catering services catered one event during the 2019-2020 school year. Other events were schedule but were cancelled due to COVID19.
- 5. Share table will not be available during the first part of 2020-2021 school year to COVID19 guidelines.
- 6. Meals service may also be impacted by COVID19 guidelines during the 2020-2021 school year.

3. Financial Reports & Resolutions

Subject	A. Minutes
Meeting	Jun 17, 2020 - Regular Meeting
Category	3. Financial Reports & Resolutions
Access	Public
Type	Action
Recommended Action	To approve the minutes from the May 20, 202 Regular meeting and the June 4, 2020 Special meeting as presented.

RECORD OF PROCEEDINGS

0177

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____ 20_____

See draft copy of minutes attached for your review.

File Attachments
May 20 2020_regular minutes.pdf (1,338 KB)
June 4 2020 special meeting minutes.pdf (1,157 KB)

Executive Content
Please review draft minute records below, and advise of any noted additions or corrections.

Subject	B. Financial Report
Meeting	Jun 17, 2020 - Regular Meeting
Category	3. Financial Reports & Resolutions
Access	Public
Type	Action

Recommended Action To approve the Financial reports as presented for the month ending May 31, 2020

Mr. Rowley noted that despite the best efforts of all Cafeterias to increase participation, and the ES being processed for reimbursement through the CEP program, he still anticipates the need to transfer between \$90,000-95,000 out of the General Fund to cover the FY20 shortfall in Food Service Operations. K12 Consulting was not able to do an on-site daily operational review of each cafeteria, but hopefully will be able to return to do so when school resumes in August.

Admin Content
Please see the following financial reports for the month ending May 31, 2020:
A1 - Cash Reconciliation
A2 - Financial Summary Report by Fund
B - Summary Check Listing
D - General Fund Appropriation Summary Report
F - Utility Report

Administrative File Attachments
A1_Cash Reconciliation as of May 31, 2020_signed.pdf (41 KB)
A2_Cash Summary Report_May 20.pdf (60 KB)
B_Disbursement Summary Report_All Checks.pdf (56 KB)
D_Appropriation Summary Report_Board_May 20.pdf (34 KB)
F_Utility Report_2019-2020.pdf (100 KB)

Executive Content
Please see the following financial reports for the month ending May 31, 2020:
A1 - Cash Reconciliation
A2 - Financial Summary Report by Fund
B - Summary Check Listing
C - Vendor Detail Check Listing
D - General Fund Appropriation Summary Report
E - Summary Receipt Listing
F - Utility Report

I have also attached my monthly Detail Treasurer Report which gives a month to month comparison and explanations.

Executive File Attachments

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800.325.8094 FORM NO 10148

Held _____ 20 _____

A1_Cash Reconciliation as of May 31, 2020_signed.pdf (41 KB)
A2_Cash Summary Report_May 20.pdf (60 KB)
B_Disbursement Summary Report_All Checks.pdf (56 KB)
D_Appropriation Summary Report _Board_May 20.pdf (34 KB)
E_Receipt Listing_May 20.pdf (70 KB)
C_Detailed Check Register_Board_May 20.pdf (52 KB)
Treasurer Detail Report for June 17 2020.pdf (101 KB)
F_Utility Report_2019-2020.pdf (100 KB)

Subject C. Budgetary Additions and Modifications

Meeting Jun 17, 2020 - Regular Meeting
Category 3. Financial Reports & Resolutions
Access Public
Type Action
Recommended Action To approve the budgetary revenue and appropriation modifications as presented by the Treasurer.

Revenue Budget Modifications

Description	Full Account Code	Description
PreK Restoration Project	587-4220-9010-000000-000	Grant Allocation approval
TITLE IIA FY2018-19	590-4220-9019-000000-000	EOY Budget Compl Adjust
IDEA PART B FY2018-19	516-4220-9019-000000-000	EOY Budget Compl Adj
Pay to Participate Fund	001-5100-9280-000000-000	EOY Transfer In Adjust
TITLE I FY2018-19	572-4220-9019-000000-000	EOY Budget Compl Adj
Student Support & Academic Enrich-Title IV-A	599-4220-9219-000000-000	EOY Budget Compl Adj
ELEM/SECONDARY SCH EMER RELIEF	507-4220-9021-000000-000	Grant Allocation
Pay to Participate Fund	001-5100-9280-000000-000	EOY Adjustment
FOOD SERVICE	006-5100-9003-000000-000	EOY Adjustment

Expenditure Budget Modifications

Description	Full Account Code	Adjustment Description
GENERAL FUND	001-2500-410-0000-000000-005-00-000	Increase due to recv 17/1
PreK Restoration Project	587-1280-475-9010-000000-000-00-000	Grant Allocation Approval
Permanent Improvement Levy (2.6 mil)	003-2850-660-9014-000000-000-00-000	EOY Adjust
PUBLIC SCHOOL SUPPORT FUND - RHS (YOUNG)	018-1130-510-9003-000000-003-00-000	Budget Add-envelops to m
Permanent Improvement Levy (2.6 mil)	003-2500-847-9014-000000-000-00-000	Budget Additional
GENERAL FUND	001-1130-281-0000-000000-003-00-000	Budget Add - P Poe Unem
Permanent Improvement Levy (2.6 mil)	003-2960-640-9014-000000-003-00-000	budget addition
GENERAL FUND	001-2500-516-0000-000000-005-00-000	Budget Addition_State Re
GENERAL FUND	001-2990-419-0000-000000-000-00-000	Budget Addition_SV app
Permanent Improvement Levy (2.6 mil)	003-2720-423-9014-000000-003-00-000	EOY Adjust

RECORD OF PROCEEDINGS

0179

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held 20

GENERAL FUND	001-2730-645-0000-000000-001-00-000	ES Playground Renovation
Permanent Improvement Levy (2.6 mil)	003-2730-645-9014-000000-001-00-000	ES Playground Renovation
Permanent Improvement Levy (2.6 mil)	003-1120-426-9014-000000-002-00-000	EOY Adjustment
Permanent Improvement Levy (2.6 mil)	003-1130-426-9014-000000-003-00-000	EOY Adjustment
Permanent Improvement Levy (2.6 mil)	003-1110-426-9014-000000-001-00-000	EOY Adjustment
Permanent Improvement Levy (2.6 mil)	003-2890-640-9014-000000-000-00-000	EOY Adjustment
ELEM/SECONDARY SCH EMER RELIEF	507-1990-645-9021-000000-000-00-000	Revise budget to St. Mich
Permanent Improvement Levy (2.6 mil)	003-2850-660-9014-000000-000-00-000	EOY Final Compl Adjust
FOOD SERVICE	006-3120-560-9003-000000-001-00-000	EOY Budget Compl Adj
Permanent Improvement Levy (2.6 mil)	003-2720-423-9014-000000-001-00-000	EOY Final Compl Adjust
IDEA-B FY2019-20	516-1247-241-9020-000000-002-00-000	EOY Budget Compl Adj
SPECIAL TRUST (FORK Friday Art Class)	007-1110-510-9003-000000-001-00-000	EOY Budget Compl Adj
TITLE I FY2019-20	572-2416-211-9020-000000-001-00-000	EOY Budget Compl Adj
FOOD SERVICE - CATERING	006-3190-550-9001-000000-003-00-000	EOY Budget Compl Adj
SPECIAL TRUST (FORK Friday Art Class)	007-1110-411-9003-000000-001-00-000	EOY Budget Compl Adj
Class of 2018	200-4670-890-9018-000000-003-00-000	EOY Budget Compl Adj
IDEA-B FY2019-20	516-2416-241-9020-000000-001-00-000	EOY Budget Compl Adj
TITLE I FY2019-20	572-1270-241-9020-000000-001-00-000	EOY Budget Compl Adj
IDEA-B FY2019-20	516-2183-251-9020-000000-001-00-000	EOY Budget Compl Adj
CLASS OF 2020	200-4670-890-902C-000000-003-00-000	Budgetary Adjust to cove
ELEM/SECONDARY SCH EMER RELIEF	507-3260-510-9021-000000-000-00-000	Preliminary Budget Alloca

Subject	D. Hamilton Clermont Coop Annual Service Agreement FY21
Meeting	Jun 17, 2020 - Regular Meeting
Category	3. Financial Reports & Resolutions
Access	Public
Type	Action
Recommended Action	To approve the annual agreement for services provided by HCC between July 1, 2020 and June 30, 2021 for the amount of \$24,588.18.
<u>Admin Content</u> Said Services from Contract attached include, but are not limited to:	

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800.325.8094 FORM NO 10148

Held _____ 20____

Fiscal Services (USAS, USPS, EIS) - \$4,018.55
Progress Book Suite - \$13,222.28
EMIS - \$1,622.25
Library Services/INFOhio Basic - \$3,562.10

Subject **E. Property and Liability Insurance Premium quote**

Meeting Jun 17, 2020 - Regular Meeting

Category 3. Financial Reports & Resolutions

Access Public

Type Action

Recommended Action To accept the property and liability insurance policy premium quote from USI Insurance as recommended by School Insurance Consulting for the policy year 2020-21 for a total cost of \$39,349.

