

**MARIETTA CITY SCHOOL DISTRICT
BOARD OF EDUCATION
111 Academy Drive
Marietta, Ohio 45750
October 27, 2014**

The Marietta City School District Board of Education held a regular meeting on Monday, October 27, 2014 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. Hutchinson, called the regular meeting to order at 5:30 P.M.

Roll Call:

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

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

PRESENTATIONS AND COMMENDATIONS

- . Michelle Loehr-American Heart Association
- . Megan Wilson-Custodian at Washington Elementary-Recognized for catching thieves.

CITIZEN FORUM

- None

REPORTS AND COMMENTS

BOARD:

- None

SUPERINTENDENT AND STAFF

- Ruth Kunze-District Report Card Summary
William Lee-PIE Jubilee Organic Gardens
MMH-No Show

APPROVAL AND ACCEPTANCE ACTIONS

Res. #2014-65 Mr. Gault made a motion to accept the minutes as presented for the regular meeting held on September 22, 2014.

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. #2014-66 Mr. Gault 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 – September 30, 2014
- Financial Report by Fund/SCC – September 30, 2014
- General Financial Report – SM2 – September 30, 2014
- General Fund Budget Summary – September 30, 2014
- Amend FY 2015 Permanent Revenue and Appropriations with the legal level control set at the Fund Level
- Transfers and Advances
- Check’s Over \$1,000.00 For The Month
- Five Year Forecast

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.

CONTRIBUTIONS AND GIFTS

Res. #2014-67 Mrs. Myers made a motion and Mrs. Burton seconded the motion to accept the following donation:

G(3) WHEREAS, Connie Prescher, 113 Riverside Lane, Marietta, Ohio, donated 1939 and 1957 Orians to the MHS Archives

BE IT RESOLVED, that the Marietta City School District Board of Education accept this donation, and

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

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

Mr. Gault 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 donation accepted as presented.

H. RECOMMENDED ACTIONS

1. Old Business
2. New Business
 - a. Resignations and/or Leaves of Absence:
Professional Staff, Schedule A-14-10
Classified Staff, Schedule B-14-10

- b. Appointments:
 - Professional Staff, Schedule C-14-10 (appointments)
 - Professional Staff, Schedule D-14-10 (extracurricular)
 - Professional Staff, Schedule E-14-10 (subs and tutors)
 - Classified Staff, Schedule F-14-10 (appointments)
 - Classified Staff, Schedule G-14-10 (substitutes)
 - Classified Staff, Schedule I-14-10 (volunteers)
 - Classified Staff, Schedule R-14-10 (re-assignment)
 - Professional Staff, Educational Improvement Program

CONSENT AGENDA – Items 2a through 2h
ADDENDUM Sch. F and 2i

Res. #2014-68 Mr. Gault 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 A-14-10
RESIGNATION and/or LEAVES OF ABSENCE
Professional Staff

NAME	POSITION	REMARKS
Mrs. Allison Lane	Intervention Specialist-Phillips Elementary	Resignation Eff. 10/15/2014
Mrs. Lisa Polk	MHS Yearbook-50%	Resignation Eff. 10/1/2014
Ms. Mary Miracle	Speech Therapist-Phillips and MMS	Retirement Eff. 5/31/2015

Schedule B-14-10
RESIGNATIONS and/or LEAVES OF ABSENCE
Classified Staff

NAME	POSITION	REMARKS
Marie (Terry) Goglin	Teacher Aide-Putnam	Retirement eff: 12/31/2014
B. J. Mayer	Attendant-MHS	Resignation eff: 10/6/2014

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 term shown.

Schedule C-14-10
 APPOINTMENTS-Professional Staff
 For the 2014-15 School Year

NAME	POSITION	REMARKS
Ms. Dawn Saboley	Intervention Specialist - Phillips Elementary	Step 5-1, \$30,587. - 1 yr. contract Eff: 10/22/14

Schedule D-14-10
 EXTRACURRICULAR APPOINTMENTS
 Professional Staff

NAME	ASSIGNMENT	AMOUNT
Mr. Dennis Riley	Site Manager-MHS (Winter)	\$588.00
Mrs. Mollie Schramm	Site Manager-MHS (Winter)	\$588.00

Schedule E-14-10
 SUBSTITUTES/TUTORS
 For the 2014-15 School Year

NAME	POSITION	REMARKS
Mr. Earl James	Substitute-Secondary	MA - 5 Yr. Professional
Ms. Lynne George	Substitute-General Education	BS - 1 Yr. Short Term
Ms. Roberta Nulter	Substitute-General Education	BS - 1 Yr. Short Term
Mrs. Chris Cavalier	Substitute-Elementary 1-8	MA - 5 Yr. Professional
Mr. Pete Doxey	Substitute-General Education	BA-1 Yr. Short Term
Mr. Josh McKitrick	Tutor	\$20.00/hr.
Mr. Aaron Reynolds	Substitute-General Education	BS-1 Yr. Short Term
Mrs. Heather Catalona	Substitute-General Education	BS-1 Yr. Short Term
Mr. Allan D. Young	Substitute-Secondary	BA-1 Yr. Long Term
Mr. