

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

Monday, May 8, 2017 - 7:00 P.M.

Liberty Union District Office Board Room

- 1. **ROLL CALL:** Caryl Caito _____
 Shaun Hochradel _____
 John Hutton _____
 Shawn Shook _____
 John Walter _____

2. **PLEDGE OF ALLEGIANCE**

3. **PRINCIPAL UPDATE**

- A. **Mrs. Linda Rainey**, Elementary School Principal
- B. **Mr. Tim Turner**, Middle School Principal
- C. **Mr. Matt Gallatin**, High School Principal

4. **RECOGNITION:**

STUDENTS OF THE MONTH: Madison Vannatta, 12th Gr & Hunter Patterson, 12th Gr

5. **PRO PEACE**

Ms. Megan Driscoll, High School Teacher, and students will give a brief power point overview of the Pro Peace Program and Goals.

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

- 7. **REFRESHMENTS** - Provided by the high school Principles of Food Class and **Donna Anderson**, advisor.
- 8. **DISCUSSION AND APPROVAL OF THE MINUTES**

**LIBERTY UNION-THURSTON BOARD OF EDUCATION
SPECIAL (EMERGENCY) MEETING**

April 5, 2017 - 8:00 P.M.

Liberty Union District Office

ROLL CALL:

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

PLEDGE OF ALLEGIANCE

EXECUTIVE SESSION - An Executive Session is requested for the purpose of discussing personnel matters.

GO INTO EXECUTIVE SESSION

033-17 Motion by John Hutton, seconded by Shaun Hochradel, to go into Executive Session at 8:01 p.m. Caito, yes; Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes. Motion carried.

RETURN FROM EXECUTIVE SESSION

034-17 Motion by Caryl Caito, seconded by Shawn Shook, to return from Executive Session at 9:18 p.m. Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes; Caito, yes. Motion carried.

NEXT MEETING

The next regular meeting of the Board of Education will be held on **Monday, April 10, 2017, at 7:00 p.m.** at the LU-T District Office.

ADJOURN

035-17 Motion by John Hutton, seconded by Shaun Hochradel, to adjourn at 9:18 p.m. Hutton, yes; Shook, yes; Walter, yes; Caito, yes; Hochradel, yes. Motion carried.

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

Monday, April 10, 2017 - 7:00 P.M.

Liberty Union District Office Board Room

ROLL CALL:

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

PLEDGE OF ALLEGIANCE

A MOMENT OF SILENCE was observed in memory of the Liberty Union - Thurston School Treasurer, **David I. Butler, Jr.** who passed away on Tuesday, April 4, 2017.

PRINCIPAL UPDATE

- A. **Mrs. Linda Rainey**, Elementary School Principal
- B. **Mr. Tim Turner**, Middle School Principal
- C. **Mr. Matt Gallatin**, High School Principal

RECOGNITION:

STUDENTS OF THE MONTH: Halle Harris, 12th Gr & Avery Miller, 12th Gr

STUDENT LAPTOP DEVICES - John LaBelle made a presentation.

PUBLIC PARTICIPATION AT BOARD MEETINGS

File: KD (Also BDDH)

REFRESHMENTS

DISCUSSION AND APPROVAL OF THE MINUTES

036-17 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 March 13, 2017, and the Special (Emergency) Meeting of the Liberty Union - Thurston Board of Education held on April 5, 2017, as printed. Caito, yes; Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes. Motion carried.

MONTHLY FINANCIAL STATEMENTS

037-17 Motion by Shaun Hochradel, seconded by Caryl Caito, to approve Monthly Financial items as stated below. Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes; Caito, 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>
018	\$ 1,595.42
200	5,585.77
300	55,282.28
Total Changes	\$62,463.47

D. DONATIONS: Recommend approval.

<u>Amount</u>	<u>Donor</u>	<u>Fund</u>
\$315.30	Kroger: Community Rewards	MS Principal
843.00	St. Jude Misc	MS Principal
50.00	Brunty	MS Student Council
500.00	Interstate Commodities	FFA
2,961.00	Misc	FFA
504.00	Misc	MS Play
25.00	Misc	MS Student Council
500.00	Booster Bingo	HS Cheer
500.00	Booster Bingo	Boys Track
500.00	Booster Bingo	Boys Basketball
500.00	Booster Bingo	MS Football
50.00	Brenda Steinhoff	Baseball
50.00	Brent Greider	Baseball
187.25	Chipolte % of Sale	Softball
25.00	Steven Sellers	Baseball
100.00	William Thomas	Baseball
\$7,610.55	Total	-

NEW BUSINESS - PERSONNEL

038-17 Motion by Shawn Shook, seconded by Shaun Hochradel, to approve the New Business Personnel item(s) listed below. Hutton, yes; Walter, yes; Caito, yes; Hochradel, yes; Caito, yes. Motion carried.

- A. **LEAVE OF ABSENCE: Tonya Ransbottom-Luna** requested an extension of her current leave of absence through the end of the 2017-2018 school year. (This will be an unpaid leave and **Tonya** will inform the District by April 1, 2018, of her intent for the 2018-2019 school year.) Approved.
- B. **RESIGNATION: Adam Twiss**, Varsity Girls Basketball Coach, submitted his resignation; approved.
- C. **SUPPLEMENTAL POSITIONS / CONTRACTS:** The following personnel were recommend by the Superintendent and Athletic Director(s); approved.

