

**LIBERTY UNION-THURSTON BOARD OF EDUCATION  
REGULAR MEETING**

**February 8, 2010**

**7:00 P.M. - Liberty Union High School Library**

If you need to use the elevator to go to the library on the second floor of the high school, please call the District Office at 862-4171 on the day of the meeting.

- 1. **ROLL CALL:**
  - Art Brate \_\_\_\_\_
  - Joe Farmer \_\_\_\_\_
  - Shaun Hochradel \_\_\_\_\_
  - John Hutton \_\_\_\_\_
  - Mike Raver \_\_\_\_\_

**2. PLEDGE OF ALLEGIANCE**

**3. RECOGNITION**

**A. STUDENTS OF THE MONTH:** Travis Reeves & Elijah Varney

**B. TEACHER OF THE MONTH:** Ms. Mallory James, Middle School Intervention Specialist

**4. PUBLIC PARTICIPATION AT BOARD MEETINGS**

File: KD (Also BDDH)

All meetings of the board and board-appointed committees are open to the public. Delegations or individuals are welcome at board meetings, subject to the following regulations designed to expedite deliberations and provide for full consideration of problems and questions:

- A. Establish appointment to present communications or petitions to the board three working days before the board meeting.
- B. Submit communications in writing at the time of requesting an appointment so that they may be duplicated and given to board members in the agenda materials.
- C. Limit presentations to 30 minutes with additional time to be granted by a vote of the majority of the Board. Each individual will be allotted three minutes until the total time of 30 minutes is used.
- D. Only upon the request of the board members will communications from the public be read aloud at the board meetings. These communications will be read by the board president, unless it is in violation of board policy. Such violation will be determined through consultation between the board president or treasurer and the superintendent.
- E. Each person addressing the Board shall give his/her name, address, and who they represent. If several people wish to speak, each person is allotted three minutes until the total time of 30 minutes is used. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so. Persons desiring more time should follow the procedure of the Board to be placed on the regular agenda. The period of public participation may be extended by a vote of the majority of the Board.
- F. The board will take questions and problems under advisement and issue responses after due deliberations, usually at the next meeting.
- G. If questions or problems relate to personnel, the Board will go into executive session to receive such presentations.

Board agendas are available to all those who attend board meetings. The section on the agenda for public participation shall be indicated. Noted in each agenda shall be a short paragraph outlining the board policy on public participation at board meetings.

[Adoption date: January 10, 2000]

[Revised: October 9, 2000]

[Revised: April 9, 2001]

LEGAL REFS.: ORC 121.22  
3313.20

CROSS REFS.: BCE, Board Committees  
BD, School Board Meetings  
BDDB, Agenda Format  
BDDC, Agenda Preparation and Dissemination

**5. REFRESHMENTS:** Prepared by the Food Services Department

**6. DISCUSSION AND APPROVAL OF THE MINUTES**

**LIBERTY UNION-THURSTON BOARD OF EDUCATION  
RE-ORGANIZATIONAL MEETING & REGULAR MEETING**

**January 11, 2010**

**7:00 P.M. - Liberty Union High School Library**

**ROLL CALL:**

Art Brate	Present
Joe Farmer	Present
Shaun Hochradel	Present
John Hutton	Present
Mike Raver	Present

**PLEDGE OF ALLEGIANCE**

Note: During the regular meeting of the LU-T Board of Education on December 14, 2009, **Mr. Art Brate** was elected President Pro Tempore for the January “re-organizational meeting”.

**ELECTION OF BOARD PRESIDENT**

**001-10** Motion by Joe Farmer, seconded by John Hutton to nominate Mr. Art Brate as Board President for calendar year 2010. Brate, **abstain**; Farmer, yes; Hochradel, yes; Hutton, yes; Raver, yes. Motion carried.

**ELECTION OF BOARD VICE-PRESIDENT**

**002-10** Motion by Shaun Hochradel, seconded by Joe Farmer to nominate Mr. Mike Raver as Board Vice-President for calendar year 2010. Farmer, yes; Hochradel, yes; Hutton, yes; Raver, **abstain**; Brate, yes. Motion carried.

**OATH OF OFFICE:** The Treasurer administered the Oath of Office to the newly elected Board of Education President, Vice President and the elected members.

