

Minutes of the **REGULAR BOARD MEETING** of the **DOVER BOARD OF EDUCATION** of Dover, Ohio, held virtually due to the COVID-19 pandemic on **May 12, 2020**.

President John Maxwell called the meeting to order. Roll Call: Ms. Elizabeth Lauber, Mr. Steve Mastin, Mr. Kyle Stemple, Mr. Michael Studer and Mr. John Maxwell.

**37-20** Mr. Studer moved and Mr. Stemple seconded the Board approve the minutes of the April 13, 2020 Regular meeting as presented.

Yeas: Mr. Studer, Mr. Stemple, Ms. Lauber, Mr. Mastin, Mr. Maxwell

**38-20** Mr. Mastin moved and Ms. Lauber seconded the Board approve the following items as presented by the Treasurer:

- Approved the Financial Report
- Approved Invoices for Payment. Check Nos. 125300 through 125415
- Adopted the Five Year Forecast

Mr. Studer requested to see the CARES Act funds on the forecast.

**39-20** Mr. Studer moved and Mr. Stemple seconded to amend the motion to approve the following items as presented by the Treasurer:

- Approved the Financial Report
- Approved Invoices for Payment. Check Nos. 125300 through 125415
- Adopted the Five Year Forecast

Yeas: Mr. Studer, Mr. Stemple, Ms. Lauber, Mr. Mastin, Mr. Maxwell

The Board instructed Mr. Andrew Bache, Treasurer, to add a disclosure to the forecast mentioning the additional funds to be received through the CARES Act.

**40-20** Mr. Studer moved and Mr. Stemple seconded the Board approve the following items as presented by the Treasurer:

- Approved the Financial Report
- Approved Invoices for Payment. Check Nos. 125300 through 125415
- Adopted the Five Year Forecast

Yeas: Mr. Studer, Mr. Stemple, Ms. Lauber, Mr. Mastin, Mr. Maxwell

**41-20** Ms. Lauber motioned to approve the following personnel recommendations. Mr. Stemple seconded the motion.

- Approved the following Classified Contracts for the 2020-2021 school year:
 

<b>Jill Coyne</b>	Secretary	Continuing Contract
<b>Beau DiGenova</b>	Bus Driver Custodian	Continuing Contract
<b>Darlynn Johnson</b>	Custodian	Continuing Contract
<b>Eric McKean</b>	Bus Driver	Continuing Contract
<b>Amy Palmer</b>	Assistant Treasurer	Continuing Contract
<b>Rebecca Price</b>	Cafeteria	Continuing Contract
<b>Kevin Bell</b>	Custodian	Two Year Contract
<b>Jim Bowser</b>	Bus Mechanic	Two Year Contract
<b>Kathleen Fockler</b>	Noontime Assistant	Two Year Contract
<b>Cameron Kirtley</b>	Custodian/Maintenance	Two Year Contract
<b>Maranda Monaco</b>	Bus Driver	Two Year Contract
<b>Debbie Petry</b>	Custodian	Two Year Contract
<b>Shayla Reedy</b>	Cafeteria	Two Year Contract
<b>Malissa Rossiter</b>	Cafeteria	Two Year Contract
- Approved the following Substitute Teachers for the 2020-2021 school year, pending current certification/licensure:  
 Substitute Teachers – **Robert Blickensderfer, Lila Bolen, Randall Cadle, Annette Civiello, Phillip Clinker, Stormi Clinton, Jud Compton, David Contini, Sharon Crawford, Carolyn Damasio, Joanne Decker, Dale Denham, Connie Dennison, Debra Haglock, Danielle Hamsher, Ed Henry, Debra Herold, Nicole Hickman, Susan Hudson, Julie Hykes, Laurie James, Kevin Keffer, Chelsea Laser, Sarah Lehman, Barb Lengler, Danielle Levensgood, John Marks, Lauren Miller, Sonya Miller, Angela Mills, Shannon Mitchell, Haley Murphy, Ardath Nigro, Rachel Palmer, Joyce Pettay, Julie Pfeiffer, Kathleen Phillips, Davetta Rapport, Dayna Reiter, Sara Reveal, Sherrel Rieger, Jane Rinehart, Melissa Schumacher, Nancy Smith, Linda Spring, Olivia Thomakos, Brenda Voelm, Sulinda (Cindy) Welch, Betty Wherley, Doug Willoughby, Jack Wyatt, Ted Yenny, Sara Zehr; Community Substitute Teachers – Angela Bajzeth, Mark Behrendt, Jeannette Chapman, Breanna Clum-Colaner, Tabita Cotlet, Autumn Famal (School Nurse), Melissa Fulford, Keith Green, Heather Hagopian, John Hess, Steve Hoagland, Lisa Incarnato, Andrew Kambam, Eileen Kerns, Carolyn Kriviski-Miller, Becky Longworth-Smith, Brent Miller, Heba Mohamed, Mary Ann O'Donnell (School Nurse), Rod Phillips, Sierra Sandy, Marie Schultz, Robert Schwenk, Sarah Shreiner, Deborah Sparks, Heather Stewart, Susan Weininger, William (Bill) West, Margy Wherley, Craig Williams, Vincent Winters, Melinda Woodworth**