<u>Name</u>	<u>Supplemental Position</u>	<u>Level</u>	<u>Step</u>	<u>Salary</u>
Johnson, Bryan	Head Var Football Coach	1a	7	\$4,810.93
Bauer, Chuck	Var Asst Football Coach (1)	2a	11+	4,777.52
Mattox, Ed	Var Asst Football Coach (2)	2a	4	2,973.42
Twiss, Brandon	Var Asst Football Coach (3)	2a	11	4,777.52
Vannatta, Andrew	Var Asst Football Coach (4)	2a	1	2,372.06
Davis, Betsy	JrHi Football Cheer Coach	7	0	534.55
Mangette, Renee	Head Cross Country Coach (Boys & Girls combined)	2	11	5,679.57
Williamson, Scott	JrHi Cross Country Coach (Boys & Girls combined)	4	11+	3,073.65
Coccia, Andrew	Head Boys Soccer Coach	2	1	2,739.56
Shy, Jared	Head Girls Soccer Coach	2	8	4,944.57
Sage, Jenni	Head Volleyball Coach	2	9	4,944.57
Sage, Mike	Fresh Volleyball Coach	4	1	1,336.37
Bibler, Brian	Head Boys Golf Coach	3	3	2,472.28
Smolewski, Erik	JV Boys Golf Coach	3	1	2,004.56
Lloyd, Harold	Head Girls Golf Coach	3	11+	3,875.47
Dutch, Theresa (Roszman)	(2016-2017) 6 th Gr Outdoor Ed	8	1	360.30
Peardon, Jamie	Head Var Football Cheer Coach	5	6	\$1,770.69
Gaskins, Tom	Baseball	Volunteer		
Bolinger, Matt	Softball	Volunteer		
Patterson, Sam	Softball	Volunteer		
Basso, Tom	Boys Soccer (17-18)	Volunteer		

- D. **CERTIFIED SUBSTITUTE LIST:** Approved the April, 2017, Certified Substitute List from the Fairfield County Educational Service Center.
- E. **HIRE INTERIM TREASURER:** The Superintendent, Todd Osborn, recommends hiring **April Bolyard** as the Interim Treasurer per Administrative Pay Scale. (April has an Ohio School Treasurer Certificate.)

NEW BUSINESS - FININANCIAL

039-17 Motion by John Hutton, seconded by Caryl Caito, to approve the Financial item(s) listed below. Walter, yes; Caito, yes; Hochradel, yes; Hutton, yes; Shook, yes. Motion carried.

A. SERVICE PROVIDER(S)

- 1) **SERVICE PROVIDER: META Solutions**
CONTRACT PERIOD: 60 Months - Projected Service 7/1/2017 6/30/2022
SERVICES PROVIDED: Basic Conduit Access to the Internet
FEE: \$181,530. (This cost does NOT reflect additional charges for service upgrades.)

NOTE from John LaBelle: We are renewing our contract with METASolutions, formally MEC, as our Internet Provider. METASolutions will provide content filtering using iBoss, and 300 MGPS upstream and downstream speeds over fiber optic lines, and support. This is a 60

month agreement for the total cost of \$181,530.00 to be paid monthly in the amount of \$3,025.50. This agreement was approved by eRate for funding.

Approved.

- 2) SERVICE PROVIDER: **Lancaster-Fairfield (Oh) Public Transit System**
 CONTRACT PERIOD: March 13, 2017 - June 15, 2017
 SERVICES PROVIDED: Transport Liberty Union - Thurston Special Education Student(s) to Special Education Facilities (Eagle Wings Academy, Jacksontown, Ohio)
 DAILY COST: \$30.00 per day per vehicle

Approved.

EXECUTIVE SESSION - An Executive Session is requested for the purpose of discussing personnel issues.

GO INTO EXECUTIVE SESSION

040-17 Motion by Shawn Shook, seconded by Shaun Hochradel, to go into Executive Session at 7:55 p.m. Caito, yes; Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes. Motion carried.

RETURN FROM EXECUTIVE SESSION

041-17 Motion by John Hutton, seconded by Caryl Caito, to Return from Executive Session at 8:43 p.m. Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes; Caito, yes. Motion carried.

INFORMATION

A. NEXT REGULAR BOARD OF EDUCATION MEETING will be held on Monday, May 8, 2017, at 7:00 p.m. in the Liberty Union District Office.

B. POLICY BOARD REVIEW - The following policy is presented for review only at this Board of Education Meeting and will be presented for approval at the May 8, 2017, Board of Education meeting:

File: EFG-R WELLNESS POLICY RECOMMENDATIONS (March, 2017)

ADJOURN

042-17 Motion by Caryl Caito, seconded by Shawn Shook, to adjourn at 8:45 p.m. Hutton, yes; Shook, yes; Walter, yes; Caito, yes; Hochradel, yes. Motion carried.

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

May 1, 2017 - 7:15 A.M.

Liberty Union District Office

ROLL CALL:

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

PLEDGE OF ALLEGIANCE

NEW BUSINESS - PERSONNEL

043-17 Motion by John Hutton, seconded by Caryl Caito, to approve the New Business - Personnel items listed below. Caito, yes; Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes. Motion carried.

A. HIRE INTERIM ASSISTANT TREASURER - The superintendent recommended **Diane Spears** to fill the position of Interim Assistant Treasurer at \$24.00 per hour as needed retroactive April 18, 2017. (Diane is a retired treasurer from Walnut Township Schools.)
Approved.

B. RESIGNATIONS

1) **Katherine Beverly**, High School English Teacher, has submitted her resignation effective at the end of the 2016-2017 school year. Approved.

- 2) **Adam Brately**, High School Athletic Director, has submitted his resignation effective at the end of the 2016-2017 school year. Approved.
- 3) **Lauren Spector**, High School English Teacher, has submitted her resignation effective at the end of the 2016-2017 school year. Approved.
- 4) **Kay Williamson**, one-half time Elementary School Reading Specialist, has submitted her retirement / resignation effective at the end of the 2016-2017 school year. Approved; thank you, **Mrs. Williamson**, for your sincere devotion to the students at Liberty Union. We wish you well in your retirement.

EXECUTIVE SESSION - An Executive Session was requested for the purpose of discussing personnel matters.

GO INTO EXECUTIVE SESSION

044-17 Motion by Shawn Shook, seconded by Caryl Caito, to go into Executive Session at 7:20 a.m. Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes; Caito, yes. Motion carried.

RETURN FROM EXECUTIVE SESSION

045-17 Motion by Shaun Hochradel, seconded by Caryl Caito, to return from Executive Session at 8:00 a.m. Hutton, yes; Shook, yes; Walter, yes; Caito, yes; Hochradel, yes. Motion carried.

NEXT MEETING - The next regular meeting of the Board of Education will be held on **Monday, May 8, 2017, at 7:00 p.m.** at the LU-T District Office.

ADJOURN

046-17 Motion by John Hutton, seconded by Shawn Shook, to adjourn at 8:01 a.m. Shook, yes; Walter, yes; Caito, yes; Hochradel, yes; Hutton, yes. Motion carried.

