

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

Monday, April 14, 2014 - 7:00 P.M.
Liberty Union District Office

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

2. **PLEDGE OF ALLEGIANCE**

3. **RECOGNITION**

A. **HIGH SCHOOL STUDENTS-OF-THE-MONTH: Kenzie Brownfield & Marissa Mattox**

B. **STUDENTS FROM MRS. BUSKIRK’S CLASS: Flag Art Project**

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	CROSS REFS.:	BCE, Board Committees
		3313.20		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**

Monday, March 10, 2014 - 7:00 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

RECOGNITION

HIGH SCHOOL STUDENTS-OF-THE-MONTH: Aubrey Dunfee & Cory Flynn

REFRESHMENTS - Prepared by Liberty Union Food Services

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

DISCUSSION AND APPROVAL OF THE MINUTES:

024-14 Motion by Shaun Hochradel, seconded by Shawn Shook, to approve the minutes of the Regular Meeting of the Liberty Union-Thurston Board of Education held on February 10, 2014, and the Special Meeting of the Liberty Union-Thurston Board of Education held on February 22, 2014, as printed above. Caito, yes; Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes. Motion carried.

MONTHLY FINANCIAL STATEMENTS

025-14 Motion by John Walter, seconded by Shawn Shook, 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	\$ 1,505.50
200	2,610.90
300	12,237.79
Total Changes	\$16,354.19

D. DONATIONS - Approved.

<u>Amount</u>	<u>Donor</u>	<u>Fund</u>
\$321.00	Misc: Jump for Heart	Elementary Principal
108.08	Kroger Rewards	H S Yearbook
\$429.08	Total	

OLD BUSINESS

026-14 Motion by Shawn Shook, seconded by Caryl Caito, to approve Old Business Policy DFA as printed. Hutton, yes; Shook, yes; Walter, yes; Caito, yes; Hochradel, yes. Motion carried.

The following policy was presented for review only in February and is now placed on the agenda and approved by the Board.

File: DFA

REVENUES FROM INVESTMENTS

~~The Board will invest public funds in a manner which will provide the highest investment return with the maximum security and preservation of principal while meeting the daily cash flow demands of the District and conforming to all applicable statues governing the investment of public funds by an Ohio school~~

district. The Treasurer is the investment officer for the District, charged with the responsibility for the purchase and sale of investments and the carrying out of this policy.

Scope

The Board directs that the investing authority of the District resides with its Treasurer. This policy is designed to cover all monies under the control of the Board.

This investment policy applies to all financial assets of the District, including the state and federal funds held by it. The Treasurer shall routinely monitor the contents of the District's investment portfolio, the available markets and relative value of competing investments, and will adjust the portfolio accordingly.

Prudence

Investments shall be made with judgment and care under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by the Treasurer shall be the "prudent person" standard and shall be applied in the context of managing the overall portfolio. Acting in accordance with this investment policy and exercising due diligence shall relieve the Treasurer of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported to the Board in a timely fashion and appropriate action is taken to control adverse developments.

Objectives and Guidelines

The primary objectives, in priority order, of the District investment activities shall be **following investment objectives are applied in the management of the District's funds:**

- 2.1. **Liquidity:** The District's investment portfolio will remain sufficiently liquid to enable **the Treasurer** to meet all operating requirements which might be reasonably anticipated **operating requirements.**
1. 2. **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the District shall be **are** undertaken in a manner **consistent with State law**, that **which** seeks to ensure the preservation of capital in the overall portfolio **public funds.** To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
3. **Return on Investment:** The District's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account this policy and the cash flow characteristics of the portfolio.
Income: The Treasurer strives to achieve a fair and safe rate of return on the investment portfolio over the course of budgetary and economic cycles, taking into account State law, safety considerations and cash flow requirements.
4. **Diversification:** The investment portfolio should be diversified in order to avoid incurring potential losses regarding individual securities that may not be held to maturity, whether by erosion of market value or change in market conditions.
5. **Prudence:** Investments are made with judgment and care - under circumstances then prevailing - which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.
6. **Bank Accounts:** Relationships with banks are managed in order to secure adequate services while minimizing costs. Deposits should be concentrated in single accounts except where audit control considerations dictate otherwise.

Ethics and Conflict of Interest

Persons involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment consultants shall disclose to the Board any material interests in financial institutions that conduct business within the District and any large personal financial or investment positions that could be related to, or affected by, the performance of the District's portfolio. All employees, officers and investment consultants to the District shall subordinate their personal investment transactions to those of the District, particularly with regard to the timing of purchases and sales.

Authorized Financial Dealers and Institutions

The Treasurer will maintain a list of financial institutions and approved security broker/dealers selected by credit worthiness who are authorized to provide investment services and which qualify under the Ohio Revised Code. These may include "primary" dealers or regional dealers that qualify under Securities &

~~Exchange Commission Rule 15c3-1 and are registered with the Ohio Department of Commerce to do business in the state.~~

~~All financial institutions and broker/dealers which desire to become qualified suppliers of investment transactions to the District must provide the Treasurer with audited annual financial statements, proof of good standing with the Comptroller of Currency or state banking regulators or National Association of Security Dealers certification, proof of Ohio registration and biographical and regulatory information on the persons who are the primary contact with the entity. All financial institutions, broker/dealers and consultants which desire to conduct investment business with the District must sign this investment policy, certifying they have read it, understand it and agree to abide by its contents.~~

Authorized Investments

The District is empowered by statute to invest the following types of securities:

- ~~1. United States Treasury bill, notes, bonds or any other obligation or security issued by the United States Treasurer or any other obligation guaranteed as to principal and interest by the United States;~~
- ~~2. bonds, notes debentures or other obligations or securities issued by any federal government agency or instrumentality, including but not limited to the Federal National Mortgage Association, Federal Home Loan Bank, Federal Farm Credit Bank, Federal Home Loan Mortgage Association, Government National Mortgage Association and Student Loan Marketing Association. All such securities shall be direct issuances of federal government agencies or instrumentalities;~~
- ~~3. interim deposits in duly authorized depositories of the District, provided those deposits are properly insured or collateralized as required by law;~~
- ~~4. bonds and other obligations of the State of Ohio;~~
- ~~5. no load money market mutual funds consisting exclusively of securities described in paragraphs 1 and 2 of this section and repurchase agreements secured by such obligations, provided all such investments under this paragraph 5 shall be made with a bank or savings and loan association eligible to be depository for public funds of Ohio subdivisions and provided further that any such fund meets the requirements of Chapter 135 of the Revised Code, including that such fund not include any investment in a "derivative;"~~
- ~~6. STAROhio;~~
- ~~7. overnight or term (not exceeding 30 days) repurchase agreements meeting the requirements of the Ohio Revised Code, with a bank or savings and loan association eligible to be a depository for public funds of Ohio subdivisions or a member of the National Association of Securities Dealers and~~
- ~~8. bankers acceptances and commercial paper notes, each with a maturity not exceeding 180 days and meeting all of the requirements of the Ohio Revised Code, but only upon specific authorization of the Board required by law and completion of the required training by the Treasurer.~~

Diversification

~~The District will diversify its investments by security, type and institution. With exception of direct obligations of the U.S. Treasury and STAROhio, no more than 50% of the District's total investment portfolio will be invested in a single security type or with a single financial institution.~~