**ESTABLISH REGULAR MONTHLY MEETINGS**

**003-10** Motion by John Hutton, seconded by Art Brate to establish the second Monday of the month at 7:00 P.M. as the date and time for regular monthly meetings of the Board of Education in calendar year 2010. The meetings will be held in the high school library unless otherwise announced. Hochradel, yes; Hutton, yes; Raver, yes; Brate, yes; Farmer, yes. Motion carried.

**REQUEST ADVANCE PAYMENT**

**004-10** Motion by Mike Raver, seconded by Joe Farmer, to give authority to the Treasurer to request advance payment on taxes collected, as allowed by law. Hutton, yes; Raver, yes; Brate, yes; Farmer, yes; Hochradel, yes. Motion carried.

**ESTABLISH BOARD LEGAL COUNSEL**

**005-10** Motion by John Hutton, seconded by Shaun Hochradel, to approve the legal firm Brickler & Eckler, LLP to provide legal assistance to the Board of Education during the calendar year 2010. Raver, yes; Brate, yes; Farmer, yes; Hochradel, yes; Hutton, yes. Motion carried.

**RECOGNITION**

**A. STUDENTS OF THE MONTH:** Quinton Cook & Heather Hite

**B. TEACHER OF THE MONTH:** Mrs. Mindy Beery, First-Grade Teacher

- C. LU-T BOARD OF EDUCATION MEMBERS:**
- |                            |            |
|----------------------------|------------|
| <u>Mr. Art Brate</u>       | 18 years   |
| <u>Mr. Joe Farmer</u>      | 18 years   |
| <u>Mr. Shaun Hochradel</u> | ½ year     |
| <u>Mr. John Hutton</u>     | 7 years    |
| <u>Mr. Mike Raver</u>      | 20 years   |
| Total Years of Service     | 63 ½ years |

**PUBLIC PARTICIPATION AT BOARD MEETINGS**

File: KD (Also BDDH)

**REFRESHMENTS:** Prepared by the Food Services Department

**DISCUSSION AND APPROVAL OF THE MINUTES**

**006-10** Motion by Joe Farmer, seconded by Shaun Hochradel, to approve the minutes of the Liberty Union-Thurston Board of Education Regular Meeting held on December 14, 2009, as printed. Brate, yes; Farmer, yes; Hochradel, yes; Hutton, yes; Raver, yes. Motion carried.

**MONTHLY FINANCIAL STATEMENTS**

**007-10** Motion by Mike Raver, seconded by Art Brate, to approve monthly financial items as stated below: Farmer, yes; Hochradel, yes; Hutton, yes; Raver, yes; Brate, yes. Motion carried.

**A. TREASURER’S FINANCIAL REPORT**

1. MONTHLY FUNDS BALANCE
2. RECEIPT OF FUNDS
3. STATUS OF APPROPRIATIONS
4. MONTHLY BANK RECONCILIATION

**B. BILLS**

**C. STUDENT ACTIVITY MONTHLY APPROPRIATIONS**

<u>FUND</u>	<u>AMOUNT</u>
018	\$11,638.01
200	50,538.42
300	22,890.32
<b>Total Changes</b>	<b>\$85,066.75</b>

**D. DONATIONS**

<u>Amount</u>	<u>Donor</u>	<u>Fund</u>
\$ 250.00	Baltimore Lions Club	Renaissance
6,305.41	Athletic Boosters - Fairbooth	Jr Class
500.00	Booster Bingo	Football
500.00	Booster Bingo	Cross Country
100.00	Baltimore Lions Club	Vocal Ensemble
100.00	LU Youth Volleyball - Player Officiated	Volleyball
2,190.00	Athletic Boosters Reimbursement for Passion Sports	Athletics
360.00	Athletic Boosters - Champion Shirts	Cross Country
500.00	Lancaster Fairfield Community Action Recycling	5 <sup>th</sup> Grade Science
2,180.66	Kroger Plus Card	5 <sup>th</sup> Grade Activity
62.91	Kroger Plus Card	HS Yearbook
<b>\$13,048.98</b>	<b>Total</b>	

**OLD BUSINESS: BOARD POLICY**

**008-10** Motion by Joe Farmer, seconded by Shaun Hochradel, to approve the Old Business policies as printed below: Hochradel, yes; Hutton, yes; Raver, yes; Brate, yes; Farmer, yes. Motion carried.