Motion by _____, seconded by _____, to approve the minutes of the Special Meeting of the Liberty Union - Thurston Board of Education held on April 5, 2017, the Regular Meeting of the Liberty Union - Thurston Board of Education held on April 10, 2017, and the Special Meeting of the Liberty Union - Thurston Board of Education held on May 1, 2017, as printed. Caito, _____; Hochradel, _____; Hutton, _____; Shook, _____; Walter, _____.

9. MONTHLY FINANCIAL STATEMENTS

A. TREASURER’S FINANCIAL REPORT: Recommend approval.

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

B. BILLS: Recommend approval.

C. STUDENT ACTIVITY MONTHLY APPROPRIATIONS: Recommend approval.

<u>FUND</u>	<u>AMOUNT</u>
018	\$ 1,387.28
200	4,113.25
300	12,753.47
Total Changes	\$18,254.00

D. DONATIONS: Recommend approval.

<u>Amount</u>	<u>Donor</u>	<u>Fund</u>
\$ 90.00	Misc: Jeans Day	MS Principal

44.02	Kroger Rewards	HS Volleyball
\$134.02	Total	-

E. DONATION

Mrs. Sherry Looney has donated a bench “**In Memory of Ron Buskirk.**” It has been placed at the girls softball diamond; the value of the bench is \$430. Recommend approval of this donation.

Motion by _____, seconded by _____, to approve Monthly Financial items as stated above. Hochradel, _____; Hutton, _____; Shook, _____; Walter, _____; Caito, _____.

10. OLD BUSINESS - The following policy was presented for review only at the April 10, 2017, and is now presented for approval.

File: **EFG-R** **WELLNESS POLICY RECOMMENDATIONS**
 (May, 2015 **March, 2017**)

COMMITTEE MEMBERSHIP:

The committee met in ~~May, 2015, to evaluate the implementation of policy changes, and to consider additional recommendations.~~ **March 2017 to review the current policy and new compliance expectations as well as evaluate the implementation of policy changes, develop goals, and consider additional recommendations.** Parents, students, teachers, school nurses (present and retired), board members, and general public were invited to attend. **The Liberty Union-Thurston Curriculum Director is responsible for checking compliance with the wellness policy, leading the committee, and having over-site responsibilities.** Building principals and the food service supervisor are responsible for implementation and monitoring of the wellness policy.

NUTRITION EDUCATION GOALS:

1. Health classes will continue to emphasize ~~projects and assignments~~ **at least one project in each grade span (grade K-8 and 9-12)** involving family input and participation.
2. **Three times a year, communication alerts** Newsletters from principals will include health and nutrition information.
3. **Triennial (once every three years), Food Service State Review data will be analyzed for compliance and results will be communicated to Principals and Wellness Committee Members.**
4. The District website will provide a link to the USDA website **and annually the Information Technology Director will provide Principals and Wellness Committee Members data on number of page views.**
5. **Once a year, the Food Service Director will present the current Wellness Policy and *Guide to Smart Snacks in Schools* at school staff meetings.**
6. **Tri-annually the district will conduct a assessment of wellness policy compliance, comparisons of current policy to model policies, and progress on policy goals.**

PHYSICAL ACTIVITIES:

1. The current practice of physical fitness testing in physical education classes will continue.
2. Encourage student walking and bicycle riding activities through physical education classes. Create bicycle riding and walking incentive rewards through the Safe-Routes-to-School Program.
3. Develop a district transportation plan which would encourage student walking and/or bicycling to and from school. The addition of multi-use paved paths in the village during the summer of 2013 made this a viable option. Middle school walking recess programs will continue as weather permits.
4. **Student use of the Physical Education waiver policy will be tracked.**

STAFF WELLNESS:

1. Fitness classes will continue to be offered.
2. Disease management and wellness programs will be provided through the district health care plan. Employees will receive monthly updates via email.
3. A weight loss program will be offered for staff if there is enough interest to create a class.

SCHOOL LUNCH PROGRAM:

1. The food service department will continue to increase servings of fresh fruits and vegetables as required.
2. School meals will continue to be prepared following the current USDA (reimbursable) regulations.
3. New menu options will be ~~tried in~~ **introduced** in order to increase participation.

4. The Food Service Department will continue to meet USDA nutritional guidelines ahead of required timelines.

SCHOOL BREAKFAST PROGRAM:

All buildings now have school breakfast programs. Efforts to increase the number of breakfast menu items will be undertaken in the coming year.

WEEKEND NUTRITION PROGRAM:

The committee recommends exploring ways to provide weekend nutritional assistance to qualifying students, through the establishment of community partnerships, securing volunteer assistance and financial support. A Surveys will be administered periodically, to determine a probable levels of participation.

COMMUNITY HEALTH:

The track is open 24 hours per day for public use. ~~SCALE (School, Community, Agency, Law Enforcement) meetings are attended bimonthly by the superintendent and resource officer.~~ **Law Enforcement (School Resource Officer), Building Administrators, and the Superintendent meet on a regular basis.** Any information is relayed to the staff to prevent drug and alcohol abuse.

A.E.D. units have been installed in all buildings and are tested regularly.

CLASS PARTIES / BIRTHDAY TREATS / REWARD INCENTIVES:

1. Provide information to parents at the beginning of the school year, as well as reminders throughout the year, encouraging a voluntary program of healthy snacks, and portion limitation for these special events.
2. Work with room volunteers to provide healthy alternatives and portion limitation for organized parties.

A LA CARTE ITEMS:

1. Will meet General Nutrition Standards
 - Be a “whole grain-rich” grain product; or
 - Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food (meat, beans, poultry, seafood, eggs, nuts, seeds, etc.); or
 - Be a combination food that contains at least ¼ cup of fruit and/or vegetable; or
 - Contain 10% of the Daily Value (DV) of one of the nutrients of public health concern in the 2010 Dietary Guidelines for Americans (calcium, potassium, vitamin D, or dietary fiber).
2. The following additional standards must also be met.
 - < 200 calories
 - < 230 mg sodium (~~will changed~~ to < 200 July 1, 2016)
 - Total fat: < 35% of calories
 - Saturated fat: < 10% of calories
 - Trans fat: zero grams
 - < 35% of weight from total sugars in foods

BEVERAGE MACHINES:

Elementary School: Water and flavored water only, are available to students.