Maximum Maturities

~~To the extent possible, the District will attempt to match its investments with anticipated cash flow requirements. No investment shall be made unless the Treasurer, at the time of making the investment, reasonably expects it can be held to its maturity. Unless matched to a specific obligation or debt of the District, the District will not directly invest in securities listed as 1 through 5 above maturing more than two years from the date of settlement.~~

Safekeeping and Custody

~~All security transactions, including collateral for repurchase agreements, entered into by the District shall be conducted on a delivery versus payment basis. Securities will be held by a third party custodian designated by the Treasurer and evidenced by safekeeping receipts. Securities shall be pledged at the Federal Reserve Bank to collateralize all repurchase agreements with financial institutions. Pledged collateral will only be released by the District after verification that the principal and interest have been credited to the District's account.~~

Prohibited Investment Practices

The District shall not:

- ~~1. contract to sell securities that have not yet been acquired on the speculation that prices will decline;~~

- 2. ~~make any investment in derivatives;~~
- 3. ~~invest in a fund established by another public body for the purpose of investing public money of other subdivisions (other than STAROhio) or~~
- 4. ~~leverage current investments as collateral to purchase other assets.~~

Non-binding Arbitration

~~The Treasurer may enter into a written investment or deposit agreement that includes a provision under which the parties agree to submit to nonbonding arbitration to settle any controversy that may arise out of that agreement so long as such provision meets the requirements of the Ohio Revised Code and is specifically approved by the Board.~~

Reporting

~~The Treasurer shall maintain a current inventory of all investments including:~~

- 1. ~~description of each security;~~
- 2. ~~cost;~~
- 3. ~~par value;~~
- 4. ~~dates (beginning, settlement and maturity);~~
- 5. ~~rates and~~
- 6. ~~seller.~~

~~The Treasurer shall also prepare and distribute monthly (or more frequently if requested by the Board) a list of all investments and a report on investment activity and returns.~~

U.S. Treasury and agency securities purchased outright are made only through a member of the National Association of Securities Dealers, through a bank, savings bank or savings and loan association regulated by the Superintendent of Financial Institutions or through an institution regulated by the Comptroller of the Currency, Federal Deposit Insurance Corporation or board of governors of the Federal Reserve System.

- 1. **Repurchase agreements are transacted through banks and/or eligible dealers consistent with State law.**
- 2. **Certificated of deposit are transacted through commercial banks or savings and loans with FDIC coverage, and qualify as eligible financial institutions under State law.**

Maturity

To the extent possible, the Treasurer attempts to match the District’s investments with anticipated cash flow requirements. Unless matched to a specific cash flow requirement, the Treasurer will not directly invest in securities maturing more than five years from the date of purchase.

Derivatives

Investment in derivatives are strictly prohibited. A derivative means a financial instrument or contract or obligation whose value or return is based upon or linked to another asset or index, or both, separate from the financial instrument, contract or obligation itself. Additionally, any security, obligation, trust account or instrument that is created from an obligation of a federal agency or instrumentality or is created from both is considered a derivative instrument.

Allowable Investments

The Treasurer may invest in any instrument or security authorized in State law as amended. A copy of the appropriate section of the Ohio Revised Code is kept with this policy.

Collateral

All deposits are collateralized pursuant to State law.

Reporting

The Treasurer reports and maintains records of all investments and deposits.

All brokers, dealers and financial institutions initiating transactions with the investment authority by giving advice or executing transactions initiated by the investment authority must acknowledge their agreement to abide by the investment policy’s content.

Internal Controls

The investing authority establishes a system of internal controls, which are documented in writing. The internal controls are reviewed periodically by an independent auditor. The controls are designed to prevent loss of public funds due to fraud, employee error and imprudent actions by employees and officers of the District.

[Adoption date: January 10, 2000]
[Reviewed: November 12, 2012]

[Reviewed: December 13, 2010]
[Revised: March 10, 2014]

LEGAL REF.: Intergovernmental Cooperation Act
 ORC 135.01-135.21
 3313.51

NEW BUSINESS - FINANCIAL:

027-14 Motion by Shaun Hochradel, seconded by Shawn Shook, to approve New Business - Financial items stated below. Shook, yes; Walter, yes; Caito, yes; Hochradel, yes; Hutton, yes. Motion carried.

A. RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE FAIRFIELD COUNTY BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

WHEREAS, This Board of Education of the **Liberty Union - Thurston L.S.D.** Fairfield County, Ohio, in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing July 1st, 2014; and

WHEREAS, The Budget Commission of Fairfield County, Ohio has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill limitation; therefore be it

RESOLVED, by the Board of Education of the **Liberty Union - Thurston L.S.D.** Fairfield County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of the **Liberty Union - Thurston L.S.D.** the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

SCHEDULE A SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY THE FAIRFIELD COUNTY BUDGET COMMISSION AND COUNTY AUDITOR'S ESTIMATED TAX RATES							
FUND	FY Amount Requested of Budget Commission Inside/Outside	FY Amount to be derived from Levies Inside 10 Mill Limitation	FY Amount Approved by Budget Commission Outside 10 Mill Limitation	County Auditor's Estimate of Tax Rate to be Levied			
				Inside 10 Mill Limit FY	Inside 10 Mill Limit TY	Outside 10 Mill Limit FY	Outside 10 Mill Limit TY
Type	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
General Fund / Current Expense	3,283,000	760,000	2,722,000		4.80		32.90
Bond Retirement	1,130,000		1,192,000				7.10
Permanent Improvement	81,600		78,000				0.50
TOTAL	4,494,600	760,000	3,992,000	0.00	4.80	0.00	40.50

SCHEDULE B LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES			
FUND	Maximum Rate Authorized to be Levied	TY County Auditor's Estimate of Yield of Levy	FY County Auditor's Estimate of Yield of Levy (Carry to Schedule A, Column 3)
GENERAL FUND:			
General Fund / Current Expense Levy authorized by voters on 01/01/1976 for a period not to exceed CONT years: Expires TY - x	21.90		
General Fund / Current Expense Levy authorized by voters on 11/08/1977 for a period not to exceed CONT years: Expires TY - x	7.00	2,722,000	2,722,000
General Fund / Current Expense Levy authorized by voters on 11/05/1985 for a period not to exceed CONT years: Expires TY - x	4.00		
TOTAL GENERAL FUND OUTSIDE 10 MILL	32.90	2,722,000	2,722,000

LIMIT			
SPECIAL LEVY FUNDS:			
Permanent Improvement Levy authorized by voters on 03/04/2008 for a period not to exceed CONT years Expires TV-x	0.50	78,000	78,000
Bond Retirement Levy authorized by voters on 03/04/2008 for a period not to exceed 28 years: Expires TY - 2035	2.80	1,192,000	1,192,000
Bond Retirement Levy authorized by voters on 05/07/2002 for a period not to exceed 28 years: Expires TY 2029	4.30		

And be it further

RESOLVED, That the Clerk of this Board be and is hereby directed to certify a copy of this Resolution to the Auditor of Fairfield County.

Approved.