This represents a 5% increase over the prior year. See the premium analysis sheet attached.

File Attachments
SIC_Group Property-Liab Insruance - Renewal Premium 20-21.pdf (15 KB)

Subject **F. Final 2019-20 Amended Certificate of Estimated Resources**

Meeting Jun 17, 2020 - Regular Meeting

Category 3. Financial Reports & Resolutions

Access Public

Type Action

Recommended Action To approve the Final Amended Certificate of Estimated Resources for the 2019-20 fiscal year as presented and authorize its submission to the Budget Commission.

Admin Content

See Final Amended Certificate attached in the amount of \$20,407,361.75 (Total incl Beginning Fund Balance of \$6,594,913.03). This represents a change from the last Amended Certificate adopted on 12/18/19 of \$360,444.08.

Administrative File Attachments
AMDCERT_PERM_Final_19-20.pdf (104 KB)

Subject **G. Final 2019-20 Appropriation Resolution**

Meeting Jun 17, 2020 - Regular Meeting

Category 3. Financial Reports & Resolutions

Access Public

Type Action

Recommended Action To approve the Final Fiscal Year-end 2019-20 Appropriation Resolution as presented and authorize its filing with County Auditor.

Admin Content

Held _____ 20 _____

See Final 19-20 Appropriation Resolution attached in the amount of \$15,185,889.65. This represents a change of \$167,711.01 from the last appropriation resolution adopted 12/18/19.

Administrative File Attachments
APPRES_PERM Final_19-20.pdf (117 KB)

Subject **H. Temporary Amended Certificate of Estimated Resources - 2020-21**

Meeting Jun 17, 2020 - Regular Meeting

Category 3. Financial Reports & Resolutions

Access Public

Type Action

Recommended Action To approve the proposed temporary Fiscal Year 20-21 Estimated Resources to be filed with the County Auditor in the amount of \$12,990,547.40.

Admin Content
Attached is the proposed Certificate of Estimated Resources for the 20-21 Fiscal Year beginning July 1, 2020.

Final revisions will be made to the funds once a final State Foundation Funding report is received, once all activity budgets have been prepared by the advisors/coaches, and after new federal program funding has been allocated for FY21.

Administrative File Attachments
Temp Revenue Summary Report_FY21.pdf (81 KB)

Subject **I. Temporary Appropriation Resolution - 2020-21**

Meeting Jun 17, 2020 - Regular Meeting

Category 3. Financial Reports & Resolutions

Access Public

Type Action

Recommended Action To approve the Temporary Fiscal Year 2020-21 Appropriations as presented in the amount of \$15,223,154.86.

Admin Content
Attached is the proposed Temporary Appropriation Resolutions measure for the 20-21 Fiscal Year beginning July 1, 2020.

Final revisions will be made to the funds once we have a better idea what our final State Foundation Funding report is going to look like, once all activity budgets have been prepared by the advisors/coaches, and after new federal program funding has been allocated for FY21.

Administrative File Attachments
AppropriationResolution_Temp_FY20-21.pdf (116 KB)

Subject **J. Motion and Second**

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325 8094 FORM NO. 10148

Held _____ 20 _____

Meeting Jun 17, 2020 - Regular Meeting

Category 3. Financial Reports & Resolutions

Access Public

Type Action

Recommended Action **(Resol. #06-20-091)** Mr. Wilson moved and Mr. Oberschlake seconded upon the recommendation of the treasurer to approve the minutes, financial report, and financial resolutions as presented.

