

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

Monday, August 10, 2015 - 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. **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** - High School Intervention Specialist
- 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

4. PUBLIC PARTICIPATION AT BOARD MEETINGS

File: KD (Also BDDH)

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

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

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

[Adoption date:	January 10, 2000]	[Revised: October 9, 2000]	[Revised: April 9, 2001]
LEGAL REFS.:	ORC 121.22 3313.20	CROSS REFS.:	BCE, Board Committees BD, School Board Meetings BDDB, Agenda Format BDDC, Agenda Preparation and Dissemination

5. REFRESHMENTS - Prepared by the Food Services Department

6. DISCUSSION AND APPROVAL OF THE MINUTES

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

Monday, July 13, 2015 - 7:00 P.M.

Liberty Union Land Lab

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

PLEDGE OF ALLEGIANCE

PUBLIC PARTICIPATION AT BOARD MEETINGS

File: KD (Also BDDH)

There was none.

DISCUSSION AND APPROVAL OF THE MINUTES

78-15 Motion by Caryl Caito, seconded by John Walter, to approve the minutes of the Regular Meeting of the Liberty Union - Thurston Board of Education held on June 1, 2015, the Special Meeting held on June 17, 2015 and the Special Meeting held on July 6, 2015, as printed. Caito, yes; Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes. Motion carried.

OLD BUSINESS - The following policy was presented for review on July 6, 2015, and is now presented to the Board for approval:

079-15 Motion by Shaun Hochradel, seconded by Caryl Caito, to approve the Old Business item as listed below. Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes; Caito, yes. Motion carried.

File: IGBEA **READING SKILLS ASSESSMENTS AND INTERVENTION**
(Third Grade Reading Guarantee)

The Board believes in the importance of the development of English language skills. As a result the Board promotes the importance of reading skills through English diagnostic assessments and reading intervention

services in order to provide a meaningful tool to identify and assist students in achieving proficiency in English language arts.

The District annually evaluates the English reading skills of each K-3 student and identifies students who are reading below their grade level. The District uses the reading diagnostic assessment that is appropriate for the grade level and is adopted under State law or is a comparable tool approved by the Ohio Department of Education. The student’s classroom teachers are involved in the assessment and identification of students reading below grade level.

The District provides written notification to the parents or guardian of students who are reading below their grade level. Intensive reading instruction is provided to students immediately after they are identified as having a reading deficiency. The District develops a reading improvement and monitoring plan within 60 days of receiving the student’s diagnostic results.

For students who have been retained at the end of third grade, the District provides intense remediation services that include intensive interventions that address the student’ specific areas of deficiency. Further, the District provides each retained student with a teacher who meets set criteria and offers the option for such students to receive applicable services from one or more providers other than the District.

Students who have been retained and who have demonstrated proficiency in a specific academic field as defined by State law are provided with instruction that is commensurate to their achievement level.

The Board designated the Superintendent / designee to establish a District policy for the midyear promotion of students who were retained but who now are reading at or above their grade level.

A student retained under the provisions of the Third Grade Reading Guarantee shall be considered for mid-year promotion if that student demonstrates that he/she is reading at the third grade reading level. Liberty Union-Thurston Local Schools will assess a student to determine that the student has demonstrated proficiency in reading no later than the end of the first semester of the student’s fourth grade year. Assessments used to determine proficiency will come from the Ohio Department of Education Approved List. The deadline for midyear promotion is the beginning date of the second semester of each school year. Once a student is promoted midyear, they are considered a fourth grade student in all subjects and will take the fourth grade state assessments. However, reading interventions will continue for the student until they are assessed as on or above grade level in reading.

