

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

Monday, August 10, 2015 - 7:00 P.M.

Liberty Union District Office Board Room

ROLL CALL Caryl Caito. Present
 Shaun Hochradel. . . Present
 John Hutton. Present
 Shawn Shook. Present
 John Walter. Present

PLEDGE OF ALLEGIANCE

RECOGNITION - NEW STAFF:

- A. **Donna Anderson** - High School Family & Consumer Science
- B. **Brett Baucher** - High School Intervention Specialist
- C. **Andrew Bauer** - High School Intervention Specialist & Varsity Football Assistant
- D. **Elissa Beveridge-Fouts** - Middle School Guidance Counselor
- E. **Matthew Gallatim** - High School Principal
- F. **Mike Grover** - Maintenance Department
- G. **Kathryn Martin** - High School Study Hall Monitor
- H. **Seth Martin** - High School Intervention Specialist
- I. **Karen Morris** - Middle School Math
- J. **Joe Palmer** - Middle School Science
- K. **Lauren Spector** - High School English
- L. **Brandon Thomas** - High School Vocational Agriculture
- M. **Alysa Webb** - School Nurse Aide
- N. **Meghan Wilder** - Middle & Elementary School Art & 7th Grade Volleyball Coach

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

REFRESHMENTS - Prepared by the Food Services Department

DISCUSSION AND APPROVAL OF THE MINUTES

087-15 Motion by Shawn Shook, seconded by John Walter, to approve the minutes of the Regular Meeting of the Liberty Union - Thurston Board of Education held on July 13, 2015, as printed. Caito, yes; Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes. Motion carried.

MONTHLY FINANCIAL STATEMENTS

088-15 Motion by Shaun Hochradel, seconded by Caryl Caito, to approve Monthly Financial items as stated below. Hutton, yes; Shook, yes; Walter, yes; Caito, yes; Hochradel, yes. Motion carried.

A. TREASURER’S FINANCIAL REPORT: Approved.

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

B. BILLS: Approved.

C. STUDENT ACTIVITY MONTHLY APPROPRIATIONS: Approved.

<u>FUND</u>	<u>AMOUNT</u>
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018	\$ 6,000.00
200	0.00
300	13,067.26
Total Changes	\$19,067.26

D. DONATIONS: Approved.

<u>Amount</u>	<u>Donor</u>	<u>Fund</u>
\$2,000.00	Pepsi	Elementary School Principal
2,000.00	Pepsi	Middle School Principal
2,000.00	Pepsi	High School Principal
1,179.00	Misc: Baltimore Festival 5K	Cross Country
2,000.00	Pepsi	Athletics
2,000.00	Pepsi	Technology
\$11,179.00	Total	-

NEW BUSINESS - FINANCIAL:

089-15 Motion by Caryl Caito, seconded by Shawn Shook, to approve the New Business Financial items listed below. Shook, yes; Walter, yes; Caito, yes; Hochradel, yes; Hutton, yes. Motion carried.

A. 2016 REVISED APPROPRIATIONS: Approved.

LIBERTY UNION THURSTON SCHOOLS				
FY 2016 Revised Perm Appropriations				8/10/2015
Governmental Fund Types				
<u>Fund Class / Name</u>	<u>Fund No / SCC</u>	<u>Total Approp</u>	<u>ADJ</u>	<u>NEW Approp</u>
General Fund Class				
General Fund	001	\$13,300,000.00	\$0.00	\$13,300,000.00
Special Revenue Class				
Public School Support	018	\$ 45,000.00	0.00	\$ 45,000.00
Local Rotary	019	195.31	0.00	195.31
Classroom Fac Maint	034	400,000.00	0.00	400,000.00
Athletics	300	300,000.00	0.00	300,000.00
IDEA PART B	516	200,000.00	27,045.33	227,045.33
Title I	572-9015	20,000.00	(10,930.43)	9,069.57
Title I	572-9016	175,000.00	80,244.00	255,244.00
Title II A	590-9015	50,000.00	(50,000.00)	0.00
Title II A	590-9016	<u>70,000.00</u>	<u>34,911.99</u>	<u>104,911.99</u>
Total Special Revenue Class		\$1,260,195.31	\$81,270.89	\$1,341,466.20
Debt Service Fund Class				
Bond Retirement Fund	002	\$1,200,000.00	\$0.00	\$1,200,000.00
Capital Project Fund Class				
Perm Improvement	003	\$ 140,000.00	0.00	\$ 140,000.00
Building Fund	004	11,000.00	0.00	11,000.00
CI Build - State	010-9000	105,981.00	(41,158.08)	64,822.92
CI Build - Local	010-9001	3,466,000.00	0.00	\$3,466,000.00
Proprietary Fund Types				
Enterprise Fund Class				
Food Service Fund	006	\$ 600,000.00	\$0.00	\$ 600,000.00
Internal Service Fund				
Special Rotary Fund	014	5,000.00	0.00	5,000.00
Employee Benefits Fund	024	<u>1,800,000.00</u>	<u>0.00</u>	<u>\$1,800,000.00</u>
Total Internal Services		\$1,805,000.00	\$0.00	\$1,805,000.00
Fiduciary Fund Type				
Trust Fund Class				
District Agency Fund	022	\$ 35,000.00	\$0.00	\$ 35,000.00
Student Activity Fund	200	<u>110,000.00</u>	<u>0.00</u>	<u>110,000.00</u>
Total Trust Fund Class		\$145,000.00	\$0.00	\$145,000.00
Agency Funds				
South Central Ins Cons	026	<u>\$65,000,000.00</u>	<u>\$0.00</u>	<u>\$65,000,000.00</u>
Total Appropriations - All Fund Types		\$87,033,176.31	\$40,112.81	\$87,073,289.12

B. HIGH SCHOOL FEES - Approved high school student fees, as recommended and requested by the high school principal.

Agricultural Science Classes	\$6.00 ea
Anatomy	30.00
AP Chemistry	30.00
AP Physics	30.00
AP Test	86.00
AP US History	10.00
Art 1	10.00
Art 2	15.00
Athletic Participation Fee (per sport)	95.00
Band Participation Fee	50.00
Biology	30.00
Chemistry 1	30.00
Choir (Symphonic)	25.00
Chorale	25.00
Color Guard	50.00
Computer Accounting Workbook	40.00
Earth Science	20.00
English 9 & 10	8.00 ea
English 11 & 12	5.00 ea
Food & Fitness	25.00
Industrial Arts I-IV (plus supplies)	5.00
Issues in Contemporary Society	18.00
Junior Class Dues	12.00
Knowledge Bowl Participation Fee	20.00
Living Today (plus supplies)	20.00
Physical Science	30.00
Physics	30.00
Senior Class Dues - includes cap, gown & T-shirt	35.00
Spanish I	15.00
Technology Fee (all students)	10.00
Computer take home fee (optional)	50.00

C. CHANGE FUND AUTHORIZATION - Approved to establish change funds for the 2015/2016 school year as requested:

<u>FUND</u>	<u>AMOUNT</u>
High School Athletic Director	\$3,000
Middle School Athletic Director	500
Food Service Director	300
Middle School Office	25
High School Office	25
Treasurer	50

NEW BUSINESS - FINANCIAL:

090-15 Motion by John Walter, seconded by Shaun Hochradel, to approve the New Business Financial item listed below. Walter, yes; Caito, yes; Hochradel, **abstain**; Hutton, yes; Shook, **abstain**. Motion carried.

NEGOTIATED CONTRACT: Tentative agreement with the Liberty Union-Thurston Ohio Association of Public School Employees Local #494 (OAPSE) for a three-year contract, effective July 1, 2015 (retro-active), through June 30, 2018, has been reached.

Board of Education approved the contract as outlined in the tentative agreement.

NEW BUSINESS - PERSONNEL

091-15 Motion by Shawn Shook, seconded by Caryl Caito, to approve the Personnel items listed below. Caito, yes; Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes. Motion carried.

A. RESIGNATIONS

- 1) **Ashleigh Miller** submitted her resignation as high school special education teacher; approved.
- 2) **Ed Mattox** submitted his resignation as 1/2 varsity assistant football coach; approved.

His schedule will now allow him to take the full-time position. (See supplementals below.)

- 3) **Kathryn Noel** submitted her resignation as co-freshman volleyball coach; approved.
- 4) **Kailyn McComb** has submitted her resignation as co-freshman volleyball coach; approved.
(She will become the sole freshman volleyball coach; see supplementals below.)

