

**MARIETTA CITY SCHOOL DISTRICT
BOARD OF EDUCATION
111 Academy Drive
Marietta, Ohio 45750
June 25, 2012**

The Marietta City School District Board of Education held a regular meeting on Monday, June 25, 2012 at the Administration Offices, 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. Gault, called the meeting to order at 5:32 P.M.

Roll Call:

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

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

PRESENTATIONS AND COMMENDATIONS

CITIZEN FORUM

REPORTS AND COMMENTS:

BOARD

- Karen Burton talked about the hiring of a new superintendent for the Career Center.
- Greg Gault gave an update on summer projects.
- Don Atkins commented on he and Larin Hall visiting another district's IT department.

STAFF:

- Dr. Fleming discussed House Senate Bill 210 and AVI. Administrators have met with Jennifer Curry to review the food service program for the 2012-13 SY. Also discussed staying in compliance with Senate Bill 210. Commented BMI screening.
- Dr. Fleming gave an update on the Guest Chinese Teacher, Yalin Hu, who will be arriving on August 3, 2012. And discussed the fact we are looking for a host family for her. Dr. Fleming, Bill Lee, Will Hampton, Rita Thorne and Connie Frazier will be attending an orientation for Hu Yalin on August 6, 2012.
- Will Hampton reviewed the MMS Staff Handbook
- Tasha Werry gave an update on RttT-TIF
- Tasha Werry discussed the Building Bridges to Careers
- Jason Smith gave an update on OAA/OGT scores

APPROVAL AND ACCEPTANCE ACTIONS

Res. #2012-47 Mr. Atkins made a motion to accept the minutes as presented for the regular meeting held on May 21, 2012 and the May 31, 2012 special meeting. Mr. Hutchinson 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 minutes adopted as presented.

Res. #2012-48 Mrs. Burton made a motion to approve and authorize the following financial data as presented by the Chief Fiscal Officer. Mrs. Myers seconded the motion.

- Record of Cash and Investments – May 31, 2012
- Financial Report by Fund/SCC – May 31, 2012
- General Financial Report – SM2 – May 31, 2012
- General Fund Budget Summary – May 31, 2012
- Amend FY 2012 Permanent Revenue and Appropriations with the legal level control set at the Fund Level
- Transfers and Advances

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 financial data adopted as presented.

CONTRIBUTIONS AND GIFTS

Res. #2012-49 Mr. Hutchinson made a motion and Mrs. Myers seconded the motion to accept the following donations:

G(3) WHEREAS, Mr. & Mrs. Rodger Mendenhall has donated a 1946 Oriant to Marietta High School archives, and

WHEREAS, Mr. & Mrs. Robert Kelly donated the “Old Willard School Bell” from Willard School, and

WHEREAS, the MHS Class of 1946 has donated \$500.00 to the Marietta High School Alumni and Friends Foundation for the MHS Archives, and

WHEREAS, Mike Walsh and the Class of 1984 donated a picture of Marietta High School, drawn by Ken Frampton, and signed by members of their class to the MHS archives.

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.

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 donations accepted as presented.

H. RECOMMENDED ACTIONS

1. Old Business
2. New Business
 - a. Resignations and/or Leaves of Absence:
Classified Staff, Schedule B-12-6

CONSENT AGENDA - Items 2a through 2s
Addendum 2a and 2t

Res. #2012-50 Mrs. Burton made a motion and Mrs. Myers seconded the motion to accept the consent agenda items.

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 B-12-6
RESIGNATIONS and/or LEAVES OF ABSENCE
Classified Staff

Name	Position	Remarks
Jeremy Grosklos	Library Aide – MHS	Eff. 06/19/12

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-12-6
APPOINTMENTS – Professional Staff
For the 2012-13 School Year

Name	Position	Step & Salary	Remarks
Kathyrn Starr	Elementary	5-1 \$29,696.00	1 yr. contract
Emily Measor	Elementary, Art	5-1 \$29,696.00	1 yr. contract
Eric Barth	Elementary, Phys. Ed.	B-1 \$28,554.00	1 yr. contract
Adam Eichhorn	Secondary	M-2 \$33,979.00	1 yr. contract
Yalin Hu	Secondary	B-4 \$31,980.00	Eff. 08/20/12 - 05/28/13
Jennifer Emerson	Speech Therapist	M-11 \$46,829.00	1 yr. contract
Andrea Guerriero	Intervention Specialist	B-3 \$30,838.00	1 yr. contract
Jennifer Conrad	Elementary	5-1 \$29,696.00	1 yr. contract
Raina Garand	Title I	B-1 \$28,554.00	1 yr. contract
Jeremy Grosklos	Secondary	5-5 \$34,836.00	1 yr. contract

ADDENDUM
Schedule C-12-6
Appointments – Professional Staff
For the 2012-13 School Year

Name	Position	Step & Salary	Remarks
Julie Brewer	Elementary Art	5-1 \$29,696.00	1 yr. contract
Vanessa Echard	Elementary	B-1 \$28,554.00	1 yr. contract

