

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

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

Liberty Union High School Library

- 1. **ROLL CALL:**
  - Art Brate \_\_\_\_\_
  - Judith Cosgray \_\_\_\_\_
  - Shaun Hochradel \_\_\_\_\_
  - John Hutton \_\_\_\_\_
  - Mike Raver \_\_\_\_\_

2. **PLEDGE OF ALLEGIANCE**

3. **RECOGNITION:**

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

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

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

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 BDDDB, Agenda Format BDDC, Agenda Preparation and Dissemination

**6. DISCUSSION AND APPROVAL OF THE MINUTES:**

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

October 10, 2011 - 7:00 P.M.

Liberty Union High School Library

**ROLL CALL:**

Art Brate	<u>present</u>
Judith Cosgray	<u>present</u>
Shaun Hochradel	<u>absent</u>
John Hutton	<u>absent</u>
Mike Raver	<u>present</u>

**PLEDGE OF ALLEGIANCE**

**RECOGNITION:**

- A. **STUDENTS OF THE MONTH:** Sarah Feyko and Autumn Johnson
- B. **TECHNOLOGY STAFF:** Mrs. Linda Young and Mr. John LaBelle
- C. **STATE AUDITOR RECOGNITION:** Mr. David I. Butler, Jr., LU-T District Treasurer
- D. **STATE BOARD OF EDUCATION MEMBER:** Mr. Joseph L. Farmer  
Mr. Joseph L. Farmer presented the LU-T District "Excellent Schools" banner.

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

**PUBLIC PARTICIPATION AT BOARD MEETINGS**

File: KD (Also BDDH)

Mrs. Carla Kazlauskys, 1107 Pleasantville Rd, Baltimore, was present to discuss bus routes.

**DISCUSSION AND APPROVAL OF THE MINUTES:**

**103-11** Motion by Judith Cosgray, seconded by Mike Raver, to approve the minutes of the Regular Meeting of the Liberty Union-Thurston Board of Education held on September 12, 2011, as printed. Brate, yes; Cosgray, yes; Hochradel, **absent**; Hutton, **absent**; Raver, yes. Motion carried.

**OLD BUSINESS - BOARD POLICY:** The LU-T Policy Committee reviewed Policy Sections H, I and J, and re-approved these sections, with the following revisions:

Note: These revisions were presented for review in September.

**104-11** Motion by Mike Raver, seconded by Art Brate, to approve the Policies presented in Old Business, as printed below: Cosgray, yes; Hochradel, **absent**; Hutton, **absent**; Raver, yes; Brate, yes. Motion carried.

**A. ADMISSION OF EXCHANGE STUDENTS - File: JECBA-R**

The following regulations shall be observed in administering the foreign exchange student program:

1. Exchange students must be associated with an organized foreign exchange program that is approved by the Ohio Association of Secondary School Administrators and/or National Association of Secondary School Principals. Such organizations must maintain either an office or a representative in central Ohio.
2. The sponsoring parents and/or representatives of the approved sponsoring organization must contact the designated coordinator of the foreign exchange student program in the high school guidance office.
3. Exchange students must have a host family assigned and accepted by July 1. If, after the July 1 deadline and a maximum of four (4) foreign exchange students have not been registered, an organization may add one additional exchange student if that student will be registered for the entire school year. The maximum number of foreign exchange students to be enrolled in any given year is four (4). Each applicant must be proficient in English as determined by the high school administration.
4. The Board reserves the right to restrict the number of foreign exchange students within any given academic year.
5. The school reserves the right to deny enrollment to foreign exchange students if approval by the high school guidance office has not been given by July 1 preceding the year of desired enrollment.
6. In order to provide a quality education and to minimize potential disruption, the high school will not accept foreign exchange students after the school year has begun. However, students who were accepted before the July 1 deadline will not be denied enrollment due to late arrival.
7. Exchange students must be full-time students carrying a full academic class-load. Enrollment eligibility shall be determined on an annual basis. Exchange students shall receive pass/fail grades only for purposes of class GPA ranking. The coordinator shall keep a record of the students' actual grades for permanent records.
8. Exchange students will not be accepted on a part-time basis. Part-time is defined as less than a full school day or school year.
9. Priority for enrollment will be granted to students enrolling in grade 12.
10. Exchange students completing grade 12 will receive a standard diploma (marked honorary) granted to regular high school graduates. Exchange students are not eligible for an honors diploma.

To receive a standard diploma (marked honorary), the exchange student must successfully complete:

- 1 credit English (Comp. 11, Comp. 12, or College Prep English)
- ~~1/2 credit American History~~
- ~~1/2 credit Principles of Democracy~~
- ~~1/2 credit Economics~~
- 1 credit Social Studies**
- 1 credit Science**
- 1 credit Mathematics

The remainder of the schedule will be electives selected by the student.

Those students who complete the above requirements will be permitted to participate in graduation ceremonies with expenses borne by the student or sponsoring parents.

11. Exchange students are expected to share their cultural heritage to the fullest extent possible including topics such as government, economics, historical understanding and language.
12. Exchange students are subject to the same rules, fees and regulations of the Board as apply to all high school students.

[Adoption date: October 9, 2000]  
[Revised: October 10, 2011]

LEGAL REFS.:

CROSS REFS.:

**B. EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE - File: JEG**

A child of compulsory school age residing in the District may be legally excused from public school attendance by:

1. holding a full-time Age and Schooling Certificate and being regularly employed;
2. receiving approved home instruction;
3. attending a private school, or parochial school or charter school or;
4. having graduated from an approved high school.

The District may temporarily deny admittance to any student who is otherwise entitled to be admitted to the District if the student has been suspended or expelled from the schools of another district in the State of Ohio or an out-of-state district and if the period of suspension or expulsion has not expired. The student and parent(s) will have an opportunity for a hearing before the Superintendent / designee to determine the admittance or non-admittance of the student.

[Adoption date: January 10, 2000]  
[Revised: October 10, 2011]

LEGAL REFS.: ORC 3321.02; 3321.03; 3321.04; 3321.07

CROSS REFS.: IGCF, Home Instruction  
JEA, Compulsory Attendance Ages  
JECE, Student Withdrawal from School (Loss of Driving Privileges)  
JEGA, Permanent Exclusion  
JHCC, Communicable Diseases  
JK, Employment of Students

**C. DANGEROUS WEAPONS IN THE SCHOOLS - File: JFCJ**

The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives and other dangerous weapons.

