



**Nordonia Hills City School District
Nordonia Board of Education Meetings
February Special Meeting
February 14, 2022, 6:00 pm - 7:00 pm
9370 Olde Eight Road
Northfield, Ohio 44067**

MINUTES and DOCUMENTS

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8.18 - Bulk Fuel Inventory and Usage - NEW 10-05-21

MINUTES

**Nordonia Hills City School District
Nordonia Board of Education Meetings
February Special Meeting
Monday, February 14, 2022, 6:00 pm - 7:00 pm
9370 Olde Eight Road
Northfield, Ohio 44067**

A. PRESIDENT'S REPORT

1. Roll Call

B. BOARD DISCUSSION ITEM

Discussion of next MGM Settlement Payment

C. BOARD DISCUSSION ITEM

Discussion of Board Policy 1.16 - Public Participation at Board Meetings

Discussion of Board Policy 7.08 - Achievement Testing Policies

Discussion of Board Policy 6.57 - Telehealth Appointments (New)

Discussion of Board Policy 8.18 - Bulk Fuel Inventory and Usage (New)

D. EXECUTIVE SESSION

Investigation of complaints against an employee

Resolution#

E. ADJOURNMENT

Resolution#

PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board of Education desires citizens of the District to attend its sessions so that they may become better acquainted with the operation of the schools and so that the Board may have an opportunity to hear the comments, suggestions and concerns of the public. In an effort to inform citizens in advance of matters to be considered at the Board meetings, advance notice of all regular and special meetings will be provided to the community media. Agenda items that are anticipated at the time of the press release for each meeting may be briefly outlined.

Although the public has the right to attend Board meetings, it has no inherent right to participate in the deliberations of the Board without its consent. Speakers may offer such objective criticisms of school operations and programs as concern them. But in public session, the Board has the right to request that complaints about school personnel or against any person connected with the school system be directed to the appropriate administrator. Other channels provide for Board consideration and disposition of legitimate complaints involving individual employees of the District.

The President of the Board ~~may will~~ recognize persons requesting to be heard **during the ~~—It will be discussed under~~ public commentary periods of the meeting, which may be held: (a) at the beginning of the meeting, during which comments about agenda topics will be heard; and/or (b) at the end of the meeting, during which comments about any school-related topic will be heard. Any single period for public comment shall not exceed fifteen (15) minutes in duration, except as otherwise authorized by the presiding officer. In total, the public comment period(s) shall not exceed thirty (30) minutes, except as otherwise authorized by the presiding officer.**

Persons or delegates who desire to be heard during a meeting must register to speak by using the speaker sign-in sheet, which will be made available to the public at the meeting location not less than one (1) hour before the meeting is scheduled to begin. A registrant is required to supply on the speaker sign-in sheet his/her name, address, the topic that he/she will address, and the time that the request to speak was made. The speaker sign-in sheet will be collected thirty (30) minutes before the scheduled start of the meeting.

~~It is suggested, although not required, that persons or delegates desiring to be heard before the Board regarding topics not on the prepared agenda, notify the Superintendent and/or Board President of the topic no later than seven (7) calendar days in advance of the meeting.~~

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct. Where his/her ruling is disputed, it may be overruled by a majority of those Board members present and voting.

The presiding officer shall be guided by the following rules:

- A. Any group appearing before the Board shall select a spokesperson to address the Board. Other members of the group shall not address the Board except with the permission of the presiding officer;
- B. A speaker must be recognized by the presiding officer and shall present his/her name, address, group affiliation, if any, and topic to be discussed in the open forum book provided;
- C. Each statement made by a participant shall be limited to no more than **three (3)** ~~five (5)~~ minutes. At the discretion of the presiding officer, more or less time, per person, may be allocated;
- D. All presentations must be done in an orderly fashion and must not impede the meeting, before, during, or after the presentation;
- E. Generally speaking, individuals will be recognized to speak once on a given topic;
- F. All statements shall be directed to the presiding officer; no participant may address or question Board members or administrators, individually;
- G. Board members may ask the speaker questions or make comments in order to clarify the discussion.
- H. Audio or video recordings are permitted. The person operating the recorder should contact the Superintendent prior to the Board meeting to review possible placement of the equipment, and must agree to abide by the following conditions:
 - 1. No obstructions are created between the Board and the audience;
 - 2. No interviews are conducted in the meeting room while the Board is in session;
 - 3. No commentary, adjustments of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session and not disrupt the meeting.
- I. The presiding officer may:
 - 1. Prohibit public comments that are frivolous, repetitive and/or harassing;
 - 2. Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, off-topic, antagonistic, obscene, irrelevant, or statements which constitute personal attacks, insults, or offenses directed specifically at an individual, which instantly inflict injury or tend to incite an immediate breach of the peace or otherwise constitute unprotected "fighting words" under federal court jurisprudence;