Schedule D-12-6
EXTRACURRICULAR APPOINTMENTS
For the 2012-13 School Year

Name	Assignment	Amount
Mark Hannuksela	9 th Basketball- Girls (50%)	\$999.00
Deborah Kiefer	MMS - Resident Educator	\$1,142.00
Pam Hart	MMS - Yearbook	\$1,713.00
Kim Depue	MMS - NJHS	\$571.00
	MMS – Science Olympiad	\$857.00
	MMS – Science Olympiad	\$857.00
Lisa Polk	MMS - Student Council	\$857.00
Mollie Schramm	Site Manager – Fall	\$600.00
Mark Hannuksela	Site Manager – Fall	\$600.00
Brian Welch	6 wks. ext. svc.	\$9,470.00
	Adult Vo. Ag.	\$1,313.00
Dion Prunty	MMS – Power of the Pen	\$286.00
	MMS – Future Problem Solving	\$286.00
	MMS – Future Problem Solving	\$286.00
	MMS – Outdoor Education Resource	\$857.00
Jeremy Grosklos	MHS – Ass't Band Director	\$2,284.00
	2 wks. ext. svc. - Band	\$1,935.00
	MHS – Junior Class Advisor	\$1,428.00
	MHS – Orian Advisor	\$2,284.00
Darren Stevens	MHS – Athletic Academic Coach	\$4,569.00
Elizabeth Thacker	MHS – Co-Premiere Director	\$1,441.50
Amy Warren	MHS – Original/Tiger Times Advisor	\$2,284.00
	MHS – Student Council Advisor	\$1,428.00
Heath Rader	MHS – Senior Class Advisor	\$1,428.00
Joseph Rabbene	MHS – National Honor Society	\$857.00
Jade Thompson	MHS – Foreign Language Clubs	\$286.00
	MHS – AFS Advisor (50%)	\$285.00
Chris Mayer	MHS – Science Olympiad	\$857.00
Lindsey Ritscher	MHS – AFS Advisor (50%)	\$285.00
Theresa Morrison	MHS – SADD Advisor	\$571.00
J.D. Benson	MHS – Co-Premiere Director	\$2,270.50

Schedule E-12-6
SUBSTITUTES AND TUTORS
For the 2012-13 School Year

Name	Position	Remarks
Caleb Darling	Substitute – Tutor	
Ron Warner	OGT Summer Tutor	\$20.00/hr., Eff. June 18-29, 2012 Not to exceed 40 hrs.
James Ramsey	OGT Summer Tutor	\$20.00/hr., Eff. June 18-29, 2012

Anne Burnworth	3 rd Grade Summer School	Not to exceed 40 hrs. \$20.00/hr., Eff. August 6-10, 2012 30 hrs. with 5 hrs. pre-planning
Kathleen Duckworth	3 rd Grade Summer School	\$20.00/hr., Eff. August 6-10, 2012 30 hrs. with 5 hrs. pre-planning
Justin Hearn	Juvenile Cnt. Summer Tutor	\$20.00/hr., 5 hrs./day, Eff. June 18-Aug. 10, 2012
Shanaka Horner	Juvenile Cnt. Summer Tutor	\$20.00/hr., 5 hrs./day, Eff. June 18-Aug. 10, 2012
Jeremy Grosklos	Summer School Teacher/ Coordinator - MHS	\$20.00/hr., Eff. July 30- Aug. 16, 2012

Schedule F-12-6
APPOINTMENTS - Classified Staff
For the 2012-13 School Year

Name	Position	Remarks
Ms. Stephanie Greene	MH Teacher Aide – Phillips	Step V-1, \$14.11/hr., Eff. 08/20/12
Terry Wallace	Summer Maintenance	\$7.70/hr., Eff. 06/01/12
Ron Kidder	Summer Maintenance	\$7.70/hr., Eff. 06/01/12
Jimmy Baulman	Summer Maintenance	\$7.70/hr., Eff. 06/01/12
Rick Beaver	Summer Maintenance	\$7.70/hr., Eff. 06/01/12
Jerry Treadway	Summer Maintenance	\$7.70/hr., Eff. 06/01/12
Larry Christopher	Summer Maintenance	\$7.70/hr., Eff. 06/01/12
Christina Lamm	Attendant – Phillips	Step 1, \$10.74/hr., Eff. 08/20/12
Chris Fennell	MMS Athletic Coordinator	\$3,141.00
Garic Warner	7 th Grade Football	\$1,999.00
Emmy Alkire	9 th Basketball – Girls (50%)	\$999.00
Tim Pence	MHS – Ass’t Band Director	\$2,284.00
Theresa Morrison	MHS – SADD Advisor	\$571.00

Schedule G-12-6
SUBSTITUTES – Classified Staff
For the 2012-13 School Year

Name	Position	Remarks
Toni Lang	Bus Driver	\$7.70/hr.
Carla Denise Weppler	Bus Driver	\$7.70/hr.
Larry Stephens	Bus Driver	\$7.70/hr.
Tony Morrison	Bus Driver	\$7.70/hr.
George Goodman	Bus Driver	\$7.70/hr.

Schedule I-12-6
APPOINTMENTS – Educational Aides
For the 2012-13 School Year

Name	Salary
Ms. Angela Conant	Volunteer
Misty Wittenbrook	Volunteer
Kathy Wood	Volunteer
Eric Young	Volunteer
Crysta Bourdon	Volunteer

Matthew Young	Volunteer
Jill Kendall	Volunteer
Rebecca Haessly	Volunteer
Leslie Wittekind	Volunteer
Kayla Felton	Volunteer
James Wojcik	Volunteer
Tammy Antill	Volunteer
Christina Caldwell	Volunteer
Jamie McCombs	Volunteer
James Ritchey	Volunteer
Amy Martin	Volunteer
Donn Schaffer	Volunteer
Leslie Hughes	Volunteer
Janet Butler	Volunteer
Desni Crock	Volunteer
Jana Joseph	Volunteer

Schedule R-12-6
REASSIGNMENTS - Classified Staff
For the 2012-13 School Year

Name	Present	New
Ms. Cathy Hockenberry	Interpreter – MHS	Attendant – MHS, 6.75 hrs./day, Step 4, \$11.46/hr. Eff. 08/20/12
Ms. Donna Newlon	Attendant - Phillips	Secretary II – SSC, 7.5 hrs./day \$12.45/hr., Eff. 08/13/12