Middle School: Water and flavored water only, will be offered in the middle school during the school day.

High School: Water, flavored water, juices, sports drinks are available as alternative offerings to the soda currently available. Students will be encouraged to voluntarily limit soda purchase to one per day. Only diet soda will be available.

CONCESSIONS, ETC.:

Request that booster groups, etc. voluntarily include some low-fat alternatives.

TOBACCO

1. ~~Continue to follow current policy:~~
 - a. ~~No student tobacco use at any time;~~
 - b. ~~Staff may not use tobacco in buildings at any time;~~
 - c. ~~Visitors may not use tobacco in buildings or at athletic events at any time.~~
 - d. ~~E cigarettes will not be permitted or used on school property or school events.~~
2. ~~Designate specific outdoor smoking areas for staff members in each building.~~
3. ~~Promote anti tobacco student programs.~~
4. ~~Provide quit tobacco programs through the Department of Health.~~

Health professionals have determined that tobacco use can be detrimental to one’s health. Recognizing these health issues, the Board prohibits tobacco use at all times in district buildings and vehicles. Tobacco use is also prohibited on district owned property during student activities, such as the stadium or athletic fields during athletic practices and contests.

An outdoor smoking area away from student activities may be designated by supervisory personnel.

The Board directs the Superintendent to educate all staff members concerning the mandate of this policy, as well as implementing appropriate educational programming concerning tobacco use and, if needed, informational resources available to those who wish to discontinue their tobacco habit.

A notice is posted in all District-owned, leased or contracted buildings.

FUNDRAISING:

No fundraising sales which are primarily candy-oriented.

[Adoption date: March 13, 2006]	[Revised: May 12, 2008]
[Revised: April 13, 2009]	[Revised: April 12, 2010]
[Revised: August 11, 2011]	[Revised: May 14, 2012]
[Reviewed: December 10, 2012]	[Revised: April 8, 2013]
[Revised: May 13, 2014]	[Revised: June 1, 2015]
[Revised: May 8, 2017]	

Motion by _____, seconded by _____, to approve the Old Business item as printed above. Hutton, _____; Shook, _____; Walter, _____; Caito, _____; Hochradel, _____.

11. NEW BUSINESS - PERSONNEL

A. LEAVE OF ABSENCE:

- 1) **Randy Fausnaugh**, bus driver, is requesting a leave of absence due to medical reasons, effective May 1, 2017, through the end of the school year. Recommend approval.
- 2) **Kelly Leach**, elementary music teacher, is requesting a leave of absence for the 2017-2018 school year. (This will be an unpaid leave and **Kelly** will inform the District by April 1, 2018, of her intent for the 2018-2019 school year.) Recommend approval.

B. NON-RENEWAL - The superintendent and high school principal recommend non-renewal of limited contract for teacher, **James Pirt**.

C. RESIGNATION(S)

Micah Freman, High School Teacher, has submitted his resignation effective at the end of the 2016-2017 school year. Recommend approval.

D. SUPPLEMENTAL POSITIONS / CONTRACTS - The following personnel are recommend by the Superintendent and Athletic Director(s) / Building Principal(s); recommend approval.

<u>Name</u>	<u>Supplemental Position</u>	<u>Level</u>	<u>Step</u>	<u>Salary</u>
McCarthy, Tabitha	Elementary Yearbook	8	11+	\$1,035.69

E. ONE-YEAR CERTIFIED CONTRACTS (2017-2018) - The following employees are recommended for a one-year contract:

<u>Employee</u>	<u>Cert</u>	<u>Step (Yrs)</u>	<u>Salary</u>
Baucher, Brett	5 Yr	4	\$40,759.30
Gaskins, Thomas	BA	3	37,418.37
Martin, Seth	5 Yr	6	43,766.13
Matheny, Julie	MA	10	53,454.82

Sage, Jenni	MA + 30	4	51,784.35
Tambaro, Vitt	5 Yr	11	51,283.21
Thomas, Brandon	5 Yr	6	43,766.13
Fouts, Lisa	MA + 30	13	69,825.35
Morris, Karen	5 Yr	4	40,759.30
Palmer, Joe	5 Yr	2	37,752.46
Williamson, Scott (2010-2011 retire/rehired as MS AD)	MA + 30 (214 days)	-	27,308.51 (2016-2017)
Young, Alan (2012-2013 retire/rehire)	MA + 30	-	63,811.69
Riffel, Meghan	5 Yr	2	37,752.46

F. TWO-YEAR CERTIFIED CONTRACTS (2017-2018 & 2018-2019) - The following employees are recommended for a two-year contract:

<u>Employee</u>	<u>Cert</u>	<u>Step (Yrs)</u>	<u>Salary</u>
Aiello, Eilena	5 Yr	15	\$57,296.88
Driscoll, Megan	5 Yr	12	52,786.63
Jacobs, Jerry	5 Yr	18 (19)	58,800.30
Osborne, Trent	5 Yr	18 (23)	58,800.30
Ruff, Lisa	MA	11	53,454.82
Twiss, Brandon	MA	6	46,772.96
Bauer, Chuck	BA	3	37,418.37
Burch, Jessica	5 Yr	5	42,262.71
Dutch, Theresa	MA	9	51,784.35
Robinson, Keith	5 Yr	4	40,759.30
Brenner, Darlene	MA	18 (22)	63,477.59
Brown, Kathy	MA	13	58,466.21
Brunty, Cortni	MA	9	51,784.35
Dreisbach, Lauren	BA	12	49,445.70
Johnson, Bryan	MA	8	50,113.89
Lauvray, Jennifer	MA	15	61,807.13
Leitnaker, Angie	MA	11	55,125.28
Miller, Audrey	BA	3	37,418.37
Robbins, Joelle	5 Yr	3	39,255.88
Smolewski, Erik	5 Yr	3	39,255.88
VanSchepen, Elizabeth	BA	4	38,754.74
Wallace, Mindy	MA	11	55,125.28
Washburn, Krystal	BA	7	42,763.85