B. ADJUSTED APPROPRIATION - Approved

LIBERTY UNION - THURSTON SCHOOLS				
FY 2014 Revised Perm Appropriations				03/10/2014
GOVERNMENTAL FUND TYPES				
<u>FUND CLASS/NAME</u>	<u>FUND NO./SCC</u>	<u>TOTAL APPROP.</u>	<u>ADJ.</u>	<u>NEW APPROP.</u>
<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	720,000.00	0.00	720,000.00
Athletics	300	295,000.00	0.00	295,000.00
Data Conn.	451	2,700.00	0.00	2,700.00
Race to the Top	506	25,000.00	0.00	25,000.00
RttT-HS (9122)	506	12,000.00	0.00	12,000.00
Rttp-ELEM (9132)	506	7,500.00	0.00	7,500.00
IDEA PART B	516	229,502.34	7,585.89	237,088.23
Title I	572-9013	21,196.51	0.00	21,196.51
Title I	572-9014	215,951.34	(647.27)	215,304.07
Title II A	590	74,476.73	(19.83)	74,456.90
Total Special Revenue Class		\$1,652,522.23	\$6,918.79	\$1,659,441.02
<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	142,165.76	0.00	142,165.76
Cl. Build - State	010-9000	0.00	0.00	0.00
Cl. 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	1,300,000.00	0.00	1,300,000.00
Total Internal Services		\$1,307,000.00	\$0.00	\$1,307,000.00

FUDICIARY FUND TYPE				
<u>Trust Fund Class</u>				
Custodial Refresh. Fund	022		\$ 40,000.00	\$0.00
Student Activity Fund	200		<u>110,000.00</u>	<u>0.00</u>
Total Trust Fund Class			\$150,000.00	\$0.00
<u>Agency Funds</u>				
South Central Ins. Cons.	026		<u>\$45,000,000.00</u>	\$0.00
Total Appropriations - All Fund Types			\$65,526,727.50	\$6,918.79

C. PURCHASE OF COMPUTERS - Approved.

In order to implement a one-to-one computer program in the high school for the 2014/2015 school year, approval for the following purchase of computers is requested:

Vendor: **Columbus Micro Systems, Inc.**
 Description of Product: Intel Convertible Classmate PC
 Number of Units to be Purchased: 500
 Cost (including staff training): \$315,000

Notes: Quotes from three vendors were solicited.
 Funding for this purchase is from bonds approved by voters.

D. PURCHASED SERVICE AGREEMENTS - Approved.

1) SERVICE PROVIDER: **Metropolitan Education Council (MEC)**
 CONTRACT PERIOD: July 1, 2014 through June 30, 2015
 SERVICES PROVIDED: Internet Technology Services
 COST: \$34,829.98

2) **LIFE SAFETY SYSTEM MONITORING AND SERVICE AGREEMENTS - Approved**

Vendor: **Simplex-Grinnell**
 Service: Monitoring of District Fire Alarm Systems
 (HS, MS, ES, Weight Facility/Fieldhouse)
 Contract Period: Five Years (From Approval Date)
 Cost: \$1,200 per Year

Vendor: **Simplex-Grinnell**
 Service: Fire Alarm System Testing, Inspection, Component Replacement
 (for Failure)
 Contract Period: Five Years (From Approved Date)
 Cost: \$7,350 per Year

3) **PROPANE FUELING STATION INSTALLATION - Approved.**

Vendor: **United Landmark, LLC**
 Service: Installation of Propane Fueling Station
 Contract Period: Through Completion of Installation (30 Days)
 Cost: \$12,533.93

EXECUTIVE SESSION: An Executive Session is requested for the purpose of discussing the employment of a public employee.

GO INTO EXECUTIVE SESSION:

028-14 Motion by Caryl Caito, seconded by Shawn Shook, to go into Executive Session at 7:30 p.m. Walter, yes; Caito, yes; Hochradel, yes; Hutton, yes; Shook, yes. Motion carried.

RETURN FROM EXECUTIVE SESSION:

029-14 Motion by John Walter, seconded by Shawn Shook, to return from Executive Session at 9:28 p.m. Caito, yes; Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes. Motion carried.

PERSONNEL:

030-14 Motion by Caryl Caito, seconded by Shaun Hochradel, to approve the Personnel items listed below. Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes; Caito, yes. Motion carried.

A. RESIGNATION

Mrs. Melanie Keller, Cook for the Food Service Department, has submitted her resignation for retirement purposes, effective at the end of the 2013/2014 school year. We thank Mrs. Keller for her dedicated service to the school district, and wish her the best in retirement. Approved.

B. EMPLOY TECHNOLOGY COORDINATOR

The following candidate is recommended for employment, in order to fill a retirement vacancy:

Name: John Labelle
Position: District Technology Coordinator
Contract: 260 Days per year; Two-year Contract
Annual Salary: \$58,000
Starting Date: June 1, 2014

Approved.

C. LEAVE OF ABSENCE REQUEST

Mrs. Natalie Brate, Middle School teacher, is requesting approval for a one-year leave of absence, for the 2014-2015 school year. Approved.

D. EMPLOY CLEANER

The following candidate is recommended and approved for employment, in order to fill a vacancy created by a resignation in the Building Services Department.

Name: Justin Halfhill
Position: Cleaner
Contract: One Year
Hours: Eight Hours Daily; Forty Hours per Week
Salary: \$10.93 per Hour
Starting Date: March 11, 2014

E. JOB DESCRIPTION

Board of Education approval for the attached job description is requested.

**TECHNOLOGY ASSISTANT
JOB DESCRIPTION**

QUALIFICATIONS:

1. Prefer an Associate Degree in Computer Science
2. Previous IT experience preferred
3. Knowledge in PC environment required, including Windows Operating Systems
4. Knowledge with Android and iOS
5. Knowledge in Microsoft Office Solutions, Word, Excel
6. Knowledge of computer hardware and components, including ability to troubleshoot and repair software and hardware problems with computers, laptops, tablets, printers, interactive whiteboards, and other networking or computer-related equipment
7. Knowledge in networking (WLAN, LAN, WAN, 802.1x)
8. Ability to follow oral and written instructions
9. Must be neat and clean
10. Ability to work independently
11. Must have excellent organizational skills
12. Ability to use Help Desk and Knowledge Base software
13. Willingness to complete additional technology training
14. Submit an acceptable background check as requested
15. Able to consistently lift and carry up to fifty pounds

REPORTS TO: Technology Coordinator

JOB GOAL: To effectively assist the Technology Coordinator with the technology needs of the district.

RESPONSIBILITIES and DUTIES:

1. Maintain up-to-date inventory of equipment, including daily check-in, check-out procedures
2. Follow up on Help Desk requests and Knowledge Base requests; document and update ticket status
3. Troubleshoot and repair software and hardware problems
4. Complete technology-related tasks as assigned by the Technology Coordinator
5. Complete other technology-related preventive maintenance
6. Communicate effectively with the supervisor
7. Comply with all Board of Education policies
8. Maintain a friendly and helpful attitude with students, staff, parents and the general public
9. Assist staff and students with computer problems

[Approved: March 13, 2006]

[Revised: March 10, 2014]

F. SUPPLEMENTAL CONTRACT POSITIONS: Approved the following Supplemental position candidate(s) as requested:

<u>Name</u>	<u>Supplemental Position</u>	<u>Level</u>	<u>Step</u>	<u>Salary</u>
Eric Smolewski	HS Track	-	-	Volunteer

G. CERTIFIED SUBSTITUTE LIST:

Approved the substitute teacher list for March, 2014, as nominated by the Fairfield County Superintendent.