[Adoption date: October 14, 2013]

[Revised: April 13, 2015]

[Revised: **July 13, 2015**]

LEGAL REGS.: ORC 3301.07; 3301.0710; 3301.0711(D); 3301.0715; 3301.079
3313.608; 3313.609; 3313.6010; 3313.6012; 3324.01
OAC 3301-35-04; 3301-35-06

CROSS REG.: IBFE, Remedial Instruction (Intervention Services)
IGBI, Limited English Proficiency
IKE, Promotion and Retention of Students

MONTHLY FINANCIAL STATEMENTS

080-15 Motion by Shawn Shook, seconded by John Walter, 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>
018	\$ 4,190.67
200	1,525.89
300	14,407.13
Total Changes	\$20,123.69

D. DONATIONS: Approved.

<u>Amount</u>	<u>Donor</u>	<u>Fund</u>
\$500.00	H S Principals Fund	Renaissance
404.45	Kroger Rewards	M S Principals Fund
72.00	Misc: Jeans Day	M S Principals Fund
42.00	Misc: Jeans Day	Renaissance
18.81	M S Incentive	M S Principals Fund
22.00	Miscellaneous	Renaissance
25.00	Target	H S Principals Fund
81.18	Miscellaneous	FFA
500.00	Booster Bingo	Baseball
20.00	Justin Myers - for Invention Award	5 th Gr Science
141.43	Kroger Rewards	H S Yearbook
144.00	Miscellaneous	Washington D C Trip
526.75	Amy's Army - Intervention Specialist	General Fund
\$2,497.62	Total	-

NEW BUSINESS - FINANCIAL:

081-15 Motion by Shawn Shook, seconded by John Hutton, to approve the New Business Financial items listed below: Shook, yes; Walter, yes; Caito, yes; Hochradel, yes; Hutton, yes. Motion carried.

A. PARTICIPATION IN NATIONAL SCHOOL LUNCH PROGRAM: Board of Education approved participation and authorization in the National School Lunch Program for the 2015/2016 school year as required to qualify for meal reimbursement.

B. ESTABLISH SCHOOL MEAL PRICES - Approved the following meal prices for the start of the 2015/2016 school year as requested:

Student Reduced-Price Breakfast	Free
Student Reduced-Price Lunch	\$0.40
Student Breakfast (All Buildings)	1.10
Student Elementary School Lunch	2.25
Student Middle School & High School Lunch	2.50
Adult Breakfast	1.50
Adult Lunch	3.00
Milk	0.40

NOTE: These prices are the same as in 2014/2015.

C. BREAD PRODUCTS

Through membership in the Metropolitan Education Council, the LU-T School District has bid for bread products. Aunt Millie's Bakery was recommended by the Food Service Supervisor, Mrs. Jan Friedrich, to provide bread products for the school cafeteria for the 2015/2016 school year. Approved.

D. DAIRY PRODUCTS

Through membership in the Metropolitan Education Council, the LU-T School District has bid for dairy products. United Dairy was recommended by the Food Service Supervisor, Mrs. Jan Friedrich, to provide dairy products for the school cafeteria for the 2015/2016 school year. Approved.

E. PURCHASED SERVICE AGREEMENT(S):

SERVICE PROVIDER:	Fairfield County Educational Service Center
CONTRACT PERIOD:	2015-2016 School Year
SERVICES PROVIDED:	Special Education Program Services
COST:	Services Billed Quarterly on a Per-Pupil Basis, Plus 5%

Approved.

NEW BUSINESS - FINANCIAL:

082-15 Motion by Caryl Caito, seconded by Shawn Shook, to approve the New Business Financial item listed below: Shook, yes; Walter, yes; Caito, **abstain**; Hochradel, yes; Hutton, yes. Motion carried.

PURCHASED SERVICE AGREEMENT(S):

- 1) **SERVICE PROVIDER:** **New Horizons Mental Health Services**
CONTRACT PERIOD: 2015-2016 School Year
SERVICES PROVIDED: Intervention Services (564 Hours)
COST: \$32,712.00
 Approved.

- 2) **SERVICE PROVIDER:** **New Horizons Mental Health Services**
CONTRACT PERIOD: 2015-2016 School Year
SERVICES PROVIDED: Teen Screen Depression & Mental Health Screening
COST: \$1,330
NOTE: United Way and ADAMH Board provide an additional \$11,420 for the cost of this program
 Approved.