EDUCATIONAL IMPROVEMENT PROGRAM

Name	Sem. Hrs.	Qtr. Hrs.	Amount
Lisa Perry	3		\$130.00 (all 3)
Lisa Perry	3		\$130.00 (all 3)

2c BE IT RESOLVED, by the Marietta City School District Board of Education, that upon the recommendation of the Superintendent of Schools, the following changes in salary and/or contract status be approved, effective for the 2012-13 school year:

Ms. Jan Mason	From: M+15-15	To: M+30-15, Eff. 2012-13 SY
Ms. Courtenay Halliday	From: M+15-15	To: M+30-15, Eff. 2012-13 SY
Ms. Marla Hearn	From: Sec. I, Step 10	To: Sec. II, Step 10, Eff. 07/01/12
Ms. Erin Wojcik	From: Step IV-3	To: Step V-4, Eff. 08/20/12
Ms. Sally Latture	From: M-9	To: M+15-9
Ms. Angel Weiker	From: 4 hrs./day St. Mary's Aux.	To: Intervention Specialist Fulltime - Putnam

2d WHEREAS, the Marietta City School District annually offers a program of voluntary student accident insurance to students and parents; therefore

BE IT RESOLVED, by the Marietta City School District Board of Education, that the voluntary student accident insurance program administered by N. Carol Insurance Agency, Inc. and underwritten by National Guardian Life Insurance Company, be approved with the following rates for the 2012-13 school year:

School-Time Accident Only: 24-Hr. Accident Only:

Grades K-6 \$23.00
Grades 7-12 \$38.00

Grades K-6 \$80.00
Grades 7-12 \$93.00

24-Hr. Accident and Sickness:
Grades K-12 \$314.00

Football Only (does not include school-time
or 24-Hr. coverage Grades 10-12--\$131.00
(includes Gr. 9 if playing with Gr. 10-12)

2e WHEREAS, the Marietta City School District Board of Education agrees to participate in the National School Lunch/Breakfast Program for kindergarten, elementary, middle school, and high school students for the 2012-13 school year, and

WHEREAS, such participation requires that the Marietta City School District Board of Education approve annual policies that govern procedure for student participation for free meals; therefore

BE IT RESOLVED, that the Marietta City School District Board of Education accept, as board procedures, the document supplied by the State Department of Education, and

BE IT FURTHER RESOLVED, that the school officials be authorized to sign said statement and forward it to the Department of Education.

2f WHEREAS, the Marietta City School District Board of Education entered into an agreement with AVI Food Systems, Inc. to provide food service management services program for the school district, and

WHEREAS, said agreement in accordance with USDA rules and regulations is renewable for a one-year period, and

WHEREAS, AVI Food Systems, Inc. has proposed that the agreement be renewed for one-year period commencing on July 1, 2012; therefore

BE IT RESOLVED, by the Board of Education of the Marietta City School District that the one-year renewal of the agreement with AVI Food Systems, Inc. is hereby approved.

2g WHEREAS, the Marietta City School District Board of Education provides special education services to its qualified students, and

WHEREAS, these services include the need to provide ESY (Extended School Year) services to students who meet the criteria, and

WHEREAS, an interpreter/attendant is needed for a deaf child to participate in ESY services; therefore

BE IT RESOLVED, that the Marietta City School District Board of Education enter into a purchase service contract for the services as listed above, with the Washington County Board of Developmental Disabilities for summer 2012 (30 days - 8:00-3:30 MTWTHF), payable at a rate of \$11.50 per hour.

2h WHEREAS, the Marietta City School District is eligible to receive public school funding from the *No Child Left Behind Act* for title programs in the following estimated amounts:

Title I-TA \$857,871.71
Title II-A \$154,333.60

IDEA-B \$628,556.29

BE IT RESOLVED, that the Marietta City School District Board of Education participate in these state and federally funded programs and authorize the development and forwarding of the FY13 Consolidated Application for Funds to the Ohio Department of Education.

BE IT FURTHER RESOLVED, that Mrs. Marcella Swaney is the authorized representative to file IDEA-B of the said plan on behalf of the Board and Mr. Jason Smith is the authorized representative to file Title I-TA and Title II-A of the said plan on behalf of the Board.

2i **WHEREAS**, the Marietta City School District Board of Education has received a recommendation from the Marietta City Schools Athletic Council regarding a charge for transportation fees for athletics, and

WHEREAS, said recommendation is listed as \$20.00 per season per athlete for middle school, \$30.00 per season per athlete for high school, with a maximum charge of \$75.00 per family per year; therefore

BE IT RESOLVED, that the transportation fees for athletics be approved, effective for the 2012-13 school year.

2j **WHEREAS**, the Marietta City School District Board of Education has received a recommendation from the Marietta City Schools Athletic Council regarding ECOL (East Central Ohio League) ticket prices for the 2012-13 school year,

WHEREAS, said recommendation lists the following event ticket prices:

1. Varsity Football and Boys Basketball – All Tickets at the Gate for Adults and Students \$6.00
2. Student Presale for Football and Basketball - \$4.00
3. Girls Basketball/Volleyball/Wrestling/Soccer/Swimming
Adults \$6.00 Students \$4.00
4. Track/JV Events/Freshman Events/Middle School (does not include tournaments)
Adults \$3.00 Students \$2.00
5. Middle School Tournaments for Wrestling and Track
Adults \$5.00 Students \$3.00
6. Middle School/9th Tournaments for Basketball and Volleyball
Adults \$4.00 Students \$2.00
7. ECOL Meets for Swimming/Wrestling/Track
Adults \$6.00 Students \$4.00

NOW THEREFORE, BE IT RESOLVED, that the athletic event ticket prices for the 2012-13 school year be approved as submitted.

