

**MARIETTA CITY SCHOOL DISTRICT  
BOARD OF EDUCATION  
111 Academy Drive  
Marietta, Ohio 45750  
March 24, 2014**

The Marietta City School District Board of Education held a regular meeting on Monday, March 24, 2014 at the Administrative Offices located at 111 Academy Drive, 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 5:31 P.M.

**Roll Call:**

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

**CITIZEN FORUM**

**PRESENTATIONS AND COMMENDATIONS**

- Jubilee Gardens and Noble Correctional Compost – Jennifer Currey and Jim Coutts.

**REPORTS AND COMMENTS**

**BOARD:**

- Mr. Atkins gave updates on the Wi-Fi.
- Mrs. Burton commended The Legally Blonde presentation.
- Mrs. Burton commended the Winter Choir Concert.
- Mrs. Myers gave an update on the Board Policy Manual.
- Mr. Gault commended The Legally Blonde presentation.
- Mr. Hutchinson welcomed back Dr. Fleming.

**SUPERINTENDENT:**

- Mrs. Kunze gave an update on the Third Grade Guarantee.

**APPROVAL AND ACCEPTANCE ACTIONS**

**Res. #2014-17** Mrs. Myers made a motion to accept the minutes as presented for the regular meeting held on February 24, 2014. Mrs. Burton seconded the motion.

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

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

**Res. #2014-18** 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 – February 27, 2014

- Financial Report by Fund/SCC – February 27, 2014
- General Financial Report – SM2 – February 27, 2014
- General Fund Budget Summary – February 27, 2014
- Approve FY 2014 Permanent Revenue and Appropriations with the legal level control set at the Fund Level
- Transfers and Advances
- Fiscal Officer’s Certification

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

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

**Res. #2014-19** Mrs. Burton made a motion to approve the resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the county auditor. Mrs. Myers seconded the motion.

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

(RURAL OR LOCAL BOARD OF EDUCATION)

Revised Code, Sec. 5705.34, - .35.

The Board of Education of the **Marietta City School District**, Washington County, Ohio, met in regular session on the 24th day of March, 2014, at the office of the Board of Education with the following members present:

- Mr. Don Atkins
- Ms. Karen Burton
- Mr. Greg Gault
- Mrs. Wendy Myers
- Mr. Bill Hutchinson

Mrs. Burton moved the adoption of the following resolution:

WHEREAS, This Board of Education in accordance with the provisions of law has previously adopted a 5 Year Forecast for the next succeeding fiscal year commencing July 1, 2014; and

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

RESOLVED, By the Board of Education of the **Marietta City School District**, Washington County, Ohio that the amounts and rates as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said School District the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

**SCHEDULE A  
SUMMARY OF AMOUNTS REQUESTED FROM GENERAL PROPERTY TAX APPROVED BY  
BUDGET COMMISSON, AND COUNTY AUDITOR'S ESTIMATED TAX RATES**

FUND	Amounts to be Derived from Levies Inside 10 Mill Limitation	Amounts to be Derived from Levies Outside 10 Mill Limitation *	County Auditor's Estimate of Rate to be Levied-Inside 10 Mill Limit	County Auditor's Estimate of Rate to be Levied-Outside 10 Mill Limit
Sinking Fund				
Bond Retirement Fund				
Emergency Operating (General Fund)		2,565,836		5.91
General Fund	2,170,758	8,033,801	5.00	36.20
Permanent Improvement Fund		1,147,850		2.95
Total	2,170,758	11,747,487	5.00	45.06

**SCHEDULE B  
LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES**

FUND	Maximum Rate Authorized to be Levied	County Auditor's Estimate of Yield of Levy (Carry to Schedule A, Column II) *
Current Expense levies authorized by voters thru 1976 for continuing years	19.70	2,936,001
Current Expense levy authorized by voters on 06/02/81 for continuing years	8.00	1,790,437
Current Expense levy authorized by voters on 03/06/12 for not to exceed 5 continuing years. (Expires: TY2016)	8.50	3,307,363
Permanent Improvement levy authorized by voters on 03/06/12 for not to exceed 5 continuing years (Expires: TY2016)	2.95	1,147,850
Emergency Operating levy authorized by voters on 05/03/11 for not to exceed 5 continuing years (Expires: TY2015)	5.91	2,565,836

And be it further:

RESOLVED, That the Treasurer of this board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

Mrs. Myers seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

- Mr. Don Atkins -
- Ms. Karen Burton -
- Mr. Greg Gault -
- Mrs. Wendy Myers -
- Mr. Bill Hutchinson -

Adopted the 24th day of March, 2014

\_\_\_\_\_  
 Treasurer of the Board of Education of the Marietta  
 City School District, Washington County, Ohio

**CERTIFICATE OF COPY  
 ORIGINAL ON FILE**

**The State of Ohio, Washington County, ss.**

I, Matthew S. Reed, Treasurer of the Board of Education of the **Marietta City** School District, in said County, and in whose custody the files and records of said Board are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original resolution now on file with said Board, that the foregoing has been compared by me with said original document and that the same is a true and correct copy thereof.

WITNESS my signature this 24th day of March, 2014.

\_\_\_\_\_  
 Treasurer of the Board of Education of the Marietta  
 City School District, Washington County, Ohio

A copy of this resolution must be certified to the County Auditor before the first day of April, or at such later date as may be approved by the Department of Taxation of Ohio.

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

The President declared the motion passed and resolution approved as presented.

**RECOMMENDED ACTIONS**

1. Old Business
  - a. None
  
2. New Business
  - a. Resignations and/or Leaves of Absence:  
 Professional Staff, Schedule A-14-03

- b. Appointments:  
 Professional Staff, Schedule D-14-03 (extra-curricular)  
 Classified Staff, Schedule E-14-03 (subs and tutors)  
 Classified Staff, Schedule F-14-03 (appointments)  
 Appointments, Schedule I-13-03 (Educational Aides)  
 Professional Staff, Educational Improvement Program

CONSENT AGENDA - Items 2a through 2i  
Addendum 2a through 2i

**Res. #2014-20** Mrs. Myers moved and Mrs. Burton seconded the motion to accept the consent agenda items.

**2a** **BE IT RESOLVED**, 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 professional and classified staff, be approved, effective at date shown.

Schedule A-14-03  
 RESIGNATIONS and/or LEAVES OF ABSENCE  
 Professional staff

NAME	POSITION	REMARKS
Mr. Michael Miller	Science Teacher-MHS	Retirement Eff: 05/31/14
Ms. Marcella Swaney	Director of Student Services	Retirement Eff: 07/31/14

**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 D-14-03  
 EXTRACURRICULAR ASSIGNMENTS  
 For the 2014-15 School Year

NAME	ASSIGNMENT	AMOUNT
Jason Schob	Head Varsity Football Coach	\$5,996.00 - 2014-15 SY

Schedule E-14-03  
 SUBSTITUTES AND TUTORS  
 For 2013-2014 School Year

NAME	POSITION	REMARKS
Ms. Alicia White	Substitute-General Ed.	BS - 4 Yr. Resident Ed.
Ms. Kate York	Substitute-General Ed.	BA - Short Term

Ms. Tara Steed Ms. Laura Serna-Maytorena	Substitute-General Ed. Substitute-General Ed.	BS – 4 Yr. Resident Ed. BS – Education 5 Yr. Long Term
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Schedule F-14-03  
APPOINTMENTS-CLASSIFIED STAFF  
For 2013-2014 School Year

NAME	POSITION	REMARKS
Ms. Alisha Seagraves	MMS Softball Coach	\$1,999.00
Ms. Stacy Fleming	MHS Head Varsity Softball Coach	\$3,426.00
Ms. Lori Hall	Secretary	\$7.95/hr.
Mr. Nick Hannuksela	Asst. Boys Track Coach	\$2,284.00

Schedule I-14-03  
APPOINTMENTS – Educational Aides  
For the 2013-14 School Year

NAME	SALARY
Mr. Joseph Roberts	Volunteer
Mr. William O'Connor	Volunteer
Teresa Wright	Volunteer
Maria Cortez	Volunteer
Michael Hutchison	Volunteer
Emilia Jacobs	Volunteer
Jammie Barry	Volunteer
Amy Lent	Volunteer
Christina Earley	Volunteer
Kimberly Coleman	Volunteer

EDUCATIONAL IMPROVEMENT PROGRAM

NAME	SEM. HRS.	QTR. HRS.	AMOUNT
Mrs. Kelly McIntosh	1		\$130.00
Ms. Angel Weiker	1		\$130.00
Mrs. Alicia McIntire	1		\$130.00
Mrs. Lisa Gardner	1		\$130.00
Jessie Abrecht-Burnett	2		\$260.00

**2c**

**BE IT RESOLVED**, by the Marietta City School District Board of Education, that upon the recommendation of the Superintendent of Schools, the following change in salary and/or contract status be approved;

Mrs. Brittany Schob

From: M-3

To: M+30-4 Eff: 2014-2015 SY

**2d**

**WHEREAS**, the following job descriptions for 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: **GDA**

POSITION DESCRIPTION

POSITION TITLE: School Secretary  
GRADE: Secretary II/Cashier  
LOCATION: MHS Main Office

**Major Duties and Responsibilities:**

Under the general supervision of the Principal and Assistant Principal the secretary performs a variety of duties as follows:

1. Collect, count and deposit all monies from activity accounts, transportation fees and workbook/class fees.
2. Enter all fees into the computer and keep track of owed school fees.
3. Sell sports passes, parking passes and assign parking spots.
4. Serve as a liaison between the staff, student officers and the treasurer.
5. Responsible for performing telephone duties.
6. Assist with attendance procedures (writing admit slips, early release forms and taking attendance calls.
7. Performs various secretarial duties (typing, filing, duplication, collating, etc.)
8. Assist with computer work regarding grades, schedules, attendance, and general student information.
9. Perform various receptionist duties.
10. Assist in the dispersing of medication and in assisting ill students when the nurse is not present.
11. Assist in preparing for the opening and closing of school, commencement and assignment of student lockers.
12. Assist in inventorying of textbooks, supplies, etc.
13. Type and distribute daily announcements
14. Send out ETR forms to appropriate teachers and collect completed forms to send to Student Services.
15. Alert teachers regarding IEP meeting times and dates
16. Perform other related duties as assigned.