## A. **Policy IND - SCHOOL CEREMONIES AND OBSERVANCES / PATRIOTIC EXERCISES**

The Board believes that special recognition should be given to national holidays. The building principal should encourage a discreet observance of these holidays which have become a part of the American heritage. These observances may, in some instances, be in the form of a school assembly while in other instances they are a part of the classroom work.

The Board directs the administration to develop specific activities within each building to convey the meaning and significance of Veterans Day. The observance must be at least one hour long, except in buildings that schedule class periods of less than an hour. In those buildings, the observance must be at least one standard class period in length.

### Religious Holidays and Observances

The following guidelines govern the observance of, and teaching about, religious holidays in the schools:

1. The public schools must be neutral in matters of religion. The schools must show no preference for one religion over another. They must refrain from the promotion of any religion or all religions; consequently, no religious celebrations may be conducted by the public schools.  
 “Religious celebration” is defined as:
  - A. a formal observance, including worship or religious services of any kind, whether or not conducted by a member of the clergy. Religious observances cannot be justified by the fact that the majority of students or individuals in a given community happen to approve of the practice or by the fact that individual students may absent themselves upon parental request;
  - B. the display of religious objects or symbols, except those that are integral parts of a short-term study in the curriculum, such as art, history, etc., or
  - C. the presentation of religious music, except to the extent that such music is presented for its musical rather than its religious content. Songs or music programs which have significance for a particular religion should not be sung or performed in the school during the period which coincides with the community celebration of the events portrayed in the music. Festive songs that cannot be associated with a religious celebration are permitted.
2. A program or observance related to a religious holiday in theme or timing should be evaluated as to its purpose and effect. If either the purpose or the effect is judged to be religious rather than secular, the activity should not be undertaken.
3. The school should avoid any activity, display or exhibit that promotes or gives its approval to religious matters.

### Patriotic Exercises

The Board does not require the daily recitation of the Pledge of Allegiance. However, the Board encourages reciting of the Pledge on a regular basis as determined by the classroom teacher or building principal. ***The District is prohibited from preventing a teacher from having student recite the Pledge of Allegiance in the teacher’s classroom.***

The Board recognizes that beliefs of some persons prohibit participation in the Pledge, the salute to the United States Flag or other opening exercises. Therefore, such persons are excused from participation.

The Board prohibits the intimidation of any student by other students or staff aimed at coercing participation in reciting the pledge.

### School Prayer

The Board certifies that it does not have, nor will it adopt any policies that deny or prevent participation in constitutionally protected school prayer. This certification is submitted annually to the Ohio Department of Education by October 1.

Moment of Silence

The Board *may* provides for a moment of silence with participation of students for prayer, reflection or meditation upon a moral, philosophical or patriotic theme.

The Board, administrators or any District employee shall not require a student to participate in a moment of silence.

Constitution Day

On September 17 of each year, the District *may* ~~will~~ participate in the celebration of Constitution Day *by reciting the Preamble of the Constitution at 2:00 p.m. EST*. When the 17<sup>th</sup> falls on a weekend, the day of celebration will be announced.

[Approval date: January 10, 2000]  
 [Revised: November 14, 2005]  
 [Revised: January 11, 2010]

LEGAL REFS.: U.S. Const. Amend. I, Establishment Cl..  
 ORC 5.23  
 3313.602; 3313.63; 3313.80

**B. IGBM - CREDIT FLEXIBILITY**

The Board recognizes that an effective educational program is one that provides opportunities for students to customize aspects of their learning around their respective needs and interests. Credit flexibility is one method to motivate and increase student learning by allowing access to more resources, customization around individual student needs and the use of multiple measures of learning.

Credit flexibility shifts the focus from “seat time” to performance. Students can earn units of high school credit based on an individually approved credit flexibility plan. The intent of credit flexibility is to meet increased expectations for high school graduation in response to globalization, technology and demographics, and to meet the demand for 21<sup>st</sup> century skills.

In accordance with State law, the District must develop and implement a credit flexibility plan that enables students to earn high school credit by:

1. completing coursework;
2. testing out or showing mastery of course content;
3. pursuing an educational option and/or an individually approved option and/or
4. any combination of the above.

The Superintendent/designee develops the District’s credit flexibility plan consistent with the provisions of the following regulation.

