

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

September 9, 2013 - 7:00 P.M.
Liberty Union District Office

- 1. **ROLL CALL:** Shaun Hochradel _____
 John Hutton _____
 Mike Raver _____
 Shawn Shook _____
 John Walter _____

2. **PLEDGE OF ALLEGIANCE**

3. **RECOGNITION:**

A. **NEW EMPLOYEES:**

- Kay Bachman**, School Bus Driver
- Katherine Beverly**, High School English Teacher
- Kristine Boan**, Elementary School Intervention Specialist
- James Day**, High School Information Technology Teacher
- Jeff Dupler**, School Nurse
- Lynette Emmert**, Guidance/Athletic Department Secretary
- Jodi Funk**, Middle School Intervention Specialist
- Craig Hart**, Vocational Agriculture Teacher
- Angela Landis**, School Bus Driver
- Jill Palmer**, High School Chemistry Teacher
- Elizabeth VanSchepen**, Elementary School Kindergarten Teacher
- John Shirk**, School Resource Officer

B. **PRESENTATION OF L.E.E.D. (Leadership in Energy & Environmental Design)
RANKING FOR LIBERTY UNION MIDDLE SCHOOL**

Michael Paplow, Architect - Feinknopf, Macioci, Schappa Architects

4. **REFRESHMENTS** - Prepared by Liberty Union Food Services

5. **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
--------------	-----	-------------------	--------------	---

6. DISCUSSION AND APPROVAL OF THE MINUTES:

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

August 12, 2013 - 7:00 P.M.
Liberty Union District Office

ROLL CALL:	Shaun Hochradel	<u>present</u>
	John Hutton	<u>present</u>
	Mike Raver	<u>present</u>
	Shawn Shook	<u>present</u>
	John Walter	<u>present</u>

PLEDGE OF ALLEGIANCE

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

- A. **Brian McCarthy**, Creekview, questioned school bus stops, crosswalks, and “Safe-Routes-to-School.”
- B. **Angela Jenkins** requested that her daughter be allowed to participate with the Liberty Union Junior High football team.

EXECUTIVE SESSION: An Executive Session was requested.

GO INTO EXECUTIVE SESSION:

088-13 Motion by Shawn Shook, seconded by Shaun Hochradel, to go into Executive Session at 7:30 p.m. Hochradel, yes; Hutton, yes; Raver, yes; Shook, yes; Walter, yes. Motion carried.

RETURN FROM EXECUTIVE SESSION:

089-13 Motion by John Hutton, seconded by Shawn Shook, to return from Executive Session at 7:50 p.m. Hutton, yes; Raver, yes; Shook, yes; Walter, yes; Hochradel, yes. Motion carried.

DISCUSSION AND APPROVAL OF THE MINUTES:

090-13 Motion by John Walter, seconded by Shawn Shook, to approve the minutes of the Regular Meeting of the Liberty Union-Thurston Board of Education held on July 8, 2013; the Special Meeting of the Liberty Union-Thurston Board of Education held on July 15, 2013; and the Special Meeting of the Liberty Union-Thurston Board of Education held on July 25, 2013; as printed. Hochradel, yes; Hutton, yes; Raver, yes; Shook, yes; Walter, yes. Motion carried.

MONTHLY FINANCIAL STATEMENTS

091-13 Motion by Shaun Hochradel, seconded by Shawn Shook, to approve Monthly Financial items as stated below. Hutton, yes; Raver, yes; Shook, yes; Walter, yes; Hochradel, 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

FUND	AMOUNT
018	\$ 104.82
200	422.46
300	7,325.84
Total Changes	\$7,853.12

D. DONATIONS

Amount	Donor	Fund
\$ 36.00	Krista Azeltine	Athletics
1,850.00	Misc: Baltimore Festival 5-K	Cross Country
\$1,886.00	Total	

OLD BUSINESS: BOARD POLICY JN-E

Tabled Motion by _____, seconded by _____, to approve the Old Business - Board Policy JN-E as printed below. Raver, _____; Shook, _____; Walter, _____; Hochradel, _____; Hutton, _____. Motion carried.

APPLICATION FOR WAIVER OF STUDENT INSTRUCTIONAL MATERIALS FEES

Under Ohio Law in school districts which receive Disadvantage Pupil Impact Aid (DPIA) funds, students who receive Aide to Dependent Children or Disability Assistance are eligible for a waiver of instructional fees. **If your child qualifies for free or reduced meals, school material fees will be waived.** This waiver shall does not apply to any fees that may be charged for extra-curricular activities, fines, school pictures, parking fees or lunch charges. Please complete this application if **you believe** your child is eligible for this waiver of fees and **return it prior to October 3, 2013, to your appropriate school. If you have any questions, please contact the school (High School 862-4107; Middle School 862-4126; Elementary 862-4143; or District Office 862-4171).**

~~Please attach documentation that shows that your child is currently receiving ADC/DA. You may need to contact your case worker for this information. Applicants WILL NOT be approved without this documentation.~~

RETURN THIS APPLICATION TO YOUR CHILD’S SCHOOL

My signature certifies that the above information is true and correct and that I understand that school officials may verify the information on the application.

I, _____, (parent / guardian) believe my child is eligible for fee waiver. Please provide the name of your child in each school for whom you receive any of the following:

Student Name _____	Parent or Legal Guardian Name _____
Address _____	City, State Zip Code _____
School Attending _____	Grade _____

Name: Last, First _____ Grade _____ Amount _____

 Name: Last, First _____ Grade _____ Amount _____

 Name: Last, First _____ Grade _____ Amount _____

I voluntarily disclose the following information to enable the school district to determine eligibility for this waiver.

_____ **I have a current Food Stamp "Directions Card:" with a copy attached to this form.**

_____ **My child qualifies for the Federal free lunch program. (Attach application.)**

_____ **My child qualifies for the Federal reduced priced lunch program. (Attach application.)**

_____ Legible Signature (Parent or Legal Guardian) _____ Date _____

~~For Office Use Only:~~

~~Application Approved, Waiver Granted _____~~

~~Application Rejected, Waiver NOT Granted _____~~

[Adoption date: January 10, 2000] [Reviewed: October 10, 2011]
 [Reviewed: January 14, 2013]

NEW BUSINESS - FINANCIAL:

092-13 Motion by John Walter, seconded by Shawn Shook, to approve New Business - Financial items stated below. Shook, yes; Walter, yes; Hochradel, yes; Hutton, yes; Raver, yes. Motion carried.

A. **CHANGE FUND AUTHORIZATION** - Approved the establishment of change funds for the 2013/2014 school year as requested:

<u>FUND</u>	<u>AMOUNT</u>
High School Athletic Director	\$1,800
Middle School Athletic Director	500
Food Service Director	300
Middle School Office	25
High School Office	25
Treasurer	50

B. PURCHASED SERVICE AGREEMENTS

1) **SERVICE PROVIDER: Maxim Staffing Solutions**
 CONTRACT PERIOD: 2013/2014 School Year
 SERVICES PROVIDED: Substitute Nurse - Multiple Disabilities Unit
 COST: \$42 per Hour (As Needed)

Approved.

2) **SERVICE PROVIDER: Movie Licensing USA**
 CONTRACT PERIOD: 2013/2014 School Year
 SERVICES PROVIDED: Public Performing Site License for HS/MS/ELS
 COST: \$1,021.25

Approved.

3) **SERVICE PROVIDER: Rebecca Vazquez**
 CONTRACT PERIOD: 2013/2014 School Year
 SERVICES PROVIDED: English as Second Language Tutoring Services (Middle School)
 COST: \$25 per Day

Approved.

NEW BUSINESS - PERSONNEL

093-13 Motion by John Hutton, seconded by Shaun Hochradel, to approve the New Business - Personnel items listed below. Walter, yes; Hochradel, yes; Hutton, yes; Raver, yes; Shook, yes. Motion carried.

