

**MARIETTA CITY SCHOOL DISTRICT  
BOARD OF EDUCATION  
111 Academy Drive  
Marietta, Ohio 45750  
February 22, 2016**

The Marietta City School District Board of Education held a regular meeting on Monday, February 22, 2016 at the Board of Education, 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, Mr. Hutchinson, called the meeting to order at 5:30 P.M.

**Roll Call:**

Members Present: Mr. Atkins, Mrs. Burton, Mr. Garrison, Mrs. Myers, Mr. Hutchinson  
Members Absent: None

Mr. Hutchinson invited all to join in the Pledge of Allegiance to the flag of the United States.

**PRESENTATIONS AND COMMENDATIONS**

- Bert Goddard – Peoples Bank/MHS Alumni Association – Grants 7 out of 8 received/\$3,125
- Sydney Beavers spoke regarding adding dance to MHS.

**CITIZEN FORUM**

- None

**REPORTS AND COMMENTS**

**BOARD:**

- Wendy Myers gave an update on OSBA Policy
- Bill Hutchinson discussed the Putnam addition and Chip Pickering/Solar Energy

**SUPERINTENDANT & STAFF:**

- Will Hampton discussed the Safety Policy
- Tasha Werry discussed the Partners In Education, Straight A Grant, and Pio-Pitch
- Jona Hall discussed the Audit for Federal Programs, Title I nights, and Re-applying for the Chinese Teacher
- Brittany Schob discussed Partners In Education

**APPROVAL AND ACCEPTANCE ACTIONS**

**Res. #2016-13** Mrs. Myers made a motion to accept the minutes as presented for the organizational meeting held on January 7, 2016 and the regular meeting held on January 25, 2016. Mrs. Burton seconded the motion.

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

The President declared the motion passed and the minutes adopted as presented.

**Res. #2016-14** Mrs. Myers made a motion to approve and authorize the following financial data as presented by the Chief Fiscal Officer. Mrs. Burton seconded the motion.

- Record of Cash and Investments – January 31, 2016
- Financial Report by Fund/SCC – January 31, 2016
- General Financial Report – SM2 – January 31, 2016
- General Fund Budget Summary – January 31, 2016
- Amend FY 2016 Permanent Revenue and Appropriations with the legal level control set at the Fund Level
- Transfers and Advances
- Check register
- Fiscal Officers Certification

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

The President declared the motion passed and financial data adopted as presented.

**CONTRIBUTIONS AND GIFTS**

**Res. #2016-15** Mrs. Myers made a motion and Mrs. Burton seconded the motion to accept the following donations:

**G(3) WHEREAS**, Mr. Mark Sanford of Muskingum University, has donated \$500.00 and Mount Vernon Nazarene University has donated \$250.00 to Marietta City Schools,

**WHEREAS**, The Marietta Welfare League, has donated \$4,555.00 to Marietta City Schools, therefore,

**BE IT RESOLVED**, that the Marietta City School District Board of Education accept these donations, and

**BE IT FURTHER RESOLVED**, by the Marietta City School District Board of Education, that these gifts be accepted with appreciation.

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

The Vice President declared the motion passed and donations accepted as presented.

**H. RECOMMENDED ACTIONS**

1. Old Business
  - a. None
  
2. New Business
  - a. Resignations and/or Leave of Absence  
Professional Staff, Schedule A-16-02  
Classified Staff, Schedule B-16-02
  
  - b. Appointments:  
Professional Staff, Schedule E-16-02 (subs and tutors)  
Classified Staff, F-16-02 (appointments)  
Classified Staff, Schedule G-16-02 (substitutes)  
Educational Aides, Schedule I-16-02 (volunteers)  
Reassignment, Schedule R-16-02 (classified)  
Professional Staff, Educational Improvement Program

CONSENT AGENDA - Items 2a through 2i

**Res. #2016-16** Mr. Garrison made a motion and Mrs. Myers seconded the motion to accept the consent agenda items 2a through 2i

**2a**

**BE IT RESOLVED**, by the Marietta City School District Board of Education, that upon the recommendation of the Superintendent of Schools, the resignations and/or leaves of absence, for both professional and classified personnel, be approved, effective at the date shown.

