

**MARIETTA CITY SCHOOL DISTRICT
BOARD OF EDUCATION
111 Academy Drive
Marietta, Ohio 45750
January 7, 2013**

The Marietta City School District Board of Education held its organizational meeting on Monday, January 7, 2013 at the Administrative Offices located at 111 Academy Drive in Marietta, Ohio. All Marietta City School District Board of Education meetings are recorded. Please refer to the audio recording for a detailed account of this meeting.

The President *pro tem*, Mr. Gault called the organizational meeting to order at 5:30 P.M.

Roll Call:

Members Present: Mr. Atkins, Mrs. Burton, Mr. Hutchinson, Mrs. Myers,
Mr. Gault

Members Absent:

The President *pro tem* invited all to join in the Pledge of Allegiance to the flag of the United States.

Res. #2013-01 The President *pro tem* invited nominations for the position of President of the Board of Education. Mrs. Myers nominated Mr. Gault for President of the Board of Education. Mr. Gault accepted the nomination. The President *pro tem* invited other nominations. When no other nominations were heard, the President *pro tem* declared the nominations closed.

The President *pro tem* called for a vote on the nomination of Mr. Gault to be elected President of the Board of Education.

Mr. Gault called for a vote: Yeas: Mr. Atkins, Mrs. Burton, Mr. Hutchinson,
Mrs. Myers, Mr. Gault
Nays: None

The President *pro tem* declared the nominee, Mr. Gault, elected President of the Marietta City School District Board of Education.

Res. #2013-02 Mr. Gault invited nominations for the position of Vice President of the Board of Education. Mrs. Burton nominated Mrs. Myers for Vice President of the Board of Education. Mrs. Myers accepted the nomination. Mr. Gault invited other nominations for Vice President of the Board of Education. When no other nominations were heard, the President declared the nominations closed. Mr. Gault then called for a vote on the nomination of Mrs. Myers to be elected Vice President of the Board of Education.

Mr. Gault called for a vote: Yeas: Mr. Atkins, Mrs. Burton, Mr. Hutchinson,
Mrs. Myers, Mr. Gault
Nays: None

Mr. Gault declared the nominee, Mrs. Myers, elected Vice President of the Marietta City School District Board of Education.

Res. #2013-03 Mrs. Myers moved and Mrs. Burton seconded the motion.

G-1 BE IT RESOLVED, that the Marietta City School District Board of Education appoint Mr. Hutchinson to the OSBA Legislative Liaison Committee for the 2013 calendar year.

The President called for a vote: Yeas: Mr. Atkins, Mrs. Burton, Mr. Hutchinson,
Mrs. Myers, Mr. Gault
Nays: None

The President declared the resolution adopted.

Res. #2013-04 Mr. Gault moved and Mrs. Myers seconded the motion.

G-2 BE IT RESOLVED, that the Marietta City School District Board of Education appoint Mr. Atkins to the OSBA Student Achievement Liaison for the 2013 calendar year.

The President called for a vote: Yeas: Mr. Atkins, Mrs. Burton, Mr. Hutchinson,
Mrs. Myers, Mr. Gault
Nays: None

The President declared the resolution adopted.

CONSENT AGENDA – Items G-3 – G-11

Res. #2013-05 Mr. Hutchinson moved and Mr. Atkins seconded the motion to accept the consent agenda items.

G-3 WHEREAS, Section 3315.15 of the Ohio Revised Code authorizes a board of education to establish a Service Fund for the purpose of paying the expenses of board members incurred in the performance of their duties, or of the official representatives when sent out of the school district on school business, the Service Fund, as per law, being based upon a sum not to exceed Two dollars (\$2.00) per pupil or Twenty thousand dollars (\$20,000.00), whichever is greater; therefore

BE IT RESOLVED, that the Marietta City School District Board of Education establish a Service Fund in the amount of \$5,000.00 to be paid from the General Fund and that the official enrollment of the Marietta City Schools, in October 2011, be certified to the Board at 2995.