B. EMPLOYMENT

The following candidates were approved for employment as follows:

- 1) **Name: Joe Palmer**
Position: Middle School Science Teacher
Salary: \$33,396.41 (5-Yr - Step 0)
Starting Date: August 7, 2015
- 2) **Name: Donna Anderson** (Retired)
Position: High School Family & Consumer Science Teacher
Salary: \$25,850.11 (½ time) (Masters + 30 - Step 5)
Starting Date: August 7, 2015
- 3) **Name: Brett Baucher**
Position: High School Intervention Specialist
Salary: \$36,286.48 (5-Year - Step 2)
Starting Date: August 7, 2015
- 4) **Name: Alysa Webb**
Position: School Nurse Aide
Hours: 7 ½ Hours per Day
Salary: \$20.34 (Step 5)
Starting Date: August 12, 2015
- 5) **Name: Katherine Martin**
Position: H S Study Hall Monitor
Hours: 4 ½ Hours per Day
Salary: \$15.42 (Step 0)
Starting Date: August 12, 2015
- 6) **Name: Andrew Patten**
Position: School Resource Officer
Hours: 8 Hours per Day
Salary: \$15.00
Starting Date: August 12, 2015

C. SUPPLEMENTAL CONTRACT POSITIONS - Approved the following supplemental personnel and positions as requested:

<u>Name</u>	<u>Supplemental Position</u>	<u>Level</u>	<u>Step</u>	<u>Salary</u>
Meghan Wilder	7th Gr Volleyball	4	0	1,284.48
Perri Lehman	8th Gr Volleyball	4	0	1,284.48
Kailyn McComb	Fresh Volleyball	4	0	1,284.48
Ed Mattox	Var Asst Football Coach	4	0	2,235.24
Andrew Bauer	Var Asst Football Coach	4	0	2,235.24
Miles Haines	Asst Jr Hi Football Coach	5	0	1,038.92
Marcus Alford	Var Wrestling	2	5	4,046.10
Jeff Evans	March Band Asst	3	11	3,724.98
Andrew Coccia	Boys Soccer Coach	Volunteer		

D. CERTIFIED SUBSTITUTE LIST: Approved the certified substitute teacher list as submitted from the Fairfield County Educational Service Center Superintendent.

E. CLASSIFIED SUBSTITUTE LIST: Approved the classified substitute list for August, 2015, with the addition of the following names:

<u>Name</u>	<u>Address</u>	<u>Classification</u>
* Rob Fellure	1069 Romulus St Baltimore, Oh 43105	Custodian Groundskeeper

* Aaron Strawser	2888 Stemen Rd Baltimore, Oh 43105	Maintenance Helper Aide Custodian Maintenance
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* Pending obtaining all necessary paper-work and certification.

NEW BUSINESS - OTHER

092-15 Motion by Shaun Hochradel, seconded by Caryl Caito, to approve the New Business - Other item(s) listed below. Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes; Caito, yes. Motion carried.

A. HANDBOOKS

- 1) **HIGH SCHOOL STAFF HANDBOOK** - High School Principal, **Mr. Matt Gallatin**, discussed changes in the High School Staff Handbook; approved as presented.
- 2) **HIGH SCHOOL STUDENT HANDBOOK** - High School Principal, **Mr. Matt Gallatin**, discussed changes in the High School Student Handbook; approved as presented.
- 3) **HIGH SCHOOL STUDENT ATHLETIC HANDBOOK** - High School Athletic Director, **Mr. Adam Brately**, requested approval of the High School Student Athletic Handbook; This will include the “Informed Consent Packet.” Mr. Brately discussed changes. The handbook was approved with presented changes.

B. JOB DESCRIPTION - The Board of Education approved the following Guidance Counselor job description as requested by the superintendent:

Guidance Counselor

Reports to: Building Principal
Job Objective: Plans / implements a comprehensive developmental guidance and counseling program.