- Approved Substitute Secretaries, Substitute Classroom Assistants, Substitute Cafeteria Personnel, Substitute Bus Drivers, and Substitute Custodians for the 2020-2021 school year:  
 Substitute Secretary – Amy Ady, Kristina Amos, Nancy Arbogast, Jennifer Bantum, Susan Bennett, Judy Celce, Courtney Cush, Kathleen Fockler, Kim Foster, Kimberle Giammo, Nancy Gilmore, Christine Giument, Kelli Hepner, Tasha Hoover, Susan Hudson, Susan Hunt, Annette Jones, Lynsey Kimble, Samantha Marsh, Deanna Menapace, Heather Rufener, Mary Jo Sanner, Cortney Steed; Substitute Classroom Assistants – Amy Ady, Kristina Amos, Nancy Arbogast, Jennifer Bantum, Alison Barnhart, Susan Bennett, Daisie Cline, Kathleen Fockler, Kim Foster, Kimberle Giammo, Christine Giument, Kelli Hepner, Tasha Hoover, Becky Longworth-Smith, Deanna Menapace, Maranda Monaco, Kathy Mullins, Heather Rufener, Sierra Sandy, Marie Schultz, Nancy Smith, Brenna Swan, Lea Weaver, Wayne York; Substitute Cafeteria Personnel – Mary Amistadi, Nancy Arbogast, Brandy Comignaghi, Lisa Crow, Courtney Cush, Kelli Hepner, Tasha Hoover, Susan Hunt, Debbie Immel, Annette Jones, Lynsey Kimble, Samantha Marsh, Deanna Menapace, Malissa Rossiter, Cortney Steed, Allyson Wagner, Rebecca Wassem; Substitute Bus Drivers – Dan Andrews, Alison Barnhart, Jim Bowser, John Correll, Douglas Denbow, Lisa Fisher, Jon (Mike) Griffen (Van), Debbie Immel (Van), Maranda Monaco, Amy Schlabaach, Brenda Sibley, Tammy Stockert, Matt Varner, Barb White (Van); Substitute Custodial Personnel – Nancy Arbogast, Deb Dummermuth, Jerry Dummermuth, Lisa Fisher, Debbie Immel, Debbie Petry, Dave Starr, Lori Tristano, Matt Varner, Wayne York, Lori Zabka
  - Approved the following transfers for the 2020-2021 school year:  
 Rachael Westover – Physical Education Teacher at South Elementary  
 Jennifer Hindman – Elementary Guidance Counselor with 15 extended service days for the 2020-2021 school year  
 Amy McVicker - 2<sup>nd</sup> Grade Teacher
  - Approved Britni Barrino for ten extended days in the 2020-2021 school year for District English Learner Program responsibilities
  - Rescinded one year contract awarded in April to Sarah McVaney
  - Noreen Leavers - Accepted resignation retirement effective June 30, 2020.
- Yeas: Ms. Lauber, Mr. Stemple, Mr. Mastin, Mr. Studer, Mr. Maxwell  
 Abstain: Mr. Studer on item 6.03 – (approving substitute secretaries, substitute classroom assistants, substitute cafeteria personnel, substitute bus drivers, and substitute custodians for the 2020-2021 school year)