G-4 WHEREAS, Revised Code Section 3313.15 and 3313.16 prescribe regulations for establishing regular and special meetings of the Board of Education; therefore

BE IT RESOLVED, that the Marietta City School District Board of Education approve the following rules and regulations for holding regular and special meetings for the 2013 calendar year:

Regular Meetings:

Place: Marietta City Schools Board of Education, 111 Academy Drive
Time: 5:30 P.M.
Date: Fourth Monday of each month unless changed by board.

Special Meetings:

In accordance with Section 3313.06 ORC, the President, Chief Fiscal Officer or any two board members may call a special meeting of the board by signing and sending written notice to all board members at least two days prior to the date of such meeting. Additionally, in accordance with Section 121.22 ORC, any news media or citizen requesting notification of special meetings and meeting the requirements of Section 122.22(F) ORC will receive notice at least twenty-four hours in advance; however, in the case of emergency meetings of the board, the news media or citizen will receive immediate notification of the time, place, and purpose of the meeting.

Executive Session:

The Board will hold executive sessions only at regular and special meetings for the following reasons:

- a. The appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or the investigation of charges or complaints against an employee or official or student unless the employee or official or student requests a public hearing.
- b. The purchase of property for public purposes or the sale of property at competitive bidding.
- c. Conferences with the board's attorney to discuss matters which are the subject of pending or imminent court action.
- d. Preparing for, conducting, or reviewing negotiations or bargaining/sessions with employees.
- e. Matters required to be kept confidential by federal law or rules or state statutes.
- f. Specialized details of security arrangements.

G-5 BE IT RESOLVED, by the Board of Education of the Marietta City School District, Washington County, Ohio,

SECTION 1. That the Auditor of Washington County be and he is hereby requested to issue an order to the Treasurer of Washington County to pay to the CFO of this Board of Education such funds as may be available for distribution by said County Treasurer.

SECTION 2. That the President or Vice President be and he is hereby authorized to sign and the CFO to countersign the necessary documents to secure the semi-annual settlement with the County Treasurer during the calendar year 2013.

SECTION 3. That the authorization herein conferred shall extend to any advances that may be requested during the calendar year 2013.

SECTION 4. That the CFO of the Board be and he is hereby authorized and directed to certify a copy of this resolution to the County Auditor as may be necessary to make this resolution effective.

WHEREAS, it is essential that the business affairs of the Marietta City School District Board of Education must be consistent and continuous to carry out the financial responsibilities of the Board; therefore

BE IT RESOLVED, that the Board of Education authorizes the CFO of the Board to invest funds that are not needed immediately allowing the Board of Education to earn the maximum interest possible, and

BE IT FURTHER RESOLVED, that all investments so made be presented to the Board of Education for approval at the next regular meeting.

WHEREAS, all funds of the school district are deposited into an interest bearing account, with interest to be paid each month, and

WHEREAS, it is the duty of the Board of Education to assign the interest to any fund, other than the General Fund; therefore

BE IT RESOLVED, that the Marietta City School District Board of Education assign the interest earned on the Bond Retirement, all Food Services Funds, Euna Brown Trust Fund, and Auxiliary Services Fund, to the respective funds, with the interest to be calculated on the fund balance each month at the rate of interest paid on the NOW checking account, all other interest earned will stay in the General Fund.

WHEREAS, if the collection of Real Estate Taxes for 2013 is delayed, the possibility would exist of an insufficient amount of money in the treasury of the school district to meet current operating costs of the district, and

WHEREAS, it will be necessary to obtain funds to meet and make payment of such demand, and

WHEREAS, there will come into the treasury of the district, current revenue for the present fiscal year and advance draws as soon as collection is made from the Real Estate and Personal Property Taxes, and

WHEREAS, this board is authorized by law to borrow money and issues notes in anticipation of the collection of such revenue which is deemed appropriate for the payment of such notes at maturity,

BE IT THEREFORE RESOLVED, that in anticipation of the receipts of such moneys and for the purpose of meeting payment of current operating demands, this Board of Education authorizes the President of the Board and the CFO to arrange for the borrowing of an amount required for meeting the payrolls and payment of bills from the depository offering the lowest interest rate the aggregate sum borrowed not to exceed \$500,000.00 and to mature in four (4) months or less; and that the President and CFO be and are authorized to execute and deliver notes therefore to secure the same, and place the moneys thus obtained to the account of the General Fund in the treasury of the school district, and

BE IT FURTHER RESOLVED, that a copy of this resolution shall be certified by the CFO to the County Auditor, and the certificate as to availability of funds be requested as needed to present to the bank.

