

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

Monday, October 16, 2017 - 7:00 P.M.
Liberty Union - Thurston Schools District Office

ROLL CALL:

Caryl Caito	<u>Present</u>
Shaun Hochradel	<u>Present</u>
John Hutton	<u>Absent</u>
Shawn Shook	<u>Present</u>
John Walter	<u>Present</u>

PLEDGE OF ALLEGIANCE led by the Liberty Union After-School Program

PRINCIPAL UPDATE

- A. **Mrs. Linda Rainey**, Elementary School Principal
- B. **Mr. Tim Turner**, Middle School Principal
- C. **Mrs. Holly Griffin**, Assistant Principal

RECOGNITION - STUDENTS OF THE MONTH: Payton Reef & Cassidy Turner

PUBLIC PARTICIPATION AT BOARD MEETINGS File: KD (Also BDDH)

Debbie Fisher expressed concern regarding the speed limit in the Elementary parking lot.

Board Member, **Shaun Hochradel**, presented information regarding Issue 16, the proposed tax levy for the purpose of general permanent improvements for Liberty Union - Thurston Schools.

REFRESHMENTS

DISCUSSION AND APPROVAL OF THE MINUTES

102-17 Motion by Shawn Shook, seconded by Caryl Caito, to approve the minutes of the Regular Meeting of the Liberty Union - Thurston Board of Education held on September 11, 2017, as printed. Caito, yes; Hochradel, yes; Hutton, **absent**; Shook, yes; Walter, yes. Motion carried.

MONTHLY FINANCIAL STATEMENTS

103-17 Motion by Shawn Shook, seconded by Shaun Hochradel, to approve Monthly Financial items as stated. Hochradel, yes; Hutton, **absent**; Shook, yes; Walter, yes; Caito, yes. Motion carried.

- A. **TREASURER’S FINANCIAL REPORT:** Approved.
 - 1. **MONTHLY BANK RECONCILIATION**
 - 2. **TREASURER’S MONTHLY FINANCIAL REPORT**
- B. **BILLS:** Approved.
- C. **STUDENT ACTIVITY MONTHLY APPROPRIATIONS:** Approved.

<u>FUND</u>	<u>AMOUNT</u>
018	\$ 4,144.72
200	9,792.68
300	51,950.99
Total Changes	\$65,888.39

- D. **DONATIONS:** Approved.

<u>Amount</u>	<u>Donor</u>	<u>Fund</u>
\$354.81	Kroger	MS Prin

635.00	Misc: Jeans Day	MS Prin
90.00	Christ UM Church	Elem Prin
180.00	Misc: Jeans Day	MS Prin
643.00	Misc: Jeans Day	HS Prin
15.00	Jon Pearlman	Ath Dept
49.31	Kroger	HS Yearbook
2,500.00	LUYGBA: MS Score Board	Ath Dept
51.59	Kroger Rewards	Volleyball
50.00	Walt Vannatta	Football
\$4,568.71	Total	-

NEW BUSINESS - FINANCIAL

104-17 Motion by Shaun Hochradel, seconded by Caryl Caito, to approve the Financial item(s) listed below. Hutton, **absent**; Shook, yes; Walter, yes; Caito, yes; Hochradel, yes. Motion carried.

- A. FIVE-YEAR FINANCIAL FORECAST** - The Ohio Department of Education requires all public school districts to prepare a five-year financial forecast. The complete five-year financial forecast report is available in the office of the Treasurer.

The Board approved the five-year forecast as requested.

- B. PURCHASED SERVICE AGREEMENTS**

SERVICE PROVIDER: **Eagle Wings Academy**
CONTRACT PERIOD: 1017-2018 School Year
SERVICES PROVIDED: Alternative Educational Placement
COST: Based Per Student

Approved.

NEW BUSINESS - PERSONNEL

105-17 Motion by Caryl Caito, seconded by Shawn Shook, to approve the Personnel item(s) listed below. Shook, yes; Walter, yes; Caito, yes; Hochradel, yes; Hutton, **absent**. Motion carried.

- A. RETIREMENT** - Building Services employee, **Max Mount**, has submitted his retirement effective January 1, 2018; approved.

We wish **Mr. Mount** well in his retirement and thank him for many years of service to Liberty Union Schools.

- B. CERTIFIED SUBSTITUTE LIST** - Approved the October, 2017, Certified Substitute List from the Fairfield County Educational Service Center.

