

BOARD OF EDUCATION REGULAR MEETING

September 15, 2021

The Board of Education met in regular session on September 15, 2021, in the Circleville City Schools Alumni Room, 388 Clark Drive, Circleville, Ohio at 7:00 p.m. President Tony Reeser called the meeting to order.

On roll call, the following members were present: Tony Reeser, Patty Rothe, Jeff Burrow, and Chris Wagner

Public Participation

- Carrie Martinez shared information regarding mask wearing.

Presentations

- Circleville High School Alumni Association - Pete Hartinger & Danielle Stultz
- Champions Complex Alumni Room Final Contribution
- Donation in Memory of Jeanne McCall
- Patrick King - Stifel - Bond Refinancing

Legislative Report – Patty Rothe

Superintendent's Report – Dr. Kimberly Halley

- Community partnerships to promote health and wellness
- COVID-19 Advisory Council
- Remote Learning Success Plan

Treasurer's Report – Kristen Rhoads

On a motion by Mr. Reeser, seconded by Mr. Wagner, the agenda be approved, as presented.

Mr. Reeser – yes; Mrs. Rothe – yes; Mr. Burrow – yes; Mr. Wagner – yes; Mr. Stevens - absent

On a motion by Mr. Reeser, seconded by Mr. Wagner, the Board approved the resolution approving the post-issuance compliance policy in connection with the issuance of tax-exempt and tax-preferred obligations by the school district, as presented:

Mr. Reeser – yes; Mrs. Rothe – yes; Mr. Burrow – yes; Mr. Wagner – yes; Mr. Stevens - absent

On a motion by Mrs. Rothe, seconded by Mr. Burrow, the following minutes be approved:

- August 18, 2021, Regular Meeting, as corrected

Mr. Reeser – yes; Mrs. Rothe – yes; Mr. Burrow – yes; Mr. Wagner – yes; Mr. Stevens - absent

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On a motion by Mrs. Rothe, seconded by Mr. Burrow, the Board approved the following personnel items:

2021-2022 School Year

- Kate Holmes Substitute Nurse Aide-LPN
 - Colleen Schultz Substitute Nurse Aide- RN
 - Frances Carper Substitute Bus Driver
- Effective: August 10, 2021

Classified:

- Richard Walters Van Driver
Effective: September 8, 2021
- David Chapman Educational Aide - CHS
182 day Calendar
Effective: August 16, 2021
- Cassie Spradlin Administrative Assistant- CMS
198 day Calendar
Effective: September 7, 2021 –
August 15, 2022 (173 days)
- Sheena Justice Assistant to the Treasurer-
Accounts Receivable
HS - Step:0
260 day Calendar
Effective: September 1, 2021-
June 30, 2022 (216 days)

Advancement on Pay Scale:

- Casey Lockard From: BA
To: BA 150
- Fred Styers From: BA 150
To: MA

Athletics:

- Sherri Burns CMS Girls Head Soccer Coach
Volunteer
- Madalyn Eskew CHS JV Volleyball Coach
Years of Experience: 0

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- Arjanna Knul CHS Freshman Volleyball Coach
Years of Experience: 0
- Diane Bond CHS Cheerleading Assistant Coach
Volunteer
- Travis Gray CHS Football Assistant Coach
Volunteer
- Rebecca Benner Bidy Girls Volleyball
Volunteer
- Emma Dammeyer Ticket Taker
Clock Operator

Supplementals:

CHS:

- Nathan Elswick CHS D.C. Trip Advisor
Special Position for FY22 only
Group 5 Step: 1 of the supplemental
schedule

Resignation:

- Mindy Picklesimer Assistant to the Treasurer
Effective: September 15, 2021
- Cassie Spradlin Educational Aide- CES
Effective: September 6, 2021
- Sheena Justice Administrative Assistant- CMS
Effective: August 31, 2021

Correction:

- Brian Bigam To: 7th Grade Football Head Coach
From: CMS Football Assistant

Mr. Reeser – yes; Mrs. Rothe – yes; Mr. Burrow – yes; Mr. Wagner – yes; Mr. Stevens - absent

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On a motion be Mr. Wagner, seconded by Mr. Burrow, the Board approved the addendum to the contract for Kristen Rhoads, Treasurer, as presented:

Mr. Reeser – yes; Mrs. Rothe – yes; Mr. Burrow – yes; Mr. Wagner – yes; Mr. Stevens - absent

On a motion by Mrs. Rothe, seconded by Mr. Wagner, the Board approved the following Student Services Agreements for FY 22, as presented:

- **Jackson Transportation**

COMPANY OVERVIEW

Jackson Transportation has been in operation since April 1995 and is in Jackson, Ohio. Mr. Wayne Lester purchased Jackson Transportation in January 2001. The company provides taxi, courier, and special needs transportation services in Jackson County and the surrounding 18 Southern Ohio counties. Jackson Transportation prides itself in providing their clients with safe and efficient transport with the upmost courtesy and respect. A list of these counties is provided in the table below:

Adams	Hocking	Pickaway
Athens	Jackson	Pike
Brown	Lawrence	Ross
Fairfield	Meigs	Scioto
Gallia	Morgan	Vinton
Highland		Washington

Wayne Lester has over 25 years of experience in the transportation industry. He began working with Jackson Transportation during his teen years when the company was owned by his grandparents. Mr. Lester started as an office worker handling administrative duties for the company, and then progressed into working as a mechanic on the company's fleet of vehicles. Gradually, Mr. Lester's responsibilities within the firm grew and he began working as a dispatcher, and then handling the billing for Jackson Transportation. Since Mr. Lester purchased the company in 2001, he has been steadily growing the business. In 2007, revenues for Jackson Transportation will exceed approximately \$650,000.

PRODUCT/SERVICE DESCRIPTION

The services offered by Jackson Transportation include private pay, small package courier, and transport of persons with special needs. The special needs service includes transporting people unable to travel to and from doctors' appointments in the Appalachian region. The service offered by Jackson Transportation is typically door to door and usually involves one client per trip. Services for the public are available from 8:00AM to 5:30 PM, Monday through Saturday. For corporate accounts, Jackson operates 24 hours per day, seven days per week. Pricing for trips is on a per mile basis. Each loaded mile is \$3.25, with \$18.00 hour of wait time. If needed, the wait time is broken up into fifteen-minute increment. These rates are based on per unit. If additional units are needed, they would charge the same rate per mile. If Jackson Transportation would provide support aid for a student(s) that would be billed at 40.00 an hour of the trip duration to and from any one location to any one location.

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OPERATIONS

Location

Jackson Transportation is a Limited Liability Company and operated by Mr. Wayne Lester. The company is located at 287 Elam Road Ray, Ohio 45672.

Capacity

Currently, Jackson Transportation has the capacity to handle from one to hundred trips per day. As demand for additional trips per day increases, Jackson Transportation Group LLC could increase its capacity through the acquisition of additional vehicles and drivers. Jackson Transportation could purchase a larger vehicle to transport more clients all at one time.

Drivers typically have several appointments per day. Nearly 95% of Jackson Transportations trips involve transporting people to medical appointments or couriering medical documents and supplies. An average trip for Jackson Transportation is 30 to 40 miles in length and takes four to five hours to complete. This time includes any wait time associated with the client's appointment.

Inventory

Jackson Transportation's fleet is comprised on fifteen minivans, And Nine wheelchair Accessible Vehicles. Each of the vehicles is a late model edition. All of Jackson Transportation vehicles are decaled with our company logo on with the unit number and phone number on it. Jackson Transportation vehicles are tracked with satellite tracking software. We know where our vehicles are at all times.

Scheduling

Customers have several methods of contacting Jackson Transportation. Trips can be scheduled through the company's fax number, phone number, and/or email account. The phone is staffed 24 hours a day with a Jackson Transportation employee. The person answering the phones has a protocol to follow, which is outlined in the company's operations manual.

Clients with emergency situations should call Jackson Transportation so a driver can be dispatched quickly, and in the safest manner. Nearly seven days a week and 24 hours per day, Jackson Transportation has a driver and a vehicle on call. In addition, Jackson Transportation has the flexibility to re-route and re-assign drivers to handle emergency situations.