**42-20** Mr. Mastin moved and Mr. Studer seconded the motion to approve the following recommendations:

- Approved Student Protective Agency to provide student accident insurance for the 2020-2021 school year
- Appointed the following to conduct Bus and Van Driver physicals for the term of May 1, 2020 through April 30, 2021:  
 Dr. Spencer Pinion  
 Occupational Medicine Center of Tuscarawas County  
 Dover School Nurses: Sherry Patterson and Kelli Mossor
- Appointed Occupational Medicine Center of Tuscarawas County to conduct quarterly random drug testing and post-accident testing from May 1, 2020 – April 30, 2021
- Approved the administration of the following assessments via pencil-paper (instead of online) for the 2020-21 school year:  
 Grade 3 OST English Language Arts  
 Grade 3 OST Mathematics  
 Grade 3 AASCD English Language Arts  
 Grade 3 AASCD Mathematics
- Approved the following policies:  
 BCCC - Treasurer's Contract  
 BDC - Executive Sessions  
 BDDG - Minutes  
 CBC - Superintendent's Contract  
 GBCB - Staff Conduct  
 GBH - Staff-Student Relations  
 GCB-2 - Certified Staff Contracts and Compensation Plans (Administrators)  
 JED - Student Absences and Excuses  
 JEE - Student Attendance Accounting  
 JFCF - Hazing and Bullying  
 JFCF-R - Hazing and Bullying (Regulation)
- Approved Dover City Schools Literacy Plan
- Approved Dover City Schools Return to Work Plan
- Approved Resolution to Forego Evaluation Procedures for the 2019-2020 School Year Pursuant to HB 197, Section 17(M)
- Accepted, with gratitude, the following donations:  
 \$1,150.00 from HRN Construction to be used for graduation videos for the Class of 2020  
 \$11,600 from the Dover Band Boosters to purchase new sousaphones for the high school band

\$8,917.50 from the Dover High School Class of 1962 to be used for the purchase of a clock for outside of the new high school  
\$372,700 grant from the Muskingum Watershed for an underground water detention system

- Accepted, with gratitude, the following donations to be used toward the Dover Meals program:

- \$140.00 - Richard & Connie Stoffer
- \$2,000.00 - Wayne York
- \$100.00 - Andrew & Tara Ireland
- \$200.00 - Anonymous
- \$100.00 - Brandon & Melissa Tylke
- \$500.00 - Nancy & James McDonald
- \$100.00 - Ron Whetstone
- \$2,000.00 - Dover VFW Post #3463
- \$50.00 - Scott Blind
- \$100.00 - Anonymous
- \$80.00 - Tim & Colleen Smith
- \$600.00 - Susan & Joe Helbling

Yeas: Mr. Mastin, Mr. Studer, Ms. Lauber, Mr. Stemple, Mr. Maxwell

President John Maxwell thanked all the thoughtful donors.

Superintendent Carla Birney provided an in depth look at the district's response to prevent COVID-19 spreading and the district's proactive plans to adapt to whatever the fall may bring.

**43-20** At 7:52 p.m. Mr. Stemple motioned to go in to Executive Session to discuss the employment of personnel and preparing for negotiations. No action to be taken. Ms. Lauber seconded the motion.

Yeas: Mr. Stemple, Ms. Lauber, Mr. Mastin, Mr. Studer, Mr. Maxwell

At 8:39 p.m., the Board was called back into open session by Mr. Maxwell.

