

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

November 14, 2011 - 7:00 P.M.

Liberty Union High School Library

<b>ROLL CALL:</b>	Art Brate	<u>present</u>
	Judith Cosgray	<u>present</u>
	Shaun Hochradel	<u>present</u>
	John Hutton	<u>present</u>
	Mike Raver	<u>present</u>

**PLEDGE OF ALLEGIANCE**

**RECOGNITION:**

- A. STUDENTS OF THE MONTH: Taylor Jensen and Nathen Moore**
- B. HIGH SCHOOL MARCHING BAND: Superior Rating at Marching Band Finals**  
**Mr. Ben Factor, Director**
- C. JUNIOR HIGH GIRLS CROSS COUNTRY TEAM: Mid-State League Champions**  
**Mrs. Renee Manette, Coach**
- D. HIGH SCHOOL BOYS CROSS COUNTRY TEAM: Mid-State League Champions**  
**District Champions**  
**State Cross Country Meet Qualifiers**  
**Mr. Jon Morris, MSL Cross Country Coach-of-the-Year**
- E. FOOD SERVICE STAFF: Jan Friedrich, Supervisor**

<b>Debbie Ebersbach</b>	<b>Shelby Hieatt</b>	<b>Katrina Hutton</b>
<b>Melanie Keller</b>	<b>Yvonne Kemmerer</b>	<b>Tammy Landis</b>
<b>Pam Pulvermacher</b>	<b>Kathy Reinheld</b>	<b>Molly Stilwell</b>
<b>Mary Turley</b>	<b>Emma Weidner</b>	

**REFRESHMENTS:** Prepared by the Liberty Union - Thurston Food Services Department

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

**DISCUSSION AND APPROVAL OF THE MINUTES:**

**110-11** Motion by Mike Raver, seconded by Shaun Hochradel, to approve the minutes of the Regular Meeting of the Liberty Union-Thurston Board of Education held on October 10, 2011, as printed. Brate, yes; Cosgray, yes; Hochradel, yes; Hutton, yes; Raver, yes. Motion carried.

**OLD BUSINESS - BOARD POLICIES**

**111-11** Motion by John Hutton, seconded by Judith Cosgray, to approve the Policies presented in Old Business, as printed below: Cosgray, yes; Hochradel, yes; Hutton, yes; Raver, yes; Brate, yes. Motion carried.

The Board approved policy Sections K and L, as reviewed in October. The following policies include approved revisions:

**A. POLICY KB - PUBLIC INFORMATION PROGRAM**

Communication with the Public

It is the desire of the Board that two-way channels of communication be kept open at all times between the school system and the people of the District. The Board will continually attempt to create and maintain schools that reflect the public's wishes and will do its best to keep the people informed of the affairs of the District.

To help achieve the above goals, the Board authorizes the Superintendent:

1. to prepare or guide the preparation of informational materials including newsletters, articles for periodicals, newspapers and/or radio releases, special pamphlets and other assigned material and to maintain a close liaison with mass media and publicity organizations;
2. to organize or assist in the development of speakers' bureaus and speaking engagements with civic, PTA, church and other groups;
3. to provide staff members with assistance and materials for working locally with educational meetings and in the preparation of material for community and staff use;
4. to assist in coordinating work with civic and other groups which contribute to District values (science fair, art and other exhibits, etc.) and
5. to serve as community relations counselor to the Board and to other staff members.

Media of Communications

The Board desires that all members of the community be kept wholly informed on the affairs of the District. In maintaining good public relations, the community must be clearly and objectively informed of the purposes, accomplishments, problems and needs of the schools. The following media and organization shall be used to accomplish this:

1. newspaper releases
2. school newsletters
3. letters to parents on special topics
4. annual financial reports
5. public meetings
6. ~~Liberty Union Thurston District Advisory Council~~ **District Website**

[Adoption date: January 10, 2000]

[Revised: December 12, 2011]

**B. POLICY KG - COMMUNITY USE OF SCHOOL FACILITIES**

Although the basic purpose of public school facilities is to provide the youth of the community a sound educational program, the complete function of education is not achieved until the school facilities are made to serve the total community. To accomplish this objective, the Board shall, upon payment of the prescribed fee and subject to the requirements of applicable regulations, permit the use of school facilities for auxiliary, educational, recreational, cultural, civic, social, religious or other Board-approved purposes.

