

**MARIETTA CITY SCHOOL DISTRICT
BOARD OF EDUCATION
111 Academy Drive
Marietta, Ohio 45750
May 29, 2014**

The Marietta City School District Board of Education held a special meeting on Thursday, May 29, 2014 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, Mr. Hutchison, called the special meeting to order at 9:04 AM.

Roll Call:

Members Present: Mr. Atkins, Mr. Gault, Mrs. Myers, Mr. Hutchison

Members Absent: Mrs. Burton

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

Res. #2014-33 Mrs. Myers made a motion and Mr. Gault seconded the motion to accept the April Financials.

Res. #2014-34 Mr. Gault made a motion and Mrs. Myers seconded the motion to accept the consent agenda items (Consent 2a-2d and addendum 2e).

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-14-5
RESIGNATIONS and/or LEAVES OF ABSENCE
Professional Staff

NAME	POSITION	REMARKS
Jennifer Stephens	Elementary – Art	Resignation, Eff: 6/15/14
Angela Shriver	Elementary-5 th Harmar	Resignation, Eff: 8/13/14
Joseph Finley	Principal-Phillips Elem.	Retirement, Eff: 11/30/14

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/licensure from the State Department of Education, BCII and FBI approval, be approved, effective at the date and terms shown.

Schedule C-14-5
 APPOINTMENTS/Professional Staff
 For the 2014-15 SY

NAME	POSITION	REMARKS
Jean Caldwell	Elementary – Harmar	M+15-1 – 1 Yr. Contract

Schedule E-14-5
 SUBSTITUTES AND TUTORS
 For 2013-14 School Year

NAME	POSITION	REMARKS
Bethany Tucker	Tutor-3 rd , Summer School	\$20.00/Hr.
Kathryn Starr	Tutor-3 rd , Summer School	\$20.00/Hr.
Brittnany Schaad	Tutor-3 rd , Summer School	\$20.00/Hr.
Page Gustin	Tutor-3 rd , Summer School	\$20.00/Hr.
Shanaka Horner	Tutor-Juvenile Ctr. L.A.	\$20.00/Hr.

Schedule F-14-5
 APPOINTMENTS/Classified Staff
 For 2014-15 School Year

NAME	POSITION	REMARKS
Ms. Billie Livingston	MHS/Study Hall Monitor	Step V-1 \$15.16/Hr.
Ms. Joyce Fritsche	Bus Driver	Step 1 \$13.61/Hr.

2c **WHEREAS**, the following job descriptions for professional positions have been added or revised: therefore

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

Title: **Director of Student Services**

Reports to: Superintendent and Director of Curriculum and Technology

Supervises Special Education Staff & Certified/Classified Staff essential to special education programming (In combination with building principals.)

Job Objectives: Coordinate and oversee all special education programs and services (K-12).
 Serve as the Local District Coordinator (LDC).
 Serve as District Testing Coordinator.

Enters and maintains accurate Special Education data for EMIS reporting that directly impacts State and Federal Funding.

- Minimum**
- Masters Degree in Educational Field
 - Valid Ohio administrative license or certificate appropriate for the assignment.
- Qualifications:**
- Documentation of a clear criminal background check.
- Specific Responsibilities**
- Plan and coordinate kindergarten registration process.
 - Maintains case records and files on all special education students in the district.
 - Coordinate preschool through age 21 special education services for eligible students
 - Oversee Title VI-B funding- developing budget, administering budget, eliciting public participation to fulfill expenditures, and documenting in CCIP
 - Collect appropriate data and work closely with treasurer/CFO and EMIS coordinator to complete tuition, excess costs and catastrophic costs financial forms.
 - Coordinate and maintain contracts and services with agency service providers for special education services within the district
 - Serve as Medicaid funding coordinator
 - Oversee the district's special education policies and procedures regarding student with disabilities to insure they remain in compliance with federal and state regulations
 - Acting as point person when dealing with due process or OCR cases
 - Supervise nurses, speech therapists and occupational therapist
 - Coordinate and assist in making arrangements for special services and/or referrals to outside agencies
 - Serve as District Test Coordinator for all state testing and other standardized testing.
 - Plan and coordinate Alternate Assessment
 - Oversee the referral, evaluation, and placement process for Ohio's "Child Find" preschool aged children with suspected or identified disabilities.
 - Directs the delivery and continuous improvement of special education programs to achieve the district's written, implemented, and assessed curricula and mandated proficiencies.
 - Participates as an active member of the district's management team.
 - Upholds board policies and follows administrative procedures.
 - Coordinates and oversees the delivery of a continuum of special education services (e.g., student records, testing, speech/language pathology, physical and occupational therapy, orientation/mobility, visual/hearing, special needs transportation, etc.).

- Administers the board-approved budget for assigned areas of responsibility. Ensures that collection/dispersal procedures are properly documented.
- Complies with state model policies and procedures for the education of students identified as having a disability.
- Monitors education laws, rules, and regulations. Develops and/or updates administrative procedures to comply with legal mandates.
- Supports IAT processes to help staff resolve problems that impede student learning.
- Serves as a liaison and information resource for special education programs.
- Supports a full range of educational options. Coordinates placement procedures.
- Consults and assists staff to assure continuity between assessment data, the IEP, and daily programming through observation and discussion.
- Assists in Intervention Assistance Team activities, parent conferences, development of Individualized Education Plans (IEP), and periodic reviews to ensure that appropriate services are provided to all students identified as having a disability.
- Provides staff development to teachers, parents, tutors, aides, and administrators about the special education services as requested or needed.
- Helps teachers obtain instructional materials and supplies needed to ensure a consistent curriculum.
- Ensures that services are provided in the least restrictive educational environment.
- Maintains effective relationships with community services (e.g., court systems, law enforcement, health care facilities, child welfare services, etc.).
- Participates in staff selection and orientation processes as directed.
- Participates in staff evaluations – Student Services Center classified and school psychologists
- Oversees the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board policy
- Helps coordinate services for students participating in community programs (i.e., residential facilities).
- Serves as the home instruction coordinator and liaison to chartered non-public schools.
- Performs other specific job-related duties as directed.

Res. #2014-35 Mr. Gault made a motion and Mrs. Myers seconded the motion to accept the five year forecast.

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

2e **WHEREAS**, a number of students missed the March 30, 2014 deadline to submit an “Intent to Participate” form for the Post-Secondary Enrollment option, and

WHEREAS, these students have previously participated in the program,

THEREFORE, BE IT RESOLVED, that the deadline be changed to June 15, 2014 only for students that participated in the program during the 2013-14 school year.

Moved by Myers **Seconded by** Atkin
Atkins y **Burton** a **Gault** y **Myers** y **Hutchinson** y

The President declared the consent agenda resolution adopted as presented and the special meeting to be in executive session at 10:12 AM.

The Vice President declared the executive session concluded and the regular meeting continued in open session at 10:30 AM.

Res. #2014-36 Mrs. Myers made a motion to adjourn the regular meeting. Mr. Atkins seconded the motion.

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

The President declared the motion passed and the special meeting adjourned at 10:31 AM.

ATTEST:

William Hutchinson, President

Matthew S. Reed, Chief Fiscal Officer