WHEREAS, it is essential that the business affairs of the Marietta City School District Board of Education must be consistent and continuous to carry out the financial responsibilities of the Board, and

BE IT FURTHER RESOLVED, that the practice of computing annual salary amounts rounded to the nearest dollar be continued, and

BE IT FURTHER RESOLVED, that the CFO be authorized to sign the warrants of the school district, and

BE IT FURTHER RESOLVED, that the Board of Education advised by the CFO of the requirement to purchase various products and services from the Ohio Industries for the Handicapped, Inc., a qualified non-profit agency for persons with severe disabilities (Ohio Revised Code Section 4115.34). The CFO also informed the Board of Education that from previous experience the products available are not of the same quality of the products currently being used and the prices are often higher; therefore

BE IT RESOLVED, that the Board of Education adopt this resolution to authorize the CFO of the Board and the Administration to carry out the intent of the adopted appropriation of meeting payroll obligations, purchasing, and paying the bills and other such affairs that permit an orderly operation of the schools (O.R.C. 3313.18).

G-6 WHEREAS, the Marietta City School District Board of Education wishes to support the efforts of other boards of education to obtain favorable judicial decisions, and

WHEREAS, the Ohio School Boards Association Legal Assistance Fund has been established for this purpose; therefore

BE IT RESOLVED, that the Marietta City School District Board of Education hereby resolves to join the Ohio School Boards Association Legal Assistance Fund for the calendar year 2013 and authorizes the Chief Fiscal Officer to pay the Legal Assistance Fund \$250.00.

G-7 WHEREAS, to authorize the Superintendent, on behalf of this Board, to accept resignations which have been submitted by employees during times when this Board is not in session, subject to ratification by this Board; provided however, that upon ratification by this Board, such resignations shall be deemed effective as of the date and time of the Superintendent's acceptance; therefore

BE IT RESOLVED, the authorization provided by this resolution shall [remain in effect until withdrawn by formal action of this Board] [commence on January 1, 2013 and remain in effect through December 31, 2013].

**G-8
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WHEREAS, to authorize the Superintendent, during periods when this Board is not in session, to make offers of employment directly to candidates for either teaching or nonteaching positions on behalf of this Board, and to acknowledge acceptance of such offers on behalf of this Board, subject to a subsequent vote of ratification by this Board; provided however, that upon ratification by this Board, the employment shall be deemed effective as of the date and time of the employee's acceptance of the Superintendent's offer, and

WHEREAS, nothing in this resolution shall require the Board of Education to employ or continue to employ an individual who has not provided a criminal records check satisfactory to the Board or who has not satisfied any other prerequisite to employment created by law or Board policy; therefore

BE IT RESOLVED, the authorization provided by this resolution shall [remain in effect until withdrawn by formal action of this Board] [commence on January 1, 2013 and remain in effect through December 31, 2013].

G-9 WHEREAS, in the conduct of business of the Marietta City School District Board of Education, it is useful and efficient to utilize the services of individual members of the board on specific committees and as representatives to various district organizations; now therefore

BE IT RESOLVED, that the following appointments as submitted be accepted and agreed upon by the named members.

G-10 WHEREAS, the following job descriptions for classified positions have been revised; therefore

BE IT RESOLVED, that the new or revised job descriptions for the following positions be approved.

1. Maintenance Specialist with air conditioning emphasis – Building and Grounds (revised)
2. Groundskeeper – Building and Grounds (revised)

File: GDA

POSITION DESCRIPTION

JOB TITLE: MAINTENANCE SPECIALIST WITH AIR CONDITIONING EMPHASIS
DEPARTMENT: BUILDING & GROUNDS
REPORTS TO: BUILDING & GROUNDS MANAGER
PAYMENT BASIS: HOURLY

BASIC FUNCTIONS & SUPERVISION:

Under the immediate supervision of the Building & Grounds Manager, the position performs a variety of skilled, semiskilled or unskilled tasks in several trades with an emphasis of repair and instillation of air conditioners in the maintenance of all district facilities.