- A. **EMPLOY ESL TUTOR** - LUHS teacher, **Megan Gonzalez**, was approved to provide English as Second Language tutoring for a student in the elementary school. **Mrs. Gonzalez** will provide tutoring after the completion of her high school contracted day. The prorated salary for this extension of her work day is \$4,266.07.
- B. **SUPPLEMENTAL CONTRACT POSITION** - Approved the following supplemental positions as requested:

<u>Name</u>	<u>Supplemental Position</u>	<u>Level</u>	<u>Step</u>	<u>Salary</u>
John Putnam	H S Football	-	-	Volunteer
Jennifer Cooley	Cheerleading	-	-	Volunteer
Angela Landis	Cheerleading	-	-	Volunteer
Krysta White	7 th Gr Volleyball	4	0	\$1,259.29

- C. **CERTIFIED SUBSTITUTE LIST:** Approved the substitute teacher list for August, 2013, as nominated by the Fairfield County Superintendent.
- D. **CLASSIFIED SUBSTITUTE LIST:** Approved the classified substitute list for August, 2013, with the addition of the following names:

<u>Name</u>	<u>Address</u>	<u>Classification</u>
* Bader, Melissa	5761 Stringtown Rd Baltimore	Bus Aide; Bus Driver
* West, Gary	3970 Pleasantville Rd Rushville	Bus Aide; Bus Driver
Marilyn Howell	9717 Snyder Church Rd Baltimore	Cashier; Cook
Joyce Ribble	13235 Basil Rd Baltimore	Secretary

* Pending obtaining all necessary paper-work & certifications.

NEW BUSINESS: OTHER

094-13 Motion by Shawn Shook, seconded by John Walter, to approve the New Business - Other item(s) listed below. Hochradel, yes; Hutton, yes; Raver, yes; Shook, yes; Walter, yes. Motion carried.

- A. **MIDDLE SCHOOL STAFF HANDBOOK** - Approved the 2013/2014 **middle school staff** handbook as requested.
- B. **HIGH SCHOOL STAFF HANDBOOK** - Approved the 2013/2014 **high school staff** handbook as requested.
- C. **DISTRICT TRANSPORTATION ROUTES** - Annually, Boards of Education in Ohio are required to approve the school district transportation routing plan, and to authorize the Transportation Coordinator to make adjustments in the routing plan as needed. Copies of the transportation routing plan have been reviewed by the Transportation Committee. **Mrs. Judy Cleland**, Transportation Coordinator, answered questions regarding the 2013/2014 transportation plan.
Approved the plan and allows the Transportation Coordinator to adjust the routes as necessary.
- D. **OHIO SCHOOL BOARDS ASSOCIATION CAPITAL CONFERENCE** - The OSBA Capital Conference will be held in Columbus, November 10 - 13, 2013. The LU-T Board may select one delegate and one alternate delegate to attend the conference and to vote on OSBA issues.

Shaun Hochradel
Delegate

None
Alternate

NEW BUSINESS: INFORMATION

RACE-TO-THE-TOP COMMITTEE UPDATE - Holly Lavender, Member of the Race-to-the-Top Committee, provided an update of activities.

NEXT REGULAR MEETING - The next Board of Education Meeting will be held on Monday, September 9, 2013, at 7:00 p.m. in the Liberty Union District Office.

ADJOURN

095-13 Motion by Shaun Hochradel, seconded by Shawn Shook, to adjourn at 8:46 p.m. Hutton, yes; Raver, yes; Shook, yes; Walter, yes; Hochradel, 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 August 12, 2013, as printed above. Hochradel, _____; Hutton, _____; Raver, _____; Shook, _____; Walter, _____.

7. MONTHLY FINANCIAL STATEMENTS

A. TREASURER’S FINANCIAL REPORT

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

Recommend approval.

B. BILLS

Recommend approval.

C. STUDENT ACTIVITY MONTHLY APPROPRIATIONS

<u>FUND</u>	<u>AMOUNT</u>
018	\$ 2,402.19
200	2,498.77
300	35,756.44
Total Changes	\$40,657.40

Recommend approval.

