

**TOWNSEND COMMUNITY SCHOOL**  
**CASTALIA, OHIO 44824**  
**BOARD OF DIRECTORS, REGULAR MEETING**  
**December 19, 2023 4:00 PM**

**School Board Goals for the 2023-2024 School Year**

- **Goal #1:** Raise competency by 2% for English and Math through staff, professional development, and explicit vocabulary instruction as measured by formative assessments.
- **Goal #2:** Sustain/increase enrollment and attendance levels by 1% in all counties we serve to fiscally enable and diversify equitable access to effective educators and programs to provide mentoring, coaching, and advising that support students' achievement and progression through implementation of a developed Mentoring Plan as measured by actual attendance rates.
- **Goal #3:** Build student wellness within the school and community through the development and implementation of intentional school-based and community-based activities that encourage student engagement and leadership as measured by weekly schedules, student surveys, levels of student participation, and development of the Student Engagement Seal.
- **Goal #4:** Engage families within the school and community through the development and implementation of intentional school-based activities and community-based partnerships in the six counties serviced to reduce risk factors to successfully graduating as measured by logs of meetings and/or events, family surveys, data reflecting family involvement/engagement, and utilization of community resources by TCS students and/or their families.

**I. Call to Order – Jean Smith, President**

**II. Roll Call – Kelsey Kromer, Treasurer**

K. Edwards \_\_\_ D. Grant \_\_\_ I. Palomo \_\_\_ J. Sallee \_\_\_ J. Smith \_\_\_

**III. Approve Agenda (or Additions/Corrections)**

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

K. Edwards \_\_\_ D. Grant \_\_\_ I. Palomo \_\_\_ J. Sallee \_\_\_ J. Smith \_\_\_

**IV. Approval of Minutes**

*Regular Board Meeting November 21, 2023*

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

K. Edwards \_\_\_ D. Grant \_\_\_ I. Palomo \_\_\_ J. Sallee \_\_\_ J. Smith \_\_\_

**V. Sponsor’s Report**

- A. Sponsor’s report from Ed Kurt, Margareta Superintendent

**VI. Public Participation**

**VII. Board Member/Liaison Reports**

President's Report-----	Jean Smith
Legislative Report-----	Jean Smith
Finance Report-----	Jackie Sallee
Professional Development Report-----	Dora Grant
Sponsorship Report-----	Kent Edwards
Personnel Report-----	Israel Palomo

**VIII. Treasurer’s Report**

**A. Informational Items**

- a. ARP ESSER - SRO Update
- b. Safety Grant Update

**B. New Business**

- A. Financial Reports: November 2023
- B. Payment of Bills: November 2023
- C. Cash Reconciliation: November 2023
- D. Resolution to approve the purchase of the Complete National Webcheck System from Biometric Information Management using both Safety Grant and General Fund monies for a combined total of \$6,500, as presented.
- E. Resolution to approve the purchase of Bundle 3 services through SCView for an introductory annual rate of \$8,695 and an annual rate of \$11,695 thereafter, with the services agreement as presented.
- F. Resolution to approve the Memorandum of Understanding with the Ohio Attorney General’s Office, as presented.
- G. Resolution to adopt Caremark’s Broad Vaccination Network, as presented.
- H. Resolution to approve the Contract for Technical Support Services Technician with NOECA, as presented.

Motion to approve items A-H of Treasurer’s Report:

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

K. Edwards \_\_\_\_ D. Grant \_\_\_\_ I. Palomo \_\_\_\_ J. Sallee \_\_\_\_ Jean Smith \_\_\_\_

**IX. Superintendent’s Report and/or Recommendations**

**A. Informational Items**

- a. Review of Current Enrollment Data
- b. Review of Conference in San Antonio attended by Tara Kiser and Ashley Hermes

c. Updates on Lorain County

**B. New Business**

A. Resolution to approve the awarding of high school diplomas to the following students upon successful completion of the graduation requirements as set forth by the State of Ohio: *Lauren (Easton) Haynes, AriNyah Rendon, Jasperei Stieber*

B. Resolution to approve of recycling or disposing of technology items that are no longer functional, or beyond end of life support, as provided in the attached list.

C. Resolution to approve the following school policies, which will replace our previous school policies:

- 101-Code of Regulations of Townsend Community School
- 102-Code of Ethics & Conflict of Interest Policy
- 102a-Conflict of Interest Statement
- 103-Board Meeting Notification Policy
- 104-Board Member Attendance Policy
- 105-Public Participation Policy
- 106-Public Records Policy
- 106a-Records Retention Schedule
- 106b-Public Records Request Form
- 106c-Public Records Request Tracking Form
- 106d Public Records Request Log
- 107-Media & Public Relations Policy
- 108-Grant Funds Policy
- 109-Educator Misconduct Policy
- 110-Whistleblower & Fraud Reporting Policy
- 111-Fixed Asset Policy with Disposal
- 112-Board Member Background Check Policy
- 113-Credit Card Policy
- 114-FTE True-Up Policy
- 115-Federal Funds Procurement Policy
- 116-Expenditure and Contract Authority Policy
- 117-Fundraising Policy
- 118-Board Member Computer and Technology Policy
- 120-Board Member Conference, Training, & Travel Expense Policy
- 120a H-Expense Report template
- 122-Nutrition Program Procurement Policy
- 201-Mission Statement
- 203-Non-Discrimination Policy
- 204-Admission Enrollment Residency Policy
- 205-Homeless Student Policy
- 205a-Homeless Addendum 1-Written Notification of Decision
- 205b-Homeless Addendum 2-Appeal
- 206-Missing Children Policy
- 207-Attendance Truancy and Automatic Withdrawal Policy
- 208-Academic Prevention and Intervention Policy
- 209-Special Education Policy
- 210-Child Find Policy
- 211-Section 504 ADA Policy
- 212-Acceleration Policy

- 213-Anti-Gang Policy
- 214-Anti-Harassment Intimidation Bullying Policy with Reference to Title IX Policy
- 215-Suspension Expulsion Policy with Notification Forms
- 216-PBIS and Restraint and Seclusion Model Policy and Procedures
- 217-Parent Involvement Policy
- 218-Right to Know Qualifications and Testing Notification
- 219-Complaint Policy and Procedure
- 220-Student Records Policy
- 221-Personal Information Systems Policy
- 222-Technology (Including Artificial Intelligence) & Internet Safety Policy
- 225-Financial Literacy Policy
- 225a-Financial Literacy Standards
- 226-College Credit Plus
- 227-Credit Flexibility Plan
- 228-Code of Conduct
- 229-Dress Code
- 231-Testing Policy
- 232-Career Advising Policy
- 232a-Career Advising Student Success Plan (2017)
- 233-Student Promotion and Retention
- 235-Student in Foster Care
- 236-Transportation Policy
- 237-Graduation Policy
- 237a-Community Service Seal-Locally Defined Language
- 238-Policy for Students at Risk of Not Qualifying for High School Diploma
- 239-Title IX Non-Discrimination and Grievance Procedures
- 240-Online Day Plan
- 240a-Online Day Plan Attachment A
- 301-Wellness Policy
- 301a-Wellness Policy Compliance Form
- 302-Food and Beverage Policy
- 303-Return to Play
- 303a-Concussion Information Sheet
- 304-Protective Eyewear Policy
- 305-Asbestos Management
- 306-Automated External Defibrillator Policy
- 307-Bloodborne Pathogen Control Policy
- 308-Chicken Pox Epidemic Policy
- 309-Dangerous and Recalled Products Policy
- 310-Hand-Washing Policy
- 311-Integrated Pest Management Policy
- 311a-Bed Bug Policy
- 312-Pesticide Notice Policy
- 313-Food Allergy Policy
- 314-Medication Policy with Diabetes Care
- 315-Radon Protocol Policy
- 316-Vehicle Idling Policy
- 317-Search Policy
- 318-Child Abuse and Neglect Reporting Policy
- 319-Corporal Punishment Policy
- 320-Tobacco Policy

- 321-Seizure Disorder Policy
- 401-General Information, Employee Classification, and At-Will Employment
- 402-Americans with Disabilities Act
- 403-Equal Employment Opportunity
- 404-Title IX Policy (also see Policy #239)
- 405-Immigration Compliance
- 406-Employee Conduct and Dress Code
- 407-Overtime Policy
- 408-Mileage Reimbursement Policy
- 409-Tuition Reimbursement Policy
- 410-Attendance and Schedule Policy
- 411-Time Off Policy
- 412-Salary Administration and Deductions
- 413-Disposition of Employees upon School Closure
- 414-Background Checks
- 415-Confidentiality of School Information
- 416-Employment Verification
- 417-Personal Information Systems Policy (also see Policy #221)
- 418-Smoke, Drug, and Weapon Free Policy
- 419-Outside Employment
- 420-Conflict of Interest Policy (also see Policy #102)
- 421-Educator Misconduct Policy (also see Policy #109)
- 422-Child Abuse and Neglect Reporting (also see Policy #318)
- 423-Employee Notice of Fraud Reporting
- 424-Use and Return of School Property Policy
- Appendices: Therapy Dog Consent Form

Motion to approve items A-C of Superintendent’s Report:

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

K. Edwards \_\_\_ D. Grant \_\_\_ I. Palomo \_\_\_ J. Sallee \_\_\_ J. Smith \_\_\_

**X. Executive Session (if needed\*)**

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

K. Edwards \_\_\_ D. Grant \_\_\_ I. Palomo \_\_\_ J. Sallee \_\_\_ J. Smith \_\_\_

**XI. Return from Executive Session (if needed\*)**

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

K. Edwards \_\_\_ D. Grant \_\_\_ I. Palomo \_\_\_ J. Sallee \_\_\_ J. Smith \_\_\_

**XII. Adjourn**

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

K. Edwards \_\_\_\_ D. Grant \_\_\_\_ I. Palomo \_\_\_\_ J. Sallee \_\_\_\_ J. Smith \_\_\_\_

**\*Per Ohio Revised code, the Board of Directors may enter into an executive session at any time of the meeting for any of the following matters:**

- (1)** To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual,
- (2)** To consider the purchase or sale of property
- (3)** Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action;
- (4)** Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment;
- (5)** Matters required to be kept confidential by federal law or regulations or state statutes;
- (6)** Details relative to the security arrangements and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office.

**Next Regular Monthly Board Meeting: January 16, 2024 @ 4:00 PM**