3. Request any individual to leave the meeting when that person does not observe reasonable decorum;
 4. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 5. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.
- J. The order of speaker recognition shall be based on the date/time at which a request to speak was made on the speaker sign-in sheet, in compliance with this Board Policy, with priority being given to the earliest request received.**
- K. If the Board is unable to hear all persons desiring to make public comments within the allotted time, and no extension of the public comment period is granted by the presiding officer, the persons who did not get to speak will be offered priority to speak during the second public participation period (for non-agenda subjects) next held by the Board. Such persons must provide the Superintendent or Board President with written confirmation of their intent to speak at such meeting.**

Adopted: _____

**BOARD MEETING
PUBLIC PARTICIPATION SPEAKER SIGN-IN SHEET**

Meeting Date: _____

1) **Name:** _____ **Address:** _____ **Time:** _____

Topic: _____

2) **Name:** _____ **Address:** _____ **Time:** _____

Topic: _____

3) **Name:** _____ **Address:** _____ **Time:** _____

Topic: _____

4) **Name:** _____ **Address:** _____ **Time:** _____

Topic: _____

5) **Name:** _____ **Address:** _____ **Time:** _____

Topic: _____

6) **Name:** _____ **Address:** _____ **Time:** _____

Topic: _____

7) **Name:** _____ **Address:** _____ **Time:** _____

Topic: _____

8) **Name:** _____ **Address:** _____ **Time:** _____

Topic: _____

9) **Name:** _____ **Address:** _____ **Time:** _____

Topic: _____

10) **Name:** _____ **Address:** _____ **Time:** _____

Topic: _____

TELEHEALTH APPOINTMENTS

Telehealth is the receipt of health-related services and information via electronic and telecommunication technologies. The Board acknowledges the convenience that telehealth provides to parents and students, and recognizes that telehealth options can enable students to maximize their time in the classroom. Therefore, the Board will permit students to conduct telehealth appointments on District premises in accordance with the rules established herein.

Parent/Guardian Permission

A student's parent/guardian must complete and submit the District's "Telehealth Appointment Request Form" to the building principal's office not less than five school days before the scheduled appointment. After consulting with any teacher whose class would be missed by the student due to the appointment, the principal will provide notice to the student and parent/guardian regarding whether the appointment will be permitted.

Licensed Physician's Certification

Not later than the next school day following a telehealth appointment, a written statement from the licensed physician who attended to the student during the telehealth appointment must be supplied by the student to the building principal's office. Should the student fail to submit the written statement in accordance with this rule, the student's absence will be considered unexcused.

Privacy

A room will be designated within each school building for purposes of conducting telehealth appointments. No staff member and no other student will be permitted into such room during a telehealth appointment. While efforts will be made to provide audio and visual privacy to students engaged in a telehealth appointment, no guarantee of privacy is made by the Board.

Technology

Students are permitted to use their own personal communication devices, and may connect to the District's network, for purposes of conducting a telehealth appointment. Alternatively, students may use available District technology to connect to the network. It is the student and his/her physician's responsibility to ensure that the electronic or telecommunication technology through which the telehealth services are provided is adequately secured against unauthorized access by third parties. The Board disclaims all liability for health information improperly accessed, lost, or stolen due to network or technology failures or security breaches.

Reporting To and Leaving Telehealth Appointments

Students are to arrive at the building principal's office not earlier than 10 minutes before the scheduled start of their telehealth appointment. The student will be escorted or directed to the designated room for the appointment. Upon the conclusion of the appointment, the student shall immediately report to the building principal's office, where he/she will be given a pass permitting the student to return to class.

Adopted: _____

TELEHEALTH APPOINTMENT REQUEST FORM

Student Name: _____

Date of Appointment: _____

Time (Duration) of Appointment: _____:_____ __.M. to _____:_____ __.M.

Name of Attending Physician: _____

The Nordonia Hills City School District Board of Education (“Board”) has no legal obligation to permit a student to conduct a telehealth appointment on District property during the school day. The Board therefore requires, as a condition of permitting the student to conduct a telehealth appointment, that the student, or his/her parent or legal guardian if the student is under age 18, agree to the following:

- 1) I hereby release the Board, its officers, members, employees, and agents, in both their official and individual capacities, from any and all liability or demands for personal injury, psychological injury, sickness, or death, which may be incurred by the student as a result of the student’s participation in the telehealth appointment.
- 2) I understand and acknowledge that the Board does not guarantee the privacy of my child during telehealth appointments. I agree that it is the responsibility of myself, my child, and his/her physician to ensure that the electronic or telecommunication technology through which the telehealth services are provided is adequately secured against unauthorized access by third parties. I understand that the Board disclaims all liability for health information improperly accessed, lost, or stolen due to District network or technology failures or security breaches.
- 3) I agree that the Board is not providing health care to the student merely by permitting the student to conduct a telehealth appointment on Board property.

Student Signature

Date

Parent/Guardian Signature (if under age 18)

Date

BUILDING PRINCIPAL’S OFFICE

Date Application Received: _____

Permission Granted: _____

Permission Denied: _____

ACHIEVEMENT TESTING POLICIES

The District, in its program of Ohio Achievement Testing, adheres to all rules, regulations and guidelines issued by the Ohio Department of Education (“ODE”). Questions or uncertain issues are verified and/or clarified when necessary through communication with the Bureau of Assessment and other appropriate state agencies on an as needed basis. The District, likewise amends and adjusts its testing program as appropriate and directed by the ODE. District coordinators and administrators maintain awareness of changes through attendance at related meetings sponsored by the ODE and other agencies.

Security Provisions

All test questions and test related materials are considered secure for the length of time established by law and are subject to both the Administrative and Revised Code of the State of Ohio.

It is unethical and illegal to use any secure materials to prepare students for the test or to assist students who have failed the test. Test materials may not be reproduced during the period of time established by Ohio law.

No person shall teach students the answers to specific test questions, copy or otherwise reproduce secure test materials for use by students, change students’ responses on the answer sheets, or in any other way cheat or assist a student to cheat. **Further, individuals are prohibited from revealing to any student any specific question that the person knows is part of an assessment, obtaining prior knowledge of the contents of an assessment, using prior knowledge of the contents of an assessment to assist students in preparing for the assessment, and/or failing to comply with any rule adopted by the ODE regarding security protocols for an assessment.**

The Superintendent or his/her designee(s) are authorized to have access to the test materials. The Superintendent/designee shall be responsible for ensuring that all test security provisions are met while test materials are in the District and/or in the building. Therefore, the Superintendent or his/her designee(s) shall be responsible for receiving and keeping all test materials in a secure location; disseminating materials to teachers, coordinators, examiners, or proctors; overseeing test procedures; collecting all tests and answer sheets; and overseeing the shipping of test materials to the site(s) at which scoring and reporting services will be provided.

Test monitors are assigned by the Superintendent or designee. Only test monitors are permitted in the testing rooms with students and no one else is to have access to testing materials.

Handling and Tracking of Test Materials

Testing materials sent to the school will be opened only by the building test coordinator.

Test materials will be stored in a secure, locked room until testing begins.

Test materials will be unpacked, counted, and organized for testing by the District coordinator and designated assistants.

Test materials shall be personally delivered to other buildings by the District coordinator or designated assistants. Materials shall be returned by the building coordinators or designated assistants to the District coordinator at the conclusion of testing.

Test administrators and room monitors will determine that all test materials are returned to them before students are permitted to leave the testing rooms. Any discrepancies shall be reported immediately to the building and District coordinator.

Under no circumstances, except building emergencies, shall the test administrators leave the testing room unsupervised. In the event of an emergency, students should place the answer sheet inside the test booklet and leave all materials at their desks. The room will be locked by the test administrator.