- C. CLASSIFIED SUBSTITUTE LIST** - Approved the October, 2017, Classified Substitute List with the addition of the following name(s):

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Classification</u>
Cecilia Turner	5225 Stringtown Rd NW Pleasantville 43148	740-438-2058	Nurse Aide
* Gary Eads	8479 Ruffner Rd NE Millersport 43046		Building Services & Maintenance

Pending completion of all paperwork

- D. EMPLOY PERSONNEL** - The superintendent requests and recommends approval to hire the following **Math Interventionist** and a **Math Consultant**:

- 1) Name: Rick Schaffner** - approved.
 Position: Math Interventionist Tutor
 Rate: \$23.74 (to be paid from Title I)
 Flexible schedule during middle school instructional day
 Effective: September 6, 2017
- 2) Name: Natalie Brate** - approved.
 Position: Math Consultant
 Rate: \$23.74 (to be paid from Title I)
 Flexible schedule during middle school instructional day
 Effective: October 1, 2017
- 3) Name: Thane Hecox** - approved.

Position: Math Consultant
 Rate: \$23.74 (to be paid from Title I)
 Flexible schedule during middle school instructional day
 Effective: October 1, 2017

E. SUPPLEMENTAL POSITIONS / CONTRACTS - Approved the following personnel as recommended by the Superintendent.

Name	Supplemental Position	Level	Step	Salary
Blevins, Pat	JV Boys Basketball	2a	1	\$2,372.06
Snyder, Ryan	Freshman Boys Basketball	4	2	1,770.69
Sharp, David	8 th Gr Boys Basketball	4	6	2,205.01
Fletcher, Jeff	7 th Gr Boys Basketball	4	4	1,770.69
Blackstone, Justin	8 th Gr Boys Basketball	-	-	Volunteer
Savage, Betsy (Davis)	JrHi Basketball Cheer	6	1	835.23
Williamson, Seth	Winter Faculty Manager	3	10	3,407.74
Lawhorn, Maddie	Swim	-	-	Volunteer
Lewellen, Natalie	Swim	-	-	Volunteer
Schmidt, Mike	Head Baseball	2	11+	5,679.57
Mowery, Chris	JV Softball	3	0	2,004.56
Azeltine, Krista	Head Boys Track	2	11+	5,679.57
Mangette, Renee	Head Girls Track	2	10	4,944.57
Williamson, Seth	JrHi Boys Track	4	6	2,205.01
Steffan, Susan	JrHi Girls Track	4	11+	3,073.65

NEW BUSINESS - OTHER

106-17 Motion by Shawn Shook, seconded by Caryl Caito, to approve the New Business - Other item(s) listed above. Walter, yes; Caito, yes; Hochradel, yes; Hutton, **absent**; Shook, yes. Motion carried.

A. BOARD POLICIES - The following policies were discussed and reviewed at the September 11, 2017, Regular Board of Education meeting. Approved the following policies.

1) IJA - CAREER ADVISING

The Board views career advising as helping students understand themselves relative to their abilities, aptitudes, interests, attitudes, strengths and limitations. This process is meant to assist students in the development of their potential and their decisions relating to educational and career matters.

This policy is reviewed biennially and made available to students, parents, guardians/custodians, local post-secondary institutions and residents of the District. This policy is posted in a prominent location on the District website.

The District will do all of the following:

1. Provide students with grade-level examples linking schoolwork to one or more career field(s) through use of the State Board adopted career connections.
2. Create a plan to provide career advising to students in grades six (6) through twelve (12).
3. Provide additional interventions and career advising for students who are identified as at-risk of dropping out of school using both research- and locally-based methods developed with input from classroom teachers and guidance counselors.
4. Train employees on advising students on career pathways, including the use of online tools.
5. Develop multiple, clear academic pathways students can use to earn a high school diploma.
6. Identify and publicize courses in which students can earn both traditional academic and career-technical credit.
7. Document career advising provided to each student.
8. Prepare students for their transition from high school to their postsecondary destinations.

Student success plans (SSP) are developed for students identified as at risk of dropping out of school. A SSP identifies the student’s chosen academic pathway to graduation and the role of career-technical and competency based education and experiential learning, as appropriate in that chosen pathway. The student’s parents, guardians or custodians are invited to assist in the development of the SSP. A copy of the SSP, a statement regarding the importance of a high school diploma and the academic pathways available to the student for successful graduation is provided to parents, guardians or custodians who do not participate in development of the student’s SSP. Following SSP development, the District provides career advising aligned with the student’s individual plan and the District’s plan for career advising.