Minimum Qualifications:

- Valid State Department of Education License / Certificate as determined at the time of appointment
- Adheres to the Licensure Code of Professional Conduct for Ohio Educators
- Anticipates time constraints and manages tasks efficiently to meet deadlines
- Complies with drug-free workplace rules, board policies and administrative guidelines / procedures
- Embodies high ethical standards / integrity
- Accepts personal responsibility for decisions / conduct
- Exhibits consistent, impartial and resourceful decision-making skills
- Interprets information accurately
- Evaluates options thoroughly
- Maintains a record free of criminal violations that would prohibit public school employment
- Meets all mandated health screening requirements

Essential Functions:

- Provides guidance / counselling services
- Pursues ongoing program improvements
- Communicates program objectives / performance expectations to students / parents
- Keeps current with State standards / guidelines
- Collaborates with staff, students, families and the community to delineate short / long- range guidance program needs / opportunities
- Manages student registration and scheduling
- Creates school master schedule with assistance of Building Principal
- Assists with 504, IAT and flex credit processes
- Allots time for individual / group counseling.
- Supports the development of curriculum that help students acquire / improve personal skills (e.g., accountability, decision-making, interpersonal communication, problem solving, responsible behavior, self-confidence, etc.)
- Actively collaborates with staff to share effective intervention strategies and resources
- Helps identify / resolve problems that impede student participation in appropriate learning activities
- Assists with the multi-factored evaluation (ETR) process
- Meets mandated paperwork time lines
- Helps ensure that assessment instruments / procedures support non-biased planning activities
- Investigates student concerns (e.g. abuse / neglect, attendance, discrimination, domestic violence, emotional problems, poverty, pregnancy / parenting, self-esteem, substance abuse, etc.
- Implements protocols to safeguard student information shared with staff and / or referral sources
- Plans / implements student intervention strategies that produce tangible evidence-based benefits within

specified time-frames.

- Monitors intervention efficacy to improve outcomes
- Facilitates opportunities for all students to participate in an inclusive educational environment
- Advocates for students
- Pays attention to student demeanor
- Helps students better understand themselves, make appropriate choices and grow academically
- Promotes cultural awareness, self-reliance, problem-solving, critical-thinking and creativity skills
- Facilitates student learning activities that encourage teamwork and positive peer relationships
- Maintains career-focused resource materials
- Implements Career Advising policies adopted by Board of Education
- Helps student understand the inter-relationship of academic courses and career objectives
- Promotes a balanced perspective of work and family life
- Helps staff with pupil management
- Prepares conduct reports / discipline recommendations
- Serves as a resource for drug / harassment / violence prevention and related school safety activities
- Develops strategies to improve performance and increase graduation rates for at-risk students
- Initiates student / family referrals to community services (e.g. legal, health, social services, etc)
- Serves as a district contact person for public agencies and an intermediary for parents / staff

Additional Elementary School-Level Duties:

- Oversees the implementation of student character education activities

Additional High School-Level Duties:

- Identifies prerequisite employment skills and profiles essential training characteristics
- Directs students in the investigation of individualized educational, occupational and personal goals
- Guides students in self-appraisal of personal competencies
- Helps students acquire skills for participation in post-secondary education, work training and / or employment environments
- Facilitates student enrollment and serves as a liaison to the vocational school
- Assists with student transition processes (e.g. alternative school programs, community relocation, graduation, school to work, post-secondary program enrollment, etc.)
- Provides employment and post-secondary training information (e.g. college, university, technical, proprietary schools, military services, etc.)
- Updates scholarships and financial aid information

Exemplifies professionalism that advances the District's public image

- Contributes to an effective and positive work / learning environment
- Develops mutually respectful relations with co-workers
- Functions as part of a cohesive team
- Encourages the continuous advancement of academic standards
- Helps students understand / embrace ethical conduct and democratic values
- Maintains a professional appearance
- Wears work attire appropriate for the position
- Maintains an acceptable attendance record and is punctual
- Provides guidance
- Shows an active interest in the academic / personal development of students
- Respects privacy and maintains the confidentiality of privileged information
- Strives to develop rapport and serve as a positive role model for others
- Supports community participation in school-sponsored activities
- Takes advantage of opportunities to promote district programs

Maintains open / effective communications

- Keeps informed about program / procedure changes
- Serves as an information resource
- Participates in staff meetings, conferences and other required school activities
- Prepares / maintains accurate records
- Submits required paperwork on time
- Provides prompt notification of personal delays or absences
- Refers District policy interpretation questions to administrators
- Uses active listening and problem-solving techniques to resolve questions / concerns tactfully
- Uses diplomacy and exercises self-control when dealing with other individuals
- Respects diversity