Trips are categorized by route and appointment time. Trips are scheduled to maximize appointment and travel times. If needed, drivers are provided with maps and directions to both the client's pick-up and drop-off locations. Jackson Transportation has strict policies to prevent lateness. Drivers are required to call the dispatcher once a client has been picked-up, and again when the client is dropped-off at their appointment. On the return segment of the trip, drivers are again required to call the dispatcher once the client had been picked-up and then when they have been dropped-off. These measures ensure that every client and trip is properly completed.

Drivers are required to assist clients in any way to ensure their safety and satisfaction. Each client is given a business card with the driver's cell phone number, so if their appointment runs longer than expected they can call the driver. If a client's appointment runs late, then Jackson Transportation has the flexibility to reassign the trip to another driver or have the same driver return for the client.

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Staffing model

Jackson Transportation has over Twenty drivers and 3 back-up drivers. Drivers assist clients by making them safe and secure during the trip. As part of the hiring process, Jackson Transportation subjects each driver to a Pre-Employment drug test and T-8 Physical administered by Holzer Clinic, Ohio BCI/FBI with fingerprints completes a background criminal investigation, and the Bureau of Motor Vehicles driving record for all potential candidates. Jackson Transportation also checks all web searches for sex offender and any other criminal activities that may be missed. All drivers must be at least 21 years of age.

Once a driver is hired, Jackson Transportation requires the driver's to successfully complete the following trainings: defensive driving, spill kit use, biohazard removal, passenger assistance, safety, and sensitivity training. A safety meeting is held every three months to ensure that drivers are kept abreast of the newest safety measures and sensitivity trainings. Each driver is also provided with, and must become familiar with, the Jackson Transportation company handbook. As employees, drivers are required to complete an annual drug screening test. Jackson Transportation also reserves the right to have drivers perform random drug tests if suspicious behavior warrants such an action.

Maintenance

Preventive maintenance and "tune-ups" of the vehicles is conducted every 5,000 miles by Jackson Transportation. Each evening the drivers are required to clean and inspect the vehicles to ensure they are in good operational order. Any major vehicle repair is conducted by local dealers in Jackson, Ohio. Maintenance records for the vehicles are kept on file in the Jackson Transportation company office.

Invoices

Terms on invoices are Net 30. Billing is handled by Mr. Lester and invoices are sent on the first week of each month.

Legal Aspects

Jackson Transportation is insured by Grange Insurance located in Columbus, Ohio. Insurance limits include: 1,000,000 combined single limits. We also carry general liability insurance limits are at 1,000,000-, and 2,000,000-million-dollar umbrella insurance. Since Mr. Lester has owned Jackson Transportation, no losses have been reported to the insurance company. All of Jackson Transportation employees are covered by worker's compensation.

This contract is good for one year from August 1, 2021, thru July 31, 2022, when both parties sign the contract in order.

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- South Central Ohio ESC

Memorandum of Understanding by and between South Central Ohio ESC and Circleville Schools

This agreement is entered into this 1st day of July, 2021 and will remain in effect through June 30, 2022.

Whereas, the Circleville Schools has identified the need for Teacher Visually Impaired & Orientation and Mobility Services; and

Whereas, the South Central Ohio ESC is willing to provide said services;

Now, therefore, be it mutually understood and agreed that the South Central Ohio Educational Service Center will provide said services for the period identified above at a cost of \$225.00 per half day of service. All individual student evaluations to determine the need for services shall include billable time to complete the total assessment. It is understood that all fees will be invoiced quarterly by the ESC.

South Central Ohio ESC Contract Procurement Procedures:

1. South Central Ohio Educational Service Center is required to comply with the requirement of 45 CFR 164.504 (e)(1) for safeguarding and limiting access to information concerning beneficiaries.
2. South Central Ohio Educational Service Center will allow the representatives of the U.S. Department of Human Services, ODJFS, ODE, or their respective designee access to the subcontractor's books, documents and records.
3. South Central Ohio Educational Service Center acknowledges that they or their principles are not suspended or debarred.

Signifying our acceptance of the above agreement and understanding, we the undersigned do affix our signatures being duly authorized by our respective Boards of Education.