NEW BUSINESS - FINANCIAL:

083-15 Motion by John Walter, seconded by John Hutton, 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 Education Association for a three-year contract, effective July 1, 2015, through June 30, 2018, has been reached. Board of Education approved the contract as outlined in the tentative agreement.

PERSONNEL

084-15 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 approved.

A. CURRICULUM DIRECTOR and STUDENT SERVICES DIRECTOR

The School Board approved **Jennifer Blackstone**, as Curriculum Director for Liberty Union-Thurston School District and **Sarah Hayes**, as Student Services Director for the Liberty Union-Thurston School District.

B. RESIGNATION

Renee Mueller has submitted her resignation as middle school math and science teacher; resignation approved.

C. EMPLOYMENT

The following candidates were approved for employment as follows:

- 1) **Name:** **Karen Morris**
Position: M S Math Teacher
Salary: \$35,574.98 (5-Year - Step 2)
Starting Date: August 7, 2015

- 2) **Name:** **Maria Wolfe**
Position: Classroom Aide for Handicapped Students
Hours: 7 ½ Hours per Day when School is in Session
Salary: \$13.84 (Step 0)

Starting Date: August 13, 2015

NEW BUSINESS - OTHER

085-15 Motion by Shaun Hochradel, seconded by Shawn Shook, to approve the New Business - Other item(s) as printed below. Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes; Caito, yes. Motion carried.

A. BLIZZARD BAGS

With LUT implementing Blizzard Bags next school year, Jennifer Blackstone has reviewed the statutory requirements and assisted Danielle Bruning with creation of assignments. Day 1 of Blizzard Bag assignments for grades K-12 are designed and ready for posting on the district website. Day 2 and 3 will be teacher created in September / October. The next Lion Report will have information for parents about Blizzard Bags.

Request approval to implement Blizzard bags for school year 2015-2016.

WHEREAS, the Liberty Union - Thurston Board of Education desires that students have learning opportunities even when schools are closed for any of the reasons specified in Section 3313.482 of the Ohio Revised Code; and

WHEREAS, Section 3313.482 authorizes a board of education to file an annual plan with the Ohio Department of Education by August 1 of each year to provide online learning opportunities for students in lieu of attendance on such days of closure;

NOT THEREFORE BE IT, AND IT IS, HEREBY RESOLVED that the Liberty Union - Thurston Board of Education hereby approves the following plan and authorizes its filling with the Ohio Department of Education.

PLAN FOR ALTERNATIVE MAKE-UP OF CALAMITY DAYS

Pursuant to Ohio Revised Code Section 3313.482, the Board of Education of the Liberty Union -Thurston hereby authorizes the following plan to allow students of the district to access and complete classroom lessons in order to fulfill up to a maximum of the number of hours that are the equivalent of three (3) school days because of the closing of schools for any of the reasons specified in section 3313.482.

- 1) This plan is submitted, pursuant to approval of the Board of Education, prior to August 1.
- 2) This plan includes the written consent of the teacher’s employee representative as designated under division (B) of section 4117.04. Such consent is on file in the official file of the Board of Education and is hereby incorporated into this plan as if specifically re-written.
- 3) Not later than November 1 of the 2015-2016 school year, each classroom teacher shall develop a sufficient number of lessons for each course taught by that teacher with such lessons requiring, in the judgment of the teacher, an amount of time equal to or greater than the number of hours that are the equivalent of three school days in such teacher’s class.
- 4) The teacher shall designate the order in which the lessons are to be posted on the district’s web portal or web site.
- 5) (Optional) Teachers will be granted one (1) professional development day after the teacher’s principal or supervisor certifies that lessons equal to approximately the number of hours that are equivalent of three (3) school days have been posted.
- 6) Teachers will update or replace such lessons as necessary throughout the school year based on the instructional progress of students.
- 7) As soon as practicable after an announced school closure authorized under Section 3313.482, the appropriate administrator may direct staff to make the designated lessons available on the District’s portal or site. Each lesson shall be posted for each course that was scheduled to meet on the day of the school closing.
- 8) Each student enrolled in a course for which a lesson is posted shall be granted a two-week period from the date of posting to complete the lesson. If the student does not complete the lesson within this time period, the student will receive an incomplete or failing grade unless a reason sufficient to the teacher is provided.
- 9) Students without access to a computer shall be permitted to complete the posted lessons

at school after the re-opening of school. Students utilizing this option will be granted two (2) weeks from the date of re-opening to complete such lessons. If the student does not complete the lesson within this time period, the student will receive an incomplete or failing grade unless a reason sufficient to the teacher is provided. The District will provide access to District computers before, during, or after the school day (provided that the equipment is available and accessible at those times) or may provide a substantially similar paper lesson in order for students to complete the assignments.

- 10) (Optional) The Board of Education hereby authorizes “Blizzard Bags,” which are paper copies of the lessons posted online. Teachers shall prepare paper copies approximating the content of the online lessons and shall update such paper copies when updating any of the online lessons. “Blizzard Bags” shall be distributed to all students by not later than December 1 of the school year or such other date as may be selected by the Superintendent. Students shall submit completed lessons to the teachers assigning such lessons not later than two (2) weeks after the date of school closing for which the “Blizzard Bag” lessons are assigned.

Approved.

B. BUS BID RESOLUTION

Request approval to participate with the MEC Cooperative Advertising and Receiving Bids for School Bus Chassis and Bodies.

Whereas the, Liberty Union – Thurston School Board of Education wishes to advertise and receive bids for the purchase of **one (1) - 71 passenger conventional, propane powered** school bus.

THEREFORE, BE IT RESOLVED the, Liberty Union – Thurston School Board of Education wishes to participate and authorize the Metropolitan Educational Council to advertise and receive bids on said Board’s behalf as per the specifications submitted for the cooperative purchase of **one (1) 71 passenger conventional, propane powered school bus.**

Approved.

- C. 1) **YOUTH BOYS BASKETBALL CAMP** - Boys Varsity Coach, **Seth Martin**, requests permission to hold the following summer camp; approved.

Dates: July 27-29, 2015
 Teams: **Youth Boys Basketball Teams**
 Location: MS Gym
 Cost: \$_____ per Camper

- 2) **YOUTH CHEERLEADING CAMP** - Girls Varsity Coach, **Jamie Peardon**, requests permission to hold the following summer camp; approved.

Dates: July 28-29, 2015
 Teams: **Youth Cheerleaders**
 Location: HS Auditorium
 Cost: \$_____ per Camper

NEXT REGULAR MEETING:

The next regular Board of Education Meeting will be held on Monday, August 10, 2015, 7:00 p.m. in the Liberty Union District Office.

ADJOURN:

086-15 Motion by Shawn Shook, seconded by John Walter, to adjourn at 7:33 p.m. Walter, yes; Caito, yes; Hochradel, yes; Hutton, yes; Shook, yes. Motion carried.

Motion by _____, seconded by _____, to approve the minutes of the Regular Meeting of the Liberty Union - Thurston Board of Education held on July 13, 2015, as printed above. Caito, _____; Hochradel, _____; Hutton, _____; Shook, _____; Walter, _____.

7. 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	\$ 6,000.00
200	0.00
300	13,067.26
Total Changes	\$19,067.26

D. DONATIONS: Recommend approval.

<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	-

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

8. NEW BUSINESS - FINANCIAL:

A. 2013 REVISED APPROPRIATIONS

LIBERTY UNION THURSTON SCHOOLS				
FY 2016 Revised Perm Appropriations				8/10/2015
Governmental Fund Types				
Fund Class / Name	Fund No / SCC	Total Approp	ADJ	NEW Approp
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

<u>Debt Service Fund Class</u>				
Bond Retirement Fund	002	\$1,200,000.00	\$0.00	\$1,200,000.00
<u>Capital Project Fund Class</u>				
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				
<u>Enterprise Fund Class</u>				
Food Service Fund	006	\$ 600,000.00	\$0.00	\$ 600,000.00
<u>Internal Service Fund</u>				
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				
<u>Trust Fund Class</u>				
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
<u>Agency Funds</u>				
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

Recommend approval.