Pursues opportunities to enhance professional performance

- Keeps current with technology and other skills associated with work assignments
- Maintains applicable credentials
- Complies with all State licensure requirements
- Works toward mastery of individualized development / performance goals as directed

Takes precautions to ensure safety

- Implements effective pupil management procedures
- Upholds the student conduct code
- Supervises students
- Maintains high expectations for appropriate student behavior
- Intervenes to prevent / stop bullying and / or inappropriate student behavior

- Reports suspected child abuse and / or neglect to civil authorities as required by law
- Watches for situations that may indicate a problem
- Helps manage / eliminate risks
- Works with staff / students to address equipment safety / security issues

Performs other specific job-related duties as directed

- Assists with unexpected / urgent situations as needed
- Helps implement new procedures / programs as requested
- Supports workplace initiatives that improve productivity and advance District goals
- Supervision of students

Working Conditions:

- Safety is essential to job performance
- Employees must exercise caution and comply with standard safety regulations and District procedures when involved in the following situations:
 - Balancing, bending, climbing, crouching, kneeling, reaching or standing
 - Exposure to adverse weather conditions and temperatures extremes
 - Exposure to blood-borne pathogens and communicable diseases
 - Interacting with aggressive, disruptive and / or unruly individuals
 - Lifting, carrying and moving work-related supplies / equipment
 - Operating and / or riding in a vehicle
 - Traveling to meetings and work assignments

Performance Evaluation:

- Job performance is evaluated according to policy provisions and contractual agreements adopted by the Liberty Union - Thurston Local School District

The Liberty Union - Thurston Local School District is an equal opportunity employer.

This job description identifies general responsibilities and is not intended to be a complete list of all duties performed.

This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program / curriculum changes and unforeseen events.

Board Approved: August 10, 2015

C. CURRICULUM GUIDE

The Board of Education approved the Curriculum Guide as presented by the superintendent and the curriculum coordinator.

Mrs. Jennifer Blackstone, Curriculum Coordinator, discussed the outlined changes.

D. OHIO SCHOOL BOARDS ASSOCIATION CAPITAL CONFERENCE - The OSBA Capital Conference will be held November 8 - 11, 2015, at the Greater Columbus Convention Center. The LU-T Board may select one delegate and one alternate delegate to attend the conference and to vote on OSBA issues. Those approved delegates are

Shaun Hochradel
Delegate

Caryl Caito
Alternate

NEW BUSINESS - OTHER

093-15 Motion by John Walter, seconded by Shaun Hochradel, to approve the New Business - Other item(s) listed below. Hutton, yes; Hochradel, yes; Shook, yes; Caito, yes; Walter, yes. Motion carried.

D. HANDBOOKS

- 4) **HIGH SCHOOL STAFF HANDBOOK** - High School Principal, **Mr. Matt Gallatin**, discussed changes in the High School Staff Handbook; approved as presented.

ELECTRONIC DEVICE INSURANCE - Superintendent Todd Osborn discussed electronic device insurance.

NEXT REGULAR MEETING: The next regular Board of Education Meeting will be held on Monday, September 14, 2015, 7:00 p.m. in the Liberty Union District Office.

EXECUTIVE SESSION - An Executive Session was held to discuss a personnel matter; this **may** or **may not** require Board Action.

GO INTO EXECUTIVE SESSION

094-15 Motion by Hochradel, seconded by Walter, to go into Executive Session at 8:17 p.m. Hutton, yes; Shook, yes; Walter, yes; Caito, yes; Hochradel, yes. Motion carried.

RETURN FROM EXECUTIVE SESSION

095-15 Motion by Shawn Shook, seconded by Caryl Caito, to return from Executive Session at 9:31 p.m. Walter, yes; Caito, yes; Hochradel, yes; Hutton, yes; Shook, yes. Motion carried.

There was no action taken by the Board regarding the Executive Session.

ADJOURN:

096-15 Motion by Shawn Shook, seconded by Shaun Hochradel, to adjourn at 9:32 p.m. Caito, yes; Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes. Motion carried.

President

Attest