Mr. Reeser – yes; Mrs. Rothe – yes; Mr. Burrow – yes; Mr. Wagner – yes; Mr. Stevens - absent

6. NEOLA - Dr. Kimberly Halley

On a motion by Mr. Burrow, seconded by Mr. Reeser, the Board approved the following Policies, as presented:

- po2413
- po2266

Mr. Reeser – yes; Mrs. Rothe – yes; Mr. Burrow – yes; Mr. Wagner – yes; Mr. Stevens - absent

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On a motion by Mrs. Rothe, seconded by Mr. Burrow, the Board approved the following Contract Service Agreements for FY 22, as presented:

- **McWatter's Consulting - 21st CCLC outside evaluation services**

This agreement is between Katherine K. McWatters, McWatters Consulting LLC, 7711 Redman Lane, Reynoldsburg, OH 43068 and Circleville City Schools, 380 Clark Dr, Circleville, OH 43113 for State Fiscal Year July 1, 2021 through June 30, 2022.

McWatters Consulting LLC (Service Provider), agrees to provide for the following program evaluation services to Circleville City Schools for 21st CCLC grant funded program at the Middle and High Schools (Grant #10984):

- Service provider will evaluate student academic outcomes. Data on individual students (student attendance records, pre and post academic records/assessments and event participation) will be collected by participating program administrators and/or project coordinator and will be summarized on Microsoft Excel data spreadsheet developed by service provider. Student academic progress will be analyzed and findings will be reported.
- Service provider will evaluate youth development and parent engagement outcomes. Service provider will develop survey/instruments to assess youth development and parent involvement outcomes. Surveys/instruments will be distributed, collected and compiled by participating program administrators and/or project coordinator. Completed surveys/instruments will be compiled and analyzed by service provider and findings will be reported.
- Service provider will provide reports required by Ohio Department of Education including but not limited to logic model, assessment calendar and mid-year and year-end report summarizing academic, youth development and parent involvement activities outcomes, findings and key recommendations for program improvement. Unintended outcomes will also be reported.
- Service provider will meet as needed with program and district administrators, program administrators and/or project coordinator to ensure proper data collection efforts, timeliness and quality.
- Service provider will be available to meet with the other grant administrators and the Ohio Department of Education or if necessary.
- Service provider will support district administrators, program administrators and/or project coordinator in the submission of state and federal reports and continuing grant applications.

Program evaluation assumes the following:

- Data on individual students (student attendance records, academic records and event participation reports) will be accessible to service provider for quarterly review and compilation of data will be summarized on Microsoft Excel data spreadsheet developed by service provider. Pre and post academic comparisons will include only those students for whom pre grant intervention and post grant intervention measures are available.
- All measures identified as indicators of academic, youth development and parent engagement outcomes assume surveys/instruments will be distributed in a timely manner and be available to service provider for review and compilation of data.
- All data will be transmitted electronically to the evaluator for analysis and reporting in a timely manner and be available to service provider at least one month prior to grant report deadlines.

Circleville City Schools agrees to pay \$5,000.00 for these services. Payment will be made in two installments of \$2,500.00 with first payment due September 15, 2021 and other installment due and April 15, 2022.

The service provider agrees that she is working as an independent contractor with no employee/employer relationship in existence. The fee for service is the entire obligation for Circleville City Schools with any additional obligation to meet legal requirements accruing to the service provider.

- **Fairfield County ESC (Dynamix LLC)- data analysis/assessment reporting**

To: Dr. Kimberly Halley, Superintendent, Circleville City Schools

From: Dr. Jenny Hensley & Dr. Tom Fry, Dynamix LLC

Purpose: To provide data analysis support

Proposed Process and Possible Activities
Deliverables may include: <ul style="list-style-type: none">• Data format and analysis for fall, winter, and spring MAP data. (3 days)• Training for K-2, 3-5, 6-8 and HS staff in fall, winter, and spring. (11 days)• Creation of Building LRC data fall, winter and spring based on MAP data. (3 days)• District and Building Admin data training fall, winter, and spring. (1 day)• Benchmark and checkpoint analysis and training for HS. (3 days)• Other projects as agreed upon by both organizations.• \$2,000 per day; days divided into ¼ or ½ days as needed.

\$42,000

Proposed support may be provided by Dr. Fry, Dr. Hensley, other Dynamix facilitators or a combination as needed. Circleville Schools will be responsible for scheduling all work sessions, logistics, printing, and clerical work when necessary. Total days not to exceed 21 unless agreed upon by Circleville City Schools and Dynamix LLC.

