

Board of Education Special Meeting Minutes

Board of Education

Coshocton City Schools Administrative Center, 1207 Cambridge Rd.

Tuesday, June 27, 2023

7:15am

Present: Mrs. Jill Sheridan, Interim Superintendent; Mr. Sam Bennett, Vice-President; Dr. Jere Butcher, Board Member; Mr. Phil Hunt, President; Mrs. Susan Mann, Board Member; Ms. Terri Eyerman, Treasurer

Absent: Mr. David Shutt, Board Member

1 097-2023 Call to Order

Minutes:

The meeting was called to order at 7:19 a.m.

Resolution: 097-2023

2 Roll Call

Ms. Terri Eyerman, Treasurer/CFO

Minutes:

Mr. David Shutt was absent. All other Board members were in attendance.

3 098-2023 Approval of Agenda

Minutes:

There were no changes to the agenda items.

Resolution: 098-2023

Motioned: Mr. Sam Bennett

Seconded: Dr. Jere Butcher

Voter	Yes	No	Abstaining
Mr. Sam Bennett, Vice-President	X		
Dr. Jere Butcher, Board Member	X		
Mr. Phil Hunt, President	X		
Mrs. Susan Mann, Board Member	X		

4 099-2023 Treasurer's Report and Recommendations

Minutes:

The vote recorded on this item includes 4.1 & 4.2.

Ms. Eyerman explained that these are annual tasks The reports will be completed and submitted to the County Auditor after this Board meeting but prior to the next regular Board meeting. The Board is authorizing the treasurer to complete and file the documents with the County Auditor and then present the reports to the Board to approve amounts at the July meeting.

Resolution: 099-2023

Motioned: Mr. Phil Hunt

Seconded: Mrs. Susan Mann

Voter	Yes	No	Abstaining
Mr. Sam Bennett, Vice-President	X		
Dr. Jere Butcher, Board Member	X		
Mr. Phil Hunt, President	X		
Mrs. Susan Mann, Board Member	X		

4.1 099.1-2023 FY23 Final Appropriations and Amended Certificate of Estimated Resources

It is recommended that the Board of Education authorize the Treasurer to submit FY23 Final Appropriations and FY23 Final Amended Certificate of Estimated Resources as of June 30, 2023, to the Coshocton County Auditor, with the submission to be reported at the next regular Board of Education Meeting for ratification.

Minutes:

The vote for this item is recorded on item 4.0.

Result: Approved

Resolution: 099.1-2023

4.2 099.2-2023 Temporary Appropriations for Fiscal Year 2024

It is recommended that the Board of Education authorize the Treasurer to establish Temporary Appropriations for the Fiscal Year 2024 as required to provide expenditure authority for operations beginning July 1, 2023, until all reports are filed and fiscal certificates are received from the County Auditory for the official adoption of permanent appropriations.

Minutes:

The vote for this item is recorded on item 4.0.

Result: Approved

Resolution: 099.2-2023

5 100-2023 Business Items

Minutes:

The vote recorded on this item is for items 5.1 through 5.4.

Resolution: 100-2023

Motioned: Mr. Phil Hunt

Seconded: Dr. Jere Butcher

Voter	Yes	No	Abstaining
Mr. Sam Bennett, Vice-President	X		
Dr. Jere Butcher, Board Member	X		
Mr. Phil Hunt, President	X		
Mrs. Susan Mann, Board Member	X		

5.1 100.1-2023 Coshocton County Board of DD - Instructor Assistants

It is recommended that the Board of Education approve the amendment to the Coshocton County Board of Developmental Disabilities Instructor Assistants Agreement to change the cost from \$93,945 to 98,500, This adjustment is due to changing the length of the agreement to June 1, 2023 through August 31, 2024.

Minutes:

The vote for this item is recorded on 5.0.

Result: Approved

Resolution: 100.1-2023

Attachments:

[Cosh Co Board of DD Instructor Assistant Agreement Revised.pdf](#)

5.2 100.2-2023 Schonhardt & Associates

It is recommended that the Board of Education approve the Contract between Coshocton City Schools and Schonhardt & Associates to provide assistance in the preparation of the District Annual GAAP Financial Reports for fiscal years 2023, 2024, and 2025 effective July 1, 2023 through June 30, 2026.

Minutes:

The vote for this item is recorded on 5.0.

Result: Approved

Resolution: 100.2-2023

Attachments:

[Schonhardt Contract 2023-2026.pdf](#)

5.3 100.3-2023 Ohio School Plan - District Policy FY2024

It is recommended that the Board of Education approve the proposal for the renewal of the Ohio School Plan Liability and Pollution Insurance and Hylant Cyber Insurance as listed below, both are effective 7/1/2023 through 6/30/2024:

Liability Package \$ 71,825

Pollution Policy \$ 384

Cyber Insurance	\$ 3,840
Total	\$ 76,049

Minutes:

The vote for this item is recorded on 5.0.