G. CONTINUING CERTIFIED CONTRACT(S) - The following employee is recommended for a continuing contract:

<u>Employee</u>	<u>Cert</u>	<u>Step (Yrs)</u>	<u>Salary</u>
Fisher, Emily	MA	11	\$55,125.28
Turner, Chris	MA + 30	9	61,807.13
Alford, Marcus	MA	10	53,454.82
Savage, Kelley	MA	9	51,784.35

H. SALARY NOTICES - The following employees are recommended for Salary Notices as printed:

<u>Employee</u>	<u>Contract</u>	<u>Cert</u>	<u>Step (Yrs)</u>	<u>Salary</u>
Azeltine, Krista	Continuing	MA + 30	18	75,839.02
Duplinsky, Tom	Continuing	MA + 30	25 (39)	77,843.58
Howdyshe, Debbie	Continuing	MA + 30	18 (22)	75,839.02

King, Kevin	Continuing	MA	9	51,784.35
Palmer, Jill	Continuing	MA	14	60,136.67
Amiet, Julie	Continuing	MA + 30	25 (30)	77,843.58
Bethel, Ben	Continuing	MA	15 (16)	61,807.13
Closson, Patti	Continuing	MA + 30	15	73,834.46
Farmer, Kristi	Continuing	5-Yr	18 (22)	58,800.30
Feyko, Lisa	Continuing	MA + 30	18	75,839.02
Harnett, Angela	Continuing	MA	11	55,125.28
Harris, Tammy	Continuing	MA + 30	18 (22)	75,839.02
Leo, Janice	Continuing	BA	13	50,782.08
Mangette, Renee	Continuing	MA + 30	18 (23)	75,839.02
McNally, Joyce	Continuing	MA + 30	12	67,820.80
Muck, Joe	Continuing	MA + 30	18	75,839.02
Rodriguez, Erin	Continuing	MA + 30	14	71,829.91
Smith, Paula	Continuing	MA + 30	18	75,839.02
Bryan, Jennifer	Continuing	MA	15 (17)	61,807.13
Byers, Shelly	Continuing	MA + 30	18	75,839.02
Buskirk, Wendy	Continuing	MA + 30	13	69,825.35
Damron, Jeanne	Continuing	MA + 30	18 (24)	75,839.02
Farmer, Tracy	Continuing	MA + 30	15 (17)	73,834.46
Kaper, Angela	Continuing	MA + 30	18 (24)	75,839.02
Laski, Jennifer	Continuing	MA + 30	13	69,825.35
Leach, Kelly	Continuing	MA	18 (22)	63,477.59
Machinski, Dee	Continuing	MA + 30	18 (25)	77,843.58
McCarthy, Tabitha	Continuing	MA + 30	18 (20)	75,839.02
Motts, Laura	Continuing	MA	10	53,454.82
Reckziegel, Debbie	Continuing	MA + 30	14	71,829.91
Strauch, Kim	Continuing	MA + 30	25 (28)	77,843.58
Weaver, Bev	Continuing	MA + 30	18 (24)	75,839.02
Bressler, Brett	2-Yr: 16-17 & 17-18	5 Yr	18 (22)	58,800.30
Day, Jamies	2-Yr: 16-17 & 17-18	5 Yr	6	43,766.13
Gonzalez, Megan	2-Yr: 16-17 & 17-18	5 Yr	7	45,269.55
Karnofel, Jeff	2-Yr: 16-17 & 17-18	BA	25 (29)	56,127.56
Powles, John	2-Yr: 16-17 & 17-18	5 Yr	14	55,793.46
Williamson, Seth	2-Yr: 16-17 & 17-18	MA	10	53,454.82
Steffen, Susan	2-Yr: 16-17 & 17-18	5-Yr	25 (38)	60,303.71
Yates, Kevin	2-Yr: 16-17 & 17-18	BA	11	48,109.33
Berry, Courtney	2-Yr: 16-17 & 17-18	BA	10	46,772.96
Dupler, Jeff	2-Yr: 16-17 & 17-18	5 Yr	12	52,786.63
Gallatin, Matt	3-Yr: 15-16, 16-17 & 17-18 (261 days)	HS Prin		\$90,858.49 (16-17)
Griffin, Holly	2-Yr: 16-17 & 17-18 (214 days)	Asst Prin		\$74,000.00 (16-17)
Rainey, Linda	2-Yr: 16-17 & 17-18 (214 days)	Elem Prin		\$89,530.46 (16-17)
Turner, Tim	3-Yr: 16-17, 17-18 & 18-19 (220 days)	MS Prin		\$88,392.05 (16-17)
LaBelle, John	3-Yr: 16-17, 17-18 & 18-19 (261 days)	Tech		63,653.98 (16-17)

I. TWO-YEAR CLASSIFIED CONTRACTS (2017-2018 & 2018-2019) - The following employees are recommended for a two-year contract:

<u>Employee</u>	<u>Position</u>	<u>Step (Yrs)</u>	<u>Salary</u>
Hoshor, Kay	Elem Food Serv	2	\$16.02
Fausnaugh, Randy	Trans	9	19.65

Lortz, Alicia	Trans	4	18.71
----------------------	-------	---	-------

J. CONTINUING CLASSIFIED CONTRACT(S) - The following employee is recommended for a continuing contract:

<u>Employee</u>	<u>Position</u>	<u>Step (Yrs)</u>	<u>Salary</u>
Howell, Marilyn	Cook	4	16.42
Losey, Michael	Maint	4	21.94
Smith, Tim	Maint	4	21.94
Bader, Melissa	Trans	4	18.71
Crist, Dirk	Tech Asst	261 Days	20.91 (2016-2017)
Young, Linda	EMIS	As needed	22.85 (2016-2017)