H. CLASSIFIED SUB LIST: Approved the classified substitute list for March, 2014, with the addition of the following names:

<u>Name</u>	<u>Address</u>	<u>Classification</u>
* Andrea Layton	4540 Old Millersport Rd, Lancaster	Custodian/Cleaner Food Services
* Jesse Shirey	Baltimore	Maint Helper

* Pending obtaining all necessary paper-work & certifications.

NEW BUSINESS - OTHER

031-14 Motion by Shawn Shook, seconded by John Walter, to approve the New Business - Other item(s) as printed below. Hutton, yes; Shook, yes; Walter, yes; Caito, yes; Hochradel, yes. Motion carried.

STUDENT/PARENT MOBILE DEVICE LOAN AGREEMENT: Approved for the following computer use agreement form as requested. The agreement will be used to implement the one-to-one computer program in the high school, for the 2014/2015 school year.

Technology Acceptable Use Policy and Handbook

This document explains and defines Liberty Union’s technology use policies for staff, students, and visitors of Liberty Union

Technology Department

May 12, 2009

Revised: March 10, 2014

Liberty Union - Thurston Local School District Technology Policies and Notices

Privacy Notice

Liberty Union - Thurston School District, hereinafter referred to as LUTSD, provides computer technologies, network, and Internet for educational and professional purposes. Users, including, but not limited to, students, teachers, administrators, and/or visitors, are here by informed that all computer, network, and Internet use is not to be deemed PRIVATE and can be viewed, investigated, and monitored by LUTSD authorized personnel. LUTSD does not warrant or assure user’s privacy of any kind, either expressed or implied, and that all LUTSD’s services provided through LUTSD’s systems will be error-free or without defect.

Website

LUTSD’s website located at www.libertyunion.org is hosted by a third party and is the only official website for the district. Any attempts to mimic or create websites advertising themselves as LUTSD is

prohibited by law. LUTSD is not held responsible for misuse or misinformation from any other site other than the site listed above. Any other site linking to or from LUTSD’s website is prohibited unless approved by LUTSD.

Website Use Policy

Under no circumstance is the content of LUTSD’s website or site to be used for personal or commercial advertising, political lobbying, and/or to provide financial gain for any individual. Pages within the website may **not** contain the following:

1. Statements that support or oppose a candidate for public office, the investigation or prosecution or recall of a public official.
2. Direct links, that are in the control of LUTSD, to a website or any other source that are stated in #1 above.
3. Information that communicates any form of discrimination of race, religion or beliefs.
4. Compositions, descriptions, or depictions of “HATE” literature or art. LUTSD will, in good faith effort, regulate and enforce the above guidelines. LUTSD is not help responsible for the use of hidden computer programming that can cause deception, fraud, image manipulation, and text or website links. If such occurrences are discovered, LUTSD will take immediate action to remove these occurrences within a timely fashion. LUTSD will also investigate and pursue the appropriate action under LUTSD’s conduct codes and/or criminal and/or civil prosecution of the offender(s) and/or recovery of any losses incurred in the repair of the website.

Any websites not hosted by or within the LUTSD website are not the responsibility of LUTSD. Such websites may include, but are not limited to , Alumni Association, individual teacher sites, student organization, academic departments, and/or athletics. These sites are encouraged to follow the same rules and regulations as the official LUTSD website as listed within this document. Any staff member, organization, or department site and/or page within the LUTSD site that is governed by Board Policy on Accepted Use, does not necessarily reflect the opinions of LUTSD, its board members or administrators.

Website Content Policy and Guidelines

LUTSD provides a website for two purposes: educational and informational.

1. Educational:
Content provided in the website should be suitable and usable by students, staff and administrators to support the curriculum of studies LUTSD provides.
2. Informational:
Content within the website provides information to students, staff members, administrators, parents of students, the surrounding community, and site visitors concerning scheduling, events, curriculum and courses of study, policies, and forms used in the normal use of operations. Information contained within the site shall not supersede any other policy of the LUTSD Board of Education or any other contracts, including, but not limited to, collective bargaining, personnel contracts, purchase or sales agreements, and athletic conference commitments entered into by the LUTSD Board of Education.

Guidelines for Posting Materials to District Website

All persons with authorization to post materials to the LUTSD site must adhere to and abide by the following guidelines.

1. All materials must meet the provisions of the Federal Children’s Internet Protection Act (CIPA).
2. All materials shall adhere and abide to the websites guidelines and policies as listed above and within this document.
3. All posting of grades, test results or similar student materials will be done through a secure, password protected environment, and Progress Book. These materials are limited to students, parents, guardians, teachers and administrators.
4. Any other rules, guidelines, or policies set forth by LUTSD and its Board of Education.
5. Postings from parties outside of the LUTSD must be approved by LUTSD. Posting requests can be sent via email to support@libertyunion.org or you may contact the District Office at 740-862-4171. Please include reasoning and type of content, i.e. link, image, text.

Acceptable Use & Internet Safety Policy (AUP)

Liberty Union Thurston Local School District, hereinafter referred to as LUTSD, provides Internet connectivity and computer technology for educational and professional services. If a student should have any doubt as to whether an activity meets these purposes, consult a LUTSD staff member. The following are examples of **acceptable** uses of the technology provided by LUTSD. (This list is not all-inclusive.)

1. Class work that has been assigned and supervised by a staff member.
2. Class work that has been assigned but independently conducted.

3. Educational research
4. Use of LUTSD purchased software for educational purposes
5. Professional Development
6. Searching the Internet for personal reasons that do not violate any of the policies, rules and regulations set forth within this document.

The following are **unacceptable** uses of the technology LUTSD provides for educational and professional purposes. This list is not all-inclusive.

1. Uses that violate any of the policies set forth by the LUTSD Board of Education
2. Uses that may encourage others to violate any of the policies set forth by the LUTSD Board of Education
3. Viewing, listening, transmitting, uploading and downloading of any pornographic, obscene, vulgar, unapproved materials or messages that cause defamation or harm to others or other's property
4. Connect to any other computers or users on other networks
5. Uses that may violate Copyright laws
6. Uses that might violate any other policies, rules, or regulations such as, but not limited to, cheating, harassment, bullying or cyber bullying, hazing, plagiarism, theft or falsification of records
7. Connections to proxy servers, FTP servers, remote access, file sharing or storage capabilities.
8. Hacking or any other illegal activities.

Internet Safety Policy

Liberty Union - Thurston Local School District, hereinafter referred to as LUTSD, offers Internet connectivity to its staff members and students. It is LUTSD's responsibility to provide safety of the Internet via filters and/or hardware as according to the Child Internet Protection Act of 2000. LUTSD is currently filtering sites that may contain, but not limited to, obscene content, pornography, or content that may be harmful to minors, and any other sites or content deemed inappropriate. Some sites may be unfiltered if the site is deemed to be acceptable according to the Acceptable Use Policy, hereinafter referred to as AUP. LUTSD reserves the right to monitor student and staff computer and online activity either through technological means or direct observation to ensure the AUP is being followed and students are not accessing inappropriate material. LUTSD reminds all of its users, parents, guardian and visitors that the filtering system **IS NOT 100%** effective, thus users must follow all LUTSD's rules, regulations and guidelines.