Result: Approved

Resolution: 100.3-2023

Attachments:

[FY24 Insurance Proposal-Hylant Cyber Policy.pdf](#)

[FY24 Insurance Proposal OSP Property and Casualty Coverage.pdf](#)

5.4 100.4-2023 Letter of Intent /Copier Contract

It is recommended that the Board of Education authorize the Treasurer to enter into an agreement with ComDoc for the Districts' copier contract by presenting a letter of intent at this time with the contract to be provided to the Board for approval at the next regular board meeting. This letter of intent will allow ComDoc to move forward with its process in order to have copiers in place prior to the beginning of the school year. If the contract is completed and approved by legal prior to the date of this meeting it may be presented and supersede the Letter of Intent.

Minutes:

The vote for this item is recorded on 5.0.

Result: Approved

Resolution: 100.4-2023

6 101-2023 Personnel

• **New Employees**

- Melissa Duling - CES Intervention Specialist-Gr. 3 - Effective 2023-2024 School Year - Continuing Contract - Degree: MA Step: 10
- Nicholas Shaw - CES Intervention Specialist ED - Effective 2023-2024 School Year - To be paid at the substitute teacher daily rate until licensure is obtained.

• **Resignations**

- Charles Sours - CES Intervention Specialist ED - Effective August 4, 2023

• **Transfers/Reassignments**

- Jennifer Rauh-Hill From: Intervention Specialist - Gr. 3 To: Intervention Specialist - K - Effective 2023-2024 school year
- Desa Stevenson From: Educational Assistant 1:1 To: Educational Assistant Preschool - 4 days per week - 6 Hours per day
- Ginger Balo From: Educational Assistant CHS Sci/SS To: Educational Assistant Jr. High Multicategorical Classroom

• **2022-2023 Certified Supplemental Contract Changes**

- Jami Brown - Grade Level Leader - Gr. 8 (Originally approved May 19, 2022 at Level 1) change to Level 3
- Barbara Snyder - National Honor Society Advisor (Originally approved May 19, 2022 at Level 1) change to Level 2

Minutes:

Items 6.1 through 6.9 were each voted on separately.

Resolution: 101-2023

Motioned: Mr. Sam Bennett

Seconded: Mrs. Susan Mann

Voter	Yes	No	Abstaining
Mr. Sam Bennett, Vice-President	X		
Dr. Jere Butcher, Board Member	X		
Mr. Phil Hunt, President	X		
Mrs. Susan Mann, Board Member	X		

Attachments:

[C Sours Resignation Letter 6-13-23.pdf](#)

[M Duling 6-16-23.pdf](#)

[N Shaw 5-16-23.pdf](#)

6.1 102-2023 Reassignment of Principal

It is recommended that the Board of Education approve the reassignment of John Casey from CES Principal (3-6) to 2nd Grade Teacher at Degree: MA +45 Step: 27 effective for the 2023-2024 school year. Mr. Casey's reassignment from Principal to Elementary Teacher - Continuing Contract was approved on May 18, 2023.

Result: Approved

Resolution: 102-2023

Motioned: Dr. Jere Butcher

Seconded: Mr. Phil Hunt

Voter	Yes	No	Abstaining
Mr. Sam Bennett, Vice-President	X		
Dr. Jere Butcher, Board Member	X		
Mr. Phil Hunt, President	X		
Mrs. Susan Mann, Board Member		X	

6.2 103-2023 Employee Resignation

- It is recommended that the Board of Education accept the resignation/retirement of John Casey effective August 4, 2025.

Result: Approved

Resolution: 103-2023

Motioned: Mr. Phil Hunt

Seconded: Mr. Sam Bennett

Voter	Yes	No	Abstaining
Mr. Sam Bennett, Vice-President	X		
Dr. Jere Butcher, Board Member	X		
Mr. Phil Hunt, President	X		
Mrs. Susan Mann, Board Member	X		

Attachments:

[J Casey Letter 6-13-23.pdf](#)

6.3 104-2023 Addendum to Administrator Contract

It is recommended that the Board of Education amend the Administrator Contract for John Casey effective August 1, 2020 to July 31, 2023 to add up to three (3) additional days, to be paid at his Principal per diem rate, to be served in August 2023 for Principal Transition Consultation.

Minutes:

Mrs. Susan Mann clarified that the purpose of this is to cover insurance. President Phil Hunt concurred.

Result: Approved

Resolution: 104-2023

Motioned: Mr. Phil Hunt

Seconded: Dr. Jere Butcher

Voter	Yes	No	Abstaining
Mr. Sam Bennett, Vice-President	X		
Dr. Jere Butcher, Board Member	X		
Mr. Phil Hunt, President	X		
Mrs. Susan Mann, Board Member	X		

6.4 105-2023 Administrative Contract - Treasurer

It is recommended that the Board of Education approve a Three (3) year contract with Terri Eyerman, Treasurer, for August 1, 2023 through July 31, 2026.