Schedule A-16-2  
RESIGNATIONS and/or LEAVES OF ABSENCE  
Professional Staff

NAME	POSITION	REMARKS
Mr. Dennis Riley	MHS Social Studies	Resignation eff. 2/29/16

Schedule B-16-2  
RESIGNATIONS and/or LEAVES OF ABSENCE  
Classified Staff

NAME	POSITION	REMARKS
Mr. Brian Ketelsen	MMS Track	Resignation effective 2/1/16

2b

**BE IT RESOLVED**, by the Marietta City School District Board of Education, that upon the recommendation of the Superintendent of Schools, the employment of the following professional and classified personnel (pending receipt of proper certification from the State Department of Education, BCII and FBI approval, be approved, effective at the dates and terms shown.

Schedule E-16-02  
 SUBSTITUTES AND TUTORS  
 For the 2015-16 School Year

NAME	POSITION	REMARKS
Susan Butler	Tutor-2 hrs./week	\$20.00/hr.
Jennifer Buchanan	Tutor-5 hrs./week	\$20.00/hr.
Kaleb Smith	Sub.-Adol. to Y.A.	\$90.00/day
Mr. Jeremy Yehl	School Psychologist	\$40.00/hr.

Schedule F-16-02  
 APPOINTMENTS-CLASSIFIED STAFF  
 For the 2015-16 School Year

NAME	POSITION	REMARKS
James Thrash	MHS Varsity Baseball	\$3,635.00 2/22/16-6/11/16
		\$2,423.00 3/7/16-6/11/16
Scott Canter	MHS Asst. Var. Girls Track	\$2,423.00 2/22/16-6/11/16
	MHS J.V. Softball	\$2,121.00 2/22/16-6/11/16
Carl John Pollard		Step 1 - 8 hrs./day 12 mo.
	MMS Softball Coach	\$10.68 hr. eff. 2/18/16
Emmy Alkire		
	Custodian I - MMS	
Alex Goodman		

Schedule G-16-02  
 SUBSTITUTES - Classified Staff  
 For the 2015-16 School Year

NAME	POSITION	REMARKS
Kimberly Vuksic	Secretary/Aide/Attendant	\$9.00/hr. Eff. 2/2/16

Schedule I-16-2  
 APPOINTMENTS - Educational Aides  
 For the 2015-16 School Year

Name	Salary
Aron McIntire	Volunteer-Baseball
Scott Hollister	Volunteer-Baseball
Amber Heiss	Volunteer
Teresa Adams	Volunteer
Kamal Atwat	Volunteer
Austin Best	Volunteer

Mark Ehrenberg	Volunteer
Lynn Graham	Volunteer
Kelly Kitchen	Volunteer
Amanda Riess	Volunteer
Lynette Seevers	Volunteer
Brooke Tucker	Volunteer
Barbara Foy	Volunteer
Treva Caltrider	Volunteer
Joseph Crone	Volunteer
Janet Hall	Volunteer
Steven Hall	Volunteer
Tonia Hall	Volunteer
Corey Loman	Volunteer
Jennifer Loman	Volunteer

Schedule R-16-02  
REASSIGNMENT –Classified Staff  
For the 2015-16 School Year

NAME	PRESENT	NEW
Larrey Christopher	Custodian I - MMS	Custodian I - MHS

EDUCATIONAL IMPROVEMENT PROGRAM

NAME	SEM. HRS.	QTR. HRS.	AMOUNT
Coleen Fleming	1		\$95.00

**2c**

**WHEREAS**, the Marietta City School District Board of Education is authorized to secure property insurance coverage including, but limited to Flood Insurance, and

**WHEREAS**, the Hayes Insurance Agency, Marietta, Ohio, has provided an insurance program renewal quote from the Selective Insurance Company of Southeast with a term of 03/16/16 through 03/15/17, for the Harmar Elementary School with coverage limits set at \$276,000 for the building, with a \$4,000 deductible and \$48,000 for the contents, with a \$4,000 deductible and a stated premium of \$5,280; now therefore

**BE IT RESOLVED**, that the aforementioned quotation is accepted and the Chief Fiscal Officer be authorized to sign the insurance policy and the Chief Fiscal Officer is authorized to process payment in the above stated amount.

**2d**

**WHEREAS**, the following job descriptions for professional and classified positions have been added or revised: therefore

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

File: GCADB

Marietta City Schools  
Job rating specifications

**JOB TITLE:** Transportation Manager

**JOB DESCRIPTION:** Under the general supervision of the Superintendent, this staff member shall have the supervisory responsibility for the pupil transportation program.

