

# SOUTHEASTERN LOCAL BOARD OF EDUCATION

## Minutes of Regular Meeting

**August 17, 2021**

The Southeastern Local Board of Education met in regular session on July 20, 2021 at 5:00 pm in the Board Conference Room

Members Present:

Kim Owens  
Hans Eriksen  
Greg Flax  
Shawn Jackson

David Shea, Superintendent  
Ben Kitchen, Treasurer

Visitors Present

Greg Rice  
Connie Rice  
Marvin Summers  
Rachel Battin  
Jason Grim

**Superintendent Discussion Items - Handout**

FIRST READ

SPECIAL EDUCATION REFERENCE GUIDE 2021-2022

PJ Bertemes – Day 1 orientation for 7<sup>th</sup> graders. New evaluation system for teachers. Update on opening day procedures.

Tim Bell - Handout

CTC Update – Shawn Jackson – Handout

**Board Items**

**Approve Amended Administrative Contract – Treasurer**

Greg Flax moved and Hans Eriksen seconded that the Board of Education approve the following amended contract for Ben Kitchen, Treasurer, for the period beginning August 1, 2021 and ending on July 31, 2026:

AMENDED CONTRACT OF EMPLOYMENT FOR TREASURER

Southeastern Local Schools

THIS AGREEMENT is by and between the Southeastern Local Board of Education, located in Clark County in the State of Ohio, (hereinafter referred to as the “Board”), and, Benjamin Lee Kitchen, (hereinafter referred to as the “Treasurer”).

The Southeastern Local Board of Education, in accordance with its action at its meeting on August 17<sup>th</sup> 2021, took official public action to amend the Contract of Employment for Treasurer approved by the Southeastern Local Board of Education at its meeting on June 16, 2020 employing Benjamin Lee Kitchen, as Treasurer of the Southeastern Local School District.

# SOUTHEASTERN LOCAL BOARD OF EDUCATION

## Minutes of Regular Meeting

**August 17, 2021**

### CONDITIONS OF EMPLOYMENT

1. Employment is for a five (5) years beginning August 1, 2021 and ending on July 31, 2026. The work year shall include 250 total work days and 10 total paid holidays. A day shall be defined as normal business hours, but it is expressly agreed that the duties of this position may require the Treasurer to work during times other than normal business hours.
2. The Treasurer shall perform the duties specified in the Job Description for the Treasurer as adopted by the Board, as it may be amended from time to time during the term of this contract. Such Job Description, as so amended, is hereby incorporated in this contract by reference as if fully restated herein.
3. The Treasurer shall be encouraged to attend professional meetings, the actual and necessary expenses of said attendance to be paid by the District.
4. The Treasurer shall maintain and furnish to the Board evidence of his maintaining, throughout the life of this contract, valid credentials to act as Treasurer of this district in accordance with the laws of the State of Ohio.
5. This employment contract may be terminated by:
  - A. Mutual agreement of the parties
  - B. Retirement, disability, or death of the Treasurer
  - C. Termination by the Board in accordance with the laws of Ohio.
6. The Board shall evaluate the Treasurer at least once each year.

### COMPENSATION AND OTHER BENEFITS

1. The consideration for the faithful performance of the duties of Treasurer, an annual salary of \$85,000 shall be paid the Treasurer upon the effective date of amendment, August 17, 2021, to be paid in 24 installments. Said annual salary may be increased by action of the Board at any time.
2. In addition to the annual salary, the Treasurer shall receive the following additional benefits:
  - a. Life insurance will be \$100,000 per year.
  - b. The total annual premium for vision insurance shall be 100% Board paid. The premium for hospitalization shall be 80% Board paid and 20% employee paid or the election to receive \$3,500 as payment in lieu of receiving hospitalization coverage. Payment to be made yearly in 24 equal installments. The premium for dental insurance shall be 90% Board paid and 10% employee paid for single coverage and 80% Board paid and 20% employee paid for family coverage.
  - c. Fifteen (15) days sick leave with pay for each contract year, credited at one and one-fourth (1 ¼) days per month usable in accordance with 3319.1.4.1. Unused sick leave shall be cumulative per same number of days granted to classified staff.
  - d. Severance pay to be paid in one lump sum upon proof of retirement calculated same as classified staff.
  - e. Transportation reimbursement when on official school business at the rate per mile as approved by the IRS.