LUTSD users may still have the potential of accessing inappropriate sites with inappropriate material. It is the user's responsibility to attempt, in a good faith manner, to avoid such sites. If a user should come across an unaccepted site, they need to exit immediately and notify a LUTSD staff member. Parents or guardians may request, in writing to the principal, that their son or daughter not utilize the Internet connectivity and/or computer resources provided by LUTSD.

LUTSD users should not reveal any personal information such as name, address, Social Security number, credit card numbers or any other information that may lead to someone finding them or using their information for identity theft or any other illegal activity. Users should no arrange a face-to-face meeting with someone unknown or without user's parent's permission, if under the age of 18, through the Internet.

Student and staff information is kept confidential and may not be disclosed without written permission from the student's parent or guardian or from the staff member. A LUTSD authorized administrator may release this information as directed by State or Federal law or for internal administrative purposes or approved educational activities.

Privacy Notice

LUTSD reserves the right to investigate, review, copy, monitor and/or store data at any time, without prior notice, any and all aspects of computer, network, and/or Internet usage. This includes, but is not limited to, any data transmitted or received, messages, Email and/or documents. All such information is and will remain the property of LUTSD and users shall have no expectations of privacy regarding such information.

Student Cellular Phone and Other Electronic Communication Device Policy

A student may possess a cellular or other electronic communication device, hereinafter referred to as ECD, such as PDA's, beepers, or two-way radios in school, or school property, and/or at school related functions, provided they are turned off during school hours. Students are not permitted to text, search the Internet, or take images, unless under emergency situations. The building principal will grant permission if circumstances are warranted.

Any student having an ECD at school, a school function, or on school property is responsible for its care. Liberty Union - Thurston Local School District is not held responsible if lost, stolen, damaged or vandalized. Students, if needing to use a phone, can seek permission in the building administrative offices. Parents or guardians are advised the best way to contact a student at school is to call the school's office. Taking images with any ECD or camera in locker rooms, restrooms, or any other areas that are deemed private or in violation of any privacy policies is prohibited.

Reproducing or distributing of any images deemed inappropriate or considered in violation of privacy on any ECD or camera in school, on school property and/or school related function is prohibited.

Failure to follow the above policy may result in confiscation of the ECD and other appropriate disciplinary action. Disciplinary action may include, but is not limited to, detention, in-school suspension, out-of-school suspension and/or expulsion. If confiscated, the ECD will be returned to the student, or a student's parent or guardian, at the discretion of the administrator. The building principal may also refer to law enforcement if necessary.

Computer Technology Use Policy

Liberty Union - Thurston Local School District, hereinafter referred to as LUTSD provides students, and its staff members the use of computer technology, connectivity to the Internet, and other district networks, software programs and peripherals, hereinafter referred to collectively as the Network.

In order for LUTSD to enable the continued use of the Network, all students and staff members, hereinafter referred collectively as users, must take responsibility for the appropriate and lawful use of the Network. Teachers and staff members will make reasonable efforts to supervise student use of the Network. To ensure the proper and lawful use of the Network, students must abide by and adhere to the LUTSD rules, policies and guidelines set forth within this agreement.

This agreement covers, but is not limited to, the use of computers, calculators with connections to computers, MP3 players, portable storage devices, cell phones, digital cameras, and/or peripheral device that can be attached to the LUTSD Network and/or is owned or leased by LUTSD, MEC, Eastland or any other third party engaged with LUTSD. This agreement also includes the use of any devices owned by, in the possession of, or being used by LUTSD students or staff members that are operating devices on school property, within LUTSD facilities, or equipment connected to LUTSD's Network via fiber, infrared, Ethernet and/or wirelessly.

Rules for Computer and Network Use

1. Only authorized LUTSD Technology Department Staff are permitted to install, service and/or maintain LUTSD owned equipment.
2. Cables and/or hardware and/or peripherals are not to be unplugged and/or moved.
3. Any malfunctions are to be reported to teachers to report to the Technology staff. Do not attempt to handle any malfunctions yourself.
4. Users are not permitted to use and/or install any unauthorized software including, but not limited to, plug-ins, modules, open source and/or free software on any LUTSD device.
5. Users are not permitted to remove and/or modify any software or computer settings.
6. Users are not permitted to use any unauthorized email, chat rooms and instant messaging systems.
7. Transmitting, uploading, downloading, viewing and/or listening to any materials that are or may be in violation of Federal and/or state law or LUTSD policy including, but not limited to, music, movies, pornography, or any material deemed inappropriate, is prohibited.
8. Users are prohibited from bullying, selling or advertising goods or services.
9. Users are not to disclose their usernames and/or passwords.
10. Users are held responsible for any violations of LUTSD's rules, guidelines and/or policies that may occur under their username. This includes, but is not limited to, chat rooms and Instant Messages.
11. Users will not, under any circumstance, use someone else's username and/or password to gain access to the LUTSD Network.
12. User attempts to gain access to remote systems is prohibited.
13. The use of unauthorized proxy servers is prohibited.
14. Users shall not create and/or transmit harassing, abusive, defamatory, vulgar, threatening, obscene, hate-based or terrorist messages or materials.
15. Users will not, knowingly, bring viruses, malware and/or spyware into or onto the Network.
16. Staff members will not give out their usernames and/or passwords to students or substitute teachers.

- 17. Personal devices such as phones, laptops, or any other personal networked devices are not permitted to connect to LUTSD networks, wired or wirelessly.

Users are reminded that any information including, but not limited to, home directory files, messages and users are subject to review and/or investigation and this information is not deemed private.

Student Acceptable Use Policy (AUP) Agreement

By signing below, as a student of Liberty Union - Thurston Local School District, hereinafter referred to as LUTSD, acknowledge that I have read, understand and agree to the LUTSD’s technology policies, rules and guidelines as stated in the LUTSD **Acceptable Use Policy**.

I understand that if any of the policies, rules or guidelines are violated, appropriate disciplinary action will be taken. This may include, but is not limited to, suspension of computer privileges, school provided Email, and/or network accounts being locked and other disciplinary action deemed appropriate by LUTSD administration.

This agreement supersedes any previous computer use policies.

Student Printed Name

Parent Printed Name

Grade Level _____

Student Signature

Parent / Guardian Signature

Date _____

Date _____

Staff Member Acceptable Use Policy (AUP) Agreement

By signing below, as a staff member of Liberty Union - Thurston Local School District, hereinafter referred to as LUTSD, acknowledge that I have read, understand and agree to the LUTSD’s technology policies, rules and guidelines as stated in the LUTSD **Acceptable Use Policy**.

I recognize my responsibility to monitor student technology use while students are under my supervision. I also understand that if I violate the terms and conditions of the Acceptable Use Policy, I may be subject to disciplinary action.

This agreement supersedes any previous computer use policies.