General

**Rental of District facilities is intended to accommodate occasional use by community members. The approval for and fee structure for on-going events will be considered on a case-by-case basis. (Groups C and D)**

Community groups shall be permitted and encouraged to use school facilities for worthwhile purposes, when such uses will not interfere with the school program. All arrangements shall be subject to the provisions which follow:

School may not be used for teaching or promoting any theory or doctrine of a subversive nature, or which is intended to undermine or overthrow the government of the United States. This restriction does not prohibit the discussion of controversial subjects in a public forum.

The Superintendent is authorized to approve and schedule the use of school facilities by non-school organizations for whose activity no admission charge is made, in accordance with the rules in this policy.

The Board itself reserves the power to approve the use of school facilities by non-school organizations for whose activities an admission charge is made.

The use of school buildings and other facilities by any organization operated for private gain, or any purpose involving private gain, shall be permitted only when:

1. such use is sponsored by some other organization which is not operated for private gain;
2. such gain will not benefit principally the organization which is operated for private gain;
3. a worthy educational, civic or charitable purpose will be served;
4. a substantial group in the community will be benefited and/or
5. alternate facilities are unavailable or available only at undue cost or inconvenience.

Such use of school facilities by members of the faculty and staff shall be discouraged, except in the case of tutoring District students and private music lessons.

Use of School Technology Equipment

1. All requests for use of technology equipment will require the approval of the Technology Coordinator.
2. An hourly fee may be assessed so that a school technology employee can be present to operate the equipment.

Use of Other School Equipment

School equipment may be loaned to responsible community groups for a worthy educational, civic or charitable purpose when:

1. the group borrowing the equipment agrees to accept responsibility for repairing or replacing any equipment damaged or lost while in its possession;
2. the equipment is not both unusually expensive and also subject to easy damage;
3. the equipment is in good condition and

4. the group will provide a competent operator for any machines or equipment loaned.

**On Sundays Athletic Facilities**

**Gymnasiums & Athletic Fields are intended for use by LU-T students. All-star, AAU, or similar organizations are prohibited from using District facilities. District administrators will require team rosters to verify that at least 75% of students are LU-T students.**

Use of athletic fields and gyms will be prohibited until 1 o'clock in the afternoon on Sundays.

[Adoption date: January 10, 2000] [Revised: August 8, 2005]  
 [Revised: March 12, 2007] [Revised: December 12, 2011]

LEGAL REFS.: ORC 3311.215  
 3313.74; 3313.75; 3313.76; 3313.79  
 4303.26  
 Title VIII, & 801

CROSS REFS.: KGB, Public Conduct on District Property  
 KI, Public Solicitations in the Schools

**C. POLICY KG –E - COMMUNITY USE OF SCHOOL FACILITIES (Equal Access)**

**School Rental Fees**

**Application**

Application must be made on the “Application for Use of School Facility” form and be submitted to the principal of the building being requested. The principal will forward the request to the appropriate supervisors and/or the athletic director, and then to the superintendent for final approval. The application must name the sponsoring group or individual, facility to be used, purpose and date of use. Applications for use of school facilities during the summer months may be refused because of cleaning and maintenance. Applications are to be submitted one week or more in advance of the function and the building rental fee and/or deposit must accompany the application form.

**Priority of Use and Grouping:**

**Group A** Regular or annual meetings of school-affiliated groups, who work in the capacity of service to the schools, and those who are offering voluntary service to children who are in school attendance - (Example: PTO, School Classes, Booster Clubs, 4-H, Scouts, etc.)

This group shall have the use of school facilities free of rental and service charge unless the activity is scheduled at a time when a custodian is not on duty or cleanup is required. If a custodian or school employee is to be in attendance beyond the regular workday or week, the group must pay the hourly rate of pay for such employee.

