

**RECORD OF PROCEEDINGS  
MINUTES OF  
ZANE TRACE LOCAL SCHOOL DISTRICT**

**Board Workshop/Regular Meeting  
May 20, 2020  
5:00P.M./6:30P.M.**

The Zane Trace Local Board of Education held a Board Workshop/Regular Board Meeting on May 20, 2020, at 5:00P.M./6:30 P.M. virtually on Facebook Live. The following Board Members responded to roll call: Mr. Bryan, present; Mrs. Chester, present; Mrs. Lochbaum, present; Mr. Mavis, present; Mr. Parker, present.

The Board Workshop covered discussion with Joe Dunkle, Building and Grounds Coordinator, regarding the maintenance and upkeep needs in the district for summer and the upcoming school year; review of the outline on the levy renewal plans and updated negotiation communications. The workshop was concluded at 6:18P.M.

The Regular Board Meeting started at 6:30 P.M.

**050120**

Mrs. Lochbaum made a motion, seconded by Mr. Parker that the Board of Education, Zane Trace Local School District approve the following operational items:

1. Board Agenda as presented
2. Board Minutes from the May 20, 2020 Board Meeting
3. May Financial Reports
4. May Appropriations modifications
5. Contracted Services with the Ross-Pike Educational Service District for the 2020-2021 school year
6. WHEREAS, Governor Mike DeWine has declared a state of emergency in Ohio, and the Governor and the Director of the Ohio Department of Health have closed all Ohio school to students from March 16, 2020, until at least May 1, 2020; and

WHEREAS, Governor DeWine and the Ohio Department of Education have stated that schools should work to provide education through alternative means during the period of extended school closure; and

WHEREAS, Section 15 of Ohio House Bill 197, signed into law by Governor DeWine on March 27, 2020, permits a board of education to adopt a plan for distance learning for students during the school shutdown, even if it had not adopted one previously pursuant t to Revised Code 3313.482; and

WHEREAS, Ohio Department of Education guidance indicates that schools may use “blizzard bags” during this extended school closure, beyond the normal three days;

NOW, THEREFORE, BE IT RESOLVED that pursuant to Ohio House Bill 197, Section 15, the Board hereby approves the provision of distance learning Retroactive to March 16, 2020, and continuing through the period of extended school closure due to COVID-19

BE IT FURTHER RESOLVED that the Board ratifies and authorizes the Superintendent’s development and implementations of a plan if distance learning, as set forth in Exhibit A, to enable and require students of the district to access and complete classroom lessons in order to make up hours because of the closing of schools in compliance with orders of the Governor Director of the Ohio Department of Health, a local board of health, and/or an extension of an order due to the COVID-19 pandemic.

7. WHEREAS, Section 17 (M) of Am. Sub. HB. 197 of the Ohio General Assembly permits a board of education t not to contact evaluations of teacher (and administrators) \* under Chapter 3319 of the Ohio Revised Code for the 2019-2020 school year based on a determination that it would be impossible for impracticable to do so; and

WHEREAS, the Board desires to make an election for the 2019-2020 school year.

NOW, THEREFORE, BE IT RESOLVED that the Board finds that it would be impossible or impracticable to conduct evaluations of teachers (and administrators) \*pursuant to Chapter 3319 of the Ohio Revised Code for the 2019-2020 school year if said evaluations were not completed prior to the Ohio Director of Health’s Order on March 14, 2020, ordering the closure of K-12 schools in Ohio;

BE IT FURTHER RESOLVED that the Board elects not to conduct evaluations Under Chapter 3319 of the Ohio Revised Code for teachers (and administrators) \*during the 2019-2020 school year, to the extent such evaluations were not completed prior to March 14, 2020.

8. Contingency plan for the 2019-2020 school year in the event schools closed for more than the hours permitted under board policy and state law.

**WHEREAS**, Ohio Revised Code 3313.48 mandates that a school district must be open for instruction with pupils in attendance for a minimum number of hours each school year; and

**WHEREAS**, Board Policy further requires that the District be open for instruction each school year for a minimum of 910 hours for students in grades kindergarten through six, and 1001 hours for students in grades seven through twelve; and

**WHEREAS**, R.C. 3313.48 authorizes a board of education to adopt a plan that permits students to make up and complete hours of instruction via online/remote learning in the event that schools are closed to students for a disease epidemic or other reasons, and the Board has adopted a plan for the 2019-2020 school year; and

**WHEREAS**, House Bill 197 (2020), which was enacted on March 27, 2020 in response to the COVID-19 pandemic health emergency, authorizes the Zane Trace Local School District Board of Education (“Board of Education”) to adopt a plan to provide for online learning opportunities for students to make up/complete an unlimited number of hours in lieu of attendance on days when buildings are not open to students during the 2019-2020 school year in compliance with any order issued by the Ohio Director of Health and/or a local board of health; and