The definition of a firearm is any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade.

Unless a student is permanently excluded, the Superintendent shall expel a student from school for a period of one year for bringing a firearm or knife to school, on school grounds, a school building, on a school mode of transportation, or any extra-curricular activity. The superintendent may reduce the expulsion on a case-by-case basis in accordance with this policy. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include:  
the student’s mental and/or physical characteristics or conditions;  
the age of the student and its relevance to the punishment;  
the prior disciplinary history of the student and/or the intent of the perpetrator.

A student may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at a school-sponsored interscholastic competition, extracurricular event or other school-sponsored activity.

A student who is suspended, expelled, removed or permanently excluded for misconduct involving a firearm or knife may also lose his/her driving privileges. The District must notify the county registrar and juvenile judge within two weeks of the suspension, expulsion or permanent exclusion.

The Board prohibits students from knowingly possessing an object on school premises, in a school building, at a school activity, or on a school bus if both of the following apply:

1. The object is indistinguishable from a firearm, whether the object is capable of being fired or not.
2. The person indicates that the object is a firearm and knowingly displays or brandishes the object.

As defined by Ohio law and for purposes of this policy, an “object that is indistinguishable from a firearm” means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.

Students found in violation of numbers 1 and 2 above may be reported to the local police authority and may be prosecuted under state criminal statutes, as well as disciplined in accordance with the provisions of the District’s Student Code of Conduct and Ohio law.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this division extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

[Adoption date: January 10, 2000]  
 [Revised: October 9, 2000]  
 [Revised: June 4, 2001]  
 [Revised: October 10, 2011]

LEGAL REFS.: ORC 2923.122  
 3313.66; 3313.661; 3313.662; 3321.13  
 18 USC 921  
 20 USC 2701 et seq. - Title IX 9001-9005  
 20 USC 8921

CROSS REFS.: JEGA, Permanent Exclusion  
 JFC, Student Conduct  
 JGD, Student Suspension  
 JGDA, Emergency Removal of Student  
 JGE, Student Expulsion  
 Student Code of Conduct

**MONTHLY FINANCIAL STATEMENTS**

**105-11** Motion by Art Brate, seconded by Judith Cosgray, to approve Monthly Financial items as stated below: Hochradel, **absent**; Hutton, **absent**; Raver, yes; Brate, yes; Cosgray, yes. Motion carried.

**A. TREASURER’S FINANCIAL REPORT**

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

**B. BILLS**

**C. STUDENT ACTIVITY MONTHLY APPROPRIATIONS**

<u>FUND</u>	<u>AMOUNT</u>
018	\$ 1,407.01
200	10,067.48
300	19,890.67
<b>Total Changes</b>	<b>\$31,365.16</b>

**D. DONATIONS**

<u>Amount</u>	<u>Donor</u>	<u>Fund</u>
\$425.50	Kroger Card Rewards	MS Principal
196.77	Target - Take Charge of Education	HS Principal
63.85	Target - Take Charge of Education	MS Principal
300.89	Target Take Charge of Education	Elem Principal
50.00	Ohio Pork Producers	FFA
500.00	Booster Bingo	Football
500.00	Booster Bingo	HS Volleyball
500.00	Booster Bingo	Boys Soccer
250.00	Booster Concessions	Cross Country
250.00	Booster Concessions	MS Volleyball
<b>\$3,037.01</b>	<b>Total</b>	

**NEW BUSINESS: FINANCIAL**

**106-11** Motion by Mike Raver, seconded by Judith Cosgray, to approve the New Business - Financial items listed below: Hutton, **absent**; Raver, yes; Brate, yes; Cosgray, yes; Hochradel, **absent**. Motion carried.

**A. FIVE-YEAR FORECAST:** The Ohio Department of Education requires all public school districts to prepare a five-year financial forecast. The District Treasurer and Superintendent have revised the forecast and have reviewed it with the Board Finance Committee.

Approved the five-year forecast as requested.

**B. MAINTENANCE SHOP RESOLUTION:**

**AWARDING CONTRACTS FOR THE MAINTENANCE / STORAGE BUILDING PROJECT**

WHEREAS, bids were received on September 26, 2011, for the building trades packages for the new Maintenance / Storage building (the "Project"); and

WHEREAS, the Architect interviewed the representatives of the apparent low bidder for each bid package for the Project, reviewed the bid to verify that the bidder had included the work, equipment, and materials specified in the bid amount, evaluated the experience and qualifications of the bidder to perform the specified work, and prepared the attached letter of recommendation dated October 8, 2011, recommending that the contracts for the work be awarded to the following contractors, each of which has been evaluated and determined to be the lowest responsible bidder for the specified work, including the alternate items listed:

<b>Contract</b>	<b>Contractor</b>	<b>Base Bid</b>	<b>Alternates</b>	<b>Total Contract</b>
General Trades	Stockmeister Enterprises, Inc 704 E Main St Jackson, Oh 45640	\$374,000.00	G-1 \$20,400.00 G-2 \$20,958.00 G-3 \$2,282.00 G-4 \$_____00	\$417,640.00
Plumbing & HVAC	Command Heating Inc. 1671 Gateway Circle Grove City, Oh 43123	\$79,900.00	Not Applicable	\$79,900.00
Electrical	X-F Construction Services, Inc 1120 Claycraft Rd Columbus, Oh 43230	\$129,450.00	Not Applicable	\$129,450.00

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Liberty Union - Thurston Local School District as follows:

1. Based upon the recommendation of the Architect, the Board awards the contracts for the building trades packages work to each of the contractors listed above, in the total amount stated, including the alternates noted in the chart, as the lowest responsible bidder for the specified work.
2. The Board President or his design, the Superintendent and the Treasurer are authorized to sign, as required, a Contract between the Board and each of the contractors listed above and any related documents, to document the award of the building trade contracts for the project.