[Adoption date: April 13, 2015]
[Reviewed: October 16, 2017]

LEGAL REFS.: ORC 3313.6020

CROSS REF.: AFI, Evaluation of Educational Resources
 IJ, Guidance Program
 IL, Testing Programs
 JK, Employment of Students

2) IJA-E - CAREER ADVISING

Grade 6

<u>Tools and Assessments</u>	<u>Student/Parent Activities</u>	<u>Staff Activities</u>	<u>Resources</u>
<p>Learning Style Survey</p> <p>Career Cluster Inventory</p>	<p>Set up an OhioMeansJobs K-12 and Career Cruising accounts</p> <p>Complete the Career Cluster Inventory or Career Interest Survey</p> <p>Document your reflection of career exploration activities completed</p> <p>Explore College Credit Plus options available in seventh grade</p> <p>Explore education levels required for various occupations</p> <p>Develop an awareness of personal abilities, skills, interests, and motivations</p> <p>Begin your Career Pathway Goals - considering how your interests may influence your long-term goals:</p>	<p>Identify “At-Risk” students for Student Success Plan development</p> <p>Provide students with access to purposeful career exploration activities</p> <p>Advise students as to their learning results - help them make linkages between their learning and future career options</p> <p>Advise students on choosing College Credit Plus options that will support them with exploring their interests</p> <p>Include embedded Career Connections Learning Strategies across all content area courses for students to continue exploring and planning (Grade Level Teacher Teams Plan Career Related Lessons)</p>	<p>http://public.careercruising.com/en/OhiomeansJobsK-12</p> <p>District Curriculum Guide</p> <p>Eastland-Fairfield Career & Technical Schools</p> <p>Ideas for Implementation</p> <p>Field trips to area businesses that represent in-demand career fields</p> <p>Career speakers and presentations by area professionals</p> <p>Career mentorships and school partnerships with business and industry</p> <p><u>Math Teachers:</u> Students take on the role of small business owners to solve logistic-related problems by applying related knowledge such as volume, mass and surface area)</p> <p>Career Pathways Expo</p> <p>Summer Career Camp</p> <p>Explorer Day (@ Fairfield)</p> <p>Career Fairs</p>

Grade 7

<u>Tools and Assessments</u>	<u>Student/Parent Activities</u>	<u>Staff Activities</u>	<u>Resources</u>
<p>Cluster Inventory</p> <p>Academic and Career Pathways</p>	<p>Revisit your OhioMeansJobs K-12 and Career Cruising account to update your information and continue planning</p> <p>Complete the Career Cluster Inventory or Career Interest Survey (if not already completed)</p> <p>Document your reflection of career exploration activities completed</p>	<p>Identify “At-Risk” students for Student Success Plan development</p> <p>Provide students with access to purposeful career exploration activities</p> <p>Advise students regarding any changes to their learning styles and career interests - continue to help them make linkages between their learning and future career options</p>	<p>http://public.careercruising.com/en/OhiomeansJobsK-12</p> <p>District Curriculum Guide</p> <p>Eastland-Fairfield Career & Technical Schools</p> <p>Ideas for Implementation</p> <p>Field trips to area businesses that represent in-demand career fields</p> <p>Career speakers and presentations by area professionals</p> <p>Career mentorships and school partnerships with business and industry</p>

	<p>Explore College Credit Plus options available in eighth grade</p> <p>Learn about “mini courses” offered in the eighth grade</p> <p>Explore courses offered in eighth grade for high school credit</p> <p>Review education levels required for various occupations to demonstrate an understanding between educational achievement and career success</p> <p>Revisit and update your Career Pathway Goals - considering how your interests may influence your long-term goals. Begin your Academic Pathway Plan using the information you’ve learned from exploring and researching careers and the related education requirements.</p>	<p>Advise students on choosing College Credit Plus options that will support them with exploring their interests</p> <p>Include embedded Career Connections Learning Strategies across all content area courses for students to continue exploring and planning (Grade Level Teacher Teams Plan Career Related Lessons)</p>	<p><u>ELA Teachers:</u> Students select an instruction manual that represents a career field of their interest and determine the applications of skills and knowledge learned in the classroom to related careers - careers that may use or create the manual)</p> <p>Career Pathways Expo</p> <p>Summer Career Camp</p> <p>Explorer Day (@ Fairfield)</p> <p>Career Fairs</p>
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Grade 8

<u>Tools and Assessments</u>	<u>Student/Parent Activities</u>	<u>Staff Activities</u>	<u>Resources</u>
<p>Career Cluster Inventory</p> <p>Strengths/Skills Inventory</p> <p>Academic and Career Pathways</p> <p>End-of-Course Exams</p>	<p>Revisit your OhioMeansJobs K-12 and Career Cruising accounts to update your information and continue planning</p> <p>Complete the Career Cluster Inventory or Career Interest Survey (if not already completed)</p> <p>Complete a strengths/skills inventory or reflect upon experiences you’ve been involved in when you felt accomplished and successful. Then, identify the skills you needed and that you enjoy.</p> <p>Document your reflection of career exploration activities completed</p> <p>Create a Venn diagram on strengths/skills and interests to guide your high school course and program selection</p>	<p>Identify “At-Risk” students for Student Success Plan development</p> <p>Provide students with access to purposeful career exploration activities</p> <p>Advise students as to their strengths/skills survey results regarding any changes to their learning styles and career interests and continue to help them make linkages between their learning and future career options</p> <p>Advise students on choosing College Credit Plus options that will support them with exploring their interests</p> <p>Advise students on choosing electives that will support them with exploring their interests - pay special focus on graduation requirements and the three pathway options</p>	<p>http://public.careercruising.com/en/OhiomeansJobsK-12</p> <p>High School Course of Study</p> <p>District Curriculum Guide</p> <p>High school graduation requirements and pathways to earning a diploma</p> <p>Academic and Career Pathways</p> <p>Eastland-Fairfield Career & Technical Schools</p> <p>Ideas for Implementation</p> <p>Field trips to area businesses that represent in-demand career fields</p> <p>Career speakers and presentations by area professionals</p> <p>Career mentorships and school partnerships with business and industry</p> <p>Job shadows with expectations for students to identify linkages between their own learning and the workplace</p> <p><u>Social Studies Teachers:</u> after researching the various types of maps, students apply that knowledge to identify uses of maps across different careers)</p> <p>Career Pathways Expo</p> <p>Summer Career Camp</p>

	<p>Explore College Credit Plus options available in ninth grade</p> <p>Explore electives available in ninth grade and identify options to explore your interests and expand strengths/skills</p> <p>Review education levels required for various occupations to demonstrate an understanding between educational achievement and career success</p> <p>Develop ability to locate, evaluate, and interpret career information.</p> <p>Revisit and update your Academic and Career Pathways - consider how your interests may influence your long-term goals and how you can begin preparing now for your career goals by completing related education requirements.</p>	<p>for earning a high school diploma</p> <p>Include embedded Career Connections Learning Strategies across all content area courses for students to continue exploring and planning (Grade Level Teacher Teams Plan Career Related Lessons)</p>	<p>Explorer Day (@ Fairfield) Career Fairs</p>
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Grade 9

<u>Tools and Assessments</u>	<u>Student/Parent Activities</u>	<u>Staff Activities</u>	<u>Resources</u>
<p>Learning Style Survey</p> <p>Career Cluster Inventory</p> <p>Strengths/Skills Inventory</p> <p>Academic and Career Pathways</p> <p>End-of-Course Exams</p> <p>Online practice tests and test prep courses</p> <p>Work Importance Locator</p>	<p>Revisit your OhioMeansJobs K-12 and Career Cruising accounts to update your information and continue planning</p> <p>Document your reflection of career exploration activities completed</p> <p>Explore electives available in 10th grade and identify options to explore interests and expand strengths/skills</p> <p>Explore College Credit Plus options available in tenth grade</p> <p>Explore programs available at your school where you can earn credentials or certificates during high school</p> <p>Develop skills to locate and interpret career information.</p>	<p>Identify “At-Risk” students for Student Success Plan development</p> <p>Provide students with access to purposeful career exploration activities</p> <p>Advise students on choosing College Credit Plus options that will support them with exploring their interests</p> <p>Advise students as to their strengths/skills survey results, regarding any changes to their learning styles and career interests and continue to help them make linkages between their learning and future career options.</p> <p>Advise students-on choosing electives and other programs that will support them with exploring their interests</p>	<p>http://public.careercruising.com/en/OhiomeansJobsK-12</p> <p>High School Course of Study</p> <p>District Curriculum Guide</p> <p>High school graduation requirements and pathways to earning a diploma</p> <p>Academic and Career Pathways</p> <p>Eastland-Fairfield Career & Technical Schools</p> <p>Ideas for Implementation</p> <p>Field trips to area businesses that represent in-demand career fields</p> <p>Career speakers and presentations by area professionals</p> <p>Career mentorships and school partnerships with business and industry</p> <p>Job shadows with expectations for students to identify linkages between their own learning and the workplace</p> <p>Community service and service learning where students have an opportunity to lead, organize and facilitate meaningful projects</p>