Thank you for the opportunity to submit this proposal to the Circleville City Schools. We look forward to discussing it with you. Once agreed upon, please sign and return one copy to Dynamix LLC. **The purchase order and associated billing will be with the Fairfield County Educational Service Center. Contacts: Superintendent Marie Ward mward@fairfieldesc.org**

Mr. Reeser – yes; Mrs. Rothe – yes; Mr. Burrow – yes; Mr. Wagner – yes; Mr. Stevens - absent

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On a motion by Mr. Wagner, seconded by Mr. Reeser, the Board approved the stipends for staff to participate in the Writing Revolution Class offered through the Striving Readers Comprehensive Literacy Grant at \$75.00 per hour, as presented:

- Leading the Revolution (6 hours)
 - CHS
 - Christopher Thornsley
 - Vicki Scott
 - CMS
 - Kevin Fox
 - Chad Michael
 - Karen Bullock
- Classroom Planning and Implementation (6 hours)
 - CHS

▪ Danielle Stultz	▪ Kayla Theis
▪ Eric Evans	▪ Erin McConnell
▪ Christopher Beavers	▪ Heath Hinton
▪ Annetta Lockwood	▪ Randy Brown
▪ Shaina Palda	▪ Clint Marcum
▪ Jessica Johnson	▪ Matthew Fosnaugh
▪ Tyler Cassidy	▪ Gwen Minor
▪ Nicholas Hamman	▪ Nathan Cotton
▪ Louis Hacquard	▪ Aaron Lamb
▪ Stephen Wastier	▪ Vicki Scott
 - CMS

▪ Sheila Dean	▪ Lisa Powers
▪ Katherine Mears	▪ Janet Wastier
▪ Brooke Paxton	▪ Samantha Gundrum
▪ Millard Good	▪ Abby Strausbaugh
▪ Michelle Brewer	▪ Wendy Jordan
▪ Anthony George	▪ Andrea Wallace
▪ Cynthia Moats	▪ Evan Whitten
▪ Karen Valentine	▪ Susan Search
▪ Kyle Bruner	▪ William Search
▪ Allison Davis	▪ Chad Michael
▪ Lisa Sims	▪ Karen Bullock

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- Advance Thinking Through Writing (11hours)
 - CHS
 - Austin Manson
 - Monica Lombardo
 - Morgan Sullivan (Phillips)
 - Sarah Cydrus
 - Sonsearay Grady
 - Patricia Naeem
 - Cody Jordan
 - Jessica Collins
 - Jason Wells
 - Nathan Elswick
 - Christopher Thornsley

Mr. Reeser – yes; Mrs. Rothe – yes; Mr. Burrow – yes; Mr. Wagner – yes; Mr. Stevens - absent

On a motion by Mr. Burrow, seconded by Mrs. Rothe, the Board approved the letter of displeasure for the CCS Tennis Courts, as presented:

September 15, 2021

VIA CERTIFIED MAIL- RETURN RECEIPT REQUESTED

Craig Rader

Stockmeister Enterprises, Inc.

704 Main St. Jackson, OH 45640

Re: Circleville City School District

Athletics Package

Notice of Defective/Non-Conforming Work

Dear Mr. Rader:

The Circleville City School District Board of Education (the "Board") finds Stockmeister Enterprises, Inc. ("Stockmeister") to be in material default of the General Trades contract entered into between Stockmeister and the Board, for the construction of the Circleville City School District's Athletics Package project (the "Project"), bid January 22, 2014.

Specifically, in early 2014, Stockmeister was the successful bidder on the Project, which included the installation of tennis courts at the Circleville High School. The tennis courts were to be constructed in accordance with the plans and specifications prepared by SHP Leading Design. After approximately 6 years of use, the tennis courts required significant reconstruction. Roeser Bros Paving ("RBP") was procured to reconstruct and expand the tennis courts previously installed by Stockmeister. See RBP Proposal enclosed herein as Exhibit A.