B. HIGH SCHOOL FEES - Approval for high school student fees, as recommended by the high school principal is requested.

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 - Approval to establish change funds for the 2015/2016 school year is 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

Recommend approval.

Motion by _____, seconded by _____, to approve the New Business Financial items listed above. Shook, _____; Walter, _____; Caito, _____; Hochradel, _____; Hutton, _____.

9. NEW BUSINESS - FINANCIAL:

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 requests approval of the contract as outlined in the tentative agreement.

Motion by _____, seconded by _____, to approve the New Business Financial item listed above. Walter, _____; Caito, _____; Hochradel, _____; Hutton, _____; Shook, _____.

10. NEW BUSINESS - PERSONNEL

A. RESIGNATIONS

- 1) **Ashleigh Miller** has submitted her resignation as high school special education teacher; recommend approval.
- 2) **Ed Mattox** has submitted her resignation as ½ varsity assistant football coach; recommend approval. His schedule will now allow him to take the full-time position. (See supplementals below.)
- 3) **Kathryn Noel** has submitted her resignation as co-freshman volleyball coach; recommend approval.
- 4) **Kailyn McComb** has submitted her resignation as co-freshman volleyball coach; recommend approval. (She will become the sole freshman volleyball coach; see supplementals below.)

B. EMPLOYMENT

The following candidates are recommended 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**
 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: \$20.23 (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 - Recommend approval of the following supplemental personnel and positions are 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: Recommend approval of the certified substitute teacher list as submitted from the Fairfield County Educational Service Center Superintendent.

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

Name	Address	Classification
* Rob Fellure	1069 Romulus St Baltimore, Oh 43105	Custodian Groundskeeper Maintenance Helper
* Aaron Strawser	2888 Stemen Rd Baltimore, Oh 43105	Aide Custodian Maintenance

* Pending obtaining all necessary paper-work and certification.

Motion by _____, seconded by _____, to approve the Personnel items listed above. Caito, _____; Hochradel, _____; Hutton, _____; Shook, _____; Walter, _____.

11. NEW BUSINESS - OTHER

A. HANDBOOKS

- 1) **HIGH SCHOOL STAFF HANDBOOK** - High School Principal, **Mr. Matt Gallatin**, requests approval of the High School Staff Handbook; he will discuss changes.
- 2) **HIGH SCHOOL STUDENT HANDBOOK** - High School Principal, **Mr. Matt Gallatin**, requests approval of the High School Student Handbook; he will discuss changes.
- 3) **HIGH SCHOOL STUDENT ATHLETIC HANDBOOK** - High School Athletic Director, **Mr. Adam Brately**, requests approval of the High School Student Athletic Handbook; This will include the “Informed Consent Packet.” Mr. Brately will discuss changes.

B. JOB DESCRIPTION - The superintendent requests approval of the following Guidance Counselor job description:

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: _____

C. CURRICULUM GUIDE

The superintendent and the curriculum coordinator, Mrs. Jennifer Blackstone, request approval of the updated curriculum guide; Mrs. Blackstone has 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.

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

12. ELECTRONIC DEVICE INSURANCE - Superintendent Todd Osborn will discuss electronic device insurance.

13. 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.

14. EXECUTIVE SESSION - An Executive Session is requested to discuss a personnel matter; this may or may not require Board Action.

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

Motion by _____, seconded by _____, to approve _____

Shook, _____; Walter, _____; Caito, _____; Hochradel, _____; Hutton, _____.

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

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