	<p>Revisit and update your Academic and Career Pathways - consider how your interests may influence your long-term goals and how you can begin preparing now for your career goals by completing related education requirements.</p> <p>Create a Venn diagram on strengths/skills and interests to guide your high school course and program selection</p>	<p>- pay special focus on graduation requirements and the three pathway options for earning a high school diploma</p> <p>Advise students on joining school based organizations.</p> <p>Include embedded Career Connections Learning Strategies across all content area courses for students to continue exploring and planning (Grade Level Teacher Teams Plan Career Related Lessons)</p> <p>Advise students as to their Work Importance Locator and applicable college and career assessment results, regarding any changes to their learning styles and career interests and continue to help them make linkages between their learning and future career options</p>	<p><u>ELA Teachers:</u> career research paper on their career pathway of interest)</p> <p>Career Pathways Expo</p> <p>Explorer Day (@ Fairfield)</p> <p>Career Fairs</p>
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Grade 10

<u>Tools and Assessments</u>	<u>Student/Parent Activities</u>	<u>Staff Activities</u>	<u>Resources</u>
<p>Career Profile</p> <p>Academic and Career Pathways</p> <p>End-of-Course Exams</p> <p>Online practice tests and test prep courses</p>	<p>Revisit your OhioMeansJobs K-12 and Career Cruising accounts to update your information and continue planning</p> <p>Begin connecting college search majors to career interests and begin researching college admissions criteria (i.e. G.P.A., entrance exam scores, essay, interview)</p> <p>Explore the relationship between personality and career interests to develop a Career Profile</p> <p>Explore electives available in 11th grade and identify options to explore interests and expand strengths/skills</p> <p>Explore College Credit Plus options available in eleventh grade</p> <p>Document your reflection of career exploration activities completed</p>	<p>Identify “At-Risk” students for Student Success Plan development</p> <p>Provide students with access to purposeful career exploration activities</p> <p>Advise students on choosing College Credit Plus options that will support them with exploring their interests</p> <p>Advise students as to their assessment results regarding any changes to their learning styles and career interests and continue to help them make linkages between their learning and future career options.</p> <p>Advise students on choosing electives and other programs that will support them with exploring their interests</p> <p>- pay special focus on graduation requirements and the three pathway options</p>	<p>http://public.careercruising.com/en/OhiomeansJobsK-12</p> <p>High School Course of Study</p> <p>District Curriculum Guide</p> <p>High school graduation requirements and pathways to earning a diploma</p> <p>Academic and Career Pathways act.org</p> <p>collecieboard.com</p> <p>Eastland-Fairfield Career & Technical Schools</p> <p>Ideas for Implementation</p> <p>(See grade 9 listing)</p> <p><u>Mathematics Teachers:</u> Creating and using algebraic equations to predict the cost of college and compare total costs across colleges)</p> <p><u>ELA Teachers:</u> Begin an initial draft of resume and cover letter using the information documented (i.e. contact information, education and training, experiences). Students can use this later to update and submit for a job, college or scholarship.</p>

	<p>Explore programs available at your school where you can earn credentials or certificates during high school (Career Center Decision)</p> <p>Revisit and update your Academic and Career Pathways - consider how your interests and strengths may influence your long-term goals and how you can begin preparing now for your career goals by completing related education requirements.</p>	<p>for earning a high school diploma</p> <p>Include embedded Career Connections Learning Strategies across all content area courses for students to continue exploring and planning (Grade Level Teacher Teams Plan Career Related Lessons)</p>	
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Grade 11