**Group B** School-affiliated groups (same as A) that schedule activities open to the general public - (This includes fund-raising activities, dances, entertainments, parties, etc.)

**Group C** Community-oriented service groups - (This includes class reunions, athletic groups, if majority are residents of the community, and service organizations, e.g., Lion’s Club.)

This group shall pay a \$50 (fifty dollar) deposit, ½ the rental fee and all of the service fee if a custodian or school employee is to be in attendance beyond the regular workday or week. The group must pay the hourly rate of pay for such employee.

**Group D** Non-affiliated school, church or community groups - (commercial)

This group shall pay rental fee, deposit and service fee.

**Rental and Service Charge**

High School	Gym	\$50.00 + custodial fee
	Kitchen	25.00 + cook’s fee
	Cafeteria	30.00 + custodial fee
	Classroom/Library	15.00 + custodial fee
	<b>Auditorium</b>	<b>50.00 + custodial fee</b>
Middle School	Classroom/Library	\$15.00 + custodial fee
	Kitchen	15.00 + cook’s fee
	Gym/ <del>Auditorium</del>	50.00 + custodial fee
	Cafeteria	25.00 + custodial fee
Elementary School	Classroom/Library	\$15.00 + custodial fee
	Kitchen	15.00 + cook’s fee
	Multi-Purpose Room	50.00 + custodial fee
	Gym	50.00 + custodial fee
Land Laboratory		\$50.00 Deposit (refundable)

**NOTES:**

1. There will be a \$50 deposit for the use of any LU-T facilities (including land lab), to be refunded if the area is properly cleaned up with no damage. This charge could be waived if deemed appropriate by the Superintendent/ designee.

2. All rental fees are for a maximum three-hour period. An additional fee of \$10 per hour will be charged for each additional hour or part of an hour.
3. The Board of Education reserves the right to waive the rental deposit or service fee in any instance.
4. School employees, Board of Education members or members of the Basil Joint Fire District and the Thurston Fire Department may use the gym rent-free provided the use is non-profit, for recreational purposes and is only occasional and not on a regularly scheduled basis.
5. A group requesting facility use may be required to obtain and pay for police supervision.
6. Permission to use school equipment must be requested when filing a building use form. All moving and/or adjusting of school equipment shall be done by, or under the supervision of a school employee.
7. District policies regarding possession and/or use of alcohol, drugs, weapons and tobacco on school property must be strictly adhered to.
8. Facilities will not be rented to non-resident individuals or groups.
9. Gymnasium use will be equitably assigned by the superintendent/designee based on building use requests. Changes in use of the gym will be at the discretion of the superintendent/designee.
10. A Board employee must be in attendance when deemed appropriate by the superintendent/designee.
11. The superintendent is authorized to re-assign activities to a location other than the requested location, to accommodate scheduling problems and/or to place activities in the most appropriate area.

**APPLICATION FOR USE OF SCHOOL FACILITY  
LIBERTY UNION-THURSTON LOCAL SCHOOLS**

621 Washington Street **1108 S Main St**, Baltimore, Ohio 43105-4177 **9700**  
Phone (740) 862-4171 - Fax (740) 862-2015

Date \_\_\_\_\_ Name of Organization \_\_\_\_\_

Nature of Activity \_\_\_\_\_

<b>Facility Being Requested:</b>  (Mark Your Choice with an X)  * Any kitchen supplies to be used by the group must be approved by the cafeteria supervisor		High School	Middle School	Elementary School	Rental Fee	Deposit
	Classroom					
	Auditorium					
	Gymnasium					
	Multi-Purpose					
	* Kitchen					
	Library/ Media Ctr.					
	Land Lab.					
Other						

Name of Sponsor \_\_\_\_\_ Phone \_\_\_\_\_

Address (If not a school employee) \_\_\_\_\_

Date of Event \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

Name of Employee Responsible: (print legibly)				
Employee position: (check one)	Teacher _____	Custodian _____	Cook _____	Other _____
				Specify _____

Duties of Employee: \_\_\_\_\_

Employee's Fee (if applicable): \$ \_\_\_\_\_

Signature of Sponsor & Phone (where you can be reached)

The organization I represent agrees to accept the responsibility for the preservation of order and all damages incurred by the group, or members of the group, to the premises, building, or facilities. I also agree to indemnify and hold harmless the Liberty Union-Thurston Board of Education and its agents and employees from all liability, claims, demands, damages, or costs, arising out of this facility, whether it be caused by negligence of the group using the facility or by the Liberty Union-Thurston Board of Education or by either party's agents or employees.