Yea - Mr. Cluxton Yea - 5 Nay - 0

Yea - Mrs. Huff Motion Carried - Y

Yea - Mr. Oberschlake

Yea - Mrs. Stauffer

Yea - Mr. Wilson

4. Facilities and Transportation

Subject A. Tree Service Quote

Meeting Jun 17, 2020 - Regular Meeting

Category 4. Facilities and Transportation

Access Public

Type Action

Recommended Action To accept the one and only quote received to have all trees and large shrubs trimmed, dead-limbed, and/or removed at each of the three campuses for a total cost of \$17,300 from Bartley Tree Service.

Admin Content

Bartley Tree Service is a locally bonded Tree Service Company. We request quotes from two local vendors specializing in tree service, but only one responded.

The quoted cost by campus location is as follows (see attached quotes):

Elementary School/Sports complex - approx. 55 trees/shrubs - \$4,900

Middle School - approx 29 trees/shrubs - \$2,900

High School - approx 56 trees/shrubs - \$9,500

This service will be paid from the Classroom/Facility Maintenance Fund #034.

Administrative File Attachments
Bartley Tree Service Quotes_June 2020.pdf (126 KB)

Subject B. Motion and Second

Meeting Jun 17, 2020 - Regular Meeting

Category 4. Facilities and Transportation

Access Public

Held _____ 20 _____

Type	Action
Recommended Action	(Resol. #06-20-092) Mr. Wilson moved and Mr. Oberschlake seconded upon the recommendation of the superintendent of schools to approve the Facilities and Transportation resolutions as presented. --- --- --- Yea - Mr. Cluxton Yea - 5 Nay - 0 Yea - Mrs. Huff Motion Carried - Y Yea - Mr. Oberschlake Yea - Mrs. Stauffer Yea - Mr. Wilson

5. Education /Curriculum/Instruction

Subject	A. Motion and Second
Meeting	Jun 17, 2020 - Regular Meeting
Category	5. Education/Curriculum/Instruction
Access	Public
Type	Action
Recommended Action	_____ moved and _____ seconded upon the recommendation of the superintendent of schools to approve the Education/Curriculum/Instruction resolutions as presented. --- --- --- _____ Mr. Cluxton _____ Yea _____ Nay _____ Mrs. Huff _____ Motion carried _____ Mr. Oberschlake _____ Mrs. Stauffer _____ Mr. Wilson

No items presented for discussion at this time.

6. Personnel - Extended Service & Supplemental position

Subject	A. Extended Service - 2020-21			
Meeting	Jun 17, 2020 - Regular Meeting			
Category	6. Personnel - Extended Service & Supplemental position			
Access	Public			
Type	Action			
Recommended Action	To approve the extended service days 2020-21 school year for the staff member named in the list below:			
2020-21 Extended Service				
Extended Service Description	First Name	Last Name	Days/\$\$ (per agreement)	
Vocational Agriculture	Natalie	Wagner	50 days	

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800.325.8094 FORM NO 10148

Held _____ 20____

Subject **B. Non-academic Supplemental position - 2020-21**

Meeting Jun 17, 2020 - Regular Meeting

Category 6. Personnel - Extended Service & Supplemental position

Access Public

Type Action

Recommended Action To approve the non-academic supplemental position for the 2020-21 school year as presented:

Mrs. Stricklett will be replacing Mrs. Linda Douglas who is retiring.

2020-21 Non academic Supplemental

Extended Service Description	First Name	Last Name	Days/\$\$ (per agreement)
LPDC	Tammy	Stricklett	\$300

Subject **C. Motion and Second**

Meeting Jun 17, 2020 - Regular Meeting

Category 6. Personnel - Extended Service & Supplemental position

Access Public

Type Action

Recommended Action **(Resol. #06-20-093)** Mr. Oberschlake moved and Mrs. Huff seconded upon the recommendation of the superintendent of schools to approve the Personnel - Extended Service and supplemental position resolutions as presented.

Yea - Mr. Cluxton Yea - 5 Nay - 0

Yea - Mrs. Huff Motion Carried - Y

Yea - Mr. Oberschlake

Yea - Mrs. Stauffer

Yea - Mr. Wilson

7. Personnel - Academic/Fine Arts Supplementals

Subject **A. Academic/Fine Arts Supplementals - 2020-2021**

Meeting Jun 17, 2020 - Regular Meeting

Category 7. Personnel - Academic/Fine Arts Supplementals

Access Public

Type Action

Recommended Action To approve and award the Academic/Fine Art Supplemental Contracts per supplemental salary schedule for the 2020-21 school year as presented.