**44-20** At 8:40 p.m., Ms. Lauber motioned to adjourn the meeting. The motion was seconded by Mr. Stemple.

Yeas: Ms. Lauber, Mr. Stemple, Mr. Mastin, Mr. Studer, Mr. Maxwell

\_\_\_\_\_  
PRESIDENT

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TREASURER

Dover City School District  
Tuncamers

Schedule of Revenues, Expenditures and Changes in Fund Balances  
For the Fiscal Years Ended June 30, 2017, 2018 and 2019 Actual,  
Forecasted Fiscal Years Ending June 30, 2020 Through 2024

Fund	Actual			Forecasted					
	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Average Change	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024
<b>Revenues</b>									
1.010 General Property Tax (Real Estate)	\$11,759,437	\$11,690,403	\$11,963,005	0.9%	\$12,693,192	\$13,018,215	\$13,148,397	\$13,279,661	\$13,412,660
1.020 Tangible Personal Property Tax									
1.030 Income Tax	8,412,331	8,752,191	9,040,906	3.7%	8,540,754	8,516,640	8,964,884	8,964,884	8,964,884
1.035 Unrestricted State Grants-in-Aid									
1.040 Restricted State Grants-in-Aid									
1.045 Restricted Federal Grants-in-Aid - SFSF									
1.050 Property Tax Allocation	2,598,825	2,348,737	2,059,548	-11.0%	1,801,098	1,606,400	1,535,251	1,550,803	1,566,109
1.060 All Other Revenues	434,826	305,151	673,643	45.5%	503,302	360,000	303,690	367,736	370,908
1.070 Total Revenues	23,205,621	23,296,482	23,767,183	1.2%	23,578,356	23,501,255	24,012,132	24,182,604	24,314,581
Other Financing Sources									
2.010 Proceeds from Sale of Nobles									
2.020 State Emergency Loans and Advancements (Approved)									
2.040 Operating Transfers-In									
2.050 Advances-In	152,407	192,369		-36.9%					
2.060 All Other Financing Sources									
2.070 Total Other Financing Sources	152,407	192,369		-36.9%					
2.080 Total Revenues and Other Financing Sources	23,357,978	23,488,851	23,767,183	0.9%	23,578,356	23,501,255	24,012,132	24,182,604	24,314,581
<b>Expenditures</b>									
3.010 Personal Services	14,018,460	14,527,389	14,674,077	2.3%	14,495,857	14,847,937	15,192,553	15,532,718	15,894,770
3.020 Employees Retirement/Insurance Benefits	5,818,711	6,250,359	6,287,897	4.0%	5,893,236	6,114,368	6,737,543	7,043,421	7,367,840
3.030 Purchased Services	1,933,141	2,427,830	2,413,479	11.5%	2,447,975	2,447,975	2,496,934	2,546,873	2,597,810
3.040 Supplies and Materials	483,096	522,816	445,440	-3.3%	599,800	779,800	785,396	627,704	640,258
3.050 Capital Outlay	132,502	325,243	176,616	49.9%	340,000	236,000	230,520	235,130	239,833
4.300 Other Objects	1,055,926	959,833	958,400	-4.8%	724,350	636,837	1,057,574	1,078,725	1,100,300
4.500 Total Expenditures	23,469,836	25,021,710	24,955,709	3.2%	24,493,218	25,092,935	26,511,520	27,064,571	27,840,817
Other Financing Uses									
5.010 Operating Transfers-Out									
5.020 Advances-Out									
5.030 All Other Financing Uses	192,369								
5.040 Total Other Financing Uses	192,369								
5.050 Total Expenditures and Other Financing Uses	23,662,207	25,021,710	24,955,709	2.7%	24,493,218	25,092,935	26,511,520	27,064,571	27,840,817
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	304,279	1,532,859	1,198,526	181.0%	914,862	1,551,680	2,499,388	2,301,967	3,528,236
7.010 Cash Balance July 1 - Excluding Proposed Renewal/Replacement and New Levies	8,432,764	8,128,505	6,965,646	-11.2%	5,397,120	4,482,258	2,930,578	431,191	2,470,776
7.020 Cash Balance June 30	8,178,505	6,995,846	6,297,120	-18.8%	4,482,258	2,930,578	431,191	2,170,776	5,997,012
8.010 Estimated Encumbrances June 30	687,230	650,497	809,436	9.5%					
10.010 Fund Balance June 30 for Certification of Appropriations	7,441,275	5,945,149	4,587,684	-21.5%	4,482,258	2,930,578	431,191	2,470,776	5,997,012
Revenue from Replacements/Renewal Levies									
11.010 Income Tax - Renewal									
11.020 Property Tax - Renewal or Replacement									
11.300 Cumulative Balance of Replacement/Renewal Levies									
12.010 Fund Balance June 30 for Certification of Contracts, Subsy Schedules and Other Obligations	7,441,275	5,945,149	4,587,684	-21.5%	4,482,258	2,930,578	431,191	2,470,776	5,997,012
Revenue from New Levies									
13.010 Income Tax - New									
13.020 Property Tax - New									
13.030 Cumulative Balance of New Levies									
14.010 Revenue from Future State Advancements									
15.010 Unreserved Fund Balance June 30	7,441,275	5,945,149	4,587,684	-21.5%	4,482,258	2,930,578	431,191	2,470,776	5,997,012