Adoption: [January 10, 2010]]

LEGAL REFS.: Carnegie Design Team Report to the State Board of Education,  
*New Emphasis on Learning: Ohio’s plan for credit flexibility shifts the focus from “seat time” to performance (March, 2009)*  
 ORC 3313.60; 3313.603; 3313.309; 3313.6013; 3313.611; 3313.613;  
 3313.614; 3313.90  
 3321.04  
 Chapter 3324  
 Chapter 3365  
 OAC Chapter 3301-46  
 3301-35-06  
 Chapter 3301-46  
 Chapter 3301-51  
 Chapter 3301-61

CROSS REFS.: IGAD, Career-Technical Education  
 IGBH, Alternative School Programs  
 IGCB, Experimental Programs  
 IGCD, Educational Options (Also LEB)  
 IGCF, Home Instruction  
 IGCH, Postsecondary Enrollment Options (Also LEC)  
 IGE, Adult Education Programs  
 IKA, Grading Systems  
 IKE, Promotion and Retention of Students  
 IKEB, Acceleration  
 IKF, Graduation Requirements

NOTE: *In 2007, the Ohio General Assembly enacted Senate Bill (SB) 311, also known as the Ohio Core, which directed the State Board of Education to adopt a plan that enables students to earn units of high school credit based on demonstration of subject area competency, instead of or in combination with completing hours of classroom instruction.*

*SB 311 requires all local school boards to comply with the provisions of the State Board’s credit flexibility plan by adopting local board policy (ORC 3313.603(J)). full implementation of the local board policy must be reached by the beginning of the 2010-2011 school year.*

**C. IGBM-R - CREDIT FLEXIBILITY**

In accordance with State law, the District’s plan for credit flexibility must:

1. identify the multiple methods of communication and frequency of each method the District will use to communicate the aspects of the credit flexibility policy and plan to students and parents on an on-going basis;
2. allow for demonstrated proficiency options on an on-going basis;
3. allow for graded options for demonstrated proficiency;
4. allow demonstration of proficiency to count towards course requirements for graduation;
5. determine credit equivalency for a Carnegie unit;
6. prohibit capping or limiting the number of courses or credits earned through credit flexibility;
7. allow for both simultaneous credit and/or partial credit to be earned;
8. not prohibit access to online education, postsecondary options or services from another district, as approved by the Board;
9. allow, if so desired, for the acceptance of credit from other districts and educational providers;
10. establish provisions for instances when students do not or cannot complete requirements and
11. establish a review process and submit data to the Ohio Department of Education about the methods and frequency of communication with students and parents.

In addition, the Superintendent/designee collects performance data including, but not limited to, the number of participating students, total credits earned and extent to which student participation reflects diversity of the student body.

The Ohio Department of Education recommends that the Superintendent maintain a “library” of courses that were previously accepted to assist student, parents and teachers with understanding available options (or those unique to local contexts and regional economic development interests).

Adoption: [January 10, 2010]

**NEW BUSINESS: FINANCIAL**

**009-10** Motion by John Hutton, seconded by Mike Raver, to approve the New Business: Financial items listed below: Hutton, yes; Raver, yes; Brate, yes; Farmer, yes; Hochradel, yes. Motion carried.

- A. TAX BUDGET FOR FISCAL YEAR 2011:** Approved the proposed tax budget.  
(A copy of the complete school district tax budget is on file in the office of the Treasurer. An overview of the proposed tax budget was provided by the Treasurer.)
- B. FINANCIAL AUDIT:** An independent audit of district financial records for the period July 1, 2008, through June 30, 2009, has been completed. The Treasurer and Superintendent provided comments on the audit findings.
- C. FLOORING PURCHASE:** Linoleum flooring is needed for the first phase of the high school renovation. This purchase is outside the scope of materials put out for bid. The linoleum flooring proposal is a State term contract purchase. The price is the lower of two quotes received by the architect:

Provider: **Legacy Commercial Flooring**  
 State Term Contract Price: \$33,112.81  
Note: FMS Architects have recommended inclusion of a 3% contingency (\$993.38) in addition to the base bid.

Approved the above described flooring and contingency.

- D. UNDERGROUND STORAGE TANK REMOVAL FOLLOW-UP TESTING:** A one-thousand gallon underground storage tank was removed from district property in 1992. Since that time, a number of site assessments have been completed, as required by the Ohio Bureau of Underground Storage Tank Regulations.

Approved additional test borings and monitoring wells, as part of a BUSTR Tier 2 Evaluation is required:

Service Provider: **Spence Environmental Consulting, Inc.**  
 Cost: \$9,698  
Note: Curt Spence will attend the board meeting, and will review the proposal and answer questions regarding the storage tank removal project.