K. SALARY NOTICES - The following employees are recommended for Salary Notices as printed:

<u>Employee</u>	<u>Position</u>	<u>Contract</u>	<u>Step (Yrs)</u>	<u>Salary</u>
Burnside, Geoff	HS Aide	Continuing	10	\$17.94
Heistand, Lora	HS Aide	Continuing	16	19.09
Rings, Carol	MS Lib Aide	Continuing	13	18.50
Vendlinski, Suzanne	Nurse Aide	Continuing	5	21.14
Holbrook, Yvonne	Bldg Serv	Continuing	12	18.13
Clevenger, Kathy	Bldg Serv	Continuing	15	18.70
Donahue, Vanessa	Bldg Serv	Continuing	10	17.75
Griggs, Mike	Bldg Serv	Continuing	14	18.50
Kille, Chad	Bldg Serv	Continuing	11	17.94
Messerly, Denny	Bldg Serv	Continuing	15	18.71
Mount, Max	Bldg Serv	Continuing	30	21.93
Thompson, Steve	Bldg Serv	Continuing	17	19.09
Ebersbach, Debbie	Cook	Continuing	27	21.60*
Landis, Tammy	Cook	Continuing	20	20.06*
Pulvermacher, Pam	Cook	Continuing	7	16.98
Reinheld, Kathy	Cook	Continuing	29	21.83
Stilwell, Molly	Cook	Continuing	30	22.16
Turley, Mary	Cook	Continuing	30	21.76
Donahue, Troy	Maint	Continuing	21	25.36
Bondurant, Alice	Sec'y	Continuing	261 Days	31.37 (2016-2017)
Emmert, Lynette	Sec'y	Continuing	5	16.98
Fellure, Lori	Sec'y	Continuing	24	20.79
Shreyer, Chris	Sec'y	Continuing	19	19.73
Wade, Paula	Sec'y	Continuing	18	19.46
Gruezke, Lisa	Trans	Continuing	10	19.85
Hayes, Tina	Trans	Continuing	20	21.96
Hoshor, Kay Bachman	Trans	Continuing	5	18.90
Langham, Jennifer	Trans	Continuing	7	19.26
Mathias, Brenda	Trans	Continuing	17	21.17
Peck, Karen	Trans	Continuing	29	23.73
Reinheld, Kathy	Trans	Continuing	25	23.00
Stilwell, Molly	Trans	Continuing	23	22.50
Webb, Alyssa	Asst Nurse	2-Yr: 16-17 & 17-18	7	21.36

Wolfe, Maria	Elem Aide	2-Yr: 16-17 & 17-18	3	16.61
Layton, Andrea	Bldg Serv	2-Yr: 16-17 & 17-18	4	16.61
Grover, Mike	Maint	2-Yr: 16-17 & 17-18	3	21.75
Friedrich, Jan	Food Serv	3-Yr: 15-16, 16-17 & 17-18	200 days	29.57 (16-17)
Mapes, Kevin	Trans	3-Yr: 16-17, 17-18 & 18-19	199 days	27.72 (16-17)
West, Gary	Trans	2-Yr: 16-17 & 17-18	3	18.50

L. INTENT TO HIRE - The following candidates are recommended for employment as follows:

- 1) **Name:** Joe Peardon
 Position: Director of Facilities and Maintenance
 Salary: \$88,500.00 / 255 days per year
 Starting Date: July 1, 2017

- 2) **Name:** April Bolyard
 Position: Certified Treasurer
 Salary: Per Administrator Salary Schedule / 244 days per year
 Starting Date: August 1, 2017 (2-Yr Contract: 2017-2018 & 2018-2019)

- 3) **Name:** Angela Landis
 Position: Payroll Specialist
 Salary: \$19.34 / hour; 5 days / wk; 52 wks / yr
 Starting Date: May 8, 2017

- 4) **Name:** Erin Berlecamp
 Position: Assistant to the Treasurer
 Salary: \$22.82 / hour; 5 days / wk; 52 wks / yr
 Starting Date: May 15, 2017

- 5) **Name:** Julie Walter
 Position: Elementary Secretary
 Salary: \$17.73 / per day (Step 9)
 Starting Date: August 1, 2017 (With up to 5 days training before Aug 1st date.)

M. CERTIFIED SUBSTITUTE LIST: Request approval of the May, 2017, Certified Substitute List from the Fairfield County Educational Service Center; recommend approval.

Motion by _____, seconded by _____, to approve the New Business - Personnel item(s) listed above. Shook, _____; Walter, _____; Caito, _____; Hochradel, _____; Hutton, _____.

12. SALARY NOTICE - The following employee is recommended for Salary Notice as printed:

<u>Employee</u>	<u>Contract</u>	<u>Cert</u>	<u>Step (Yrs)</u>	<u>Salary</u>
Shook, Jill	Continuing	MA	18 (20)	\$62,232.92

Motion by _____, seconded by _____, to approve the Personnel item(s) listed above. Walter, _____; Caito, _____; Hochradel, _____; Hutton, _____; Shook, _____.

13. SALARY NOTICE - The following employee is recommended for Salary Notice as printed:

<u>Employee</u>	<u>Contract</u>	<u>Cert</u>	<u>Step (Yrs)</u>	<u>Salary</u>
Hochradel, Katie	Continuing	MA + 30	15	72,386.72

Motion by _____, seconded by _____, to approve the Personnel item(s) listed above. Caito, _____; Hochradel, _____; Hutton, _____; Shook, _____; Walter, _____.

14. SALARY NOTICE - The following employee is recommended for Salary Notice as printed:

<u>Employee</u>	<u>Position</u>	<u>Contract</u>	<u>Step (Yrs)</u>	<u>Salary</u>
Hutton, Katrina	Cook	Continuing	18	\$19.59*

* Includes \$0.50 / Head Cook

Motion by _____, seconded by _____, to approve the Personnel item(s) listed above. Hochradel, _____; Hutton, _____; Shook, _____; Walter, _____; Caito, _____.

15. NEW BUSINESS - FINANCIAL

A. AUTHORIZE SALE OF DISTRICT PROPERTY: Ohio Revised Code 3313.41 give local boards of education authority to sell district owned property, if the current value of the property is less than \$10,000, and the sale is in the best interests of the school district.

The superintendent and transportation supervisor recommend the sale of local bus #02-04, a Freightliner, due to the age of the bus, vehicle condition, and accumulated mileage. The recommended sale price is \$2,500.

Approval is requested.

B. DONATION: Liberty Union-Thurston Schools requests permission to donate 4 computers, 4 monitors, 4 keyboards and 2 tables to the Faith Lutheran Church After-School Program. Recommend approval.