Disclosure: The district will receive a one-time deposit of \$267,070.70 in Federal funding from the CARES Act. While the accounting of these funds is still unknown, this money may have a material impact on the forecast.

See accompanying summary of significant forecast assumptions and accounting policies includes: General fund, Emergency Levy fund, DPIA fund, Textbook fund and any portion of Debt Service fund related to General fund debt

**Dover City School District  
Five-Year Forecast  
Fiscal Years Ending June 30, 2020 Through 2024**

May, 2020

Please visit the Ohio Department of Education website at [ftp://ftp.ode.state.oh.us/geodoc/5-yrForecast/](http://ftp.ode.state.oh.us/geodoc/5-yrForecast/).

**REVENUE ASSUMPTIONS**

***Property Taxes (General and Tangible Personal)***

Property values are established each year by the County Auditor based on new construction and complete or updated appraisal values, if applicable. Calendar year 2019 values increased a total of \$45.3 million over 2018. This is the largest increase in over twenty years. The nearly 12% increase is due to the Triennial Update that occurred in 2019. This increase was not unique to Dover. The Update increased values by an average of 13.06% statewide. We do not anticipate another upswing in the housing market values in the near future. We placed an emergency levy on the ballot in November 2018 and May 2019. Both levies failed. We placed an emergency levy on the ballot in November 2019, but we removed the levy from the ballot in light of the Triennial Update increase. The district has two emergency levies that can be placed on the ballot for renewal as early as November 2022. These are ten year levies and are critical to the operating budget. For uninterrupted collection, they must be renewed before the end of 2023.

***Income Tax***

The District does not have an income tax.

***State Foundation - Unrestricted/Restricted Grants-in-Aid***

Revenues from unrestricted grants-in aid are based on the amounts set by the State formula. Foundation revenue is calculated based on enrollment and other changes affecting average daily membership counts for the biennium budget. Estimates are based on the new biennium due to new leadership, the states' economy, and the district's formula being capped by almost \$3 million. The current estimate of foundation funding for fiscal year 2020 is \$8,580,764. This is a significant decrease from the estimate in September. \$300 million was reduced from the State foundation budget overnight, as a result of the COVID-19 pandemic. In particular on 5-6-20, we lost \$384,120 in State foundation payments in the remaining two months of FY20. A 5% reduction in State foundation is factored in FY21, as the pandemic continues to plague our State and Country. This line also includes casino revenue.

***Property Tax Allocation***

These funds are reimbursements from Ohio for tax credits given to owner occupied residences equaling 12.5% of the gross property taxes charged residential taxpayers and up to 10% for commercial and industrial taxpayers. The law has since changed and those reductions will no longer apply to new levies that are enacted after August 31, 2013. These amounts will consistently change with Real Estate Taxes.

Also included in this line of the forecast are Personal Tangible replacement payments. The phase out of tangible personal property tax has been occurring since fiscal year 2006 with the state using revenue from Commercial Activity Tax to reimburse districts for this loss. The Dover School District was heavily reliant on tangible personal property tax, as it received \$3.5 million annually before the change, which represented over 19% of Dover's total general fund budget. Most recently, H.B. 64 updated the phase-out of Tangible Personal Property tax reimbursements which will result in the complete loss of these replacement revenues by the end of fiscal year 2021.

***All Other Revenue***

Revenue from other sources is derived from preschool fees, rentals, reimbursements from federal projects, donations, and interest. Minor investment changes have been enacted in an attempt to increase interest income.