**C. OLD MIDDLE SCHOOL DEMO RESOLUTION: AWARDING CONTRACT FOR THE LIBERTY UNION - THURSTON DEMOLITION BID PACKAGE**

WHEREAS, bids were received on September 20, 2011, for the Liberty Union Demolition Bid Package, which is part of the Ohio School Facilities Commission’s Classroom Facilities Assistance Program project (the “Project”); and

WHEREAS, the Construction Manager met with representatives of the apparent low bidder, reviewed the bid to verify that the bidder had included the work, equipment, and materials specified in the bid amount, evaluated the experience and qualifications of the bidder to perform the specified work, and prepared, in consultation with the Architect, the attached letters of recommendation dated October 6, 2011, recommending that the contracts for the work be awarded to the following contractor, which has been evaluated and determined to be the lowest responsible bidder for the specified work, including the alternate item listed:

<b>CONTRACT</b>	<b>CONTRACTOR</b>	<b>BASE BID</b>	<b>ALTERNATES</b>	<b>TOTAL CONTRACT</b>
BP-500-Demolition	Watson General Contracting	\$721,712	\$112,311	\$834,023

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Liberty Union-Thurston Local School District as follows:

1. Based upon the recommendation of the Construction Manager and Architect, the Board awards the contract for the Liberty Union - Thurston Demolition Bid Package work to the contractor listed above, in the total amount stated, including the alternate noted in the chart, as the lowest responsible bidder for the specified work, subject to the approval of the OSFC.
2. The Board President or his designee, the Superintendent, and the Treasurer are authorized to sign, as required, a Contract between the Board and the contractor listed above and any related documents, to document the award of the building trade contracts for the CFAP project work.

**D. PURCHASED SERVICE AGREEMENTS**

- 1) **SERVICE PROVIDER:** **Eagles Wings Academy**  
**CONTRACT PERIOD:** 2011/2012 School Year  
**SERVICE PROVIDED:** Educational Placement for Special Needs Student, per I.E.P.  
**COST:** \$125 per Day - Effective September 29, 2011
- 2) **SERVICE PROVIDER:** **ESC of Central Ohio**  
**CONTRACT PERIOD:** 2011/2012 School Year  
**SERVICE PROVIDED:** Orientation and Mobility Services for Visually Impaired Student  
**COST:** \$4,901.88

**E. 2012 REVISED APPROPRIATIONS**

<b>LIBERTY UNION THURSTON SCHOOLS</b>				
<b>FY 2012 Revised Appropriations</b>				<b>10/10/11 R</b>
<b>Governmental Fund Types</b>				
<b>Fund Class / Name</b>	<b>Fund No / SCC</b>	<b>Total Approp</b>	<b>ADJ</b>	<b>NEW Approp</b>

<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	\$ 82,435.47	\$ (2.00)	\$ 82,433.47
Local Rotary	019	249.85	0.00	249.85
Classroom Fac Maint	034	573,373.24	0.00	573,373.24
Athletics	300	431,001.40	0.00	431,001.40
Ed Jobs	504	307,594.46	0.00	307,594.46
Race to the Top	506	41,775.93	0.00	41,775.93
OPAPP	506-9190	24,545.45	0.00	24,545.45
IDEA Part B	516	228,084.43	0.00	228,084.43
Title I	572	178,813.34	0.00	178,813.34
Title II A	590	94,471.04	0.00	94,471.04
<b>EPA</b>	<b>599</b>	<b>0.00</b>	<b>\$42,704.48</b>	<b>42,704.48</b>
Total Special Revenue Class		\$1,962,344.61	\$42,704.48	\$2,005,047.09
<u>Debt Service Fund Class</u>				
Bond Retirement Fund	002	\$1,110,428.48	\$0.00	\$1,110,428.48
<u>Capital Project Fund Class</u>				
Perm Imp	003	\$ 143,783.62	\$0.00	\$ 143,783.62
Building Fund	004	1,369,850.23	0.00	1,369,850.23
CI Build - State	010-9000	171,015.02	0.00	171,015.02
CI Build - Local	010-9001	5,597,416.80	0.00	5,597,416.80
<b>Proprietary Fund Types</b>				
<u>Enterprise Fund Class</u>				
Food Service Fund	006	\$ 520,000.00	\$0.00	\$ 520,000.00
<u>Internal Service Fund</u>				
Special Rotary Fund	014	\$28,020.75	\$0.00	\$28,020.75
Employee Benefits Fund	024	1,595,704.70	0.00	1,595,704.70
Total Internal Services		\$1,623,725.45	\$0.00	\$1,623,725.45
<b>Fiduciary Fund Type</b>				
<u>Trust Fund Class</u>				
Custodial Refresh Fund	022	\$ 62,190.97	\$0.00	\$ 62,190.97
Student Activity Fund	200	140,943.02	0.00	140,943.02
Total Trust Fund Class		\$203,133.99	\$0.00	\$203,133.99
<u>Agency Funds</u>				
South Central Ins Cons	026	42,630,807.20	0.00	42,630,807.20
Total Appropriations - All Fund Types		\$67,732,505.40	\$42,702.48	\$67,775,207.88

**NEW BUSINESS - PERSONNEL**

**107-11** Motion by Judith Cosgray, seconded by Art Brate, to approve the New Business - Personnel items listed below. Raver, yes; Brate, yes; Cosgray, yes; Hochradel, **absent**; Hutton, **absent**. Motion carried.

- A. **RESIGNATION:** Approved the resignation (for retirement) of **Mrs. Kelli Brownfield**, Elementary School Principal, effective June 30, 2012.  
We thank **Mrs. Brownfield** for her loyal, dedicated service to the LU-T School District, and wish her the best in retirement.
- B. **EMPLOY BUS DRIVER:** Approved the following candidate for employment as recommended by the Transportation Coordinator and Superintendent:



Name: **Jennifer Langham**  
 Position: Bus Driver  
 Hours: 3 Hours Daily When School is in Session  
 Compensation: \$16.90 per Hour (Step 0)  
 Starting Date: October 17, 2011

- C. **EMPLOY CASHIER:** Approved the following candidate for employment as recommended by the Food Services Coordinator and Superintendent:

Name: **Pam Pulvermacher**  
 Position: Cashier  
 Hours: 2 Hours Daily When School is in Session  
 Compensation: \$15.12 per Hour (Step 0)  
 Starting Date: October 17, 2011

- D. **SUPPLEMENTAL CONTRACT POSTIONS** - Approved the following candidates for supplemental positions as listed below:

<u>NAME</u>	<u>POSITION</u>	<u>LEVEL</u>	<u>STEP</u>	<u>SALARY</u>
<b>Rob Compton</b>	JV Boys Basketball	3	9	3,211.19
<b>Luke Kincaid</b>	Freshman Boys Basketball	4	0	1,259.29
<b>Brad Kelly</b>	8 <sup>th</sup> Gr Boys Basketball	4	0	1,259.29
<b>Randy Logue</b>	7 <sup>th</sup> Gr Boys Basketball	4	0	1,259.29
<b>James Peck</b>	8 <sup>th</sup> Gr Girls Basketball	4	8	2,487.10
<b>Kelli Carroll</b>	JrHi Basketball Cheerleaders	6	0	787.06
<b>Marcus Alford</b>	JrHi Wrestling	4	6	2,077.83
<b>Seth Williamson</b>	Winter Sports Faculty Mgr	3	3	2,329.69

- E. **CERTIFIED SUBSTITUTE LIST:** Approved the substitute teacher list for October, 2011, as nominated by the Fairfield County Superintendent.
- F. **CLASSIFIED SUBSTITUTE LIST:** Approved the Classified Substitute List for October, 2011, with the addition of the following name(s):

<u>Name</u>	<u>Address</u>	<u>Classification</u>
<b>Heather Hanes-Hoover</b>	8159 High St - Box 28 Thurston, Oh	Bus Aide Bus Driver

**NEW BUSINESS: OTHER**

- 108-11** Motion by Judith Cosgray, seconded by Mike Raver, to approve the New Business - Other item as listed below. Brate, yes; Cosgray, yes; Hochradel, **absent**; Hutton, **absent**; Raver, yes. Motion carried.

- A. **ENVIRONMENTAL COVENANT:** Approved an Environmental Covenant:

In order to resolve issues with a previously removed underground storage fuel tank, an "Environmental Covenant," through the Bureau of Underground Storage Tank Regulations (**BUSTR**) was requested.

The Environmental Covenant would prohibit construction on the site.

The site has been surveyed, and is .248 acre in size, and will be used as a driveway and parking lot.

- B. **NATIONAL FFA CONVENTION:** Approved the agriculture education department attendance at the National FFA Convention in Indianapolis, Indiana:

Dates: October 19 - 22, 2011  
 Transportation: Commercial Bus  
 Chaperones: Two Vo-Ag Teachers and Parents  
 Lodging: Hotel  
 Student Cost: \$320 per Student  
 Board of Education Cost: \$900 plus Substitute Teachers

- C. **EIGHTH-GRADE TRIP PROPOSAL:** Board of Education approved an **eighth-grade trip** to Washington, D.C. as requested.

Dates: May 20 -22, 2012  
 Transportation: Commercial Buses  
 Lodging: Best Western Hotel; Woodbridge, Virginia  
 Chaperones: Three teachers, Ten to Twelve Parents  
 Student Cost: \$380 per Student

Note: The trip is optional for students. Fundraising opportunities will be provided to help defray individual student costs.

- D. **HIGH SCHOOL MODEL UNITED NATIONS PROGRAM:** Board of Education approved **high school students** to participate in the Model United Nation Program as requested:

Dates: December 11 - 13, 2011  
 Lodging: Columbus Hyatt Regency Hotel (Model U.N. Conference Site)  
 Chaperones: Advisor, Conference Security, Parents  
 Transportation: Parent Transportation  
 Student Cost: \$215 per Student

- E. **MIDDLE SCHOOL MODEL UNITED NATIONS PROGRAM:** Board of Education approved **middle school students** to participate in the Model United Nations Program as requested:

Dates: March 11-13, 2012  
 Lodging: Columbus Hyatt Regency Hotel (Model U.N. Conference Site)  
 Chaperones: Advisor, Conference Security, Parents  
 Transportation: School Bus  
 Student Cost: Approximately \$200

- F. **SIXTH-GRADE OUTDOOR EDUCATION:** Board of Education approved student participation in a **sixth-grade outdoor education** program as requested:

Dates: April 2 - 3 - 4, 2012  
 Location: Camp Pilgrim Hills  
 Service Provider: Nature’s Classroom  
 Chaperones: LU-T Staff and Parents  
 Transportation: School Buses  
 Student Cost: \$144

**BOARD POLICY REVISION:** The Board Policy Committee has reviewed policy sections “K” and “L”. The following policies include recommended revisions:

- A. **PUBLIC INFORMATION PROGRAM** **File: KB**
- B. **COMMUNITY USE OF SCHOOL FACILITIES** **File: KG**  
**COMMUNITY USE OF SCHOOL FACILITIES** **File: KG-E (Equal Access)**
- C. **RELATIONS WITH COMMUNITY ORGANIZATIONS** **File: KM**
- D. **EDUCATION AGENCY RELATIONS GOLAS** **File: LA**

Note: These policies are for review only in October, and will be placed on the November 14, 2011, agenda (including any additional revision) for Board consideration.

**INFORMATION**

- A. **“RACE TO THE TOP” COMMITTEE:** Members of the District Race to the Top Committee provided an update.

**B. CONSTRUCTION PROJECT UPDATE:** Architect, **Joe Schappa**, provided an update on the progress of the high school renovation and new middle school construction.

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

**ADJOURN**

**109-11** Motion by Mike Raver, seconded by Art Brate, to adjourn at 8:54 p.m. Cosgray, yes; Hochradel, **absent**; Hutton, **absent**; Raver, yes; Brate, 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 October 10 12, 2011, as printed above. Brate, \_\_\_\_\_; Cosgray, \_\_\_\_\_; Hochradel, \_\_\_\_\_; Hutton, \_\_\_\_\_; Raver, \_\_\_\_\_.

**7. OLD BUSINESS**

**BOARD POLICY:** The Board reviewed policy Sections K and L in October. The following policies include recommended revisions:

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

Communication with the Public

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

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

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

Media of Communications

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

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

[Adoption date: January 10, 2000]

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

Although the basic purpose of public school facilities is to provide the youth of the community a sound educational program, the complete function of education is not achieved until the school facilities are made to serve the total community. To accomplish this objective, the Board shall, upon payment of the

prescribed fee and subject to the requirements of applicable regulations, permit the use of school facilities for auxiliary, educational, recreational, cultural, civic, social, religious or other Board-approved purposes.