Staff Member Printed Name

Staff Member Signature

Date _____

NEW BUSINESS: INFORMATION

- A. **GCL-2-E COURSE VERIFICATION FORM** - The following policy, to coincide with the LU-TEA contract, was presented for review only, and will be placed on the April 14, 2014, agenda for Board consideration:

COURSE VERIFICATION FORM

File: GCL-2-E

LIBERTY UNION-THURSTON SCHOOLS
1108 S MAIN ST
BALTIMORE, OHIO 43105

Attached is a transcript of end-of-the-course grade report which makes me eligible for reimbursement for college credits earned up to a \$2,000 maximum per fiscal (July 1st - June 30th) year.

I am, therefore, entitled to reimbursement for course work completed as listed below:

No. Hours		Amount
_____	Undergraduate Qtr. Hours @ \$120	271.00
_____	Graduate Qtr. Hours @ \$140	321.00
=====	Undergraduate Sem. Hours @ \$155	\$ _____
=====	Graduate Sem. Hours @ \$185	\$ _____
	TOTAL \$	_____

APPROVED:

Teacher's Signature

Principal

Date

Superintendent

Treasurer

Submit one copy to the Treasurer

Unit members must submit tuition bills to the Treasurer within thirty (30) days of completion of the course for which reimbursement is sought. All bills must be submitted by December 15th to be eligible for payment by December 30th or by June 15th to be eligible for payment by June 30th.

[Adopted: January 10, 2000]	[Amended: July 1, 2001]
[Amended: July 1, 2006]	[Amended: July 1, 2010]
[Reviewed: December 10, 2012]	[Revised: April 14, 2014]

B. RACE-TO-THE-TOP COMMITTEE UPDATE: Members of the Race-to-the-Top Committee provided an update of activities.

C. SCHOOL DISTRICT INCOME TAX RENEWAL LEVY UPDATE

EXECUTIVE SESSION: An Executive Session was requested for the purpose of completing the evaluation of the District Treasurer.

GO INTO EXECUTIVE SESSION:

032-14 Motion by Shaun Hochradel, seconded by Caryl Caito, to go into Executive Session at 9:57 p.m. Hutton, yes; Shook, yes; Walter, yes; Caito, yes; Hochradel, yes. Motion approved.

RETURN FROM EXECUTIVE SESSION:

033-14 Motion by Caryl Caito, seconded by Shawn Shook, to return from Executive Session at 10:04 p.m. Shook, yes; Walter, yes; Caito, yes; Hochradel, yes; Hutton, yes. Motion approved.

SPECIAL MEETINGS: The Board of Education will hold special meetings on

- **Wednesday, March 19, 2014, at 6:30 p.m.,**
- **Thursday, March 27th at 6:00 p.m.,** and
- **Saturday, March 29th at 8:30 a.m.**

These meetings will be held at the Liberty Union-Thurston District Office.

NEXT REGULAR MEETING: The next regular meeting Board of Education Meeting will be held on **Monday, April 14, 2014, at 7:00 p.m.** in the Liberty Union District Office.

ADJOURN:

034-14 Motion by Shawn Shook, seconded by Shawn Shook, to adjourn at 10:05 p.m. Hutton, yes; Shook, yes; Walter, yes; Caito, yes; Hochradel, yes. Motion carried.

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

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

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

EXECUTIVE SESSION: An Executive Session is requested for the purpose of reviewing the credentials of Superintendent candidates.

GO INTO EXECUTIVE SESSION:

035-14 Motion by Shaun Hochradel, seconded by John Walter, to go into Executive Session at 6:32 p.m. Caito, yes; Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes. Motion carried.

RETURN FROM EXECUTIVE SESSION:

036-14 Motion by Caryl Caito, seconded by Shawn Shook, to return from Executive Session at 7:48 p.m. Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes; Caito, yes. Motion carried.

FUTURE MEETINGS:

Special meetings are scheduled for **Thursday, March 27, 2014, at 6:00 p.m.**, and **Saturday, March 29, 2014, at 8:30 a.m.**, at the LU-T District Office.

The next regular meeting of the Board of Education will be held on **Monday, April 14, 2014, at 7:00 p.m.** at the LU-T District Office.

ADJOURN

037-14 Motion by Shaun Hochradel, seconded by Shawn Shook, to adjourn at 7:49 p.m. Hutton, yes; Shook, yes; Walter, yes; Caito, yes; Hochradel yes. Motion carried.

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

March 27, 2014 - 6:00 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>

ALLEGIANCE

PLEDGE OF

PUBLIC

PARTICIPATION AT BOARD MEETINGS

File: KD (Also BDDH)

PERSONNEL: The following candidates were approved for supplemental contract positions:

<u>Name</u>	<u>Supplemental Position</u>	<u>Level</u>	<u>Step</u>	<u>Salary</u>
Brach Schmidt	JV Baseball	3	0	\$1,888.94
Mowery, Chris	HS Baseball	-	-	Volunteer

038-14 Motion by Shaun Hochradel, seconded by Shawn Shook, to approve the Personnel item printed above. Caito, yes; Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes. Motion carried.

EXECUTIVE SESSION: An Executive Session is requested for the purpose of interviewing Superintendent candidates.

GO INTO EXECUTIVE SESSION:

039-14 Motion by Caryl Caito, seconded by John Walter, to go into Executive Session at 6:05 p.m. Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes; Caito, yes. Motion carried.

RETURN FROM EXECUTIVE SESSION:

040-14 Motion by Shaun Hochradel, seconded by Shawn Shook, to return from Executive Session at 9:20 p.m. Hutton, yes; Shook, yes; Walter, yes; Caito, yes; Hochradel, yes. Motion carried.

FUTURE MEETINGS

Special meetings are scheduled for **Saturday, March 29, 2014, at 8:30 a.m.** and on **Monday, March 31, 2014, at 6:30 p.m.** at the LU-T District Office.

The next regular meeting of the Board of Education will be held on **Monday, April 14, 2014, at 7:00 p.m.** at the LU-T District Office.

ADJOURN

041-14 Motion by John Walter, seconded by Caryl Caito, to adjourn at 9:21 p.m. Shook, yes; Walter, yes; Caito, yes; Hochradel yes; Hutton, yes. Motion carried.

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

March 29, 2014 - 8:30 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

PUBLIC PARTICIPATION AT BOARD MEETINGS

File: KD (Also BDDH)

EXECUTIVE SESSION: An Executive Session is requested for the purpose of interviewing Superintendent candidates.

GO INTO EXECUTIVE SESSION:

042-14 Motion by Shawn Shook, seconded by John Walter, to go into Executive Session at 8:31 p.m. Caito, yes; Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes. Motion carried.

RETURN FROM EXECUTIVE SESSION:

043-14 Motion by Shaun Hochradel, seconded by Caryl Caito, to return from Executive Session at 12:27 p.m. Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes; Caito, yes. Motion carried.

FUTURE MEETINGS: A Special meeting is scheduled for **Monday, March 31, 2014, at 6:30 p.m.** , at the LU-T District Office.

The next regular meeting of the Board of Education will be held on **Monday, April 14, 2014, at 7:00 p.m.** at the LU-T District Office.

ADJOURN

044-14 Motion by John Walter, seconded by Shawn Shook, to adjourn at 12:28 p.m. Hutton, yes; Shook, yes; Walter, yes; Caito, yes; Hochradel, yes.