***Advances and Transfers***

The district no longer does advances and transfers.

***Additional Revenue Disclosure***

The district will receive a one-time deposit of \$267,070.70 in Federal funding from the CARES Act. While the accounting of these funds is still unknown, this money may have a material impact on the forecast.

**EXPENDITURE ASSUMPTIONS*****Personal Services and Employees Retirement/Insurance Benefits***

The amounts for salaries are based on a negotiated reopener for FY20. There are no other agreements in place, but historical raises have been forecasted. Retirement, Medicare, and Workers Compensation will increase at the same percentage that the salary increases. Health insurance costs are forecasted to increase 6% per year due to efforts to continue to negotiate health plan design changes and increased employee contributions.

***Purchased Services***

Increases in purchased services are due to increasing utility costs & usages, as well as specialized services required for segments of our student population.

***Supplies, Capital Outlay and Other***

Expenditures for supplies and materials are increasing due to curriculum changes and technology innovations. For at least the past 5 school years, more textbooks are being replaced by electronic books to keep pace with changes in courses of study. Most of these electronic book purchases require a licensing fee for a one year time period. Other expenditure patterns are increasing due to increases in auditor and treasurer fees and services provided by the county board of education.

***Advances and Transfers***

The district no longer does advances and transfers.

***Debt Services***

The school district has no outstanding debt to be funded out of the general fund.

***Encumbrances***

Encumbrances are budgeted to be expended in the year they occur and therefore are shown at zero for the forecast.

RESOLUTION TO FOREGO EVALUATION PROCEDURES FOR THE 2019-2020 SCHOOL  
YEAR PURSUANT TO H.B. 197, SECTION 17(M)

The Board of Education of the Dover City School District Board of Education, Tuscarawas County, Ohio, met in open session on May 12, 2020, with the following members present:

John Maxwell

Elizabeth Lauber

Steve Mastin

Michael Studer

Kyle Stemple

The Treasurer advised the Board that the notice requirements of R.C. 121.22 and Section 12 of H.B. 197 and the implementing rules adopted by the Board pursuant thereto were complied with for the meeting.

Steve Mastin moved the adoption of the following resolution:

WHEREAS, Ohio Governor Mike DeWine and Ohio Department of Health Director Dr. Amy Acton have issued various Orders due to the COVID-19 outbreak; and

WHEREAS, boards of education across Ohio, including the Board, were still in the process of collecting evaluation data for many teachers, administrators, and school counselors when the COVID-19 outbreak occurred; and

WHEREAS, as a result, the Ohio General Assembly enacted uncodified law in Section 17(M) of 2020 Am.Sub.H.B.No. 197 ("Section 17(M)"), stating that school districts that "had not completed an evaluation that was required under Chapter 3319. of the Revised Code for the 2019-2020 school year for an employee of the district, including a teacher, administrator, or superintendent, may elect not to conduct an evaluation of the employee for that school year, if the district board determines that it would be impossible or impracticable to do so"; and

WHEREAS, Section 17(M) further states "[i]f a district board elects not to evaluate an employee for the 2019-2020 school year, the employee shall be considered not to have had evaluation procedures complied with pursuant to section 3319.111 of the Revised Code for purposes of section 3319.11 of the Revised Code.

NOW, THEREFORE, BE IT RESOLVED by the Dover City School District Board of Education, Tuscarawas County, Ohio, that:

Section 1. In accordance with Section 17(M), the Board hereby elects to forego the evaluation procedures required by R.C. 3319.111 only for those employees whose evaluations

were not completed for the 2019-2020 school year due to the Governor's Order closing schools to students, because attempting to complete such evaluations will be impracticable.

Section 2. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of the Board, and that all deliberations of this Board and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code and Section 12 of H.B. 197.

Michael Studer seconded the Motion.

Upon roll call on the passage of the resolution, the vote resulted as follows:

John Maxwell, Yes                      Elizabeth Lauber, Yes

Steve Mastin, Yes                      Michael Studer, Yes

Kyle Stemple, Yes

Resolution passed and adopted this 12 day of May, 2020.

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President, Board of Education

ATTEST:

  
Treasurer

5-12-2020  
Date