General

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

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

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

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

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

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

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

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

Use of School Technology Equipment

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

Use of Other School Equipment

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

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

~~On Sundays~~ **Athletic Facilities**

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

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

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

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

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

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

School Rental Fees

Application

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

Priority of Use and Grouping:

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

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

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

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

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

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

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

Rental and Service Charge

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

NOTES:

1. There will be a \$50 deposit for the use of any LU-T facilities (including land lab), to be refunded if the area is properly cleaned up with no damage. This charge could be waived if deemed appropriate by the Superintendent/ designee.
2. All rental fees are for a maximum three-hour period. An additional fee of \$10 per hour will be charged for each additional hour or part of an hour.
3. The Board of Education reserves the right to waive the rental deposit or service fee in any instance.
4. School employees, Board of Education members or members of the Basil Joint Fire District and

- the Thurston Fire Department may use the gym rent-free provided the use is non-profit, for recreational purposes and is only occasional and not on a regularly scheduled basis.
5. A group requesting facility use may be required to obtain and pay for police supervision.
  6. Permission to use school equipment must be requested when filing a building use form. All moving and/or adjusting of school equipment shall be done by, or under the supervision of a school employee.
  7. District policies regarding possession and/or use of alcohol, drugs, weapons and tobacco on school property must be strictly adhered to.
  8. Facilities will not be rented to non-resident individuals or groups.
  9. Gymnasium use will be equitably assigned by the superintendent/designee based on building use requests. Changes in use of the gym will be at the discretion of the superintendent/designee.
  10. A Board employee must be in attendance when deemed appropriate by the superintendent/designee.
  11. The superintendent is authorized to re-assign activities to a location other than the requested location, to accommodate scheduling problems and/or to place activities in the most appropriate area.

**APPLICATION FOR USE OF SCHOOL FACILITY**

**LIBERTY UNION-THURSTON LOCAL SCHOOLS**

621 Washington Street **1108 S Main St**, Baltimore, Ohio 43105-4177 **9700**

Phone (740) 862-4171 - Fax (740) 862-2015

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

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

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

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

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

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

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

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

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

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

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

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

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

[Adoption date: February 9, 2004]  
 [Revised: August 8, 2005]

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

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

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

4. Strategic Planning Committee  
 [Adoption date: January 10, 2000]  
 LEGAL REFS.: ORC 3313.20  
 CROSS REF.: AE, School District Goals and Objectives  
 KH, Public Gifts to the District  
 KI, Public Solicitations in the Schools  
 KJ, Advertising in the Schools  
 KMB, Relations with Booster Organizations

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

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

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

[Adoption date: January 10, 2000]

All other policies in sections “K” and “L” are recommended for re-approval without revision. Recommend approval.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Policies presented in Old Business, as printed above. Cosgray, \_\_\_\_\_; Hochradel, \_\_\_\_\_; Hutton, \_\_\_\_\_; Raver, \_\_\_\_\_; Brate, \_\_\_\_\_.

**8. MONTHLY FINANCIAL STATEMENTS**

**A. TREASURER’S FINANCIAL REPORT**

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

**B. BILLS**

**C. STUDENT ACTIVITY MONTHLY APPROPRIATIONS**

<u>FUND</u>	<u>AMOUNT</u>
018	\$ 5,583.51
200	15,090.74
300	38,755.33
<b>Total Changes</b>	<b>\$59,429.58</b>

**D. DONATIONS**

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

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Monthly Financial items as stated above. Hochradel, \_\_\_\_\_; Hutton, \_\_\_\_\_; Raver, \_\_\_\_\_; Brate, \_\_\_\_\_; Cosgray, \_\_\_\_\_.

**9. NEW BUSINESS: FINANCIAL**

**A. TRANSPORTATION PAYMENT:** Board approval for payment “in lieu of” transportation is requested for students, **Ryan Blowers** and **Nolan Blowers**, who attend Liberty Christian Academy. Transportation to that location is determined to be impractical. The payment will be established by the Ohio Department of Education at the end of the school year. Recommend approval.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the New Business - Financial item(s) listed above. Hutton, \_\_\_\_\_; Raver, \_\_\_\_\_; Brate, \_\_\_\_\_; Cosgray, \_\_\_\_\_; Hochradel, \_\_\_\_\_.



**10. NEW BUSINESS - PERSONNEL**

**A. RESIGNATION: Kelli Carroll**, Junior High Cheerleading Advisor, has submitted her resignation. Recommend approval.

**B. SUPPLEMENTAL CONTRACT POSTIONS** - The following candidate(s) is/are recommended for supplemental position(s) as listed below:

NAME	POSITION	LEVEL	STEP	SALARY
Jamie Peardon	JrHi Basketball Cheerleading	6	0	\$787.06

**E. CERTIFIED SUBSTITUTE LIST:** Recommend approval of the substitute teacher list for November, 2011, as nominated by the Fairfield County Superintendent.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the New Business - Personnel items listed above. Raver, \_\_\_\_\_; Brate, \_\_\_\_\_; Cosgray, \_\_\_\_\_; Hochradel, \_\_\_\_\_; Hutton, \_\_\_\_\_.

**11. NEW BUSINESS: OTHER**

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

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the New Business - Other item(s) listed above. Brate, \_\_\_\_\_; Cosgray, \_\_\_\_\_; Hochradel, \_\_\_\_\_; Hutton, \_\_\_\_\_; Raver, \_\_\_\_\_.

**12. INFORMATION**

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

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

**1) POLICY: BDDF-E - VOTING METHOD**

(5-Member Board)

ITEM #NEEDED	# NEEDED ORC	ORC REFERENCE
Declare it necessary to issue bonds	3 (a)	133.18 133.01 (U)
Declare, by remaining members, that reasons for a member's absence for 90 days are insufficient to continue membership	3 (e f)	3313.11
Fill a vacant Board seat (majority of remaining	3 (f g)	3313.11