**NEW BUSINESS: PERSONNEL**

**010-10** Motion by Joe Farmer, seconded by Shaun Hochradel, to approve the New Business - Personnel items listed below: Raver, yes; Brate, yes; Farmer, yes; Hochradel, yes; Hutton, yes. Motion carried.

- A. RESIGNATION:** Resignation approval was granted to **Mrs. Christi Bachman**, Vocational Agriculture Teacher, effective January 19, 2010.
- B. EMPLOY BUS DRIVER:** Approved employment due to expanded transportation needs for special education programs:

NAME: **Lisa Gruezke**  
 POSITION: Bus Driver  
 HOURS: 1 ¾ Hour Daily When School is in Session  
 HOURLY RATE OF PAY: \$16.90  
 STARTING DATE: January 19, 2010

- C. EMPLOY TEACHER:** Approved the hiring of the following candidate:

NAME: **Christopher B. Turner**  
 POSITION: Vocational Agriculture Teacher  
 UNIVERSITY: The Ohio State University & Ashland University  
 DEGREE: Bachelor of Science & Master of Administration  
 LICENSE: Agriculture Business & Agriculture Production  
 SALARY: \$18,889.44 (MA - Step 2)  
 STARTING DATE: January 19, 2010  
NOTE: This employment is for the remainder of the 2009/2010 school year

only (92 days).

- D. **EXTENDED SERVICE CONTRACTS:** The following personnel was approved for extended service contracts for the 2009/2010 school year:

<u>Name</u>	<u>Position</u>	<u># of Days</u>	<u>Amount</u>
<b>Christopher Turner</b>	Vocational Educational	20	\$ 4106.40

- E. **CERTIFIED SUBSTITUTE LIST:** Approved the substitute teacher list for January, 2010, as nominated by the Fairfield County Superintendent.

**NEW BUSINESS: OTHER**

**REVIEW OF BOARD OF EDUCATION POLICIES:** The following policy is presented for review only and will be placed on the February 8, 2010, agenda for approval:

File: DJH

**CREDIT CARDS**

The Board recognizes the efficiency and convenience afforded the day-to-day operation of the District through the use of credit cards under the supervision of the Treasurer. However, credit cards are not to be used to circumvent the general purchasing procedures required by State law and Board policies.

The Board authorizes the use of credit cards in the following manner:

Credit Cards

1. All credit cards ~~issued to and in the name of the District~~ *use* shall be held and supervised by the Treasurer and used only for approved District-related activities.
2. Credit cards may be used for District-related transportation, reservations and expenses, conference registrations and hotel reservation guarantees for the Board and staff.
3. If monies are budgeted and deposited with the Treasurer in advance, credit cards may be used by school employees for student trips and competitions for safety and security reasons.
4. With prior approval of the Treasurer, credit cards may be used by school employees for school-related purchases from a vendor who does not accept purchase orders or vouchers.
5. Usually tips are not permitted to be paid with credit cards.
6. The Treasurer keeps a record of all credit card use. *Principals, supervisors or other employees using credit cards must provide the Treasurer with all credit card use records.*
7. Receipts and appropriate form(s) are to be turned in with the credit card to the Treasurer within five (5) business days upon completion of approved use. Failure to turn in receipts and appropriate form(s) to the Treasurer within five (5) business days may result in the charges being deemed unrelated or unsubstantiated. The user is responsible for any unsubstantiated or unrelated purchases.

[Adoption date: October 11, 2004]

CROSS REFS.: DJ, Purchasing  
 DJB, Petty Cash Accounts  
 DLC, Expense Reimbursement  
 GCL, Professional Staff Development Opportunities  
 GDL, Support Staff Develop

**INFORMATION**

- A. **CONSTRUCTION PROJECT UPDATE**

**B. HIV/AIDS AWARENESS AND TESTING PROGRAM**

**EXECUTIVE SESSION:** An Executive Session was requested, for the purpose of completing the performance evaluation of the Treasurer.

**011-10** Motion by Joe Farmer, seconded by Mike Raver, to go into Executive Session at 8:36 p.m. Brate, yes; Farmer, yes; Hochradel, yes; Hutton, yes; Raver, yes. Motion carried.