After testing is completed each day, all test materials will be returned to the building coordinator and will be secured while not in use.

After all testing is completed, the answer sheets and booklets will be counted and packed by the District coordinator and designated assistants.

Materials will be stored in a secure location until pick-up by the carrier is completed.

Violations of Test Security

The following prohibited behaviors will be reported immediately to the building and District coordinators.

- removal of any test materials from the testing rooms
- possession of a test booklet other than that given to each student during testing
- possession of written or other material pertaining to the test questions
- use of calculators on grades 6, 7, and 8 achievement tests and the Ohio Graduation tests in math and science
- giving or receiving assistance on the test

- looking at someone else's answer document
- marking items for a test which was administered earlier
- any other behavior which indicates cheating

Test monitors and proctors should attempt to verify each other's observations of violations when possible using reasonable and non-disruptive methods. Additionally, the examiners shall describe in writing as comprehensively as possible the circumstances of the alleged violation.

Once reported to the building coordinator, the alleged incident will be investigated in consultation with the appropriate principal.

Penalties for Confirmed Security Violations

Students confirmed of cheating or assisting another to cheat will have their test(s) invalidated and may be subject to further discipline. Parents will be notified in writing of the incident and the ODE will be notified of the violation within ten days.

Employees failing to follow security provisions may be subject to suspension or termination of employment. The State Board of Education may seek the suspension of a teaching certificate and prosecution under the state criminal code may occur. The ODE shall be notified of the security violation within ten days.

Students and employees accused of violations will be provided due process according to established District procedures.

Publication of these security provisions is required by the state of Ohio.

Access to Results

Parents and students will be informed of results in a timely manner following the District's receipt of them. Records will be kept in the student's file. Those persons having legal access to student academic information will also have access to Proficiency Test scores.

LEGAL REFS.: O.R.C. §3301.0710; **3319.151**; **3319.99**

Adopted: _____

BULK FUEL INVENTORY AND USAGE

Purchasing Bulk Fuel

Only the District Treasurer and Transportation Director are authorized to purchase bulk fuel on behalf of the Board. Documentation in the form of an invoice for the bulk purchase of fuel evidencing the amount purchased, the purchase price, and the vendor of the fuel shall be supplied by the person purchasing the fuel to the Treasurer's Office, which shall keep a record of all such purchases.

Documenting Fuel Usage

The District's bulk fuel may be used only for Board owned vehicles and machines. Only those Board employees who have obtained the prior written consent of the Director of Transportation may access the bulk fuel. Other persons or entities may access and use the District's bulk fuel for non-District owned vehicles and machines only with the express written authorization of the Board. Any person accessing the District's bulk fuel must log their use of the fuel on a District supplied form, which shall include: (a) the date accessed, (b) pump location (if multiple pumps exist), (c) name of employee accessing the fuel, (d) an identification of the vehicle or machine for which the fuel will be used; (e) an odometer reading if it is a vehicle, (f) the purpose for use of the fuel, and (g) the amount of fuel pumped.

The District's bulk fuel usage logs shall be reviewed regularly by the Treasurer's Office in conjunction with the Transportation Department to confirm completeness and accuracy of the logged information. The Treasurer's Office periodically shall review the bulk fuel usage logs to look for trends in miles per gallon for each vehicle, usage by location (if multiple pumps exist), usage by department (if applicable), total fuel usage by vehicle, and number of fill-ups per day, and investigate any anomalies.

Reconciliation

A monthly reconciliation shall be performed by the Treasurer which takes into account the beginning fuel in the tank, plus fuel purchased (per invoices), less the fuel used (per the fuel log), to obtain the ending inventory amount which shall then be compared to the fuel remaining in the tank to ensure all fuel is properly accounted for. This reconciliation shall include a physical review of the fuel tank by the Treasurer. The reconciliation and supporting documents shall be provided to and reviewed by the Board.

Security

The District's bulk fuel is both a dangerous and valuable commodity. Consequently, reasonable physical security and/or surveillance measures will be undertaken to protect the bulk fuel from being imperiled by damage to the storage tank or from theft or misuse.

LEGAL REF.: Ohio Auditor of State Advisory Memorandum (09/28/21)

Adopted: _____