2k **WHEREAS**, the Marietta City School District Board of Education is authorized to secure insurance coverage for protecting its assets and for liability, and

WHEREAS, the Barengo Insurance Agency, Marietta, OH has provided an insurance program quote from Ohio Casualty Insurance Company with a term of 7/01/2012 through 6/30/2013 with a "Blanket Property" coverage limit which includes Building and Personal Property Insurance values with a "Statement of Values" set at \$79,532,000, and

WHEREAS, the quotation also includes the Liability Insurance coverage for the same policy term with coverage limits set at \$1,000,000.00 per occurrence, \$2,000,000.00 aggregate, and

WHEREAS, the quotation also includes the district Fleet Insurance coverage's for the same policy term with coverage limits of \$1,000,000.00 each accident, and

WHEREAS, the quotation also includes a \$4,000,000.00 umbrella limit; now therefore

BE IT RESOLVED, that the aforementioned quotation be accepted and the Chief Fiscal Officer is authorized to sign the insurance policy documents and is authorized to process payment for the insurance in agreement with the provisions of the policy totaling \$68,032.

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WHEREAS, the Marietta City School District Board of Education provides group health, dental, and vision insurance for its employees, and

WHEREAS, the Schwendeman Agency, who acts as the Board's professional consulting firm, has solicited and reviewed quotes and pricing for renewal, and recommended several options to the Board of Education for evaluation and recommendation for changes; now therefore

BE IT RESOLVED, that based upon this recommendation, the Marietta City School District Board of Education hereby authorizes the continuance of the current Anthem Blue Cross-Blue Shield Health Insurance plan with a premium increase of 10% for a twelve-month period, a renewal of a full funded Dental Insurance plan provided by CoreSource OASIS Trust with a premium decrease of 3%, and remain with a self-funded Vision Insurance plan administered by CoreSource OASIS trust with no premium increase, effective July 1, 2012.

2m **WHEREAS**, the proposed Marietta High School Parent-Student Handbook for the 2012-13 school year has been presented to the Board of Education for review and approval; therefore

BE IT RESOLVED, the Marietta City School District Board of Education approve the Marietta High School Parent-Student Handbook as submitted.

2n **WHEREAS**, the proposed Marietta High School Curriculum Guide for the 2012-13 school year has been presented to the Board of Education for review and approval; therefore

BE IT RESOLVED, the Marietta City School District Board of Education approve the Marietta High School Curriculum Guide as submitted.

2o **WHEREAS**, the Coalition of Rural and Appalachian Schools (CORAS) provides professional development opportunities on issues affecting school districts in southeastern Ohio; therefore

BE IT RESOLVED, by the Marietta City School District Board of Education, that the school district enter into an agreement with CORAS at Ohio University, and

BE IT FURTHER RESOLVED, that the agreement shall permit the administrative staff and the board members to attend conferences on current critical issues in public education, and

BE IT FURTHER RESOLVED, that this agreement shall permit the Superintendent or his designee to attend seminars with leaders in the field of educational administration, and

BE IT FURTHER RESOLVED, that for these services during the 2012-13 school year, the Coalition of Rural and Appalachian Schools will be paid a consultant fee of Three hundred twenty-five dollars (\$325.00).

2p 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.

1. Secretary – Clerk I – MMS (revised)
2. Secretary III – Secretary to the Principal – MMS (revised)
3. Attendant/Interpreter – MHS (new position)

FILE: GCA

POSITION DESCRIPTION

Position Title: School Secretary
Grade: Secretary-Clerk I
Location: Marietta Middle School

Major Duties and Responsibilities

Under the general supervision of the Principal and the Administrative Assistant, the secretary performs a variety of duties as follow:

1. Maintains student cumulative folders.
2. Assists with the transfers of students.
3. Answers the switchboard and submits attendance information to the record keeper in the AM.
4. Arranges for assignments of ill students and helps with general nursing duties on the days the nurse is not available.
5. Meets and greets all visitors, volunteers, parents, students and assists/directs visitors to the proper channels.
6. Assists in the distribution of schedules prior to the beginning of school.
7. Signs students in and out of the building and helps with the supervision of student office aides.
8. Responsible for assigning Progress book password to students/parents.
9. Responsible for typing the daily announcements.
10. Responsible for putting the standard test scores onto the cumulative folders.
11. Receives and distributes mail.
12. Does PM and updates attendance daily.
13. Maintains Testing Packets from Student Services.
14. Screens front door visitors.
15. Performs other clerical 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: June 25, 2012

FILE: GCA

POSITION DESCRIPTION

Position Title: School Secretary
Grade: Secretary III – Secretary to the Principal
Location: Marietta Middle School

Major Duties and Responsibilities

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

16. Typing of correspondence dealing with routine but somewhat complex subject matters.
17. Meeting the public.
18. Inventories supplies, prepares teacher and student packets for the opening of school and end of school.
19. Makes up activity calendar and submits Building Use Forms to Board Office.
20. Operates a variety of office machines. Orders, stores, distributes, and inventories all office supplies.
21. Responsible for building requisitions, Sales Project Potentials and balancing budget accounts for both budget and activity accounts.
22. Enters Bus requests into the system.
23. AESOP – Keeps track of teacher and staff absences and make sure there is appropriate coverage for absent employees.
24. Textbook inventory-all books are counted, numbered and distributed to the appropriate department.
25. Responsible for building calendar, building use forms, availability of building for activities and informing the custodians.
26. Sets up appointments for the Principal.
27. Handles all money.
28. Coordinator for clerical services to the guidance department as directed by the Principal and helps with scheduling when requested.
29. Orders, receives and distributes teacher supplies.
30. Enters announcements on School Connects as needed.
31. Obtains GPA's for The Marietta Times and Scholar Athletes.
32. Collects fees, fines, prepares and mails invoices for unpaid fees. Keeps record of deposits and cash proofs. Collect School Fee waiver forms.
33. Withdrawals students on ESIs and informs Board Office, Bus Garage and Student Services of the student withdrawing.
34. Helps to distribute report cards. Pull report cards when fees are unpaid. Maintain a file of unpaid fees.
35. Responsible for AL and OSS record keeping and distribution of letters. Work with Alternative Learning Staff.
36. Helps with general nursing duties and answers the phone as needed.
37. Receive new student records from Board of Ed and distributes to correct personnel.
38. Generates Student Attendance in the A.M. from ESIS.
39. Performs other clerical duties as assigned.

Minimum Qualifications:

7. High School diploma or equivalent.
8. Typing, Word processing and data entry skills at 35-40 WPM.
9. Strong personal computer and/or electronic data processing skills
10. 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.
11. Strong interpersonal relationship skills.
12. 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: June 25, 2012

FILE: GCA

POSITION DESCRIPTION

Position Title: Attendant / Interpreter (non-state certified)

Location: MHS

MAJOR DUTIES AND RESPONSIBILITIES:

The person holding this position is directly responsible to the building principal and to the Intervention Specialist of the classroom where they are assigned. Duties assigned to the attendant / interpreter shall be flexible, but shall reflect the needs of the students, the teachers, and the program.

The following duties shall be an integral part of the attendant / interpreter's responsibilities:

- Assist with health care needs (administering medication, use of feeding tubes)
- Perform toileting needs (catherization, changing colostomy bags, changing diapers)
- Assist with grooming, eating, dressing activities
- Assist in putting on and removing braces and other specialized equipment
- Assist with locomotion / ambulation throughout the educational setting (get student on and off the bus and to and from classes which may require specialized equipment)
- Assist in getting students in and out of desks, wheelchairs and other specialized equipment that may require lifting
- Facilitate communication to assist the child in academic instruction and day to day communication needs using sign language skills. Assisting with communication may include: a. interpreting ...b. translating / transliterating...c. reverse interpreting d. reverse translating...
- Assist with academic instruction (individual or small group) under the direction of the Intervention Specialist where they are assigned
- Follow behavior management plans that may be implemented during school day
- Assist in the preparation of instructional materials
- Assist in supervision of students throughout the school setting as assigned by the principal or the Intervention Specialist
- Accompany students on the elevator (at schools with elevators)

MINIMUM QUALIFICATIONS

- High School diploma or equivalent.
- Interpreter portion of the job – knowledge of sign language and/or a willingness to attend classes to learn signing.
- The employee must maintain good health, both physically and mentally.
- The employee must be in good physical condition in order to carry out the lifting of children that is involved with the job.
- The employee must possess the following characteristics:
 - Able to get along with both students and professional personnel in all educational settings
 - Compassionate with students in all educational settings
 - Dedicated to the profession and flexible for the job assigned.
 - Willingness to acquire skills needed for special needs students
- The employee must take the Para pro test and pass.
- The employee must hold a valid Teacher Aide permit.

Condition of Employment

Employee agrees to attend all in-service education meetings that are called by the principal or the Board of Education.

Board approved: June 25, 2012

2q

CA WHEREAS, the Marietta City School District assesses parents for fees for consumable instructional supplies and materials; therefore

BE IT RESOLVED, the Marietta City School District Board of Education approve the following fees for students in Grades K-12 for the 2011-12 school year:

Elementary Fee Schedule:

Kindergarten	\$38.00	Third Grade	\$24.00
First Grade	\$37.00	Fourth Grade	\$21.00
Second Grade	\$50.00	Fifth Grade	\$38.00

Middle School Fee Schedule:

Grade 6	\$54.50	Grade 7	\$58.25	Grade 8	\$45.25
*(+10.00 if in GTT)		*(+7.50 if in gen. music)		*(+10.00 if in GTT)	
*(Reading Enrichment \$12.00)		*(+10.00 if in GTT)		*(+5.00 lock)	
*indicates potential additional fees		*(+5.00 lock)		*(Reading Enrichment \$12.00)	
		*(Reading Enrich. \$12.00)		*(Choir \$25.00)	
		*(Choir \$25.00)			

Marietta High School Fee Schedule:

AGRICULTURE

Ag, Food, Nat.Res.	\$20.00
Animal Science	20.00
Small Engine Repair	20.00

COMPUTERS

Tiger Web Page	5.00
Web Page Design	5.00
Microsoft Office	5.00
Desktop Publishing	5.00

ENGLISH (Language Arts)

Freshman Honors	30.00
Freshman CS	20.00
Freshman Survey	15.00
Sophomore Honors	30.00
Sophomore CS	25.00
Sophomore Survey	25.00
AP English 11	100.00
Junior Honors	30.00
Junior CS	22.00
Junior Survey	15.00
AP English 12	110.00
Senior Honors	30.00
Senior CS	22.00
Senior Survey	18.00
Senior CCT English	22.00

FOREIGN LANGUAGE

Spanish I, II	\$14.00
Spanish III, IV	14.00
Chinese	TBA

INDUSTRIAL ARTS

Drafting I, II	12.00
Architecture I,II	12.00
CADD	12.00
Struc. Eng.	40.00
Home Maint.	30.00

MATHEMATICS

AP Calculus	105.00
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SCIENCE

Integ. I, III, IV	6.50
Integ. II, IV, VI	6.50
Earth/Physical	11.00
Biology	10.00
Chemistry	33.00
Physics	10.00
AP Physics	150.00
Honors Biology	10.50
Honors Chem.	36.00
Honors Physics	10.00
AP Biology	130.00

SOCIAL STUDIES

AP US History	120.00
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Journalism	10.00	World Studies	3.00
<u>FINE ARTS</u>			
Art I	21.00	<u>PROJECT LEAD THE WAY</u>	
Art II	24.00	Intro to Eng.	25.00
Art III, IV, V, VI	35.00	Prin. Of Eng.	25.00
<u>PHYSICAL EDUC.</u>			
Lock	5.00	Technology Fee	4.00
Planner	4.00		

Note Concerning School Fees-Students must have all academically related financial obligations resolved before they can be cleared for graduation. This includes course fees, lost or damaged books/materials and purchased materials for projects. Student report cards/transcripts will be held in the office until school fees have been paid or a payment schedule has been established.

- 2r** **WHEREAS**, the Marietta City School District Board of Education must comply with the state and federal law by adopting policies, and
- WHEREAS**, the Marietta City School District Board of Education has a need to revise Board Policy: File: EFF (Food Services) and File: EFG (Student Wellness Program); therefore
- BE IT RESOLVED**, by the Marietta City School District Board of Education, that the following board policies be approved as submitted.

FOOD SERVICES **File: EFF**

The Marietta City School District Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumptions of lunch for all students. The Board shall annually encumber the funds needed to operate the program.

The food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program. In addition, as required by law, a food safety program that is based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service program staff and other authorized persons.

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

- A. Consider the nutritional value of each food and beverage;
- B. Consult with a dietician licensed under Ohio Revised Code Chapter 4759, a dietetic technician registered by the commission on dietetic registration, or a school nutrition specialist certified or credentialed by the school nutrition association; and
- C. Consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the United States Department of Agriculture (USDA) and the United States Department of Health and Human Services.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

The Board shall provide a federal food service program for students during summer intervention programs that are mandated under federal law. If the Board determines that it is unable to provide a Federal food service program during the summer, for financial reasons, the Board will communicate that decision to its residents in a manner it determines to be appropriate.

During all times while the food service program is operating and students are being served food, at least one (1) employee shall be present in the area in which the food is being consumed who has received instruction in methods to prevent choking and demonstrated an ability to perform the Heimlich maneuver.

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with administrative guidelines established by the Superintendent. Lunches may be made available, free of charge, to senior citizens who are serving as volunteers to the District.

The operation and supervision of the food service program shall be the responsibility of AVI, who the District has contracted with to provide these services. In accordance with Federal law, AVI shall take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year, which are conducted by the State or local governmental agency responsible for food safety inspections. The report of the most recent inspection will be posted in a publicly visible location and a copy of the report will be available upon request.

A periodic review of the food service accounts will be made by both, the District Treasurer/CFO and AVI. Any surplus funds from the National School Lunch program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods may accrue to the food service program.

In accordance with the nutritional standards adopted by the Board, the placement of vending machines in any classroom where students are provided instruction, unless the classroom is also used to serve meals to students, is prohibited.

No foods or beverages, other than those associated with the District's food service program, are to be sold during food service hours. The District shall serve only nutritious foods in accordance with the nutritional standards by the Board. As of the date of this policy, items currently being sold in vending machines at the middle school and high school and at the NutriBar (high school) between 8:15 a.m.-10:15 a.m. and 1:30 p.m.-3:00 p.m. include the following:

Cheetos Baked
Cheetos Hot Baked
Doritos Cool Ranch Rdc Fat
Doritos Nacho Baked
Funyons
Harvest Cheddar
Hot Fries Johnny Rapp
Popcorn Original
Popcorn White
Pretzels Heartzels
Rold Gold Pretzels
Sunchip - Garden Salsa 104/case
Baked Lays 64 ct
BBQ Baked Lays 64 ct
Chex caramel/choc
Chex Straw/Yogurt
Chips Ahoy 100 Calorie Pack 72 -
.81z
Choc chip cookie NUTRIBAR
Cinn Toast Cereal Bar
Cinn Toast Crunch Crisps
Cocoa Cereal Bar 96-1.27z
Fruit by the Foot 192-.75z
Lorna Doon 100 Calorie Pack 72 -
.81z
Oreo 100 Calorie Pack 72 - .81z
Planters Peanuts
Rice Crispy Treat DBL Choc 4-20
Rice Crispy Treat Mixed Berry 4-
24
Stacy Pita Chips - Cinn
Trix Cereal Bar
Variety Pk of Baked Chips

Candy from AVI Stock Order Form

French Van Coffee 72 bag/case
French Van Coffee 72 bag/case
SYSCO
Black Coffee 42/case
Creamer non-dairy 24can/case
Sugar for Nutribar 24-22oz/case

Splenda
DRINK VENDING
Dasani 20 oz. Water & Fl. Water
M.M. Canned Drinks & Nestea
Minute Maid Juices 10 oz
Powerade 12 oz
V8
Vitamin Water 12oz

The Superintendent is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually.

[Adopted: June 27, 2011]
[Revised: June 25, 2012]

File: EFG

STUDENT WELLNESS PROGRAM

The Marietta City Schools Board of Education recognizes that a healthy child has a greater capacity for learning and improved school attendance at school. The Marietta City School District is committed to providing a school environment that cares for the total child academically, socially, emotionally and physically. In order to assist students in the development of lifelong wellness practices, the Board is committed to accomplishing these goals through education, food service, school based activities using an evaluative system for implementation and measurement.

Education

Goal: Students will increase their understanding of the health/wellness benefits of good nutrition and physical activity.

Objective: The District will create a format for teaching nutrition education as it relates to school and home.

Activities:

1. Nutrition education will be offered in the school cafeteria and classroom with coordination between food service staff and teachers.
2. Students will receive nutrition messages throughout school that are consistent and reinforce each other.
3. Schools will promote healthy food choices.
4. The District will offer continuing nutrition education for staff.
5. Staff will be equipped to incorporate nutrition education in their curriculum, (e.g. science, math, language arts, history, etc.).