D. DONATIONS

<u>Amount</u>	<u>Donor</u>	<u>Fund</u>
\$780.00	Misc: Jean Day	MS Principal
75.00	Ohio Pork Producers - working at booth	FFA
699.35	Misc: Car Wash	MS Cheer
410.00	Misc	MS Cheer
5,040.00	Misc: Balt Festival 5-K	Cross Country
\$7,004.35	Total	

Recommend approval.

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

8. NEW BUSINESS - FINANCIAL:

A. 2014 REVISED APPROPRIATIONS

LIBERTY UNION THURSTON SCHOOLS	
FY 2014 Revised Perm Appropriations	9/9/2013
Governmental Fund Types	

Fund Class / Name	Fund No / SCC	Total Approp	ADJ	NEW Approp
<u>General Fund Class</u>				
General Fund	001	\$12,400,000.00	\$0.00	\$12,400,000.00
<u>Special Revenue Class</u>				
Public School Support	018	\$ 49,000.00	0.00	\$ 49,000.00
Local Rotary	019	195.31	0.00	195.31
Classroom Fac Maint	034	647,000.00	0.00	647,000.00
Athletics	300	295,000.00	0.00	295,000.00
Race to the Top	506	25,000.00	0.00	25,000.00
RttT-HS (9122)	506	0.00	0.00	0.00
Rttp- HS (9132)	506	0.00	0.00	0.00
IDEA PART B	516	225,000.00	0.00	225,000.00
Title I	572-9013	21,400.00	0.00	21,400.00
Title I	572-9014	175,000.00	0.00	175,000.00
Title II A	590	<u>75,000.00</u>	0.00	<u>75,000.00</u>
Total Special Revenue Class		\$1,512,595.31	0.00	\$1,512,595.31
<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 Imp	003	\$ 75,039.51	0.00	\$ 75,039.51
Building Fund	004	450,000.00	(307,834.24)	142,165.76
CI Build - State	010-9000	0.00	0.00	0.00
CI Build - Local	010-9001	3,000,000.00	0.00	\$3,000,000.00
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	7,000.00	0.00	7,000.00
Employee Benefits Fund	024	<u>1,300,000.00</u>	0.00	<u>1,300,000.00</u>
Total Internal Services		\$1,307,000.00	0.00	\$1,307,000.00
Fiduciary Fund Type				
<u>Trust Fund Class</u>				
Custodial Refresh Fund	022	\$ 40,000.00	0.00	\$ 40,000.00
Student Activity Fund	200	<u>110,000.00</u>	0.00	<u>110,000.00</u>
Total Trust Fund Class		\$150,000.00	0.00	\$150,000.00
<u>Agency Funds</u>				
South Central Ins Cons	026	<u>\$42,000,000.00</u>	0.00	<u>\$42,000,000.00</u>
Total Appropriations - All Fund Types		\$62,694,634.82	(\$307,834.24)	\$60,386,800.58

Recommend approval.

B. PURCHASED SERVICE AGREEMENTS

- 1) **SERVICE PROVIDER: Eagles Wings Academy**
 CONTRACT PERIOD: 2013/2014 School Year
 SERVICES PROVIDED: Provide Instruction for Two (2) Students, per IEPs
 COST: \$23,936.00 per Student

- 2) **SERVICE PROVIDER: Taylor Publishing**
 CONTRACT PERIOD: 2013/2014 School Year
 SERVICES PROVIDED: Printing of High School Yearbook
 COST: \$13,900

Note: The cost of the yearbook will be paid through yearbook sales and advertisement sales.
 This is not a general fund expenditure.

Motion by _____, seconded by _____, to approve New Business - Financial items stated above. Raver, _____; Shook, _____ Walter, _____; Hochradel, _____; Hutton, _____.

9. EXECUTIVE SESSION: An executive session is requested for the purpose of discussing the employment of a public employee.

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

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

10. PERSONNEL

A. TERMINATE CONTRACT: Approval to terminate the contract of **Janelle Cochran**, Registered Nurse, is requested. **Ms. Cochran** has abandoned her job, and has not been in contact with her supervisor or anyone in the school district since the start of the 2013/2014 school year. Recommend approval.