# SOUTHEASTERN LOCAL BOARD OF EDUCATION

## Minutes of Regular Meeting

**August 17, 2021**

- f. Twenty vacation days per contract year exclusive of paid legal holidays. Treasurer may choose payment of daily rate or carry-over (or both) of up to five unused vacation days at the end of each calendar (contract) year.
- g. Ten (10) paid holidays, which shall be Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, Presidents' Day, Martin Luther King Day and Independence Day. The following days shall be recognized as paid holidays if the day falls between the regular scheduled work days within the regularly scheduled work year, the day before Christmas, and the day after Thanksgiving.
- h. The Board shall make a non-elective employer discretionary contribution in the amount of five thousand dollars (\$5,000) per contract year during the Term of this Agreement, following the effective date of amendment, to a tax deferred annuity program sponsored by the Board for the benefit of the Treasurer.
- i. The Board will contribute to SERS an amount equal to the pickup as well as the pickup on the pickup as per employee percentage of SERS, up to a maximum contribution of twenty-four percent (24%) for the combined pickup and pick up on the pickup. The Treasurer is encouraged to join and participate in organizations with membership dues to be paid by the Board.
- j. Liability insurance 100% Board paid.

Each party pledges to the other that all judgements and all decisions made by either party in their exclusive area of duty and responsibility shall be weighted in terms of providing the best fiscal management possible for the Southeastern Local Schools.

Amendment this 17th day of August, 2021.

\_\_\_\_\_  
Signature – Benjamin Lee Kitchen

\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Superintendent

Ayes: Flax, Eriksen, Owens, Jackson

Nays: None

Abstain: None

Motion Carried: 4-0-0

### Approval of Minutes

Shawn Jackson moved and Hans Eriksen seconded that the minutes of the July 20, 2021 Regular Meeting be approved.

Ayes: Jackson, Eriksen, Owens, Flax

Nays: None

Abstain: None

Motion Carried: 4-0-0

# SOUTHEASTERN LOCAL BOARD OF EDUCATION

## Minutes of Regular Meeting

**August 17, 2021**

Shawn Jackson moved and Kim Owens seconded the minutes of the July 27, 2021 Special Meeting be approved.

Ayes: Jackson, Owens  
Nays: None  
Abstain: Flax, Eriksen

Motion Tabled: 2-0-2

**Old Business** – Sympathy card and gift for the Ginger McKinney Family

### **Superintendent’s Report**

#### **Accept Supplemental Resignation**

Greg Flax moved and Hans Eriksen seconded that the Board of Education accept the resignation from Nick Workman – 8<sup>th</sup> Grade boys’ basketball coach for 2021-2022.

Ayes: Flax, Eriksen, Owens, Jackson  
Nays: None  
Abstain: None

Motion Carried: 4-0-0

#### **Approve 2021-2022 School Year School Resource Officer MOU**

Shawn Jackson moved and Kim Owens seconded that the Board of Education approve the Memorandum of Understanding with the Village of South Charleston and the South Charleston Police Department for the 2021-2022 School Year for providing a School Resource Office to the school district as presented.

Ayes: Jackson, Owens, Flax, Eriksen  
Nays: None  
Abstain: None

Motion Carried: 4-0-0

#### **Approve Bus Routes**

Greg Flax moved and Hans Eriksen seconded that the Board of Education approve bus routes for the 2021-2022 school year as established by the Transportation Supervisor with no” courtesy” transportation within the village limits. Routes are subject to change after school begins.

Ayes: Flax, Eriksen, Owens, Jackson  
Nays: None  
Abstain: None

Motion Carried: 4-0-0

# SOUTHEASTERN LOCAL BOARD OF EDUCATION

## Minutes of Regular Meeting

**August 17, 2021**

### **Approve Substitute Classified Staff**

Shawn Jackson moved and Greg Flax seconded that the Board of Education approve the following as substitutes for classified staff for the 2021-2022 School Year, pending completion and receipt of clear background checks:

Matt Harner	Bus Driver
Emily Hoover	Cafeteria, Aide, Bus Aide
Katie Hamilton	Cafeteria, Aide, Bus Aide
Christina Caraway	Cafeteria, Aide, Bus Aide
Carle Bussey	Cafeteria, Aide, Bus Aide
Natalie Christmas	Cafeteria, Aide, Bus Aide
Colleen Stucky	Cafeteria, Aide, Bus Aide

Ayes: Jackson, Flax, Eriksen, Owens

Nays: None

Abstain: None

Motion Carried: 4-0-0

### **Approve Resident Educator Program Mentors**

Hans Eriksen moved and Kim Owens seconded that the Board of Education approve the following Resident Educator mentors for the 2021-2022 school year:

Melissa Johnson for Jessica Miller (Y4)  
Bryn Dean for Ellyse Shafer (Y3)  
Ashley Banion for Alexis Perry (Y2)  
Bryn Dean for Matt Harner (Y4)  
Bryn Dean for David Kestner (Y1)  
John-Marcus Murray for Wendy Russell (Y2)

Ayes: Eriksen, Owens, Jackson, Flax

Nays: None

Abstain: None

Motion Carried: 4-0-0

# SOUTHEASTERN LOCAL BOARD OF EDUCATION

## Minutes of Regular Meeting

**August 17, 2021**

### **Approve Volunteers**

Shawn Jackson moved and Hans Eriksen seconded that the Board of Education approve the following as a volunteer for the specified areas. As a volunteer this person has read, understands and agrees to comply with the terms and conditions set forth on the Volunteer Release Form #4120.09 F1.