The scope of RBP's work included, among other things, excavation of all asphalt from the existing courts to a depth of 6". During the removal of the existing courts, RBP uncovered significant defective work by Stockmeister including, but not limited to, issues with the water saturated subbase, underdrains, and stone base (collectively the "Defects"). See RBP Additional Work Items letter dated May 28, 2021 enclosed herein as Exhibit B. See also photos enclosed herein as Exhibit C.

As a result of these defects, the Board incurred costs in the amount of \$200,000.00 to repair Stockmeister's defective and non-conforming work. Stockmeister is responsible for all costs and damages associated with the correction of the Defects.

Please contact me to arrange for payment of the costs incurred by the Board to resolve Stockmeister's defective and non-conforming work. If I do not hear from you within 14 days of the date of this letter, the Board may choose to take additional legal action including filing a claim with Stockmeister's surety, Traveler's Casualty and Surety Company, or initiating legal proceedings.

In sending this letter, the Board does not waive any of its claims, rights or defenses under the contract documents or the surety bond, in equity or at law.

Mr. Reeser – yes; Mrs. Rothe – yes; Mr. Burrow – yes; Mr. Wagner – yes; Mr. Stevens - absent

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On a motion by Mr. Reeser, seconded by Mrs. Rothe, the Board approves the fees, as presented.

- Total Replacement - \$250
- Top/Bottom Cover - \$30
- LCD Screen - \$35
- Touchpad - \$30
- Case - \$18
- Keyboard - \$75
- Charger - \$20
- Hinge Assembly - \$30

Mr. Reeser – yes; Mrs. Rothe – yes; Mr. Burrow – yes; Mr. Wagner – yes; Mr. Stevens - absent

On a motion by Mr. Reeser, seconded by Mr. burrow, the Board approved the following Treasurer's items, as presented:

Reports:

- Financial Reports - August 2021
- Warrants - August 2021
-

Establishment of New Fund:

- Conservation Science Fund - 300 -9022
 - Donation in Memory of CHS graduate “Lil” Rusty Shull. Established to support Rusty’s love of science and outdoors in hopes that others will find joy in the same things he did.

Requisitions Over \$10,000:

- JACKSON TRANSPORTATION - special needs transportation - \$40,000.00
- FAIRFIELD COUNTY ESC (DYNAMIX LLC) - data analysis/assessment reporting - \$42,000.00
- GORDON FOOD SERVICE - food and supplies SY21 (October-December) - \$153,000.00
- UNITED DAIRY - food SY21 (October-December) - \$25,000.00
- TRAFERA HOLDINGS - google workspace education yearly upgrade - \$11,000.00
- META - VOIP non erate services FY22 - \$28,860.00
- THE WRITING REVOLUTION - writing curriculum - \$56,625.00

After the Facts:

- REFLECTIVE IMAGE MANUFACTURING - bus route signs - \$183.75
- WS ELECTRONICS - bus radio service and service agreement - \$3,342.50
- HILLYARD - custodial supplies - \$922.52
- BROOKE PAXTON - first Friday supplies - \$78.42
- A & L TOWING & RECOVERY - vehicle towing services - \$225.00
- OTIS ELEVATOR - keys for lula lift - \$135.00

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Student Activity Budget and Philosophy for the 2021 - 2022 School Year:

- CHS Interact Club

Donations:

- Hydro-Clean Professional Power Washing - to CHS - \$230 Scholarship
- HomeLand Credit Union - Tiger Pride Achievement Program - 300 T-Shirts
- Good Shepherd United Methodist Church - School Supplies/Clothing for CES
- Rusty & Julie Shull - CHS Science Department in Memory of CHS graduate "Lil" Rusty Shull - \$4,000.00

Mr. Reeser – yes; Mrs. Rothe – yes; Mr. Burrow – yes; Mr. Wagner – yes; Mr. Stevens - absent

Board President's Comments:

- Jeff discussed the COVID Council timeline

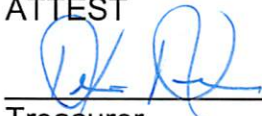
On a motion by Mr. Burrow, seconded by Mrs. Rothe, the Board voted to adjourn the meeting at 7:45 p.m.

Mr. Reeser – yes; Mrs. Rothe – yes; Mr. Burrow – yes; Mr. Wagner – yes; Mr. Stevens - absent



President

ATTEST



Treasurer