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

March 31, 2014 - 6:30 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

PUBLIC PARTICIPATION AT BOARD MEETINGS [File: KD \(Also BDDH\)](#)

EXECUTIVE SESSION: An Executive Session was requested for the purpose of interviewing Superintendent candidates.

GO INTO EXECUTIVE SESSION:

045-14 Motion by [Shawn Shook](#), seconded by [John Walter](#), to go into Executive Session at 6:32 p.m. Caito, yes; Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes.

RETURN FROM EXECUTIVE SESSION:

046-14 Motion by [Shaun Hochradel](#), seconded by [Shawn Shook](#), to return from Executive Session at 9:13 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 14, 2014, at 7:00 p.m.** at the LU-T District Office.

ADJOURN

047-14 Motion by [Caryl Caito](#), seconded by [Shawn Shook](#), to adjourn at 9:14 p.m. Hutton, yes; Shook, yes; Walter, yes; Caito, yes; Hochradel yes. Motion carried.

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

April 8, 2014 - 7:00 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

PUBLIC PARTICIPATION AT BOARD MEETINGS [File: KD \(Also BDDH\)](#)

EXECUTIVE SESSION: An Executive Session is requested for the purpose of interviewing Superintendent candidates.

GO INTO EXECUTIVE SESSION:

048-14 Motion by [Shaun Hochradel](#), seconded by [Shawn Shook](#), to go into Executive Session at 7:02 p.m. Caito, yes; Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes. Motion carried.

RETURN FROM EXECUTIVE SESSION:

049-14 Motion by [John Walter](#), seconded by [Shawn Shook](#), to return from Executive Session at 8:30 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 14, 2014, at 7:00 p.m.** at the LU-T District Office.

ADJOURN

050-14 Motion by Caryl Caito, seconded by Shaun Hochradel, to adjourn at 8:31 p.m. Hutton, yes; Shook, yes; Walter, yes; Caito, 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 March 10, 2014, and the Special Meetings of the Liberty Union-Thurston Board of Education held on March 19, 27, 29, 31 and April 8, 2014, as printed above. Caito, _____; Hochradel, _____; Hutton, _____; Shook, _____; Walter, _____.

7. MONTHLY FINANCIAL STATEMENTS: Recommend approval.

A. TREASURER’S FINANCIAL REPORT

- 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	\$ 3,901.23
200	5,810.50
300	54,485.74
Total Changes	\$64,197.47

D. DONATIONS: Recommend approval.

<u>Amount</u>	<u>Donor</u>	<u>Fund</u>
\$2,985.00	Misc: Parents	Baseball
500.00	Booster Bingo	Boys Basketball
60.00	Favonia Marquart	Elementary Principal
20.00	Paula Linville: In lieu of Fundraiser	Elementary Principal
500.00	Booster Bingo	Girls Basketball
61.50	Misc: Jeans Day	H S Principal
516.74	Kroger Rewards	M S Principal
2,232.00	Misc: St Jude	M S Principal
400.00	H S Principal	Nat’l Honor Society
107.50	Misc: Cystic Fibrosis Foundation	Nat’l Honor Society
500.00	H S Principal	Renaissance
1,553.00	Sponsors	FFA
\$9,345.74	Total	

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

8. OLD BUSINESS

GCL-2-E COURSE VERIFICATION FORM - The following policy, to coincide with the LU-TEA contract, was presented for review only, and is now recommended for approval:

COURSE VERIFICATION FORM

File: GCL-2-E

LIBERTY UNION-THURSTON SCHOOLS
 1108 S MAIN ST
 BALTIMORE, OHIO 43105

Attached is a transcript of end-of-the-course grade report which makes me eligible for reimbursement for college credits earned up to a \$2,000 maximum per fiscal (July 1st - June 30th) year.

I am, therefore, entitled to reimbursement for course work completed as listed below:

No. Hours		Amount
_____	Undergraduate Qtr. Hours @ \$120	\$ <u>271.00</u>
_____	Graduate Qtr. Hours @ \$140	\$ <u>321.00</u>
=====	Undergraduate Sem. Hours @ \$155	\$ _____
=====	Graduate Sem. Hours @ \$185	\$ _____
	TOTAL \$	\$ _____

APPROVED:

Teacher's Signature

Principal

Date

Superintendent

Treasurer

Submit one copy to the Treasurer

Unit members must submit tuition bills to the Treasurer within thirty (30) days of completion of the course for which reimbursement is sought. All bills must be submitted by December 15th to be eligible for payment by December 30th or by June 15th to be eligible for payment by June 30th.

[Adopted: January 10, 2000]

[Amended: July 1, 2001]

[Amended: July 1, 2006]

[Amended: July 1, 2010]

[Reviewed: December 10, 2012]

[Revised: April 14, 2014]

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

9. NEW BUSINESS - FINANCIAL:

A. RESOLUTION: The superintendent and treasurer recommend approval of the following resolution:

**AUTHORIZING POLITICAL SUBDIVISION TO PARTICIPATE
IN THE STATE OF OHIO COOPERATIVE PURCHASING PROGRAM**

WHEREAS, Ohio's Cooperative Purchasing Act. (A.M. Sub. H.B. No. 100), as signed into law on December 4, 1985; and

WHEREAS, effective March 6, 1986, Ohio's Cooperative Purchasing Act provides the opportunity for counties, townships, municipal corporation, regional transit authorities, regional airport authorities or port authorities and school districts, conservancy districts, township park districts and park districts and other authorities, to participate in contracts distributed by the State of Ohio, Department of Administrative Services, Office of Cooperative Purchasing for the purchase of supplies, services, equipment and certain materials; now therefore,

BE IT ORDAINED BY THE (LOCAL GOVERNMENT UNIT)

Section 1. That the (AUTHORIZED AGENT OF THE LOCAL GOVERNMENT UNIT) hereby requests authority in the name of the Liberty Union - Thurston Local School District to participate in state contracts which the Department of Administrative Services, Office of State Purchasing has entered into and the Office of Cooperative Purchasing has distributed for the purchase of supplies, services, equipment and certain other materials pursuant to Revised Code Section 125.04.

Section 2. That the treasurer is hereby authorized to agree in the name of the Liberty Union - Thurston Local School District to be bound by all contract terms and conditions as the Department of Administrative Services, Office of Cooperative Purchasing prescribes. Such terms and

conditions may include a reasonable annual membership fee to cover the administrative costs which the Department of Administrative Services incurs as a result of Liberty Union - Thurston Local School District participation in the contract. Further, that the treasurer does hereby agree to be bound by all such terms and conditions and to not cause or assist in any way the misuse of such contracts or make contract disclosures to non-members of the Coop for the purpose of avoiding the requirements established by ORC 125.04.

Section 3. That the treasurer is hereby authorized to agree in the name of the Liberty Union - Thurston Local School District to directly pay the vendor, under each such state contract in which it participates for items it receives pursuant to the contract, and the treasurer does hereby agree to directly pay the vendor.

RESOLUTION / ORDINANCE MUST BE APPROVED, DATED AND FILED WITH THE OFFICE OF COOPERATIVE PURCHASING PRIOR TO USE OF A CONTRACT.