Objective: The District will create a format for teaching importance of physical activities both at school and outside the school environment.

Activities:

1. The district's curriculum will be based upon the National Physical Education Standards.
2. The district will strive to have certified teachers teach all physical education classes.
3. The district will provide information to students of community activities that promote health education and physical activities.
4. The district will offer a wide variety of extracurricular activities that promote an active lifestyle.

Objective: School staff, food service personnel, students and parents will work collectively to support a healthy school nutrition environment.

Activities:

1. The District will establish a wellness committee that represents the entire District.
2. A representative from the wellness committee will report periodically at staff meetings the progress of the committee, up-coming events, reinforce the idea of being positive role models for our students and take any suggestions to bring back to the wellness committee.
3. A representative from the wellness committee will communicate with the parents by attending PTO meetings, reporting information in the PTO newsletters, e-newsletter, etc.
4. A representative from the wellness committee will periodically report to the Board and the community with information about the wellness committee's activities.

Food Service

Goal: Qualified professionals will administer the school meals program and provide students with access to a variety of affordable, nutritious and appealing foods that meet the health and nutrition needs of students.

Objective: To the maximum extent practical, all schools in the District will participate in and follow the guidelines of the federal school meal programs.

Activities:

1. Food Service will encourage students to participate in lunch and breakfast meal programs.
2. Meals served to students will be appealing and attractive and served in clean and pleasant settings.

3. Meals and a la carte items will be marked as to their nutritional value based on a nutritional rating system indicating that the food items are meeting the federal government's nutritional requirements.
4. Food service and each building within the District will make every effort possible to eliminate any social stigma attached to, and prevent the overt identification of those students eligible for free and reduced meals.

Objective: The District will recommend nutritional goals for all foods available on the school campus during the school day including those that are served outside of meal service times, as required by statute and outlined below.

Recommended Activities:

1. All foods available at school outside of meal service times (vending, concession stands, fundraising, student stores and school parties) will comply with the Statutory Provision - Policy Area 3: (HB 390, Section Nutrition Standards for All Foods/Beverages in the State of Ohio, Section 3313.814, 3313.816, 3313.817 ORC). Food items contain:
 - A. not more than 35% of total calories are derived from fat (except for nuts or seeds);
 - B. not more than ten percent of those calories are from saturated fat and
 - C. not more than 35% of its total weight in sugar.

All beverages sold on campus during the school day follow SB210 - R.C. 3313.814(A), 3313.816,3313.817,3314.03 (A)(11)(d), and 3326.11;section 3 guidelines

2. All food sold in the schools will meet healthy food requirements and is linked to classroom nutrition education.
3. Foods replacing school meals (award lunches, food brought into school for lunch) will be consistent with USDA Dietary Guidelines, including, but not limited to, portion sizes, healthful "non-carbonated" beverages and balanced food sources.

Objective: The District will recommend nutritional goals for all foods available outside of school meals.

Recommended Activities:

1. To support children's health and school nutrition-education efforts, school fundraising activities will not involve food or will use only foods that meet the nutrition and portions standards set forth in the Statutory Provision – Policy Area 3: (Code HB 390,

Nutrition Standards for All Foods/Beverages in the State of Ohio, Section 3313.814, 3313.816, 3313.817 ORC).

2. The District's Food Service Director, with the assistance of a food nutritional software program, will make available a list of federally qualifying food items available for Board review and approval.
3. Recommended standards for foods and beverages offered or sold at school-sponsored events outside the school day (such as, but not limited to, athletic events, dances or performances) will be recommended by the wellness committee, and approved by the Board.

School Based Activities

Goal: Each school building will support students in the development of lifelong wellness practices, especially as they relate to nutrition and physical activities.

Objective: All buildings within the District will encourage practices that allow for good nutritional habits.

Activities:

1. Meals should be scheduled at appropriate times and with adequate duration (10 minutes for breakfast and 20 minutes of sitting time for lunch in accordance with Federal food program guidelines).
2. The District will provide access to hand washing or sanitizing prior to meals.
3. Each school should discourage students from sharing foods or beverages with one another during meal times as a safety precaution especially related to food allergies.
4. The District will investigate the possibility of scheduling lunch periods to follow recess periods.
5. The District will encourage nutritious snacks for school parties, rewards, etc.
6. Snacks served during the school day will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage.
7. The District will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations.

8. The District will disseminate a list of healthful snack items and healthy party ideas to teachers and parents.
9. The District will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually, as rewards for academic performance or good behavior, and will not withhold food or beverages as punishment.
10. The District will limit celebrations that involve food during the school day to no more than one party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards for food and beverages sold individually.

Objective: The District will support practices that allow for the commitment to physical activities.

Activities:

1. Students will have adequate opportunity to be physically active at school in ways other than physical education class.
2. The District will continue to evaluate the serviceability and availability of age-appropriate equipment for students to use during recess and investigate funding sources that would assist in the replacement of such equipment when necessary.
3. The District's physical education curriculum will be based upon the National Standards for Physical Education curriculum.
4. The District will not use/deny physical educational classes as punishment, excluding AL or ISS.
5. The District will encourage fundraising activities that promote physical activity.
6. Physical education classes should be the environment in which students learn, practice and are assessed on developmentally appropriate motor skills, social skills and knowledge.
7. Physical activity involves bodily movement that results in an expenditure of energy of at least a moderate intensity level and for duration sufficient to provide a significant health benefit for students.
8. Children's goals are to accumulate at least 60 minutes of physical activity between school and home on all or most days of the week. This can be accomplished through several periods of physical activity lasting 15 minutes or more each session.
9. Extended periods of inactivity (periods of two or more hours) are discouraged.