Signature of Cafeteria Supervisor	Approval of Activity by Principal	Approval of Athletic Director
Signature of Maintenance Supervisor	Signature of Building Services Supervisor	Application Approved Superintendent of Schools

A copy of this application will be sent to each person required to sign their approval.

[Adoption date: February 9, 2004]  
 [Revised: December 12, 2011]

[Revised: August 8, 2005]

**D. POLICY KM - RELATIONS WITH COMMUNITY ORGANIZATIONS**

Representatives and members of school-related organizations shall in all circumstances be treated by the District employees as sincerely interested friends of the schools and as staunch supporters of public education in the District. Staff members are encouraged to join the organization(s) in their related area(s) of specialization.

1. Athletic Boosters Club  
 This organization may support, encourage and advance the athletic program and related activities of the District. They may also promote projects to improve facilities and equipment necessary to provide an adequate program in athletics.
2. Music Boosters Organization  
 This organization may actively promote the music program of the district at all grade levels in both instrumental and vocal music. They may assist the Board in maintaining and improving the educational levels of the music program. The boosters shall financially support the music program in areas that the Board cannot by law, i.e., uniforms, etc., and other areas they deem necessary.
3. PTO Elementary School Boosters  
 All staff members shall be encouraged to join their associations and to participate actively in its program. The Board requests that the staff members conduct themselves in such a way as to perpetuate the District-wide orientation of the associations, an outlook which the Board deems to be of the highest value in the operation of its educational program.
4. Strategic Planning Committee

[Adoption date: January 10, 2000]

[Revised: December 12, 2011]

LEGAL REFS.: ORC 3313.20

CROSS REF.: AE, School District Goals and Objectives  
 KH, Public Gifts to the District  
 KI, Public Solicitations in the Schools  
 KJ, Advertising in the Schools  
 KMB, Relations with Booster Organizations

**E. POLICY LA - EDUCATION AGENCY RELATIONS GOALS**

The Board cooperates with other districts, the Fairfield County ESC, and with other local, state and regional agencies and organizations in the solution of educational problems of common concern. This cooperation extends but is not limited to such areas as research, exchange of information and data, coordination of curriculum, coordination of school calendars and activities and construction of facilities which might be efficiently used on a cooperative basis. To serve a broader area, the District may consider other activities.

In carrying out this policy, the Superintendent may include in his/her recommendations to the Board an evaluation of the desirability and feasibility of cooperation with other agencies in endeavors which could benefit the District.

[Adoption date: January 10, 2000]

[Revised: December 12, 2011]

**MONTHLY FINANCIAL STATEMENTS**

**112-11** Motion by Shaun Hochradel, seconded by John Hutton, to approve Monthly Financial items as stated below: Hochradel, yes; Hutton, yes; Raver, yes; Brate, yes; Cosgray, 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	\$ 5,583.51
200	15,090.74
300	38,755.33
<b>Total Changes</b>	<b>\$59,429.58</b>

**D. DONATIONS**

<u>Amount</u>	<u>Donor</u>	<u>Fund</u>
\$ 60.00	Fairfield Co Ag Society	FFA
290.00	USDA Program	FFA
200.00	Booster Bingo	Boys Golf
300.00	Booster Bingo	Boys Golf
500.00	Booster Bingo	Girls Soccer
196.42	LU Elem Boosters	Elem Store
<b>\$1,546.42</b>	<b>Total</b>	

**NEW BUSINESS: FINANCIAL**

**113-11** Motion by Judith Cosgray, seconded by Mike Raver, to approve the New Business - Financial item(s) listed below: Hutton, yes; Raver, yes; Brate, yes; Cosgray, yes; Hochradel, yes. Motion carried.