members)		
Purchase or sell real estate	3 (a)	3313.18
Appoint any employee	3 (a)	3313.18
Elect or appoint an officer	3 (a)	3313.18
Pay any debt or claim	3 (a)	3313.18
<b>Adopt textbook</b>	<b>3 (a)</b>	<b>3313.18</b>
Dispense with resolution authorizing purchase of sale of personal property, appointment of employees, etc., if annual appropriation resolution has been adopted by a majority of full membership	3 (a)	3313.18
Remove the Treasurer at any time for cause	4 (b e)	3313.22
Appoint Treasurer Pro Tempore	3 (a)	3313.23
Determine that Treasurer's incapacity is removed	3 (a)	3313.23
Remove Treasurer Pro Tempore at any time for cause	4 (b e)	3313.23
Affirm, reverse, vacate or modify an order of student expulsion; reinstate a student	3 (a)	3313.66 (E)
Employ or re-employ a <del>local superintendent without the recommendation of the County Superintendent</del>	<b>3 4 (a d)</b>	3319.01
Appoint Superintendent Pro Tempore	3 (a)	3319.011
Remove Superintendent Pro Tempore at any time for cause	4 (b e)	3319.011
Suspend or remove Business Manager	4 (b e)	3319.06
Re-employ any teacher who the Superintendent refuses to recommend for re-employment	4 (c d)	3319.07
Re-employ a teacher not nominated by the Superintendent	4 (c)	3319.07
<del>Re-employ, in a local school district, a person not nominated by the County Superintendent after considering two nominations by the County Superintendent</del>	3 (a)	3319.07
Reject the recommendation of the Superintendent that a teacher eligible for a continuing contract be granted a continuing contract	4 (c d)	3319.11
Determine, at a regular meeting, which textbooks shall be used in the schools under its control	3 (a)	3329.08
Transfer funds in certain cases	4 (b e)	5705.14
Declare the necessity for certain transfers of funds	3 (a)	5705.16
Levy a tax outside 10-mill limitation (not emergency)	4 (b e)	5705.21
Reject findings and recommendations of fact-finding panel by Board or employee organization under statutory impasse resolution procedure	3 (g h)	4117.14 (c) (6)
Waiver of textbook and material fund transfer restriction*	5 (h i)	3315.17

- (a) Majority of full membership
- (b) 2/3 of **full membership** those present and voting
- (c) ~~3/4~~ 2/3 of full membership
- (d) **4/5** 3/4 of full membership
- (e) **2/3** 4/5 of **remaining full membership of the Board**
- (f) **Majority** 2/3 of remaining members of the Board
- (g) **3/5** Majority of **full remaining membership of the Board**
- (h) **Unanimous vote of full membership** 3/5 of full membership
- (i) Unanimous vote of full membership

SOURCE: Business Administration for Public Schools  
 Published by the Ohio School Boards Association

\* The number used is based upon the number of members on the Board of Education.

[Adoption date: January 10, 2000] [Reviewed: October 11, 2010]  
 [Revised: December 12, 2011]

2) **POLICY: GBQ - CRIMINAL RECORD CHECK**

The Board shall request from **Superintendent of** the Bureau of Criminal Identification and Investigation (**BCII**) criminal record checks of candidates under final consideration for employment or appointment in the District ~~if the candidates are responsible for the care, custody or control of students.~~ **The BCII criminal records checks include information from the Federal Bureau of Investigation (FBI).**

The Board may employ persons **on the condition that the candidate submit to and pass a BCII criminal records check in accordance with State law. Any person conditionally hired who fails to pass a BCII criminal records check is released from employment.** ~~responsible for the care, custody or control of students on the condition that the candidate submit to and pass a BCII criminal record check in accordance with the Ohio Revised Code.~~ Applicants are given a separate written statement informing them that the Board ~~may use~~ a criminal record check as part of the initial hiring process and at various times during the employment career. This notice must be on a separate document which only contains this notice. The applicant’s written authorization to obtain the criminal record check will be obtained prior to obtaining the criminal records check.

Prior to taking an adverse action against an applicant or employee (such as declining to employ, reassigning an employee, denying a promotion, suspension, non-renewal or termination) based in whole or in part on a criminal record check, the applicant or employee will be given a written pre-adverse action disclosure statement which ~~will include~~ a copy of the criminal record check and the Federal Trade Commission’s notice entitled “A Summary of Your Rights Under the Fair Credit Reporting Act.”

After taking an adverse action, the applicant or employee will be given a written adverse action notice which includes the name, address and telephone number of BCII, a statement that BCII did not make the decision to take the adverse action and cannot give specific reasons for it, the individual’s right to dispute the accuracy or completeness of any information furnished by BCII and the individual’s right to an additional free criminal records ~~check~~ check from BCII upon request within 60 days. ~~Any person conditionally hired who fails to pass a BCII criminal background check shall be released from employment.~~

An applicant for employment may provide a certified copy of a BCII criminal background check to the District in compliance with the **State law** ~~Ohio Revised Code~~. The District may accept this **criminal records** ~~background~~ check in place of its own **records** ~~background~~ check if the date of acceptance by the District is within one year after the date of issuance by the BCII.

**State law requires subsequent criminal records checks every five years for all school employees except bus drivers.** For **currently employed** bus **drivers** ~~driving applicants, a BCII, county or local law enforcement agency records check is required.~~ For currently employed bus drivers, a new report is required every six years.

Payment for all employee background checks is the responsibility of the employee, except where negotiated agreement indicates otherwise. ~~Payment for volunteers will be paid by the LU-T Board of Education.~~

Any and all information obtained by the Board or persons under this policy is confidential and shall not be released or disseminated. **Criminal records checks are not public records for purposes of the Public Records Law.** Any applicant not hired because of information received from the records check shall be assured that all records pertaining to such information are destroyed.

Volunteers

Background checks for volunteers will be valid for the maximum time period in accordance with O.R.C. **The District notifies** current and prospective volunteers of extra-curricular activities, who have or will have unsupervised access to **students children** on a regular basis may, at any time, be subject to a criminal records check (BCII).

~~Payment for all employee background checks is the responsibility of the employee, except where negotiated agreement indicates otherwise.~~ Payment for volunteers will be paid by the LU-T Board of Education. **Background checks for volunteers will be valid for the maximum time period on accordance with O.R.C.**

Contractors

**Criminal records checks are required for contractors who meet the following four criteria:**

- 1) the contractor is an employee of a private company under contract with the District to provide “essential school services”;**
- 2) the contractor works in a position involving routine interaction with a child or regular responsibility for the care, custody or control of a child;**
- 3) the contractor is not licensed by ODE and**
- 4) the contractor is not a bus driver.**

[Adoption date: January 10, 2000]	[Revised: September 10, 2001]
[Revised: April 9, 2007]	[Revised: October 13, 2008]
[Revised: July 11, 2011]	[Revised: December 12, 2011]

LEGAL REFS.: Fair Credit Reporting Act 15 U.S.C. Sections 1681 et seq.  
 ORC 109.57;109.572; **109.575; 109.576**  
 2953.32  
**3301.074**  
**3314.19;3314.41**  
**3319.088; 3319.089; 3319.22; 3319.222; 3319.29; 3319.291; 3319.302;**  
**3319.303; 3319.304;** 3319.311; 3319.313; 3319.315; 3319.39;  
**3319.391; 3319.392**  
**3327.10**  
 OAC **3301-27-01**  
 3301-83-06