**012-10** Motion by John Hutton, seconded by Shaun Hochradel, to return from Executive Session at 8:55 p.m. Farmer, yes; Hochradel, yes; Hutton, yes; Raver, yes; Brate, yes. Motion carried.

**SPECIAL MEETING:** A special meeting of the Board of Education is scheduled for Saturday, January 23, 2010, at 8:30 a.m. in the high school library.

**NEXT REGULAR MEETING:** The next regular meeting of the Liberty Union-Thurston Board of Education will be held on Monday, February 8, 2010, at 7:00 p.m. in the high school library.

**ADJOURN:**

**013-10** Motion by Joe Farmer, seconded by Mike Raver, to adjourn at 8:56 p.m. Hochradel, yes; Hutton, yes; Raver, yes; Brate, yes; Farmer, yes. Motion carried.

**LIBERTY UNION-THURSTON BOARD OF EDUCATION  
SPECIAL MEETING - WORK SESSION**

**January 23, 2009**

**8:30 A.M. - High School Library**

- ROLL CALL:**
- Art Brate - Present
  - Joe Farmer - Present
  - Shaun Hochradel - Present
  - John Hutton - Present
  - Mike Raver - Present

**PLEDGE OF ALLEGIANCE**

**PUBLIC PARTICIPATION AT BOARD MEETINGS**

File: KD (Also BDDH)

**NEW BUSINESS: OTHER**

**A. SUPERVISOR REPORTS:** District Supervisors provided information about the topics listed below, and answered questions from Board of Education members regarding the area of their responsibility:

**1) TECHNOLOGY COORDINATOR**

- a) Future Hardware and Software Needs
- b) Maintenance
- c) Professional Development
- d) Staffing

**2) FOOD SERVICE SUPERVISOR**

- a) Staff Reassignments
- b) Food Delivery Sites
- c) Food Service Manager Certification
- d) Nutrition Analysis
- e) Cafeteria Finances

**3) BUILDING SERVICES SUPERVISOR**

- a) Indoor Air Quality Seminar Information
- b) Custodial Equipment for New Building

- 4) **TRANSPORTATION SUPERVISOR**
  - a) Substitute & Regular Driving Staff
  - b) State Transportation Reporting
  - c) Special Education Routing
  - d) Bus Fleet Miles
  
- 5) **MAINTENANCE SUPERVISOR**
  - a) Lift for Gyms, etc.
  - b) Staffing for Athletic Field Care
  - c) Future Equipment Needs

**B. PRINCIPAL REPORTS:** Building principals provided information about the topics listed below, and answered questions from Board of Education members regarding the operation of their building:

- 1) **ELEMENTARY SCHOOL PRINCIPAL**
  - a) Mathematics and Reading Quarterly Assessments
  - b) Future Staffing
  
- 2) **MIDDLE SCHOOL PRINCIPAL**
  - a) Building Leadership Team
  - b) Inclusion
  - c) Reading Program
  - d) Tutoring
  - e) Grade Averaging
  
- 3) **HIGH SCHOOL PRINCIPAL**
  - a) Formative Assessment
  - b) Quarterly Assessments
  - c) Future Staffing
  - d) Leadership Class
  - e) Graduation Credit
  - f) Paperless Scheduling

**NEW BUSINESS: INFORMATION**

- A. **INCOME TAX LEVY:** The May 4, 2010, ballot request to renew the 1/2 % income tax has been filed with the Fairfield County Board of Elections. A brief discussion to begin planning for dissemination of information to the community was held.
  
- B. **ATHLETIC FACILITY RENOVATION:** Members of the LUHS Athletic Boosters presented information regarding athletic facility development options and cost estimates.
  
- C. **NEXT REGULAR MEETING:** The next regular meeting of the Liberty Union-Thurston Board of Education will be held on Monday, February 8, 2010, at 7:00 p.m. in the high school library.

**ADJOURN**

**014-10** Motion by John Hutton, seconded by Joe Farmer, to adjourn at 12:06 p.m. Brate, yes; Farmer, yes; Hochradel, yes; Hutton, yes; Raver, yes. Motion carried.

Note: A tour of the high school renovation progress was available after the meeting.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the minutes of the Liberty Union-Thurston Board of Education Re-Organizational and Regular Meeting held on January 11, 2010, and the Special Meeting held on January 23, 2010, as printed above: **Brate**, \_\_\_\_\_; Farmer, \_\_\_\_\_; Hochradel, \_\_\_\_\_; Hutton, \_\_\_\_\_; Raver, \_\_\_\_\_.