C. SERVICE PROVIDER(S)

1) SERVICE PROVIDER: Fairfield County Educational Service Center
 CONTRACT PERIOD: School Year 2017-2018
 SERVICES PROVIDED: Special Education (Sara Hayes: High Incidence)
 Special Education (BethAnn Morgan: School Psychologist)
 COST: \$46,567.46 Annually for 3 Years = \$132,550.00

Recommend approval.

2) SERVICE PROVIDER: Fairfield County Educational Service Center
 CONTRACT PERIOD: School Year 2017-2018
 SERVICES PROVIDED: Curriculum Services (Jennifer Blackstone)

Recommend approval.

3) SERVICE PROVIDER: Fairfield County Educational Service Center
 CONTRACT PERIOD: School Year 2017-2018
 SERVICES PROVIDED: Megan Sattler: Therapist - \$36,247
 KelleyJo Myers: Therapist - \$8,509
 Robin Silberstein: Therapist - \$12,082

Recommend approval.

- 4) **SERVICE PROVIDER:** **First American Education Finance**
CONTRACT PERIOD: School Years 2017-2018, 2018-2019 & 2019-2020
SERVICES PROVIDED: Financing for Lease of 550 Dell Chromebook 11's with a \$1 per laptop buyout at the end of the lease.

 Recommend approval.

- 5) **SERVICE PROVIDER:** **META Solutions**
CONTRACT PERIOD: July 1, 2017 - June 30, 2018
SERVICES PROVIDED: Fiscal Support for State Software
 SIS Support: PowerSchool, ProgressBook & Infinite Campus
COST: \$15.25 x 1,317 (headcount) = \$20,084.25

- 6) **SERVICE PROVIDER:** **META Solutions**
CONTRACT PERIOD: July 1, 2017 - June 30, 2018
SERVICES PROVIDED: INFOhio Library Services \$2.90 / student
 ProgressBook Services \$1.50 / student
COST: \$4.40 x 1,317 (headcount) = \$5,794.80

Motion by _____, seconded by _____, to approve the Financial item(s) listed above. Walter, _____; Caito, _____; Hochradel, _____; Hutton, _____; Shook, _____.

16. NEW BUSINESS - OTHER

A. GRADUATING CLASS OF 2017 - The following students are recommended by the High School Principal to attend graduation ceremonies, contingent upon meeting all graduation requirements, having paid all dues and fees, and having no disciplinary constraints:

- | | | |
|--------------------------|--------------------------|---------------------------|
| Troy Dresmond Alford | Mary Caitlin Argue | Kylee Brianne Arnold |
| Macyn Elise Asher-Lacey | Taylor Sue Azbell | Tanner Lee Benjamin |
| Rosa Marie Beyer | Christian Presley Bishop | Brooke Skylar Black |
| Kyle David Boggs | Kailey Nichole Bolinger | Joshua Wesley Bowers |
| Sarah Catherine Burggraf | Dakota Wesley Burkart | Gabrielle Elain Burris |
| Clint Nicholas Byers | Gauge Matthew Byrnes | Natalie Mae Camp |
| Chase Tussing Campbell | Sabrina Reann Chaffin | Katlynn Noelle Chapman |
| Blaise Anthony Clark | Shelby McKenna Clark | Lydia Brighton Clay |
| Tatum Leigh Coldren | Landen Alexa Collins | Taylor Mackenzie Compton |
| Olivia Jo Congrove | Brianna Marie Cook | Gavin Harrison Cook |
| Alicia-Marie Alice Coss | Ali Marie Crouch | Jessica Rose Davis |
| Jacob Thomas Dempsey | Wyatt Michael Denney | Jayden Marie Desautels |
| Gillian Sarah Desormeaux | Dennis Drew DiPaolo | Margaret Ann Drake |
| Jessica Lynn Drass | Kiley Elizabeth Eaton | Gage Lee Engle |
| Hanna Lynn Englehart | Andrew Jeffery Feinman | John Matthew Fisher |
| Allison Elaine Flanagan | Caleb Lamarr Fox | Freedom Shyanne Frasure |
| Kenley Addison French | Jakob Dylan Gould | Danielle Nicole Hannan |
| Katie Lynn Hanson | Halle Layne Harris | Shay Lynne Hawkins-Eismon |
| Jameson Levi Hern | Bradley Thurman Hicks | Lauren Mackenzie Hintz |
| Justin Terry Hochradel | Emily Mae Howell | McKenna Evaughn Hubner |
| Abby Nichole Johnson | Tracy Louise Jones | Kurissa Dawn Kellner |
| Charles Douglas Kilger | Jacob Eric King | Abygail Makenna Koch |
| Samantha Margaret Krile | Dakota Matthew Kullman | Jordan Floyd LaBelle |
| Colton Joseph Leitwein | Braden Alan Long | Mark Alan Maldovan |
| Cera Noelle Maraugh | Marissa Ann Mattox | Alexa Faith Menzel |
| Alexis Dawn Milbaugh | Alaina Patrice Miller | Avery Franklin Miller |
| Trevor Michael Mohler | Blake Terrell Morman | Joshua David Mowery |
| Justin Ryan Needs | David Matthew Nielsen | Hunter Thomas Patterson |
| Sidney Dawn Paxton | Jimmy Dustin Poff | Bailee Nicole Poston |

Tessa Rose Price	Kaleigh Nicole Putnam	Peter Burgeon Schaffner
Logan Link Shell	Brandon Michael Shifflet	Alexander Jacob Shiplett
Mariah Kay Shumaker	Caitlin Virginia Slone	Claire Alexandra Smith
Davis Bradley Sodders	Joshua Alan Spencer	Lauren Elizabeth Springer
Sarah Mae Staples	Tracy Michele Stoughton	Seth Allen Sullivan
Hunter Layne Taylor	Sabrina Dominique Taylor	Jacob Wesley Thompson
Zachary Elton Tucker	Brandon Douglas Turner	Kaycee Ellen Vanek
Madison Rene Vannatta	Kyle Allan Varney	Garrett Winchester Wadsworth
Christine Elizabeth Wagner	Jenna Ann Walker	Jamie Leigh Walter
McKinnley David Watson	Garrett Alan Wiley	Keaton Ray Woolum

B. SUMMER SPORTS CAMPS

1) **CROSS COUNTRY CAMP** - Varsity Cross Country Coach, **Renee Mangette**, requests permission to attend camp at Hocking Hills State Park as described below; superintendent and high school principal recommend approval:

Dates: July 23-28, 2017
 Location: Hocking Hills State Park
 Chaperones: Coach Mangette, Anthony Mangette, Renee French, Kenley French & Alaina Miller
 Cost: \$60 per Camper (approximately) (This pays for food and a camp t-shirt.) (Cost of the cabins will be covered by funds in the cross country account that is supported by proceeds from the Baltimore Festival 5-K Run.)