Dee Weber	Miami View Classrooms
Teresa Slone	MV Preschool
Nick Workman	HS Boys Basketball

Ayes: Jackson, Eriksen, Owens, Flax

Nays: None

Abstain: None

Motion Carried: 4-0-0

### **Approve Substitute Certificated Staff**

Greg Flax moved and Kim Owens seconded that the Board of Education approve the following substitute certificated staff for the 2021-2022 School Year pending approval of all the appropriate paperwork and Clark County ESC Board:

Anstine, Jennifer	Minnich, Todd
Barnett, David	Peters, Lehan
Billett, Jewell	Richmond, Richard
Blake, William	Shumaker, Dennis
Eaton, Robin	Smith, Jennifer
	Stucky, Samuel
Freeze, Linda	Sykes, Linda
Horstman, Brian	Wagner, Jonathan
Hypes, Elizabeth	Walden, Heather
Kadel, Leonard	Walp, Amy
Kitchen, Gretchen	Wigton, R Douglas
Korab, Debbie	

Ayes: Flax, Owens, Eriksen, Jackson

Nays: None

Abstain: None

Motion Carried: 4-0-0

### **Approve Homework Intervention, Tutoring and Friday & Saturday School Detention Teachers**

Shawn Jackson moved and Hans Eriksen seconded that the Board of Education approve the following teachers for Homework Intervention, Tutoring and Friday & Saturday School Detention monitors on an “as needed” basis at the Board approve rate of pay per hour:

Vince Banion	Ed Hennigan	Kathy Mercer
Sarah Cline	Brian Call	Jeff Miller
Bryn Dean	Ashley Slone	Jess Miller
Brian Hecker	Melissa Johnson	Dave Morrow

# SOUTHEASTERN LOCAL BOARD OF EDUCATION

## Minutes of Regular Meeting

**August 17, 2021**

Kristen O'Hara  
Keith Wamer  
Mandi Wroblewski  
Ellyse Shafer  
Amber Price  
Holly McCombs  
Tom Mescher

Kelly Mescher  
Krista Spitzer  
Monica Mitchell  
Mandy Perry  
Josh Murray  
Laura Hennigan  
Sue Black

Jason Ennis  
Sarah Herier  
Tara Combs  
Brittany Wright  
Jaye Lin Call  
Megan Rains

Ayes: Jackson, Eriksen, Owens, Flax

Nays: None

Abstain: None

Motion Carried: 4-0-0

### **Approve Liability and Key/Fob Request in Accordance with Board Guideline #7741**

Greg Flax moved and Shawn Jackson seconded that the Board of Education approve the following:

Whereas, in accordance with Board Guideline 7741, the Board approves the following individual/s for the stated activity, and;

Now therefore be it resolved that the approved individuals shall be issued school district liability and keys if necessary for specific dates of the planned activity.

<u>Name</u>	<u>Purpose</u>	<u>Specific Dates</u>
Jon Ingerman	Jr. High Football	8/01/2021 - 10/31/2021
Evan Joos	Jr. High Football	8/01/2021 - 10/31/2021
Sherri Inscho	School Psychologist (ESC)	Length of Employment
Jewel Billet	Long term substitute teacher	7/23/2021 – 5/26/2022
Betty McNier	Sub Bus Aide	Length of Employment

Ayes: Flax, Jackson, Eriksen, Owens

Nays: None

Abstain: None

Motion Carried: 4-0-0

### **Treasurer's Report**

#### **Approve Financial Reports**

Shawn Jackson moved and Kim Owens seconded that the Board of Education approve the financial reports and payment of bills.