**7. MONTHLY FINANCIAL STATEMENTS**

**A. TREASURER’S FINANCIAL REPORT**

- 1. MONTHLY FUNDS BALANCE**
- 2. RECEIPT OF FUNDS**
- 3. STATUS OF APPROPRIATIONS**
- 4. MONTHLY BANK RECONCILIATION**

**B. BILLS**

**C. STUDENT ACTIVITY MONTHLY APPROPRIATIONS**

<u>FUND</u>	<u>AMOUNT</u>
018	\$ 2,446.70
200	4,151.56
300	16,120.11
<b>Total Changes</b>	<b>\$22,718.37</b>

**D. DONATIONS**

<u>Amount</u>	<u>Donor</u>	<u>Fund</u>
\$308.00	Elementary Boosters	Elementary Technology
549.80	Misc: for Haiti	Foreign Language
40.00	Marcus Alford	Wrestling
350.61	Booster Bingo	Athletics
149.39	Booster Bingo	Girls Basketball
500.00	Booster Bingo	Softball
500.00	Booster Bingo	Boys Basketball
500.00	Booster Bingo	MS Football
<b>\$2,897.80</b>	<b>Total</b>	

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve monthly financial items stated above: **Farmer**, \_\_\_\_\_; Hochradel, \_\_\_\_\_; Hutton, \_\_\_\_\_; Raver, \_\_\_\_\_; Brate, \_\_\_\_\_.

**8. OLD BUSINESS: BOARD POLICY**

**REVIEW OF BOARD OF EDUCATION POLICIES:** Policy DJH, “Credit Cards”, was placed on the January 11, 2010, agenda, with recommended revision, for review only. This policy is now recommended for final approval.

File: DJH

**CREDIT CARDS**

The Board recognizes the efficiency and convenience afforded the day-to-day operation of the District through the use of credit cards under the supervision of the Treasurer. However, credit cards are not to be used to circumvent the general purchasing procedures required by State law and Board policies.

The Board authorizes the use of credit cards in the following manner:

Credit Cards

1. All credit cards ~~issued to and in the name of the District~~ *use* shall be held and supervised by the Treasurer and used only for approved District-related activities.
2. Credit cards may be used for District-related transportation, reservations and expenses, conference registrations and hotel reservation guarantees for the Board and staff.
3. If monies are budgeted and deposited with the Treasurer in advance, credit cards may be used by school employees for student trips and competitions for safety and security reasons.
4. With prior approval of the Treasurer, credit cards may be used by school employees for school-related purchases from a vendor who does not accept purchase orders or vouchers.
5. Usually tips are not permitted to be paid with credit cards.
6. The Treasurer keeps a record of all credit card use. ***Principals, supervisors or other employees using credit cards must provide the Treasurer with all credit card use records.***
7. Receipts and appropriate form(s) are to be turned in with the credit card to the Treasurer within five (5) business days upon completion of approved use. Failure to turn in receipts and appropriate form(s) to the Treasurer within five (5) business days may result in the charges being deemed unrelated or unsubstantiated. The user is responsible for any unsubstantiated or unrelated purchases.

[Adoption date: October 11, 2004]

CROSS REFS.: DJ, Purchasing  
 DJB, Petty Cash Accounts  
 DLC, Expense Reimbursement  
 GCL, Professional Staff Development Opportunities  
 GDL, Support Staff Develop

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Old Business policy printed above. **Hochradel**, \_\_\_\_\_; Hutton, \_\_\_\_\_; Raver, \_\_\_\_\_; Brate, \_\_\_\_\_; Farmer, \_\_\_\_\_.

**9. NEW BUSINESS: FINANCIAL**

SERVICE PROVIDER: **Ohio Work Health**  
 CONTRACT PERIOD: Friday, June 4, 2010  
 SERVICE PROVIDED: Bus Driver Physicals  
 COST: \$89 each; \$1,424 Total (16 Drivers)

Recommend approval.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the New Business: Financial items listed above. **Hutton**, \_\_\_\_\_; Raver, \_\_\_\_\_; Brate, \_\_\_\_\_; Farmer, \_\_\_\_\_; Hochradel, \_\_\_\_\_.