10. Provide information to parents to help them encourage students to engage in daily physical activity.
11. Ensure that concepts concerning health and lifelong physical fitness are emphasized and taught to all students.
12. Ensure that the District has the opportunity to participate in two District-sponsored walks per year.

Staff Wellness

Goal: The District highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle.

Objective: The wellness committee will plan and implement activities that promote a healthy lifestyle.

Activities:

1. The wellness committee will develop, promote and oversee a multifaceted plan to promote staff health and wellness.
2. The plan should be based on input solicited from school staff and should outline ways to encourage healthy eating, physical activity and other elements of a healthy lifestyle among school staff.
3. Staff will serve as positive role models for all students within the District.
4. Staff participation in wellness activities will be monitored to determine its effectiveness.

Implementation and Measurement

Goal: The District will create a school wellness committee.

Objective:

1. The wellness committee will consist of a broad cross-section of the community, including parents, students, food service staff, school board representative, administrators, guidance counselors, nurses, coaches, parent teacher organizations, booster clubs and others that have an interest and willingness to serve and make positive contributions.
2. The wellness committee will meet, at a minimum, six times a year.

Activities:

1. When called upon by the Board or administration, the committee will assist with the implementation of the policy goals and objectives.
2. The committee will monitor activities as they relate to goals and objectives yearly.
3. The committee will formally review the success and failures of the policy.
4. If necessary, the committee will suggest revisions in the Student Wellness Policy and present them to the Board for their review and approval.
5. The committee will develop a measurement tool to determine the implementation and effectiveness of individual building and activities promoting wellness.
6. The committee will administer and interpret results of program effectiveness in education, food service and school based activities. Nutrition behavior will be monitored biennially through Health Kids Survey.
7. School Health Index will be completed every two years to help review policy compliance, assess progress, and determine areas in need of improvement.
8. The committee will communicate with all constituents through an annual report that is approved by the Board and then presented to the community.

[Adoption date: June 26, 2006]

[Revised: June 25, 2012]

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WHEREAS, Ohio's Cooperative Purchasing Act. (AM. Sub. H.B. No. 100), as signed into law on December 4, 1985; and

WHEREAS, effective March 6, 1986, Ohio's Cooperative Purchasing Act provides the opportunity for counties, townships, municipal corporations, regional transit authorities, regional airport authorities or port authorities and school districts, conservancy districts, township park districts and park districts and other authorities, to participate in contracts distributed by the state of Ohio, Department of Administrative Services, Office of Cooperative Purchasing for the purchase of supplies, services, equipment and certain materials; now therefore,

BE IT RESOLVED BY THE MARIETTA CITY BOARD of EDUCATION

Section 1. That the MARIETTA CITY BOARD of EDUCATION hereby requests authority in the name of the MARIETTA CITY BOARD of EDUCATION to participate in state contracts which the Department of Administrative Services, Office of State Purchasing has entered into and the Office of Cooperative Purchasing has distributed for the purchase of supplies, services, equipment and certain other materials pursuant to Revised Code Section 125.04.

Section 2. That the David Davis is hereby authorized to agree in the name of the MARIETTA CITY BOARD of EDUCATION to be bound by all contract terms and conditions as the Department of Administrative Services, Office of Cooperative Purchasing prescribes. Such terms and conditions may include a reasonable annual membership fee to cover the administrative costs which the Department of Administrative Services incurs as a result of MARIETTA CITY BOARD of EDUCATION participation in the contract. Further, that the David Davis does hereby agree to be bound by all such terms and conditions and to not cause or assist in any way the misuse of such contracts or make contract disclosures to non-members of the Coop for the purpose of avoiding the requirements established by ORC 125.04.

Section 3. That the David Davis is hereby authorized to agree in the name of the MARIETTA CITY BOARD of EDUCATION to directly pay the vendor, under each such state contract in which it participates for items it receives pursuant to the contract, and the MARIETTA CITY BOARD of EDUCATION does hereby agree to directly pay the vendor.

2t **WHEREAS**, the Marietta City School District has two (2) days in the regular school calendar designated by contract as staff development days, and

WHEREAS, the district has a progressive staff development program designed to meet the needs of staff according to the district's RttT goals and CCIP, and

WHEREAS, it has been determined by the administrative team that additional staff development days are needed to accomplish our goals; therefore

BE IT RESOLVED, that the Marietta City School District apply to the Ohio Department of Education for an operational waiver regarding ORC 3318.48 to allow four (4) days (not to exceed 24 total hours per year) normally scheduled for instruction be used for staff development. These waiver days will be August 20, 2012, September 17, 2012, January 18, 2012 and April 1, 2013.

Res. #2012-51 Mrs. Burton made a motion and Mrs. Myers seconded the motion to accept the consent agenda items.

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 as presented.

Res. #2012-52 Mr. Gault made a motion to continue the regular meeting in executive session to discuss employment of personnel. Mr. Hutchinson seconded the motion.

Mr. Gault declared the motion passed and the regular meeting to be in executive session at 6:36 P.M.

The President declared the executive session concluded and the regular meeting continued in open session at 7:13 P.M.

Res. #2012-53 Mr. Hutchinson made a motion to adjourn the regular meeting. Mrs.

Myers seconded the motion.

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

Attest:

Greg Gault, President

Matt Reed, Chief Fiscal Officer

Moved by _____ Seconded by _____
Atkins ___ Burton ___ Hutchinson ___ Myers ___ Gault ___

I. EXECUTIVE SESSION

Moved by _____ Seconded by _____
Atkins ___ Burton ___ Hutchinson ___ Myers ___ Gault ___
Reason _____
Time Entered _____ Time Departed _____

J. ADJOURNMENT

Moved by _____ Seconded by _____
Atkins ___ Burton ___ Hutchinson ___ Myers ___ Gault ___
Time _____

June 25, 2012

June 25, 2012