Ayes: Jackson, Owens, Flax, Eriksen

Nays: None

Abstain: None

Motion Carried: 4-0-0

# SOUTHEASTERN LOCAL BOARD OF EDUCATION

## Minutes of Regular Meeting

**August 17, 2021**

### **Approve Permanent Improvement/General Fund Expenditure**

Hans Eriksen moved and Shawn Jackson seconded that the Board of Education approve the following permanent improvement/general fund expenditure:

MVECA	Updated Tech Agreement	\$74,943.77
GoGuardian	Two year llicense	\$10,205.03
Menu Design	Desk Shields	\$ 4,300.00

Ayes: Eriksen, Jackson, Owens, Flax

Nays: None

Abstain: None

Motion Carried: 4-0-0

### **Approve pay increase for substitute Classified personnel**

Shawn Jackson moved and Hans Eriksen seconded that the Board of Education approve an increase for the following substitute positions:

Substitute Cafeteria personnel to \$11.00 per hour

Substitute Bus Driver to \$17.65 per hour

Ayes: Jackson, Eriksen, Owens, Flax

Nays: None

Abstain: None

Motion Carried: 4-0-0

### **Approve Donation**

Greg Flax moved and Shawn Jackson seconded that the Board of Education approve the following donation for the Band Department:

From Kim Owens in memory of Roger Roush           \$100.00

Ayes: Flax, Jackson, Eriksen

Nays: None

Abstain: Owens

Motion Carried: 3-0-1



# SOUTHEASTERN LOCAL BOARD OF EDUCATION

## Minutes of Regular Meeting

**August 17, 2021**

**Approve Class Advancements**

Shawn Jackson moved and Greg Flax seconded that the Board of Education approve the following Step advancements for movement on the salary schedule:

	From	Class	Step	To	Class	Step
Sarah Cline		IV	12		V	12
		\$67,764			\$70,235	

Ayes: Jackson, Flax, Eriksen, Owens

Nays: None

Abstain: None

Motion Carried: 4-0-0

**Approve Family Medical Leave**

Kim Owens moved and Shawn Jackson seconded that the Board of Education approve Family Medical Leave (FMLA) for following to the extent that provisions of the FMLA are covered by paid leave provisions of the negotiated agreement. The twelve (12) weeks of leave benefit coverage to which those employees are entitled under the FMLA shall run concurrently with existing paid leave benefits.

Tara Combs (Little) – August 23 to September 23, 2021

Ayes: Owens, Jackson, Flax, Eriksen

Nays: None

Abstain: None

Motion Carried: 4-0-0

**Approve Salary Notice Corrections**

Shawn Jackson moved and Hans Eriksen seconded that the Board of Education approve the following salary notice corrections for the 2021-2022 school year:

	From	Class	Step	To	Class	Step
Matt Harner		II	0		IV	2
		\$39,861			\$47,833	
Wendy Russell		II	0		IV	1
		\$39,861			\$45,840	

Ayes: Jackson, Eriksen, Owens, Flax

Nays: None

Abstain: None

Motion Carried: 4-0-0

# SOUTHEASTERN LOCAL BOARD OF EDUCATION

## Minutes of Regular Meeting

**August 17, 2021**

### **Approve Agreement – Ohio Valley Surgical Hospital**

Kim Owens moved and Shawn Jackson seconded that the Board of Education approve the agreement with the Ohio Valley Surgical Hospital to provide athletic training services for the 2021-2022 school year for a total of \$9,000.

Ayes: Owens, Jackson, Flax, Eriksen

Nays: None

Abstain: None

Motion Carried: 4-0-0

### **Approve Salary Notice Adjustments**

Greg Flax moved and Hans Eriksen seconded that the Board of Education approve the following salary notice adjustments for the 2021-2022 school year:

	<b>From</b>	<b>Step</b>	<b>To</b>	<b>Step</b>
Karene Bradley	17.65/hr.	0	19.02/hr.	3

Ayes: Flax, Eriksen, Owens, Jackson

Nays: None

Abstain: None

Motion Carried: 4-0-0

### **Approve Disposal of Assets**

Greg Flax moved and Hans Eriksen seconded that the Board of Education approve the Disposal of the following assets, per the attached inventory listing:

- 96 desktop PCs
- 3 TVs
- 1 computer monitor
- 137 chromebooks

Ayes: Flax, Eriksen, Owens, Jackson

Nays: None

Abstain: None

Motion Carried: 4-0-0

# SOUTHEASTERN LOCAL BOARD OF EDUCATION

## Minutes of Regular Meeting

**August 17, 2021**

### **Treasurer Discussion Items**

#### **Executive Session - Negotiations**

At 5:43 pm Shawn Jackson moved and Hans Eriksen seconded that the Board of Education move to executive session for the purpose of discussion of negotiations.

Ayes: Jackson, Eriksen, Owens, Flax

Nays: None

Abstain: None

Motion Carried: 4-0-0

Returned to regular session at 5:48 pm.

### **Adjournment**

At 6:03 pm Shawn Jackson moved and Hans Eriksen seconded that the Board of Education meeting be adjourned.

Ayes: Jackson, Eriksen, Flax, Owens

Nays: None

Abstain: None

Motion Carried: 4-0-0

CORRECT



ATTEST