B. RETIREMENT RESIGNATIONS

- 1) **Mr. Kenneth Kosch**, Maintenance Supervisor, has submitted his resignation for retirement purposes, effective December 31, 2013. We wish Mr. Kosch the best in his retirement. Recommend approval.
- 2) **Mr. Robert Hendershot**, Maintenance Helper, has submitted his resignation for retirement purposes, effective December 31, 2013. We wish Mr. Hendershot the best in his retirement. Recommend approval.

C. EMPLOY NURSE: The following candidate is recommended for employment:

Name: **Susanne Vendlinski**
Position: Registered Nurse
Work Assignment: Nursing Services for Student in Special Needs Classroom
Job Location: Carroll, Ohio
Hours per Day: Six Hours per Day When School is in Session
Rate of Pay: \$19.40 per Hour (OAPSE - Step 0)

Recommend approval.

D. RESIGNATION OF SUPPLEMENTAL CONTRACT: **Joe Muck** has submitted his resignation for the sixth-grade outdoor education supplemental contract position. Recommend approval.

E. SUPPLEMENTAL CONTRACT POSITION: Approval for the following supplemental positions is requested:

<u>Name</u>	<u>Supplemental Position</u>	<u>Level</u>	<u>Step</u>	<u>Salary</u>
Jennifer Laski	Teacher Mentor (Year 1 Teacher)	6	0	\$ 787.06

Jennifer Laski	Teacher Mentor (Year 2 Teacher)	6	0	787.06
Patricia Colosson	Teacher Mentor (Year 2 Teacher)	6	0	787.06
Julie Amiet	Teacher Mentor (Year 2 Teacher)	6	0	787.06
Amanda King	Teacher Mentor (Year 1 Teacher)	6	0	787.06
John Joyce	Varsity Boys Basketball			Volunteer
James Peck	Freshman Volleyball	4	0	\$1,259.29
Elana Gallagher	National Honor Society	8	0	173.16
Marcus Alford	6 th Grade Outdoor Education	8	3	503.72
John Powles	High School Model U.N.	8	0	346.31
Julius Poellintz	Cheerleading			Volunteer

Recommend approval.

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

- 11. **OLD BUSINESS: BOARD POLICY - JN-E:** An updated application for school fee waivers is recommended and was reviewed at the July 8, 2013 meeting. Approval for the updated waiver application is requested. Recommend approval.

APPLICATION FOR WAIVER OF STUDENT INSTRUCTIONAL MATERIALS FEES

Under Ohio Law in school districts which receive Disadvantage Pupil Impact Aid (DPIA) funds, students who receive Aide to Dependent Children or Disability Assistance are eligible for a waiver of instructional fees. Under Ohio Law in school districts which receive Disadvantage Pupil Impact Aid (DPIA) funds, students who receive Aide to Dependent Children or Disability Assistance are eligible for a waiver of instructional fees. **If your child qualifies for free or reduced meals, school material fees will be waived.** This waiver shall does not apply to any fees that may be charged for extra-curricular activities, fines, school pictures, parking fees or lunch charges. Please complete this application if you believe your child is eligible for this waiver of fees and return it prior to October 3, 2013, to your appropriate school. If you have any questions, please contact the school (High School 862-4107; Middle School 862-4126; Elementary 862-4143; or District Office 862-4171).

~~Please attach documentation that shows that your child is currently receiving ADC/DA.
 You may need to contact your case worker for this information.
 Applicants WILL NOT be approved without this documentation.~~

RETURN THIS APPLICATION TO YOUR CHILD'S SCHOOL

My signature certifies that the above information is true and correct and that I understand that school officials may verify the information on the application.

I, _____, (parent / guardian) believe my child is eligible for fee waiver. Please provide the name of your child in each school for whom you receive any of the following:

Student Name	Parent or Legal Guardian Name	
Address	City, State Zip Code	
School Attending	Grade	
Name: Last, First	Grade	Amount
Name: Last, First	Grade	Amount
Name: Last, First	Grade	Amount

I voluntarily disclose the following information to enable the school district to determine eligibility for this waiver.