<u>Tools and Assessments</u>	<u>Student/Parent Activities</u>	<u>Staff Activities</u>	<u>Resources</u>
<p>Career Profile Scholarship Search</p> <p>College and Post-secondary Education and Training Search</p> <p>Academic and Career Pathways</p> <p>End-of-Course Exams</p> <p>Online practice tests and test prep courses</p>	<p>Revisit your OhioMeansJobs K-12 and Career Cruising accounts to update your information and continue planning</p> <p>Continue research from tenth grade on college majors and admissions</p> <p>Schedule college visits to tour campuses, meet with admissions and talk with financial aid advisors.</p> <p>Construct a college and career comparison chart to evaluate your options and begin to make choices for your plans after high school.</p> <p>Update the draft of your resume and cover letter with any new experiences or accomplishments.</p> <p>Document your reflection of career exploration activities completed</p> <p>Explore College Credit Plus options available in twelfth grade.</p> <p>Explore electives available in 12th grade and identify options to explore interests and expand strengths/skills.</p>	<p>Identify “At-Risk” students for Student Success Plan development</p> <p>Provide students with access to purposeful career exploration activities</p> <p>Advise students on choosing College Credit Plus options that will support them with exploring their interests.</p> <p>Advise students on options to finance their postsecondary education (i.e. grants, loans, scholarships), resources needed to apply to college, military and work, and other supports necessary for their plans after high school.</p> <p>Provide students with resources and access to online practice tests and test prep courses.</p> <p>Advise students on senior electives and programs offered where they may earn credentials, certificates or college credit.</p> <p>Include embedded Career Connections Learning Strategies across all content area courses for students to continue exploring and planning (Grade Level</p>	<p>http://public.careercruising.com/en/OhiomeansJobsK-12</p> <p>High School Course of Study District Curriculum Guide</p> <p>High school graduation requirements and pathways to earning a diploma</p> <p>Academic and Career Pathways act.org</p> <p>collegeboard.com</p> <p>Ideas for Implementation</p> <p>(See grade 9 listing)</p> <p>College and career fairs to begin evaluating options and college visits to inform decisions and meet with admissions and financial aid advisors.</p> <p>Social Studies Teachers: Career interviews where students research careers and related education and training requirements, wage and outlook data for various career pathways.</p> <p>Career Fairs</p>

		Teacher Teams Plan Career Related Lessons.)	
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Grade 12

<u>Tools and Assessments</u>	<u>Student/Parent Activities</u>	<u>Staff Activities</u>	<u>Resources</u>
Learning Style Survey Career Profile FAFSA Applications (work, college, military, scholarship, financial aid, etc.) Academic and Career Pathways End-of-Course Exams Online practice tests and test prep courses	Revisit your OhioMeansJobs K-12 and Career Cruising accounts to update your information and continue planning Complete applications and submit essay and career narrative as required for your plans after high school - remember to request recommendations and transcripts. Document reflection of career exploration activities. Update the draft of your resume. Evaluate completed documents in Career Cruising and consider making a portfolio as documents pertain to your Career and/or College Applications in order to apply academic and employment skills in work experience situations such as shadowing, mentoring, community services and internships.	Identify “At-Risk” students for Student Success Plan development Provide students with access to purposeful career exploration activities Advise students on options to finance their postsecondary education (i.e. grants, loans, scholarships), resources needed to apply to college, military and work, and other supports necessary for their plans after high school. Provide students with resources and access to online practice tests and test prep courses. Include embedded Career Connections Learning Strategies across all content area courses for students to continue exploring and planning (Grade Level Teacher Teams Plan Career Related Lessons.)	OhioMeansJobsK-12 High School Course of Study District Curriculum Guide High school graduation requirements and pathways to earning a diploma Academic and Career Pathways act.org collegeboard.com fafsa.org Ideas for Implementation (See grade 11 listing) Science Teachers: Using problem-based learning, students will explore implications of a power outage on a community and identify the organizations and jobs necessary to restore power and resolve the issues.)

B. JOB DESCRIPTIONS - The following job descriptions are recommended by the Superintendent and present for Board approval:

1) School Principal Job Description - Approved.

QUALIFICATIONS:

Masters degree or above with a major in educational administration or supervision;
 Minimum of 3 (three) years of teaching experience;
 Valid Principals certificate or license as prescribed by the State of Ohio;
 Valid drivers license;
 Alternative to the above as the Board of Education may deem appropriate.

DIRECT RESPONSIBILITY:

1. School Discipline
2. All Instructional Programs
3. School Culture
4. Student Activity Programs and Accounts
5. Supervise and Evaluate all Staff in the Building
6. Maintain Building Budgets

DUTIES:

1. Coordinate teacher showcases / display cases throughout the building.
2. Coordinate teacher aides duties, supervisions, provide job description and update yearly.
3. Coordinate the high school calendar (building utilization) with custodians and ensure proper facility set-up (PA system, etc.) for all scheduled events.
4. Supervise and evaluate all instructional and instructional support staff. Maintain

5. accurate records and complete all State and district evaluation forms.
6. Coordinate with Testing Coordinator all phases of State required testing programs for high school students, including recommendation for extra tutors.
7. Plan and coordinate all open houses, parent / teacher conferences, and necessary student and parent orientations.
8. Coordinate and facilitate high school commencement.
9. Attend student events and coordinate administrative coverage of OHSAA intra-scholastic events as required.
10. Assist in District continuous improvement plans, tax initiatives and other district communications.
11. Develop and coordinate senior final exam schedules.
12. Coordinate assembly seating and staff assignments.
13. Work with Key Communicators as needed.
14. Facilitate the beginning of school: fliers, staff contract recommendations, etc.
15. Coordinate senior activities including end-of-the-year graduation practice, prom activities, commencement and baccalaureate details.
16. Maintain accurate evaluation and make recommendation on all staff to Superintendent on a yearly basis.
17. Perform all duties assigned by Superintendent.