**Minimum Qualifications:**

1. High School diploma or equivalent.
2. Typing, Word processing and data entry skills at 35-40 WPM.
3. Strong personal computer and/or electronic data processing skills.
4. A minimum of two years experience of which at least one has been in a secretarial position. Successful completion of study in an accredited secretarial program may be substituted for one year of experience.
5. Strong interpersonal relationship skills
6. Ability to communicate effectively, orally and in writing.

**Scope:**

The school secretary plays a key role in the public relations of the school. The responsibilities of this position require daily communication with some members of the general public and every segment of the school community. The school secretary organizes routine office work and maintains an efficient office with a positive and cooperative attitude. The school secretary is discreet and respects the confidentiality of restricted or sensitive records and information.

Revised: July 23, 2012

**2e**

**WHEREAS**, the policy of the Marietta City School District Board of Education, Student Overnight Trips, File: IICA, specifies that all student overnight trips must have the approval of the Superintendent of Schools and the Marietta City School District Board of Education; therefore

**BE IT RESOLVED**, that all policy regulations having been met by the advisor/teacher in charge of the following group(s) and upon the recommendation of the Superintendent, the Board of Education approve the following group(s) and upon the recommendation of the Superintendent, the Board of Education approve the following trip(s):

MMS Future Problem Solving  
Solon Middle School  
6835 S.O.M. Center Road  
Solon, OH  
15 students /5 adults

April 11<sup>th</sup>-12<sup>th</sup>

**2f**

**WHEREAS**, Superintendent Dr. Harry Fleming was forced to take an extended medical absence due to an foreseen accident. In his absence Mr. Will Hampton was named Acting Superintendent and assumed the responsibilities and duties of Superintendent, and

**WHEREAS**, the Board has determined it is appropriate to compensate Mr. Hampton for the additional duties he assumed during this absence; now therefore

**BE IT RESOLVED**, that the Board authorizes a one-time stipend in the amount of \$2,000.00 be paid to Mr. Will Hampton as compensation for assuming the position of Acting Superintendent

ADDENDUM ITEMS

Schedule A-14-03  
RESIGNATIONS and/or LEAVES OF ABSENCE  
Professional Staff

NAME	POSITION	REMARKS
Mrs. Christine Cavalier	Math Teacher-MMS	Retirement, Effective 05/31/14

Schedule B-14-03  
RESIGNATIONS and/or LEAVES OF ABSENCE  
Classified Staff

NAME	POSITION	REMARKS
Ms. Billie Livingston	Study Hall Monitor-MHS	Retirement, Effective 05/31/14

**2g**

**WHEREAS**, the following job descriptions for professional positions have been added or revised: (attached) therefore

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

**2h**

**WHEREAS**, The Marietta City School District Board of Education, that upon the recommendation of the Superintendent of Schools, approve the Memorandum of Understanding with MEA regarding the plan for alternate make up of calamity days.

**2i**

**WHEREAS**, The State of Ohio has passed legislation (HB416) giving school districts four(4) additional calamity days that do not have to be made up, but to be used only after the district has used four of their required contingency plan days, and

**WHEREAS**, the board has the authority to include in its contingency plan up to



three “blizzard bag” days, and

**WHEREAS**, April 2 is currently scheduled as a Professional Development Day (waiver day) which can be moved to the end of the year therefore,

**BE IT RESOLVED**, that the contingency plan be revised as follows:

April 2<sup>nd</sup> - Regular School Day  
March 28 - Blizzard Bag Day  
April 25 - Blizzard Bag Day  
May 2 - Blizzard Bag Day

**BE IT FURTHER RESOLVED**, that the Administrator revise the calendar for 2013 -14 to reflect these changes.

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

The President declared the consent agenda resolutions adopted as presented.

**Res. #2014-21** Mr. Gault made a motion to continue the regular meeting in executive session to discuss personnel. Mr. Atkins seconded the motion.

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

The President declared the motion passed and the regular meeting to be in executive session At 6:24 P.M.

The Vice President declared the executive session concluded and the regular meeting continued in open session at 7:50 P.M.

**Res. #2014-22** Mr. Gault made a motion to adjourn the regular meeting. Mrs. Myers seconded the motion.

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

**ATTEST:**

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Bill Hutchinson, President

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Matt Reed, Chief Fiscal Officer