Result: Approved

Resolution: 105-2023

Motioned: Mr. Phil Hunt
Seconded: Mr. Sam Bennett

Voter	Yes	No	Abstaining
Mr. Sam Bennett, Vice-President	X		
Dr. Jere Butcher, Board Member	X		
Mr. Phil Hunt, President	X		
Mrs. Susan Mann, Board Member	X		

6.5 106-2023 Administrative Contract - Director of Curriculum & Federal Programs

It is recommended that the Board of Education approve a Three (3) year contract with Matt hew Nicholas - Director of Curriculum and Federal Programs - August 1, 2023 to July 31, 2026 - 250 days per year

Minutes:

At the beginning of the approvals of new administrative staff hires for the 2024 school year, Mr. Kowalski stated that there are more administrative new hires in one year than ever before. Mr. Kowalski expressed appreciation for Jill Sheridan, Roger Moore, Scott Loomis & Tony Meiser for helping with the interview and hiring process. Mr. Kowalski welcomed all of the new administrative staff that were in attendance. He also shared that the District is hiring quality people for the 2023-24 school year - two of which are Coshocton graduates coming back to teach, a Coshocton former employee coming back again, plus other new staff coming in. He is hoping they will be with us for a long while. He thanked Jill, Roger Terri, and Lonie.

Result: Approved

Resolution: 106-2023

Motioned: Mr. Phil Hunt
Seconded: Dr. Jere Butcher

Voter	Yes	No	Abstaining
Mr. Sam Bennett, Vice-President	X		
Dr. Jere Butcher, Board Member	X		
Mr. Phil Hunt, President	X		
Mrs. Susan Mann, Board Member	X		

Attachments:

[M Nicholas 5-10-23.pdf](#)

6.6 107-2023 Administrative Contract - Assistant Principal CHS

It is recommended that the Board of Education approve a Three (3) year contract with James Herman - CHS Assistant Principal - August 1, 2023 to July 31, 2026 - 212.5 days per year. His reassignment from Dean of Students to CHS Assistant Principal was approved on June 15, 2023.

Minutes:

Mr. Kowalski stated that we are not backfilling the dean of students position.

Result: Approved

Resolution: 107-2023

Motioned: Mr. Phil Hunt

Seconded: Mr. Sam Bennett

Voter	Yes	No	Abstaining
Mr. Sam Bennett, Vice-President	X		
Dr. Jere Butcher, Board Member	X		
Mr. Phil Hunt, President	X		
Mrs. Susan Mann, Board Member	X		

6.7 108-2023 Administrative Contract - Assistant Principal CES

It is recommended that the Board of Education approve a Three (3) year contract with Trista Claxon - CES Assistant Principal - August 1, 2023 to July 31, 2026 - 207.5 days per year

Result: Approved

Resolution: 108-2023

Motioned: Mr. Phil Hunt

Seconded: Mrs. Susan Mann

Voter	Yes	No	Abstaining
Mr. Sam Bennett, Vice-President	X		
Dr. Jere Butcher, Board Member	X		
Mr. Phil Hunt, President	X		
Mrs. Susan Mann, Board Member	X		

Attachments:

[T Claxon 6-7-23.pdf](#)

6.8 109-2023 Administrative Contract - Assistant Principal CES

It is recommended that the Board of Education approve a Three (3) year contract with Katie Miller - CES Assistant Principal - August 1, 2023 to July 31, 2026 - 207.5 days per year

Result: Approved

Resolution: 109-2023

Motioned: Mr. Phil Hunt

Seconded: Dr. Jere Butcher

Voter	Yes	No	Abstaining
Mr. Sam Bennett, Vice-President	X		

Dr. Jere Butcher, Board Member	X		
Mr. Phil Hunt, President	X		
Mrs. Susan Mann, Board Member	X		

Attachments:

[K Miller 6-2-23.pdf](#)

6.9 110-2023 Administrative Contract - Athletic Director

It is recommended that the Board of Education approve a Three (3) year contract with Justin Smith - Athletic Director - August 1, 2023 to July 31, 2026 - 207.5 days per year.

Minutes:

Mr. Bennett stated that he is glad this will be full time position

Result: Approved

Resolution: 110-2023

Motioned: Mr. Phil Hunt

Seconded: Mr. Sam Bennett

Voter	Yes	No	Abstaining
Mr. Sam Bennett, Vice-President	X		
Dr. Jere Butcher, Board Member	X		
Mr. Phil Hunt, President	X		
Mrs. Susan Mann, Board Member	X		

Attachments:

[J Smith 6-8-23.pdf](#)

7 111-2023 Adjournment

Minutes:

The meeting adjourned at 7:33 a.m.

Result: Approved

Resolution: 111-2023

Motioned: Mr. Phil Hunt

Seconded: Mrs. Susan Mann

Voter	Yes	No	Abstaining
Mr. Sam Bennett, Vice-President	X		
Dr. Jere Butcher, Board Member	X		
Mr. Phil Hunt, President	X		

Mrs. Susan Mann, Board Member	X		
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ATTESTATION:

Terri Eyerman, Treasurer

Mr. Phil Hunt, President