ADDITIONAL WORKING CONDITIONS:

Occasional travel and operation of a vehicle under inclement weather conditions;
Frequent requirement to sit;
Occasional exposure to inclement weather conditions;
Evening / weekend work.

TERMS OF EMPLOYMENT:

Salary, work year, and terms and conditions of employment are determined by the Liberty Union - Thurston Board of Education

EVALUATION:

Performance of this position will be evaluated by the Superintendent / Designee in compliance with LU-T Board Policy.

Adopted: October 16, 2017

2) Assistant Principal Job Description - Approved.

QUALIFICATIONS:

Masters degree or above with a major in educational administration or supervision;
Minimum of 3 (three) years of teaching experience;
Valid Principals certificate or license as prescribed by the State of Ohio;
Valid drivers license;
Alternative to the above as the Board of Education may deem appropriate.

DIRECT RESPONSIBILITY:

1. Discipline
2. Supervise and Coordinate Assigned Educational Programs
3. Summer School
4. Student Activity Programs and Accounts
5. Assist with Supervision and Evaluation of Staff and Students

DUTIES and AREAS OF RESPONSIBILITIES:

1. Assist with coordination of teacher showcases / display cases throughout the building.
2. Assist with supervision of teacher aides duties, provide job description and update yearly.
3. Assist with coordination of the school calendars (building utilization) with custodians and ensure proper facility set-up (PA system, etc.) for all scheduled events.
4. Supervise study hall monitors; orientate staff.
5. Assist with counselors, principals and coordinators to coordinate all phases of State testing intervention practices. Recommend employment of needed personnel for fall, spring and summer.
6. Assist with the building Continuous Improvement Plan.
7. Assist in planning all student and parent orientations and all set-ups.
8. Assist with discipline and control at all student activities.
9. Assist with the beginning of school: flyers, staff contract recommendations, etc.
10. Coordinate senior activities including end of year graduation practice, prom, senior activities, commencement and baccalaureate details.
11. Perform all duties assigned by Principal.

ADDITIONAL WORKING CONDITIONS:

Occasional travel and operation of a vehicle under inclement weather conditions;
Frequent requirement to sit;
Occasional exposure to inclement weather conditions;
Evening / weekend work.

TERMS OF EMPLOYMENT:

Salary, work year, and terms and conditions of employment are determined by the Liberty Union - Thurston Board of Education

EVALUATION:

Performance of this position will be evaluated by the Superintendent / Designee in compliance with LU-T Board Policy.

Adopted: October 16, 2017

3) Payroll Specialist Job Description - Approved.

QUALIFICATIONS:

High School Diploma / GED, prefer 2-Year / 4-Year College Degree
Prefer experience with Reflections software, Human Resource experience
Submit to a satisfactory background check as requested
Must be proficient with Microsoft Excel and Word
Ability to maintain strict confidentiality with personnel records
Ability to work in a collaborative office and maintain positive professional relationships

REPORTS TO: Treasurer and/or Superintendent

WORK HOURS: Daily - Monday - Friday; (30-35 Hours)

GENERAL RESPONSIBILITIES:

1. Input all personnel and contractual data into payroll and absence management systems
2. Adding new employees and subs - uploading files from district program for absences into the payroll system via (Excel) Spreadsheet. Budget codes - all subs in correct appropriation account.
3. Maintain attendance for - ALL EMPLOYEES - Track vacation, personal days and absences.
4. Prepare and maintain all payroll records. Process payroll (DIRECT DEPOSITS AND CHECKS, ACH (Automated Clearing House) TRANSFERS, FEDERAL, STATE, CITY, RETIREMENT, TIMECARDS.)
5. Process all monthly, quarterly and annual taxes.
6. Balance W-2 and submissions to city income tax department.
7. Prepare and send contracts to all employees.
8. Balance payroll and banking statements monthly.
9. Balancing / processing monthly invoices with employee insurance deductions.
10. Ability to manage STRS and SERS retirement accounts for all district employees.
11. Support the district office and treasurer office personnel as assigned by Treasurer / Superintendent.

ADDITIONAL WORKING CONDITIONS:

Occasional travel and operation of a vehicle under inclement weather conditions;
Frequent requirement to sit;
Occasional exposure to inclement weather conditions;
Evening / weekend work.