2020-21 Supplemental Positions				
Job #	First Name	Last Name	Supplemental Position	Salary (per agreement)

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____ 20____

2021-033	Mary	Sonner	Art Fair - ES	Category XI
2021-035	Mary	Sonner	Science Club-ES	Category X
2021-036	Mary	Sonner	Science/Academic Fair-ES	Category X
2021-037	Mary	Sonner	Yearbook-ES	Category IX
2021-039	Mary	Sonner	Technology Assistant-ES	\$1,500.00
2021-040	Patricia	Skaggs	Academic Ceremony - MS	Category XI
2021-041	Susie	Skinner	Art Fair - MS	Category XI
2021-042	Patricia	Skaggs	FCCLA	Category VIII
2021-043	Jennifer	Gilpin	Academic Team-MS	Category VIII
2021-044	Jessica	Kahrs	Musical Director - MS	Category VII
2021-045	Patricia	Skaggs	Newspaper - MS	Category X
2021-046	Whitney	Lovejoy	Power of the Pen 7th	Category X
2021-047	Whitney	Lovejoy	Power of the Pen - 8th	Category X
2021-048	TK	Sullivan	Science Club - MS	Category X
2021-049	Carrie	Parker	Science/Academic Fair - MS	Category X
2021-050	Holly	Hayden	Spelling Bee - MS	Category XI
2021-051	Whitney	Lovejoy	Student Council - MS	Category XI
2021-052	Patricia	Skaggs	Yearbook - MS	Category IX
2021-053	Jessica	Kahrs	5 - 8 Youth Choir	Category XI
2021-054	Holly	Hayden	Online Learning Coordinator - MS	\$4,000.00
2021-055	Collin	Flannery	Technology Assistant - MS	\$1500.00
2021-056	Jasmine	Osman	Academic Ceremony-HS	Category XI
2021-057	James	Gilkison	Art Fair - HS	Category XI
2021-042	Michele	Rau	FCCLA	Category VIII
2021-061	Pam	Fannin	National Honor Society	Category X
2021-062	Patty	Ream	Newspaper - HS	Category X
2021-065	Jamie	Hampton	Science Club - HS	Category X
2021-069	Tammy	Stricklett	Student Council - HS	Category IX
2021-070	Patty	Ream	Yearbook - HS	Category VII
2021-071	Pam	Fannin	Online Learning Coordinator	\$4,000.00
2021-072	Patty	Ream	Technology Assistant-HS	\$1,500.00

Subject	B. Motion and Second
Meeting	Jun 17, 2020 - Regular Meeting
Category	7. Personnel - Academic/Fine Arts Supplementals
Access	Public

Held _____ 20_____

Type Action

Recommended Action **(Resol. #06-20-094)** Mrs. Huff moved and Mr. Oberschlake seconded upon the recommendation of the superintendent of schools to approve the Personnel - academic/fine arts supplemental resolutions as presented.

Yea - Mr. Cluxton Yea - 5 Nay - 0

Yea - Mrs. Huff Motion Carried - Y

Yea - Mr. Oberschlake

Yea - Mrs. Stauffer

Yea - Mr. Wilson

8. Personnel - Athletic Supplementals

Subject **A. Winter Athletic contracts - 2020-21**

Meeting Jun 17, 2020 - Regular Meeting

Category 8. Personnel - Athletic Supplementals

Access Public

Type Action

Recommended Action To approve the following supplemental contracts as listed:

HIGH SCHOOL:				
Job #	Position	First Name	Last Name	Contract
2021-024	Freshman Basketball	Tom	Germann	1 year Pupil Activity Contract
2021-025	JV Boys Basketball	Jamey	Ellis	1 year Pupil Activity Contract

Subject **B. Motion and Second**

Meeting Jun 17, 2020 - Regular Meeting

Category 8. Personnel - Athletic Supplementals

Access Public

RECORD OF PROCEEDINGS

0187

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____ 20_____

Type Action

Recommended Action **(Resol. #06-20-095)** Mr. Wilson moved and Mrs. Huff seconded upon the recommendation of the superintendent of schools to approve the Personnel - athletic supplemental resolutions as presented.