The major duties and responsibilities are as follows:

1. Responsibility for the general supervision of all employees under his/her supervision as their jobs relate to driving habits, work habits, appearance, personal conduct, state and local rules and regulations.
2. Assist in recruitment, selection and recommendation of regular and substitute bus drivers.
3. Conduct orientation and pre-service training for bus operation and licensing of new drivers in conjunction with the required state pre-employment program.
4. Develop and coordinate in-service education program for bus drivers to include such subjects as first aid training, vehicle operation, state laws, student discipline, etcetera.
5. Maintain transportation records, check route times, and secure information and complete all state bus transportation reports.
6. Supervise operation of bus garage to include implementation of a preventive maintenance program, vehicle service schedules, dispatch of vehicles for fleet breakdowns on the road, securing of parts, and maintenance log for each vehicle.
7. Requisition and order parts and materials for transportation, and other items such as gasoline, oil, grease, tires, and anti-freeze.
8. Prepare bus fleet for annual inspection by the State Highway Patrol.
9. Develop route schedules each summer for the coming school term and operation thereafter to include maintenance mapping in each individual bus route.
10. Check walk distance of students when residence is reported to be beyond walk limits as provided in board policy.
11. Coordinate in resolution of student discipline problems in cooperation with drivers and school administrators.

12. Make recommendations concerning safety hazards to include, but not limited to, fleet equipment, student loading and unloading procedures, bus stops and traffic or road conditions.
13. Investigate and prepare written reports of all accidents involving any school-owned vehicle and file copies with the Superintendent.
14. Supervise mechanics in the performance or routine maintenance of vehicles during the year, delegating work to the garage personnel as required. Preparation for the State Highway Patrol annual inspection will be a major responsibility in this area.
15. Annually evaluates the work of all personnel under his direct supervision.
16. Assist in preparation of specifications for bus bodies and chassis, fuel, tires and equipment.
17. Maintain a current list of all rolling stock.
18. Maintain a bus replacement schedule.
19. The establishment and maintenance of a system of internal accounting controls.
20. Perform other duties and responsibilities as may from time to time be assigned by the Superintendent and falling within the competence of the individual holding the position and the scope of this position.
21. Maintain insurance records with insurance company for the entire district.
22. Maintain drug testing protocol for all safety sensitive personnel.

Recommended Qualifications: Bachelors Degree, Supervisory/Team building experience. Building trade experience, Mechanical skills knowledge aptitude and strong communication skills.

Revised: 2/16

File: GDA

Marietta City Schools  
Job rating specifications

JOB TITLE: Building and Grounds Maintenance Supervisor

**JOB DESCRIPTION:** Under the general supervision of the Superintendent, this staff member shall have the supervisory responsibility for the buildings and grounds maintenance program.

The major duties and responsibilities are as follows:

1. Responsibility for the general supervision of all employees under his/her supervision, including custodial and maintenance, as their jobs relate to work habits, appearance and personal conduct.
2. Shall be responsible for maintenance and upkeep of all buildings and grounds throughout the year.
3. Shall organize and supervise all members of the maintenance staff during routine maintenance operations as well as in emergency situations whenever they occur.
4. Shall assign and supervise all members of the custodial staff and work with principals to promote the most effective custodial-maintenance program throughout the school year.
5. Shall work with maintenance and custodial staff to facilitate preventative maintenance procedures.
6. Shall, in conjunction with the building principal and custodians, submit quarterly school inspection reports and initiate preventive maintenance programs for all facilities used in conjunction with this report.
7. Shall assist in planning daily, weekly and seasonal work (summer) to facilitate the completion of maintenance and operational projects.
8. Shall plan to have facilities supervised when used by school groups or other groups both during and after regular hours.
9. Shall be responsible for maintaining inventory control of janitorial supplies and the distribution of these items as required.
10. Shall prepare a list annually of items and specifications for janitorial supplies for building purposes and submit to the Treasurer for bidding purposes.
11. Maintain a five (5) year maintenance plan in terms of maintaining and improving school facilities.
12. Shall assist in preparation of specifications for bidding all maintenance projects.
13. Shall keep and update a record of all utility costs by building.
14. Recommend and evaluate the cost effectiveness of energy-management programs for the various buildings in the Marietta City School System.
15. In conjunction with the Superintendent, building principals, treasurer, energy coordinator and custodians assist in the following areas:
  - a. Building budget
  - b. Allocation of maintenance resources
  - c. Insurance appraisals



- d. Inter-school maintenance and operation comparisons
- e. Safety and health program appraisals
- f. Renovation or abandonment decisions
- g. Short term maintenance planning and scheduling
- h. Long range maintenance planning, scheduling and renovation
- i. Maintaining cost of labor and materials for maintenance projects

16. Perform other duties and responsibilities as may from time to time be assigned by the Superintendent and falling within the competence of the individual holding the position and the scope of this position.