- A. **TRANSPORTATION PAYMENT:** Board approved the payment “in lieu of” transportation as requested for students, **Ryan Blowers** and **Nolan Blowers**, who attend Liberty Christian Academy.

Transportation to that location is determined to be impractical. The payment will be established by the Ohio Department of Education at the end of the school year.

**NEW BUSINESS - PERSONNEL**

**114-11** Motion by John Hutton, seconded by Shaun Hochradel, to approve the New Business - Personnel item(s) listed below: Raver, yes; Brate, yes; Cosgray, yes; Hochradel, yes; Hutton, yes. Motion carried.

- A. **RESIGNATION:** Approved the resignation of **Kelli Carroll**, Junior High Cheerleading Advisor.
- B. **SUPPLEMENTAL CONTRACT POSTIONS** - Approved the following candidate(s) as recommended for supplemental position(s) listed below:

<u>NAME</u>	<u>POSITION</u>	<u>LEVEL</u>	<u>STEP</u>	<u>SALARY</u>
<b>Jaime Peardon</b>	JrHi Basketball Cheerleading	6	0	\$787.06

- C. **CERTIFIED SUBSTITUTE LIST:** Approved the substitute teacher list for November, 2011, as nominated by the Fairfield County Superintendent.

**NEW BUSINESS: OTHER**

**115-11** Motion by Shaun Hochradel, seconded by Judith Cosgray, to approve the New Business - Other item(s) listed below. Brate, yes; Cosgray, yes; Hochradel, yes; Hutton, yes; Raver, yes. Motion carried.

- A. **EMERGENCY SHELTER AGREEMENT:** Approved the **American National Red Cross** to renew an agreement, up to 5 years, designating Liberty Union High School and Liberty Union Middle School as emergency shelter locations, during disaster situations.  
The agreement includes provisions to reimburse the school district for actual personnel costs and operating costs which would be incurred during the period the **Red Cross** uses the facilities. The **Red Cross** carries a significant level of liability insurance.

**INFORMATION**

- A. **BOARD POLICY REVISION:** The Board Policy Committee has reviewed the following policies and include the recommended revisions:

Note: These policies will be placed on the December 12, 2011, agenda (including any additional revision) for Board consideration.

- 1) **POLICY: BDDF-E - VOTING METHOD**
- 2) **POLICY: GBQ - CRIMINAL RECORD CHECK**
- 3) **POLICY IGBB - PROGRAMS FOR GIFTED AND TALENTED STUDENTS**

**4) POLICY: JK - EMPLOYMENT OF STUDENTS**

**5) POLICY JN - STUDENT FEES, FINES AND CHARGES**

**B. "RACE TO THE TOP" COMMITTEE:** Members of the District Race to the Top Committee provided an update.

**C. CONSTRUCTION PROJECT UPDATE:** There was an update on the progress of the high school renovation and new middle school construction.

**EXECUTIVE SESSION:** An Executive Session was requested in order to discuss the employment of a public employee.

**116-11** Motion by John Hutton, seconded by Mike Raver, to **go into Executive Session** at 8:16 p.m. Cosgray, yes; Hochradel, yes; Hutton, yes; Raver, yes; Brate, yes. Motion carried.

**117-11** Motion by Judith Cosgray, seconded by Shaun Hochradel, to **return from Executive Session** at 8:47 p.m. Hochradel, yes; Hutton, yes; Raver, yes; Brate, yes; Cosgray, yes. Motion carried.

**NEXT REGULAR MEETING:** The next Board of Education Meeting will be held on Monday, December 12, 2011, at 7:00 p.m. at the Liberty Union High School Library.

**ADJOURN:**

**118-11** Motion by John Hutton, seconded by Mike Raver, to adjourn at 8:48 p.m. Hutton, yes; Raver, yes; Brate, yes; Cosgray, yes; Hochradel, yes. Motion carried.

\_\_\_\_\_  
President

\_\_\_\_\_  
Attest