TERMS OF EMPLOYMENT:

Paid per hour, work year, and terms and conditions of employment are determined by the Liberty Union - Thurston Board of Education

EVALUATION:

Performance of this position will be evaluated by the Superintendent / Designee in compliance with LU-T Board Policy.

Adopted: October 16, 2017

4) Facility Director of Operations Job Description - Approved.

QUALIFICATIONS:

Business Manager License degree or valid educational administration Masters Degree or experience in related field as a supervisor;
Minimum of 3 (three) years of maintenance or custodial experience;
Valid drivers license and possess or able to obtain a Commercial Drivers License (CDL)

- Alternative to the above as the Board of Education may deem appropriate.

REPORTS TO: Superintendent

WORK HOURS: Daily - Monday-Friday; (Salary; 40 Hours per Week)

RESPONSIBILITIES:

1. Supervise and train all staff to ensure smooth operations of all district buildings and grounds.
2. Make sure all shifts are filled; call substitutes if needed.
3. Check, compute, and sign time cards at the end of every pay period.
4. Plan and oversee all maintenance and custodial work, maintaining a high standard of safety, cleanliness and efficiency.
5. Work with staff, principals and public for special building and ground needs for extra activities (graduation, dances, concerts, athletic events, banquets, etc.).
6. Manage the ordering, storing and recording of custodial and maintenance supplies.
7. Maintain an inventory of district-owned hand tools, equipment, hardware, materials and supplies.
8. Assure the facility is safe for students, staff and general public.
9. Work with necessary inspectors (Fire Marshall, Bureau of Workers Compensation, OSHA, Health Department, etc.)
10. Schedule fire equipment inspections (fire alarm, sprinkler system, fire extinguishers, and kitchen fire systems, etc.
11. Schedule grass cutting, lawn care and snow removal.
12. Establish and carry through to completion a current and preventative maintenance program.
13. Order all maintenance materials necessary to maintain the school facilities.
14. Advises Superintendent and/or Principals of building site needs and provides progress reports concerning work assigned. Estimate cost of repair projects in terms of labor and material. Determines which repair jobs must be performed by outside contractors and advises the Superintendent accordingly.
15. Other duties as assigned by the Superintendent.

ADDITIONAL WORKING CONDITIONS:

Occasional travel and operation of a vehicle under inclement weather conditions;
 Frequent requirement to sit;
 Occasional exposure to inclement weather conditions;
 Evening / weekend work.

TERMS OF EMPLOYMENT:

Salary, work year, and terms and conditions of employment are determined by the Liberty Union - Thurston Board of Education

EVALUATION:

Performance of this position will be evaluated by the Superintendent / Designee in compliance with LU-T Board Policy.

Adopted: October 16, 2017

NEW BUSINESS - INFORMATION

- A. **NEXT REGULAR BOARD OF EDUCATION MEETING** will be held on Monday, November 13, 2017, at 7:00 p.m. in the **Liberty Union District Office**.
- B. **BOARD POLICY:** The following policies were presented for review only and will be placed on the November 13, 2017, agenda for Board consideration:
 - 1) **DECA - ADMINISTRATION OF FEDERAL GRANT FUNDS**
 - 2) **DI - FISCAL ACCOUNTING AND REPORTING**
 - 3) **DJF - PURCHASING PROCEDURES**
 - 4) **DJF-R - PURCHASING PROCEDURES**
 - 5) **DN - SCHOOL PROPERTIES DISPOSAL PROCEDURE**
 - 6) **EBBA - FIRST AID**
 - 7) **EBBA-R - FIRST AID**
 - 8) **GBQ - CRIMINAL RECORDS CHECK**
 - 9) **IGA - BASIC CURRICULAR PROGRAM**
 - 10) **IGCH (Also LEC) - COLLEGE CREDIT PLUS**

- 11) **IGCH-R (Also LEC-R) - COLLEGE CREDIT PLUS**
- 12) **IGDJ - INTERSCHOLASTIC ATHLETICS**
- 13) **JFG - INTERROGATIONS AND SEARCHES**
- 14) **IJA-R - INTERROGATIONS AND SEARCHES**
- 15) **JFG - INTERROGATIONS AND SEARCHES**
- 16) **JFG-R - INTERROGATIONS AND SEARCHES**

ADJOURN

107-17 Motion by Shawn Shook, seconded by Caryl Caito, to adjourn at 8:16 p.m. Caito, yes; Hochradel, yes; Hutton, **absent**; Shook, yes; Walter, yes. Motion carried.

President

Attest