_____ **I have a current Food Stamp “Directions Card: with a copy attached to this form.**

_____ **My child qualifies for the Federal free lunch program. (Attach application.)**

_____ **My child qualifies for the Federal reduced priced lunch program. (Attach application.)**

_____ Legible Signature (Parent or Legal Guardian)

_____ Date

~~For Office Use Only:~~

~~Application Approved, Waiver Granted _____~~

~~Application Rejected, Waiver NOT Granted _____~~

[Adoption date: January 10, 2000]

[Reviewed: October 10, 2011]

[Reviewed: January 14, 2013]

[Revised: September 9, 2013]

Motion by _____, seconded by _____, to approve the Old Business - Board Policy JN-E as printed above. Hochradel, _____; Hutton, _____; Raver, _____; Shook, _____; Walter, _____.

12. NEW BUSINESS - OTHER

ATHLETIC HANDBOOK ADDENDUM: Approval for the following information, outlining procedures for treating student athletes who suffer head injuries is requested. The procedures have been developed by Nationwide Children’s Hospital, and are intended to be added to the student athlete handbook, which was previously approved by the Board of education.

Head Injury / Concussion Procedures

General Injuries:

1. Any athlete who has been referred to a physician by NCH AT and/or denied participation by a physician will not be permitted to practice or play in a game/event until a physician’s release has been granted in writing.
2. The Board of Education’s hired athletic trainer has the authority to deny participation to an injured athlete if the athlete’s safety is in question or if on-going medical issues require clarification.
3. A coach, parent, or athlete cannot over-ride a physician’s or athletic trainer’s denial of participation for injury.

Due to the recent and rapid changed in concussion evaluation and management and the potential dangers of allowing concussed athletes to continue to participate in athletics while symptoms are present, Nationwide Children’s Hospital Sports Medicine (NCHSM) has created a concussion management policy for our contracted schools using guidelines established by the 4th International Consensus Statement on Concussion in Sport (Zurich), the American Academy of Pediatrics, House Bill 143/Ohio’s Return-to-Play law, and the Ohio High School Athletic Association. This policy is designed to protect the student-athlete from serious injury using “best practices” model from the most current research available on pediatric concussions.

For any student athlete that is suspected of having a head injury the following steps will be used:

1. Evaluation of a Concussion
 - a. According to the Ohio Revised Code (ORC) any athlete suspected of sustaining a head injury should not be returned to activity within the first 24 hours of that injury.
 - b. Send to Emergency Department after injury if athlete exhibits signs/symptoms of worsening injury.
 - c. Referral to a physician in a timely fashion as deemed necessary by athletic trainer (AT).
 - d. Coach/athlete have the responsibility to notify the school AT of any suspected head injury within 24-48 hours.
2. Subsequent Medical Evaluation with AT
 - a. A student athlete may be referred to a physician if symptoms are not resolving as expected, or there is resistance of parent or coach to AT management.
3. Return to Play
 - a. No athlete should ever return to play while still symptomatic from a concussion physically, cognitively, or behaviorally.