Yea - Mr. Cluxton Yea - 5 Nay - 0

Yea - Mrs. Huff Motion Carried - Y

Yea - Mr. Oberschlake

Yea - Mrs. Stauffer

Yea - Mr. Wilson

9. Administrative/Advisory

Subject A. Food Service - Meal Components

Meeting Jun 17, 2020 - Regular Meeting

Category 9. Administrative/Advisory

Access Public

Type Action

Recommended Action To approve NSLP Breakfast and Lunch Meal Components for RULH School District for the 2020-2021 school year as set forth by the NSLP which will be posted at a later date.

Subject B. Food Service - Smart Snacks

Meeting Jun 17, 2020 - Regular Meeting

Category 9. Administrative/Advisory

Access Public

Type Action

Recommended Action To approve NSLP Nutritional Standards of a la carte food and beverage and Smart Snacks sold in RULH School District for 2020-21 school year as set forth by the NSLP which will be posted at a later date.

Subject C. Food Service - Professional Development

Meeting Jun 17, 2020 - Regular Meeting

Category 9. Administrative/Advisory

Access Public

Type Action

Recommended Action To approve Requirements for School Nutrition Professionals for 2020-21 set forth by NSLP.

Professional Development Requirements for School Nutrition Professionals for 2020-21 school year:

a. At least 8 hours of food safety training is required either not more than five years prior to their starting date or completed 30 days of the employee's start date

b. Directors: at least 12 hours of annual continuing education. This in addition to the food safety training.

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held _____ 20____

- c. Managers: 10 hours of annual continuing education.
- d. All other staff: at least 6 hours of annual continuing education
- e. Part-Time Staff: Each year 4 hours of annual continuing education, regardless of the number of hours worked (<20 hours week). This would include cashiers and subs.

Subject D. Food Service - Lunch Prices for 2020-2021 school year

Meeting Jun 17, 2020 - Regular Meeting

Category 9. Administrative/Advisory

Access Public

Type Action

Recommended Action To approve student and adult meal prices for the 2020-2021 school year as listed below.
There will be no meal price increase for students for the 2020-21 school year.

STUDENT BREAKFAST:
Universal Student breakfast (1st breakfast): Free
Second Student breakfast: \$1.85

STUDENT LUNCH:
Full paid lunch prices:
High School and Middle School \$3.00
Elementary School \$2.95
Additional milk and/or juice: \$.50

ADULT BREAKFAST AND LUNCH:
Adult breakfast: \$2.45 (5 cent increase)
Adult lunch: \$3.85 (20 cent increase)
Adult Salad Price per pound: \$6.00 (1 dollar increase)

Subject E. Track and Cross Country MOU

Meeting Jun 17, 2020 - Regular Meeting

Category 9. Administrative/Advisory

Access Public

Type Action

Recommended Action To approve the Memorandum of Understanding to separate Track and Cross Country from being one combined team consisting of boys and girls to individual boys team and girls team at the Middle School and High School and adjust category pay scale effective July 1, 2020 through June 30, 2023.

File Attachments
Ripley (Negotiations) RULHEA MOU Supplemental Positions RML060120.docx (23 KB)

Subject F. Student-Athlete Handbook - 2020-2021

Meeting Jun 17, 2020 - Regular Meeting

Category 9. Administrative/Advisory

Held _____ 20 _____

Access Public
Type Action
Recommended Action 1st and final reading to approve the Student-Athlete Handbook for the 2020-21 school year.

PROPOSED CHANGES TO STUDENT ATHLETE HANDBOOK

Page 5 Revision to Paperwork to be completed before conditioning - #2
Page 9 Revision to Rule #5, e - adding "vaping devices"
Page 13 Revision to misspelled word (OSHAA to OHSAA)

File Attachments
2020-2021 Student Athlete Handbook Revision.6.8.20.DRAFT.docx (107 KB)

Subject G. Student Handbook - 2020-2021
Meeting Jun 17, 2020 - Regular Meeting
Category 9. Administrative/Advisory
Access Public
Type Action
Recommended Action 1st and final reading to approve the Student Handbook for the 2020-2021 school year.