CONTRACT REFS.: **EEAC, School Bus Safety Program**  
 GBL, Personnel Records  
**GCBB, Professional Staff Supplemental Contracts**  
 GCD, Professional Staff Hiring  
 GCPD, Suspension and Termination of Professional Staff Members  
**GDBB, Support Staff Pupil Activity Contracts**  
 GDD, Support Staff Hiring  
 GDPD, Suspension and Termination of Support Staff Members  
 IIC, Community Instructional Resources (Also KF)  
 IICC, School Volunteers  
**KBA, Public’s Right to Know**  
 LEA, Student Teaching and Internships

**3) POLICY IGBB - PROGRAMS FOR GIFTED AND TALENTED STUDENTS**

In accordance with the belief that all children are entitled to education commensurate with their particular needs, children in the District who are gifted are provided opportunities to progress as their abilities permit. The Board believes that these children require services beyond those offered in regular school programs in order to realize their potential contribution to themselves and society.

Children who are gifted are identified annually by qualified professionals using a variety of assessment procedures. The Board encourages efforts to provide services for the children who are gifted as an integral part of the total kindergarten through grade 12 program.

Identification

The District follows the identification eligibility criteria as specified in the Ohio Revised Code and the Ohio Administrative Code.

1. The District identifies children of the District, in grades kindergarten through 12, as gifted children who perform at remarkably high levels of accomplishment when compared to other children of the same age, experience and environment, as identified under the Ohio Revised Code and Ohio Administrative Code. Accordingly, a child can be identified as exhibiting:
  - A. superior cognitive ability;
  - B. specific academic ability in one or more of the following content areas:
    - 1) mathematics;
    - 2) science;
    - 3) reading, writing or a combination of these skills and/or
    - 4) social studies;
  - C. creative thinking ability and/or
  - D. visual or performing arts ability such as drawing, painting, sculpting, music, dance or drama.
2. The District uses only those instruments approved by the Ohio Department of Education for screening, assessment and identification of children who are gifted.

District Plan for Identifying Gifted Students

The District adopts and submits to the Ohio Department of Education a plan for the screening, assessment and identification of children who are gifted. Any revisions to the District plan are submitted to the Ohio Department of Education for approval. The identification plan includes the following:

1. the criteria and methods the District uses to screen and select **children** students for further assessment of those who perform or show potential for performing at remarkably high levels of accomplishment in ~~one any~~ of the gifted areas as specified in ORC Section 3324.03;
2. the sources of assessment data the District uses to select **children** students for further testing and an explanation to parents/**guardians** of the multiple assessment instruments required to identify **children** students who are gifted as specified in ORC Section 3324.03;
3. an explanation to parents/**guardians** of the methods the District uses to ensure equal access to screening and further assessment of all District **children** students, **culturally and linguistically diverse children, children from low socio-economic backgrounds, children with disabilities** including minority or disadvantaged students, students with disabilities and **children** students for whom English is a second language;
4. **the process of notifying parents/guardians regarding all policies and procedures concerning the screening, assessment and identification of children who are gifted** provision to ensure equal opportunity for all District students identified as gifted to receive any services offered by the District;
5. **an opportunity for parents/guardians to appeal any decision about the results of any screening procedure or assessment, the scheduling of children for assessment or the placement of a student in any program or for receipt of services** provisions to develop a plan for service of identified gifted students enrolled in the district;
6. **procedures for the assessment of children who transfer into the District** provisions to publish an annual report specifying the number of students in each grade K-12 screened, the number assessed, and the number identified as gifted in each category;
7. **at least two opportunities a year for assessment in the case of children requesting assessment or recommended for assessment by teachers, parents or other children and** provisions for student to withdraw from the gifted programs or services, for re-assessment of students and for assessment of students transferring into the District and;

8. **an explanation that the District accepts scores on assessment instruments approved for use by the Ohio Department of Education that are provided by other school districts and trained personnel outside the District** ~~methods for resolving disagreements between parents and the District concerning identification and placement decisions.~~

**The District’s plan may provide for the District to contract with any qualified public or private service provider to provide screening or assessment services under the plan. Gifted education coordinators provide the District with assistance in placing students, designing services, consulting on strategic planning, evaluating services on an ongoing basis and eliciting input from parents and staff.**

**District Plan for Services**

**The District adopts and submits to the Ohio Department of Education a plan for a continuum of services that may be offered to students who are gifted.**

1. **The District ensures equal opportunity for all children identified as gifted to receive any or all services offered by the District.**
2. **The District implements a procedure for withdrawal of children from District gifted programs or services and for reassessment of children.**
3. **The District implements a procedure for resolving disputes with regard to identification and placement decisions.**
4. **Any District gifted education services are delivered in accordance with the Ohio Revised Code and the Ohio Administrative Code.**
5. **The District informs parents of the contents of this policy as required by the Ohio Revised Code and the Ohio Administrative Code.**

**Written Education Plan**

**The District provides gifted services based on the student’s area(s) of identification and individual needs and is guided by a written education plan (WEP). The WEP, which is provided to parents of gifted students and educators responsible for providing gifted education services, includes a description of the services provided, including goals for the student in each service specified, methods for evaluating progress toward achieving the goals specified and methods and schedule for reporting progress to students. The WEP also specifies staff members responsible for ensuring that specified services are delivered, policies regarding the waiver of assignments and the scheduling of tests missed while a student is participating in any gifted services provided outside the general education classroom and a date by which the WEP will be reviewed for possible revision.**

**Gifted Education Personnel**

**Gifted education instruction is provided by gifted education intervention specialists by grade level in accordance with the Ohio Administrative Code. Gifted education instruction is offered during the regular school day and may be provided in large or small groups and /or individually in a variety of settings. The depth, breadth and pace of instruction based on the appropriate content areas may be differentiated. Where differentiated instruction is provided in a regular classroom, the teacher is either licensed in gifted education or has received professional development and ongoing assistance from a gifted education intervention specialist or gifted education coordinator.**

**Annual Report and Accountability**

**The District submits, as required, a gifted education annual report to the Ohio Department of Education.**

**The District submits, as required, a gifted education data audit to the Ohio Department of Education.**

**The Superintendent/designee implements all policies and procedures in accordance with laws, rules and regulations and follows the Ohio Administrative Code rules regarding gifted education.**