**WHEREAS**, the Zane Trace Local School District Board of Education (hereafter the “Board”) has developed a contingency plan in accordance with R.C. 3313.482 under which district students will make up any time missed through online instruction required by section 3313.48 of the Ohio Revised Code and Board Policy; and

**WHEREAS**, the Board further authorizes licensed staff including intervention specialist to provide instructional support and related services within the scope of their practice by electronic delivery method or telehealth communication to district students, including students who receive special education and related services under an Individualized Education Plan or Section 504 Service Plan, while the Director of Health’s order to close schools to students remains in effect.

**WHEREAS**, the Board desires to adopt said plan.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of the Zane Trace Local School District that:

## **SECTION I**

Pursuant to R.C. 3313.482 and House Bill 197 (2020), the Board of Education hereby authorizes the following plan to allow students of the Zane Trace Local School District Board of Education to access and complete online/remote lessons in order to fulfill the required number of hours during the 2019-2020 school year:

- A. Each teacher shall develop a sufficient number of lessons equal to or greater than the amount of instructional time the student would receive for the days and hours of closure. All lessons shall be posted for each course that was scheduled to meet on a day that the school was closed.
- B. Teachers will submit the lessons to the building principal for approval on a biweekly/weekly/daily basis. The building principal will certify that the lessons are equal to or greater than the amount of instructional time the student missed.
- C. As soon as practicable, the appropriate administrator will direct staff about how to make lessons available through a District approved website or other technology portal.
- D. The teacher will be responsible for posting lessons online. The teacher shall designate the order in which the lessons are to be posted on the web portal or website if another employee is responsible for posting them on the teacher's behalf.
- E. Teachers will regularly assess the progress of the students and will update or replace such lessons as necessary throughout the remainder of the school year based on the results of the assessments.
- F. Each student enrolled in a course for which a lesson or assignment is posted shall be granted a two-week period from the date of the posting to complete the lesson/assignment. If the student does not complete the lesson/assignment within this time period, the student may receive an incomplete for failing grade unless the student provides a sufficient reason to the teacher justifying why they failed to complete the lesson/assignment.
- G. For students who experience difficulty accessing the online material or who do not have access to a computer. The Board of Education hereby authorizes "blizzard bags" as needed, which are paper copies when updating any of the online lessons. Blizzard bags will be distributed. Printed copies of any graded lessons or assignments will be included in the blizzard bags. Students utilizing this option will be granted two weeks from the date after picking them up to return completed lessons/assignments to their assigned building. If the student does not complete the lesson/assignment within this time period, the student

will receive an incomplete or failing grade unless the student provides a sufficient reason to the teacher justifying why they failed to complete the lesson/assignment.

- H. Licensed staff including intervention specialist may provide instructional support and related services within the scope of their practice by electronic delivery method or telehealth communication to any district students, including students who receive services under Individualized Education Plans or Section 504 Service Plans, while the Director of Health's order to close schools to students remains in effect.
- I. The District intends to meet its obligations to provide all students, including children with disabilities, equal access to curriculum and services during an extended school closure in accordance with state and federal law. Each building will notify parents about who they may contact if students are unable to access or participate in the program remotely because disability-related or other reason so that the District can explore alternative methods of instruction and possible accommodations.
- J. This plan includes the written consent of the teacher's employee representative as designated under division (B) of section 4117.04. Such consent is on file in the official file of the Board of Education and is hereby incorporated into this plan as if specifically rewritten.

Should circumstances warrant a change in the plan during the 2019-2020 school year, this contingency plan may be amended by the Superintendent at any time in his or her discretion.

### **SECTION III**

**IT IS FOUND** that all formal action of this Board of Education concerning or related to the adoption of this Resolution was adopted in an open meeting of this Board, and all deliberations of this Board that resulted in such formal action were adopted in meetings open to the public, in compliance with all applicable requirements of the Ohio Revised Code. **AND DETERMINED**

- 9. WHEREAS, on March 9, 2020 Governor DeWine declared a State of Emergency In Executive Order 2020-01D; and

WHEREAS, on March 11, 2020, the head of the World Health Organization declared COVID-19 a pandemic; and

WHEREAS, on March 22, 2020, the Director of Public Health issued a “Stay at Home” Order; and

WHEREAS, as a result of these events, and the transition to distance learning, the Superintendent and Treasurer may be required, and may be required in the near term, to take swift action in response to the pandemic, in order to continue providing instruction and nutrition to students; and

WHEREAS, the Board has adopted Policy 6320 [re: purchasing authority] which authorizes approval of certain contracts and purchases using specific procedures and within certain limits.