2) **YOUTH SOCCER CAMP** - Varsity Boys Soccer Coach, **Jared Shy**, and Varsity Girls Soccer Coach, **Andrew Coccia**, request permission to hold a Youth Soccer Camp for Grades 1 - 8 at the Baltimore Alt Park soccer field; superintendent and high school principal recommend approval.

Dates: June 12-16, 2017
 Time: 9:00-11:00 a.m.
 Cost: \$25. per student athlete

3) **VOLLEYBALL CAMP** - Varsity Volleyball Coach, **Jenni Sage**, requests permission to hold Volleyball Camp as described below; superintendent and high school principal recommend approval:

Dates: July 17-20, 2017
 Time: Grades 3-6 - 8:30-10:15
 Grades 7-8 - 11:00-1:00
 Location: Liberty Union High School Gym
 Cost: Early Registration (by June 21) per Single Camper - \$40.
 Early Registration (by June 21) pair of Siblings - \$75.
 After June 21 per Single Camper - \$50
 After June 21 pair of Siblings - \$85

4) **FOOTBALL CAMP** - Varsity Football Coach, **Bryan Johnson**, requests permission to hold Football Camp as described below; superintendent and high school principal recommend approval:

Dates: June 26-28
 Time: 10:00am – Noon
 Grades: 1 - 8
 Location: Liberty Union Football Field

Motion by _____, seconded by _____, to approve the New Business - Other item(s) listed above. Caito, _____; Hochradel, _____; Hutton, _____; Shook, _____; Walter, _____.

17. BOARD POLICY - The following policy is presented for review only at this Board of Education Meeting and will be presented at the June 12, 2017, Board of Education meeting:

File: BCCC ASSISTANT TREASURER JOB DESCRIPTION

REPORTS TO: Treasurer

WORKING SCHEDULE: ~~8 Hours~~ Daily, 52 weeks a year.

Qualifications

1. Minimum of an Associate’s degree (preferably in Accounting)
- ~~2. State of Ohio Treasurer’s License or working towards it~~
- ~~3~~ 2. Valid Driver’s License
- ~~4~~ 3. Good health
- ~~5~~ 4. High moral character
- ~~6~~ 5. Good attendance record
- ~~7. Familiarity with state software~~
- ~~8~~ 6. Experience in typing, use of calculators and other office machines
- ~~9~~ 7. Demonstrate competency with computers (good data entry skills)
- ~~10~~ 8. Sound human relations skills
- ~~11~~ 9. Effective communication skills
- ~~12~~ 10. Demonstrate ability to relate interpersonally with office staff, educational personnel and the public
- ~~13~~ 11. Exceptional planning and organizational skills
- ~~14~~ 12. Demonstrate ability to organize and schedule workload, make efficient use of time, work independently and follow directions
- ~~15~~ 13. Ability to perform functions with little supervision
- ~~16~~ 14. Exercises initiative and uses considerable independent judgment
- ~~17~~ 15. Diagnose and solve complex situations and implement proper procedures to be followed
- ~~18~~ 16. Works systematically and accurately
- ~~19~~ 17. Self-motivated
- ~~20~~ 18. Flexibility and willingness to cross train with other positions

Job Goal / Duties

1. Count all Student Activity moneys daily, and if necessary, deposit them into the bank.
2. Distribute monthly financial reports to all necessary groups.
3. Advise Student Activity sponsors and treasurer of any problems.
4. Enter all purchase orders into the computer, mail/fax originals and file copies.
5. Enter invoices and do all budgetary checks for both General Account activity as well as Student Activity.
6. Post all receipts to the computer.
7. Help with payroll if necessary.
8. Reconcile bank statements for budgetary and insurance accounts monthly.
9. Close out all records (receipts, appropriations, encumbrances, etc.) at the end of the fiscal year.
10. Oversees the daily accounting functions.
11. Assist the Treasurer in maintaining all financial records of the school district.
12. Maintain all Uniform School Accounting System Reports.
13. Assist in the preparation of local, state and federal reports (e.g. Sales Tax and 1099’s).
14. Assist the Treasurer in providing information dealing with insurance and fringe benefits when applicable.
15. Prepare data for the Board of Education agenda when applicable.
16. Other duties as assigned by the Treasurer, Board of Education or Superintendent.

LEGAL REFS.: ORC 131.18
3301.074
3311.19
3313.14; 3313.15; 3313.22; 3313.24; 3313.26-3313.261;
3313.27; 3313.34; 3319.04
3319.03; 3319.04

5705.41; 5705.412; 5705.42; 5705.45

CROSS REFS.: BCCA, Incapacity of the Treasurer
BDDG, Minutes
DFA, Revenues from Investments
DH, Bonded Employees and Officers

[Adoption date: June 4, 2001]
[Reviewed: October 11, 2010]
[Revised: June 12, 2017]

18. EXECUTIVE SESSION - An Executive Session is requested for the purpose of discussing **personnel issues.**

A. GO INTO EXECUTIVE SESSION - Motion by _____, seconded by _____, to go into Executive Session at _____ p.m. Hochradel, _____; Hutton, _____; Shook, _____; Walter, _____; Caito, _____.

B. RETURN FROM EXECUTIVE SESSION - Motion by _____, seconded by _____, to Return from Executive Session at _____ p.m. Hutton, _____; Shook, _____; Walter, _____; Caito, _____; Hochradel, _____.

19. INFORMATION

NEXT REGULAR BOARD OF EDUCATION MEETING will be held on Monday, June 12, 2017, at 7:00 p.m. in the Liberty Union District Office.

20. ADJOURN - Motion by _____, seconded by _____, to adjourn at _____ p.m. Shook, _____; Walter, _____; Caito, _____; Hochradel, _____; Hutton, _____.