

**JEFFERSON LOCAL SCHOOLS**  
**Special Meeting**  
**November 30, 2016**

**CALL TO ORDER**

**ROLL CALL**

West Jefferson, Ohio, the Jefferson Local Board of Education met in special session at 5:45 p.m. with the following members present: Mr. Garman, Dr. Hiss, Mr. Keel, Mr. Doran, Mr. Harper, Superintendent, Mr. Mullett, and Treasurer, Mrs. Smith.

**PLEDGE OF ALLEGIANCE**

Dr. Hiss led in the Pledge of allegiance.

**GENERAL DISCUSSION**

- **Organizational Chart Review** – Dr. Hiss noted how we have had some personnel changes and we need to add Dean of Students. The Dean of Students should be connected to the Superintendent. The Athletic Director should be connected to the High School & Middle School Principal. The Special Education Director should have a dotted line under the County Superintendent. The Athletic Director can have a dotted line to Superintendent. Mr. Mullett will send the revision out to all.
- **Update on Handbook Review** – Mr. Mullett indicated he has had a preliminary meeting with the principals. The goal is to sync up the Middle School and High School student handbooks. Mr. Mullett would like to get a draft form out by March 1, 2017. Mr. Harper would like a committee to go through page by page with Dr. Hiss serving on the committee. Mr. Mullett asked Dr. Hiss to send him some dates before the Christmas break to get together. Mr. Doran will be an alternate if Dr. Hiss can't make it.
- **Principal Hiring** – Mr. Mullett is going to post this position after the holidays. A committee will be put together with Dr. Hiss and Mr. Harper serving as alternate. The recommendation will be brought to the board by March 1, 2017. The committee in the past has become an advisory or a support to the Superintendent. The Superintendent will ultimately make the recommendation. Dr. Hiss would like to know where Board Members stand on sitting on any committee. It was the consensus of the Board that the Board continue to be able to serve on committees. Mr. Keel wanted to know what our goal is. Do we continue with our current positions or do we change our current positions. Mr. Doran feels the need for two principals is necessary due to testing and evaluations. Mr. Harper said we can

also look at the possibility of having a Principal and an Assistant Principal. Mr. Mullett will make a recommendation on the Principal position.

- **Policy Manual Review** – Dr. Hiss would like to know the wishes of the Board to update our policy manual. The Board wishes to pursue updating the policy manual with OSBA.

### **EXECUTIVE SESSION (#2016-187)**

Moved by Mr. Harper and seconded by Mr. Doran that the Board enter into executive session at 6:50 p.m. to discuss the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee. The vote: Yeas - Mr. Keel, Mr. Doran, Mr. Garman, Mr. Harper, and Dr. Hiss. Approved.

### **DISCUSSION**

- **Board Member Formative Feedback on Superintendent/Treasurer Performance**
- **Treasurer's Contract**

### **ADJOURNMENT**

Upon returning from execution session at 8:00 p.m. it was moved by Mr. Garman and seconded by Mr. Harper that the Board adjourn the meeting. The vote: Yeas - Mr. Doran, Mr. Harper, Dr. Hiss, Mr. Garman, and Mr. Keel. Meeting Adjourned.

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President

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Treasurer