BE IT THEREFORE RESOLVED that the Zane Trace Board of Education declares an emergency; and

BE IT THEREFORE RESOLVED that the actions of the Superintendent and Treasurer, and their designees, with respect to the continuation of instruction and nutrition, to date, are ratified [as follows: may want to delineate actions]; and

BE IT FUTHER RESOLVED that the Superintendent and Treasurer, and their designees, are authorized to take emergency measures, make decisions using their best judgment in these unique circumstances, and to expend funds for products and services needed to respond to this emergency, up to \$25,000.

10. The proposed changes to the grading system for Zane Trace High School for 2019-2020 due to COVID-19.

11. RESOLUTION REQUESTING CERTIFICATION OF ALTERNATIVE TAX RATES FOR A RENEWAL INCOME TAX

(Ohio Revised Code Section 5748.02)

WHEREAS, Ohio Revised Code Section 5748.02 authorizes school districts to impose voter-approved income taxes upon their residents; and

WHEREAS, the School District is currently levying a 0.75% per annum, five-year income tax approved by the voters of the School District on May 5, 2015 (the “Existing Income Tax”) for the purpose of providing for the operating expenses of the School District, with the last year of collection of the Existing Income Tax being in 2020; and

WHEREAS, a resolution declaring the necessity to raise additional School District revenue must be passed and certified to the Tax Commissioner for the State of Ohio (the

“Tax Commissioner”) in order to permit the Board to consider the renewal of an income tax and to preserve the right to submit the question of levying such a renewal income tax to the electors of the School District at the election to be held on November 3, 2020;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Zane Trace Local School District, Ross County, Ohio, a majority of the members of the Board concurring, that:

Section 1. The Board determines that it is necessary to renew the Existing Income Tax to raise annually the additional sum of \$1,407,691 for the purpose of providing for the operating expenses of the School District (the “Income Tax”).

Section 2. The income that shall be subject to the Income Tax is the taxable income of individuals as defined in Ohio Revised Code Section 5748.01(E)(1)(b).

Section 3. The Treasurer is directed to immediately certify a copy of this Resolution to the Tax Commissioner, not later than July 24, 2020, together with a request that the Tax Commissioner determine and certify to the Board the property tax rate that would have had to be imposed by the School District in the current year to produce the amount of money set forth above and the income tax rate that would have had to have been in effect for the current year to produce the amount of money set forth above.

Section 4. All formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of this Board, and all deliberations of this Board and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Ohio Revised Code Section 121.22.

12. May Five Year Forecast submission
13. The return of the FY2019 Yearbook Advance as a transfer. This was inadvertently left off of the June 2019 Agenda.
14. Payment of all FY2019-2020 Certified and Classified employee contracts and benefits during the period of COVID-19.
15. Payment of all spring supplementals as contracted to assist in retaining staff due to COVID-19.
16. GAAP Conversion Proposal from J.L. Uhrig

Roll Call: Mr. Bryan, yes; Mrs. Lochbaum, yes; Mr. Mavis, yes; Mr. Parker, yes; Mrs. Chester, yes. Motion Carried.

**050220**

Mr. Mavis made a motion, seconded by Mrs. Lochbaum that the Board of Education, Zane Trace Local School District approve the following personnel items:

1. Two year contract for **Jennifer Worthington** as School Psychologist
2. **William Pope** as a substitute custodian
3. **Kathryn Watson** as Head Soccer Coach (Girls)
4. **Kate DePugh** as Volunteer Soccer (Girls)
5. The following supplemental contracts or 2020-2021. In accordance with ORC 3313.53 (D)(I) the Board of Education has offered the following positions for the 2020-2021 to licensed employees of the District and licensed individuals outside the District and no such person qualified.

**Alisha Harrington** Junior High Soccer Girls

**Alisha Harrington** Junior High Soccer Boys

Roll Call: Mrs. Lochbaum, yes; Mr, Mavis, yes; Mr. Parker, yes; Mr. Bryan, yes; Mrs. Chester, yes. Motion Carried.

**050320**

Mrs. Lochbaum made a motion, seconded by Mr. Bryan that the Board of Education, Zane Trace Local School District adjourn the Board Meeting at 7:11 P.M. Roll Call: Mr. Mavis, yes; Mr. Mr. Parker, yes; Mr., yes; Mrs. Chester, yes. Motion Carried. Meeting Adjourned.

ATTEST:

\_\_\_\_\_  
BOARD PRESIDENT

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TREASURER