- b. No athlete (pursuant to ORC) should ever return to play within a 24 hour period of the injury even if all symptoms have cleared.
 - c. Eligibility to begin the return to play progression the athlete must meet the following criteria:
 - i.) All athletes under care of a physician must have return to participation document from appropriate medical provider.
 - ii.) Completely symptom free
 - iii.) Fully functional in the school setting
 - iv.) Not using any medication, OTC or prescribed, to alleviate concussion symptoms
 - d. The school’s assigned team physician may retain the final decision on return to play if there are conflicting recommendations on an athlete’s status.
4. How to return to play: The return to play decision must come from one of the following: MD, DO or AT. The return to play decision cannot come from a family member that is an MD, DO, AT or a coach that is employed by the district and also an MD, DO, AT
- a. The return to play progression must be completed under the direction of the Board of Education’s hired athletic trainer.
 - b. Clearance/release from a physician (MD, DO) after a concussion should be considered clearance to begin the exertional progression back to play as described below
 - c. Athletes must be symptom free for a minimum of 24 hours before beginning exertional progression and must remain symptom free during each stage to continue to advance
 - i.) Light aerobic activity (walking, stationary bike)
 - ii.) Sport-specific activities and training (running in soccer, skating in hockey)
 - iii.) Non-contact training drills (begin light resistance training)
 - iv.) Full-contact practice training after medical clearance by physician or AT
 - v.) Game Play
 - d. A minimum period of 24 hours is mandatory before progressing to the next level.
 - e. If an athlete experiences signs or symptoms of concussion during the progression, the athlete should rest until asymptomatic for at least 24 hours and then return to the last stage that did not cause symptoms. If symptoms recur, the athlete should be evaluated/re-evaluated by a physician.
 - f. Return to play progression may be lengthened if the physician feels that it is in the best interest of the athlete’s health and safe to return to play.

Recommend approval.

Motion by _____, seconded by _____, to approve the Athletic Handbook Addendum as printed. Raver, _____; Shook, _____; Walter, _____; Hochradel, _____; Hutton, _____.

13. NEW BUSINESS: INFORMATION

POLICY REVIEW: The following policy revisions are presented for review only. The policies, with any revisions, will be placed on the October 14, 2013, agenda for Board consideration.

For Your Information ONLY: IGCF - HOME INSTRUCTION

The County Superintendent may excuse from compulsory school attendance, for not more than one school year at a time, any school-age child who is being instructed at home in accordance with the State Board of Education rules in the Ohio Administrative Code.

The child being instructed at home must be instructed by an individual with one of the following qualifications:

- 1. a high school diploma;
- 2. a certificate of high school equivalence;
- 3. standardized test scores that demonstrate high school equivalence or
- 4. other credentials found appropriate by the County Superintendent.

Lacking the above, the home teacher must work under the direction of a person holding a baccalaureate degree.

Any request to be excused must be made in writing by the parent(s) and must contain the information required by the Ohio Administrative Code.

The County Superintendent shall approve the home instruction request, unless he/she determines that the

information required by the Ohio Administrative Code has not been provided or unless he/she has substantial evidence that the minimum educational requirements of the Ohio Administrative Code have not been met, despite the fact that the required information has been provided by the parent(s)/guardian.

If the County Superintendent intends to deny the request for home instruction, he/she notifies the parent(s) / guardian within 14 calendar days and informs the parent(s)/guardian of the reasons for the intent to deny the request and of the parent(s)'/guardian's right to a due process hearing before the County Superintendent.

Upon substantial evidence of cessation of home instruction in accordance with the Ohio Administrative Code, the County Superintendent notifies the parent(s) of the intent to revoke the excuse and of the parent(s)' / guardian's right to a due process hearing before the County Superintendent.

LEGAL REF.: ORC 3321.04
 OAC Chapter 3301-34

CROSS REFS.: JECBC, Admission of Students from Non-chartered or Home Schooling
 JEG, Exclusions and Exemptions from School Attendance

[Adoption date: January 10, 2000]
 [Revised: November 14, 2005]
 [Reviewed: August 8, 2011]

[Adoption date: January 10, 2000]
 [Revised: November 14, 2005]
 [Revised: August 8, 2011]

IGCF-R - HOME INSTRUCTION

The Board recognizes and appreciates the individual's right of choice. In particular, the Board recognizes the right of parents and students to select educational options other than attendance as enrolled students in the District. In the case of home instruction this option is subject to the following regulations:

1. The Board operates under State Board of Education Rules for Excuses from Compulsory Attendance for Home Education, Ohio Administrative Code Regulations, which provide for the right of home instruction and imposes requirements that must be fulfilled by the parent(s) and student(s) electing this option. All applications for home instruction must be made through the Fairfield County Schools office.
2. Students in grades 7-12 who are excused from attendance at school by reason of home instruction in accordance with the State Board of Education Regulations ~~may enroll in the District on a part-time basis. Such students, who maintain enrollment in at least two "core" academic courses, are eligible to participate in~~ **extra-curricular programs offered by the District** ~~any of the student services, programs or activities of the District.~~ (Note: Students participating in school athletic programs or teams must also comply with all Ohio High School Athletic Association guidelines, including eligibility regulations and bylaws.)
3. **Home educated students in grades five through twelve may participate in academic offerings of the school district on a part-time basis. Requests for part-time participation are to be forwarded to the appropriate (middle school or high school) principal. The schedule of part-time students will be determined by the school principal.)**
4. Students applying for home instruction or returning to the District from home instruction must follow normal enrollment guidelines.
5. Once a high school student has been approved (through the Fairfield County Schools office) for home instruction, a letter will be sent outlining the procedures for returning to the Liberty Union-Thurston Schools.
6. Home educated students will be permitted to take achievement/ability tests normally given at each grade. This will be done cost-free to the student and must be done during the regular testing cycle. It is the responsibility of the parents or guardians to make the appropriate arrangements with the school. The District will not pay for standardized testing outside the District. A student can take tests such as the PSAT, PLAN, etc. normally given at the local schools. This will be done at the same cost charged Liberty Union High School students.
7. When a student enrolls in the District after being on home instruction, the following will be used to determine appropriate grade placement:
K-8: Placement will be made by the building principal based upon:
 - A. the child's most recent annual academic assessment report;
 - B. requiring the child to take any or all of the nationally normed standardized achievement tests that are regularly scheduled for District students of similar age;
 - C. other evaluation information that may include interviews with the child and/or parents and

D. age-appropriate grade level.

9-12: Placement will be based upon the following criteria:

Placement into a grade (e.g., 10th) and subject e.g., English) will be made according to:

- A. age appropriateness;
- B. the results of a review of the academic assessment report provided by the parent and
- C. other evaluation information as deemed necessary by the District (may include interviews with the child and/or parents).

A home schooling review team made up of the principal, head counselor and teacher will review the material and make the decision concerning placement.

To enter Liberty Union High School, the parent/guardian must provide an academic assessment report for each class taken. This should include, but is not limited to:

- A. a portfolio of work done
- B. examples of tests and test scores
- C. resources and books used in class
- D. samples of the student’s work
- E. standardized test scores demonstrating the student’s ability
- F. course of study
- G. the number of hours devoted to each subject area
- H. grades from previous school

Four weeks advance notice is needed to review the assessment report to make proper grade and subject placement.

- 8. The District may require the student to take any or all of the nationally normed standardized achievement tests that are regularly scheduled for District students of similar age.
- 9. All home instruction courses will be given a grade of P/F (Pass/Fail).
- 10. All students graduating from Liberty Union-Thurston High School must pass the 9th grade proficiency test and meet requirements as specified in Board policy. Beginning with the Class of 2007, all students graduating must pass the Ohio Graduation Test (OGT).
- 11. Transcripts will denote home instruction with P/F grades and “credits” assigned.
- 12. Athletic eligibility will be determined by OHSAA guidelines and District athletic policy.
- 13. Students can enroll only at the beginning of each semester.
- 14. A GPA will be established only for award purposes, including but not limited to Valedictorian / Salutatorian, Distinguished Scholar, Ohio Academic Scholarship, etc., after two consecutive semesters of attendance at Liberty Union High School prior to the second semester of the student’s senior year.
- 15. Academic eligibility for the National Honor Society will be established only after two consecutive semesters prior to the end of the semester preceding the time nominations for induction are made.
- 16. This policy will be applicable to all students receiving home instruction.

[Approval date: January 10, 2000]

[Revised: August 8, 2011]

14. RACE-TO-THE-TOP COMMITTEE UPDATE

Members of the Race-to-the-Top Committee will provide an update of activities and an overview of common core expectations.

15. NEXT REGULAR MEETING - The next Board of Education Meeting will be held on Monday, October 14, 2013, at 7:00 p.m. in the Liberty Union District Office.

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