ADDITIONALLLY, THE PAYMENT OF THE APPROPRIATE ANNUAL FEE MUST BE MADE PRIOR TO CONTRACT USE.

- B. HEALTH CARE BENEFIT COST:** Approval for employee health care (monthly premium) benefit costs is requested. Health care coverage is provided through the South Central Ohio Insurance Consortium, which is a self-funded program. The rates listed below are for the contract period July 1, 2014 through June 30, 2015.

Medical/RX: \$862 for Single Coverage; \$1751 for Family Coverage
 Dental: \$ 70 for Single Coverage \$ 70 for Family Coverage

Recommend approval.

- C. INVESTMENT BROKERAGE:** Approval for the District Treasurer to make investments through the RAYMOND JAMES Brokerage Firm is requested. This broker is accessed as an investment service provider through People’s Bank. Recommend approval.

- D. PURCHASED SERVICE AGREEMENT(S):** Recommend approval.

SERVICE PROVIDER: Eastland-Fairfield Career & Technical Schools
CONTRACT PERIOD: June 16 - 27, 2014
SERVICES PROVIDED: Ohio Graduation Test Remediation Instruction
COST: \$50 per Student

NOTE: The total cost per student is \$75. Students will be responsible for \$25 of the fee.

- E. PAY TO PARTICIPATE FEES FOR 2014/2015 (Policy IGDE):** The Superintendent and Athletic Directors recommend maintaining the current pay-to-participate fee of \$95 per student, per sport, for the 2014/2015 school year.

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

10. PERSONNEL

- A. EXECUTIVE SESSION:** The Liberty Union - Thurston Classroom Teachers Association has requested to address members of the Board of Education in Executive Session.

- 1) GO INTO EXECUTIVE SESSION:** Motion by _____, seconded by _____

_____, to go into Executive Session at _____ p.m. Walter, _____; Caito, _____; Hochradel, _____; Hutton, _____; Shook, _____.

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

B. EXECUTIVE SESSION: An Executive Session is requested for the purpose of discussing the employment of a public employee.

- 1) **GO INTO EXECUTIVE SESSION:** Motion by _____, seconded by _____, to go into Executive Session at _____ p.m. Hochradel, _____; Hutton, _____; Shook, _____; Walter, _____; Caito, _____.
- 2) **RETURN FROM EXECUTIVE SESSION:** Motion by _____, seconded by _____, to return from Executive Session at _____ p.m. Hutton, _____; Shook, _____; Walter, _____; Caito, _____; Hochradel, _____.

C. LEAVE OF ABSENCE REQUEST: Mrs. Chelsie Bissett, First-Grade Teacher, has requested a one-year leave of absence for the 2014/2015 school year. Recommend approval.

D. SUMMER READING PROGRAM: Approval to post a staff position for the purpose of implementing a summer reading program is requested. A two-hour per day, two-week program for third-grade students who have not passed the Ohio Achievement Assessment, as a part of the Third-Grade Guarantee, would be organized. This program would be staffed by a qualified teacher, and would be scheduled for late June or early July. The exact dates would be determined once the Ohio Department of Education informs local school districts when the summer OAA is to be administered for these students. Recommend approval.

E. SCOIC ADMINISTRATION COMPENSATION: Treasurer, David I Butler, Jr. is the Financial Officer for the South Central Ohio Insurance Consortium. Mr. Butler, Assistant Treasurer, April Bolyard, and Payroll Clerk, Linda Wyant complete the monthly financial functions for the health care consortium. Approval for annual compensation, on a fiscal year basis, as follows is requested:

David I. Butler, Jr.:	\$4,000 (per year)
April Bolyard:	\$1,500 (per year)
Linda Wyant:	\$1,500 (per year)

It should be noted that this additional compensation is paid by the SCOIC. Recommend approval.

F. CERTIFIED SUBSTITUTE LIST: Recommend approval of the substitute teacher list for April, 2014, as nominated by the Fairfield County Superintendent.

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

11. NEW BUSINESS - OTHER

- A. STRAIGHT A FUND GRANT APPLICATION #1:** Approval for entering into a memorandum of understanding with the Fairfield County ESC for the purpose of submitting in a county-wide consortium “Straight A Fund” grant is requested. The grant proposal outlines a plan to create a centralized student “Success Center” in Fairfield County. Recommend approval.
- B. STRAIGHT A FUND GRANT APPLICATION #2:** Approval for participation in development of a “Straight A Fund” grant application with numerous Central Ohio school districts is requested. The grant proposal outlines a plan to purchase mathematics resources, additional computers for students in grade K - 6 in participating school districts, and to provide teacher professional development training. Recommend approval.
- C. TRIP PROPOSAL:** Mrs. Emily Fisher, Music Teacher, requests approval for a trip for students in the music program:

Location: New York City
 Dates: June 2-5, 2015
 Tour Company: Educational Tours Inc.
 Transportation: Coach Buses
 Lodging: Hotel
 Performance Opportunities: Broadway Classroom "Making Music Workshop" and Cathedral Concert
 Cost: \$545.00

Recommend approval.

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

12. NEW BUSINESS: INFORMATION

- A. POLICY EFG-R WELLNESS POLICY RECOMMENDATIONS:** The following policy is presented for review only, and will be placed on the May 12, 2014 agenda for Board consideration.

File: **EFG-R**

WELLNESS POLICY RECOMMENDATIONS
(March, ~~2013~~ **2014**)

COMMITTEE MEMBERSHIP:

The committee met in March, ~~2013~~ **2014**, to evaluate the implementation of policy changes, and to consider additional recommendations. 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 involving family input and participation.
2. Newsletters from principals will include health and nutrition information.
3. The District website will provide a link to the USDA website.

PHYSICAL ACTIVITIES:

1. The current practice of physical fitness testing in physical education classes will continue.

2. A walking program has been implemented at the elementary school. Community and staff members are making use of the opportunity.
3. 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.
4. 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 should make this a viable option. Middle school walking recess programs will continue as weather permits.

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. Community members will be invited to participate.

SCHOOL LUNCH PROGRAM:

1. The food service department will increase servings of fresh fruits and vegetables as required.
2. School meals will continue to be prepared following the newly revised USDA (reimbursable) regulations.
3. New menu options will be tried in 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 survey will be administered, to determine a probable level of participation.

COMMUNITY HEALTH:

High school staff and students have received provided by the Community Heartwatch program, through Fairfield Medical Center. Free community CPR training will be offered for community members in several locations throughout the county on May 18, 2013.

New A.E.D. units have been installed in all buildings.

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-mothers to provide healthy alternatives and portion limitation for organized parties.

SNACK MACHINES:

1. Candy and gum have been removed from snack machines.
2. Additional baked and low-fat alternative snacks will be included in snack machines.

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.
- 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.

FUNDRAISING:

- 1. 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]	

B. RACE-TO-THE-TOP COMMITTEE UPDATE: Members of the Race-to-the-Top Committee will provide an update of activities.

C. COMPOSITE CLASS PICTURES: Sample reproductions of class composite pictures will be available for review. Freestanding poster racks could be purchased to display class pictures in this format.

13. NEXT REGULAR MEETING: The next regular meeting Board of Education Meeting will be held on **Monday, May 12, 2014, at 7:00 p.m.** in the Liberty Union District Office.

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