**10. NEW BUSINESS: PERSONNEL**

**A. EMPLOY SUMMER HEALTH AND PHYSICAL EDUCATION TEACHERS**

The following candidates are recommended to fill summer teaching positions as posted:

<u>Name</u>	<u>Position</u>	<u>Hours of Instruction</u>	<u>Student Cost</u>
	Summer, 2010, Phys Ed	60	\$100
<b>Ruth Lockwood</b>	Summer, 2010, Health	60	\$100

Note: The teacher will be paid \$100 per student, minus 16% for required benefits, for a total of \$84 per student. Recommend approval.

**B. SUPPLEMENTAL CONTRACT POSITIONS**

The following candidate is recommended for supplemental position as listed, contingent upon sufficient numbers of student participants, and obtaining “Pupil Activity Validation permits, issued by the Ohio Department of Education.

<u>Name</u>	<u>Position</u>	<u>Level</u>	<u>Step</u>	<u>Salary</u>
<b>Kevin Yates</b>	6 <sup>th</sup> Gr Outdoor Ed	8	0	\$346.31

Recommend approval.

**C. CERTIFIED SUBSTITUTE LIST:** Recommend approval of the substitute teacher list for February, 2010, as nominated by the Fairfield County Superintendent.

**D. CLASSIFIED SUBSTITUTE LIST:** Recommend approval of the classified substitute list for February, 2010, with the addition of the following name(s).

<u>Name</u>	<u>Address</u>	<u>Classification</u>
<b>Dan Roshon</b>	401 E Market St Baltimore, Oh	Cleaner / Custodian

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the New Business - Personnel items listed above. **Raver**, \_\_\_\_\_; Brate, \_\_\_\_\_; Farmer, \_\_\_\_\_; Hochradel, \_\_\_\_\_; Hutton, \_\_\_\_\_.

**11. NEW BUSINESS: OTHER**

**A. ESTABLISH BOARD MEMBER COMMITTEES FOR CALENDAR YEAR 2010**

Annually, members of the Board of Education serve on various sub-committees, as listed below. Board policy “BCB” calls for the Board President to make committee assignments. Committee assignments for calendar year 2010, are requested to be addressed:

<u>Committee</u>	<u>Board Member(s)</u>
Athletic Council	
Transportation	
Land Lab	
Curriculum & Technology	
Student Achievement (OSBA)	
Building & Grounds	
Finance	
Personnel	
Labor Management	
Legislative Liaison	
Policy Review	

**B. SUMMER SPORTS CAMP**

Approval for student participation in the following summer sports camp is requested:

**VOLLEYBALL CAMP**

- Dates: July 9 - 12, 2010
- Location: Penn State University
- Transportation: Parents
- Lodging: University Dorms
- Meals: University Cafeteria
- Chaperones: Liberty Union Coaches
- Student Cost: \$325 per student
- Participants: High School Volleyball Players

Recommend approval.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the New Business - Other Summer Sports Camp listed above. **Brate**, \_\_\_\_\_; Farmer, \_\_\_\_\_; Hochradel, \_\_\_\_\_; Hutton, \_\_\_\_\_; Raver, \_\_\_\_\_.

**12. INFORMATION**

**CONSTRUCTION PROJECT UPDATE**

**13. EXECUTIVE SESSION:** An Executive Session is requested, for the purpose of completing the performance evaluation of the Superintendent.

**A. GO INTO EXECUTIVE SESSION:** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to go into Executive Session at \_\_\_\_\_ p.m. **Farmer**, \_\_\_\_\_; Hochradel, \_\_\_\_\_; Hutton, \_\_\_\_\_; Raver, \_\_\_\_\_; Brate, \_\_\_\_\_.

**B. RETURN FROM EXECUTIVE SESSION:** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to return from Executive Session at \_\_\_\_\_ p.m. **Hochradel**, \_\_\_\_\_; Hutton, \_\_\_\_\_; Raver, \_\_\_\_\_; Brate, \_\_\_\_\_; Farmer, \_\_\_\_\_.

**14. NEXT REGULAR MEETING:** The next regular meeting of the Liberty Union-Thurston Board of Education will be held on Monday, March 8, 2010, at 7:00 p.m. in the high school library.

**15. ADJOURN:** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adjourn at \_\_\_\_\_ p.m. **Hutton**, \_\_\_\_\_; Raver, \_\_\_\_\_; Brate, \_\_\_\_\_; Farmer, \_\_\_\_\_; Hochradel, \_\_\_\_\_.