[Adoption date: January 10, 2000]  
[Revised: December 12, 2011]

[Revised: March 13, 2000]

LEGAL REGS.: ORC 3324.01  
3324.02  
3324.03  
3324.05  
3324.06  
3324.07  
OAC 3301-51-15

CROSS REG.: JB Equal Educational Opportunities

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

**The Board believes that a** Students' school responsibilities are to take precedence over non-school related jobs. **However, the Board acknowledges that extenuating circumstances may surface when a student may need to forgo the traditional method of obtaining an education in order to work and provide support or care for himself/herself or his/her family members.**

If a students needs to work while attending school, **he/she is** they are cautioned against assuming work commitments which interfere with **his/her** their studies and achievement in school. Opportunities for employment are provided through work-experience programs and **other employers in accordance with the following provisions for obtaining age and schooling certificates.** as noted below:

**Age and Schooling Certificates** (Work Permits)

**All students under the age of 18 must apply for a work permit in order to legally obtain paid employment. Students, ages 16 and 17, must have valid work permits for paid employment during the school year. Students, ages 14 and 15, must obtain valid work permits for employment at all times of the year.**

In compliance with **State** law, the Superintendent/**designee** is responsible for processing requests for and issuing work permits as necessary. **Students must provide all the documentation required by State law including, but not limited to, proof of age and physical fitness. Proof must also be provided identifying the potential employer as places of employment where minors can legally work.** Employment must meet all legal requirements pertaining to jobs suitable for minors.

In-School Employment

**The Board may make available to students** Part-time and summer jobs may be open to students commensurate with their abilities and the needs of the **District** school for student **employees** help. The Board also authorizes the District to provide cooperative work-experience programs.

The Board approves appointments and establishes pay rates. These rates comply with requirements of the minimum wage law.

[Adoption date: January 10, 2000]

[Revised: December 12, 2011]

LEGAL REFS.: 48 USC 1324a et seq.  
ORC 3313.56; 3313.93  
3321.08-3321.11  
3301.01; **3331.02; 3331.04; 3331.06 through 3331.09** -3331.15  
Chapter 4109  
4111.02

CROSS REFS.: **IGADA, Work-Experience Opportunities**  
**JECE, Student Withdrawal from School (Loss of Driving Privileges)**

JEG, Exclusions and Exemptions from School Attendance

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

Materials Fees

Students enrolled in District schools are furnished basic textbooks without cost. However, a fee for consumable materials and supplies used in the instructional program is established at the beginning of each school year and may vary as the cost of materials and supplies fluctuates. **Such fees are to be deposited in the rotary operating funds of the Board to defray the cost of the materials and supplies.**

**The Board directs the Superintendent/designee to prepare a schedule of fees for materials to be used in courses of instruction and a schedule of charges that may be imposed for damage to school property.**

**The District does not charge students eligible for free lunch under the National School Lunch Act or Child Nutrition Act a fee for any materials needed to participate fully in a course of instruction. Any fees charged to students eligible for free lunch under the National School Lunch Act or Child Nutrition Act, will be charged in compliance with State and Federal law. This exception only applies to recipients of free lunch, not students who receive reduced-price lunch.** ~~If the District receives Ohio Works First Assistance, it cannot charge a student recipient of Aid to Dependent Children or Disability Assistance a fee for any materials needed to participate fully in a course of instruction.~~ This provision does not apply to extracurricular activities and student enrichment programs that are not a course of instruction.

Fines

When school property, equipment or supplies are damaged, lost or taken by individuals, a fine is assessed. The fine is reasonable, seeking only to compensate the school for the expense or loss incurred. **Free lunch eligibility does not exempt a student from paying fines for damage to school property.**

The late return of borrowed books or materials from the school libraries is subject to appropriate fines.

All fines collected are sent to the Treasurer for deposit in the general fund of the Board.

Collection of Student Fees and Fines

The administration may establish regulations for the collection of student fees and fines.

**Grades and credits are not** ~~No diploma shall be delivered to a graduating senior nor shall any transcript be made available to any student, graduate or to anyone requesting same on his/her behalf until all fees and fines for that student have been paid in full. Participation in extracurricular field trips will not be permitted unless payment has been received. Students will be prohibited from participating in commencement exercises unless payment has been received.~~

~~The criteria utilized for the determination of financial need will be eligibility for free or reduced lunch through the District's food services program. A waiver of confidentiality (free/reduced lunch program form) must be completed before a student's fee will be waived or reduced.~~

Collection Process

1. The principal will advise parents of fees due at the beginning of the school year.
2. The first week of October, the principal will send a letter from the Treasurer and an invoice to parents of students with outstanding fees and fines.
3. A payment schedule may be arranged at the building level with full payment to be received by June 15.

[Adoption date: October 9, 2006] [Revised: December 12, 2011]

LEGAL REFS.: ORC 3313.642; 3329.06



CROSS REFS.: IGCB, Experimental Programs  
IGCD, Educational Options (Also LEB)

- B. “RACE TO THE TOP” COMMITTEE:** Members of the District Race to the Top Committee will provide an update.
  
- C. CONSTRUCTION PROJECT UPDATE:** There will be an update on the progress of the high school renovation and new middle school construction.
  
- 13. EXECUTIVE SESSION:** An Executive Session is requested in order to discuss the employment of a public employee.

  - A. GO INTO EXECUTIVE SESSION:** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to go into Executive Session at \_\_\_\_\_ p.m. Cosgray, \_\_\_\_\_; Hochradel, \_\_\_\_\_; Hutton, \_\_\_\_\_; Raver, \_\_\_\_\_; Brate, \_\_\_\_\_.
  
  - B. RETURN FROM EXECUTIVE SESSION:** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to return from Executive Session at \_\_\_\_\_ p.m. Hochradel, \_\_\_\_\_; Hutton, \_\_\_\_\_; Raver, \_\_\_\_\_; Brate, \_\_\_\_\_; Cosgray, \_\_\_\_\_.
  
- 14. NEXT REGULAR MEETING:** The next Board of Education Meeting will be held on Monday, December 12, 2011, at 7:00 p.m. at the Liberty Union High School Library.
  
- 15. ADJOURN:** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adjourn at \_\_\_\_\_ p.m. Hutton, \_\_\_\_\_; Raver, \_\_\_\_\_; Brate, \_\_\_\_\_; Cosgray, \_\_\_\_\_; Hochradel, \_\_\_\_\_.