RESPONSIBILITIES:

Position substitutes in all buildings for custodians and assumes their responsibilities.
Position is capable of making “skilled” level repairs to air conditioning, electrical and mechanical equipment.
Position performs installations, replacements and repairs to district buildings and grounds in safe and professional manner consistent with applicable buildings and safety codes.
Licensed to purchase and install “Freon” Refrigerant”.
Position may order/purchase parts and materials as required to complete a specific job.
Position supervises/trains maintenance helper, substitute and casual labor personnel.
Position accepts other responsibilities as may be assigned.

MINIMUM JOB QUALIFICATIONS :

- 1) High School Graduate or G.E.D. Certificate.
- 2) Valid Ohio Driver License.
- 3) Have verifiable training and be licensed to purchase and install Freon in a wide array of air conditioning units that are used across the district.
- 4) Be able to obtain a valid Ohio Low Pressure Boiler Operator’s License within 6 months.
- 5) Verifiable Vocational or Military Service Training and 3 years experience or 7 years related experience.
- 6) Ability to lift 70 lbs. dead weight.

POSITION DESCRIPTION

JOB TITLE: GROUNDSKEEPER
DEPARTMENT: BUILDING & GROUNDS
REPORTS TO: FACILITIES MANAGER

BASIC FUNCTIONS & SUPERVISION:

Under the immediate supervision of the Facilities Manager, the position maintains all district grounds and athletic fields in a manner consistent with applicable Federal, State or local regulations and policies.

RESPONSIBILITIES:

General grounds care including: mowing, watering, fertilizing, aerating, pruning, reseeding and chemicals treatment. Position operates various equipment, tractor/loader, mowers, disc seeder, trimmers, aerator, paint stripper, dump truck, snow blade, gang mower, flail mower, rollers and drags.

Position works with contracted companies to promote Turf Maintenance program and may require some overnight travel for the purpose of training. Position is responsible for maintenance, and care of the districts athletic fields to insure a safe and playable surface for athletes.

Position supervises casual labor as may be assigned.

Position is responsible for maintaining records as required by the Ohio Department of Agriculture as well as soil test results that may be required.

Position fulfills custodial responsibilities as may be assigned in the absence of the regular employee.

Position performs operational and preventative maintenance on all grounds equipment per manufacturer's specifications.

Position will be expected to substitute as a substitute school bus driver when necessary.

Position accepts other responsibilities as may be assigned.

MINIMUM JOB QUALIFICATIONS:

- 1) High School Graduate or G.E.D. Certificate.
- 2) Valid Ohio CDL Driver's License with school bus classification.
- 3) Ability to lift 75 lbs dead weight.
- 4) Three (3) years related work experience or appropriate educational training.
- 5) Must possess within six (6) months and maintain valid Ohio Pesticide Licenses – Certified Public Operator for Turf and Industrial Vegetation.

Revised: 12/27/12

G-11 WHEREAS, the Ohio Department of Education requires a preschool waiver to serve more than 8 preschool children with disabilities in one class; therefore

BE IT RESOLVED, that the Marietta City Schools Board of Education approves the Ohio Department of Education Waiver to serve one additional preschool student in classroom #2, PM class, as required by the Ohio Department of Education

Mr. Gault called for a vote: Yeas: Mr. Atkins, Mrs. Burton, Mr. Hutchinson,
Mrs. Myers, Mr. Gault
Nays: None

The President declared the consent agenda items approved.

H. Safety/Security Discussion

Res. #2013-06 Mr. Hutchinson made a motion to adjourn the organizational meeting.
Mr. Atkins seconded the motion.

Mr. Gault called for a vote: Yeas: Mr. Atkins, Mrs. Burton, Mr. Hutchinson,
Mrs. Myers, Mr. Gault
Nays: None

The President declared the motion passed and the organizational meeting adjourned at 6:47 P.M.

ATTEST:

Greg Gault, President

Matthew S. Reed, Chief Fiscal Officer