Proposed changes to the Student Handbook

Page 1 Revise School year
Page 2 Revise Staff members
Page 4 Revise name of A+ online program to Personalized Learning Plan (PLP)
Page 25 Revise #5 – Update attendance hours regarding no credit given
Page 26 Revise school year
Page 27 Revise PBIS at HS and A+ to PLP
Page 43 Revise audlt meal prices & school year
Page 50 Add sentence regarding attendance at school to attend dances
Page 51 Delete sentence regarding attendance at school to attend prom
Page 52 Change A+ to PLP
Page 53 Revise grading scale
Page 54 & 55 Revise graduation requirements
Page 62 Delete sentence regarding report cards held for non payment of fees
Page 69 Delete paragraph regarding fees and report cards
Page 72 Add Vape detecting Device information and tobacco related offenses
Page 76 Revise lunch detention and add "and/or building principal's"
Page 77 Revise detentions wording "will to may"
Page 92 Update calendar

File Attachments
2020-2021 Student Handbook Revision6-3-20 - DRAFT.2.pdf (2,047 KB)

Subject H. Staff Handbook - 2020-2021

Held _____ 20 _____

Meeting Jun 17, 2020 - Regular Meeting
Category 9. Administrative/Advisory
Access Public
Type Action
Recommended Action 1st and final reading to approve the staff handbook for the 2020-21 school year.

PROPOSED CHANGES TO STAFF HANDBOOK

Page 1 Update School year and revision date
Page 2 & 3 update page numbers in index
Page 5 update staff changes
Page 6 & 7 update calendar
Page 12 Revised JAYS for HS and revised wording to Office Managed Behavior and Staff Managed Behavior
Page 13 Revised Classroom and building maintenance
Page 14 & 15 Revised Staff member absence/Perfect attendance
Page 17 Revised grading scale
Page 32 Revised graduation requirements

File Attachments
Staff Handbook 2020-2021.6.13.20. Draft.docx (137 KB)

Subject I. Coach Handbook - 2020-2021
Meeting Jun 17, 2020 - Regular Meeting
Category 9. Administrative/Advisory
Access Public
Type Action
Recommended Action 1st and final reading to approve the Coach Handbook for the 2020-2021 school year.

There are no changes or revisions

File Attachments
Coaches Handbook Revision 6.3.19.DRAFT.doc (156 KB)

Subject J. 2nd and Final reading of revised policies - Vol 38, No. 2
Meeting Jun 17, 2020 - Regular Meeting
Category 9. Administrative/Advisory
Access Public

RECORD OF PROCEEDINGS

0191

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held 20

Type Action

Recommended Action To Approve the 2nd and final reading of policies to be updated/revised from NEOLA: Vol. 38, No. 2

Policies to be revised from Volume 38, No. 2

Policy 3120 was amended prior to meeting to include Internal Licensure as allowed by ODE.

Policy Number	Date Adopted	District-Specific Edits (1, 2, or 3)	Date Tabled	Date Rejected
po1520				
po2464				
po3120 (as Amended)				
po3120.04				
po3120.05				
po3120.08				
po4120				
po4120.08				
po4124				
po4162				
po5460				
po5460.02				
po6107				

File Attachments

PO 1520.pdf (67 KB)

PO 2464.pdf (72 KB)

PO 3120.pdf (72 KB)

PO 3120.04.pdf (61 KB)

PO 3120.05.pdf (60 KB)

PO 3120.08.pdf (62 KB)

PO 4120.pdf (71 KB)

PO 4120.08.pdf (61 KB)

PO 4124.pdf (58 KB)

PO 4162.pdf (95 KB)

PO 5460.pdf (99 KB)

PO 5460.02.pdf (68 KB)

PO 6107.pdf (61 KB)

Subject K. Motion and Second

Meeting Jun 17, 2020 - Regular Meeting

Category 9. Administrative/Advisory

Access Public

RECORD OF PROCEEDINGS

0193

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____ 20____

Contract negotiations with the OAPSE Union are to be held on-site at the Elementary Building following all required COVID-19 guidelines on June 25th and 26th. Glenda Huff and Jeff Wilson are the board appointed representatives.

13. Correspondence

14. Adjourn

Subject	A. Adjourn
Meeting	Jun 17, 2020 - Regular Meeting
Category	14. Adjourn
Access	Public
Type	Action
Recommended Action	Mr. Wilson moved and Obershlake seconded to adjourn the meeting at 8:28 pm. --- --- --- Yea - Mr. Cluxton Yea - 5 Nay - 0 Yea - Mrs. Huff Motion Carried - Y Yea - Mr. Oberschlake Yea - Mrs. Stauffer Yea - Mr. Wilson



Treasurer



Board President