17. Underground fuel tanks: License to operate underground fuel tanks. Maintain a Class A-operators license.

Recommended Qualifications: Bachelors Degree, Supervisory/Team building experience. Building trade experience, Mechanical skills knowledge aptitude and strong communication skills.

Revised: 2/16

**2e**

**WHEREAS**, Ohio School Board Association has made suggested revisions to the following required board policies and

**WHEREAS**, The administration and the board policy committee have reviewed and made appropriate changes to these policies,

**THEREFORE, BE IT RESOLVED**, that these policies be adopted and revised by the board of Marietta City Schools.

File: AFC-1 (Also GCN-1)	Evaluation of Professional Staff Ohio Teacher Evaluation System
File: AFC-2 (Also GCN-2)	Evaluation of Professional Staff Administrators Both Prof. and Support
File: EEAC	School Bus Safety Program
File: EEACD	Drug Testing for District Personnel Required To Hold A Commercial Driver's License
File: GCB-2-R	Professional Staff Contracts And Supplemental Plans (Administrators)
File: GCN-1 (Also AFC-1)	Evaluation of Professional Staff

File: GCN-2 (Also AFC-2)	Ohio Teacher Evaluation System
File: IGBE	Evaluation of Professional Staff
File: IKF	Administrators Both Prof. and Support
File: JECAA	Remedial Instruction
	Intervention Services
	Graduation Requirements
	Admission of Homeless Students

**2f**

**WHEREAS**, the Marietta City School District has a need for mail services, and

**WHEREAS**, WASCO Inc. offers such services; therefore

**BE IT RESOLVED**, that the Marietta City School District enter into an agreement with WASCO Inc. to provide these mail services for the period of February 1, 2016 to January 31, 2017.

**2g**

**BE IT RESOLVED**, by the Marietta City School District Board of Education, that upon the recommendation of the Superintendent of Schools, the Board of Education approve the following list of student teachers for field experience in Marietta City Schools, (effective January 25, 2016 – April 15, 2016) for second semester of the 2015-16 SY.

Student	Hosting School	Hosting Teacher
Ms Sarah Bishop	Marietta High School	Mr. Casey Mercer
Mr. Connor Busby	Marietta High School	Mr. Casey Mercer
Ms. Morgan Frederic	Marietta High School	Mr. Casey Mercer
Ms. Tabby Lewis	Marietta High School	Mr. Casey Mercer

**2h**

**WHEREAS**, the Marietta City School District has a need for natural gas services, and

**WHEREAS**, Interstate Gas Supply, Inc. offers such services at a fixed price of \$2.79 per MCF; therefore

**BE IT RESOLVED**, that the Marietta City School District enter into an agreement with Interstate Gas Supply, Inc. to provide these services for the period of May 1, 2016 to April 30, 2017.

2i

**WHEREAS**, The Budget Commission of Washington County, Ohio, the responsibility to certify tax levy pursuant to provision contained in Chapter 5705 of the Ohio Revised Code, and

**WHEREAS**, The **Marietta City School** District Board of Education in accordance with the provisions of law has previously adopted a Five Year Forecast commencing July 1, 2016, and

**WHEREAS**, The Budget Commission of Washington County, Ohio has conferred with the School Board Treasurer concerning the Five Year Forecast during a meeting held on February 9, 2016; therefore

**BE IT RESOLVED**, By the Budget Commission of Washington County, Ohio, that the rate of each tax necessary to be levied within and without the ten mill limitation shall be divided in accordance with the Amounts and Rates As Determined By The Budget Commission.

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

The President declared the resolutions approved as presented.

**Res. # 2016-17** Mrs. Burton made a motion to adjourn the regular meeting. Mr. Garrison seconded the motion.

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

The President declared the motion passed and the regular meeting adjourned at 6:00 P.M.

**ATTEST;**

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William Hutchinson, President

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Franklin Antill, Chief Fiscal Officer

February 22, 2016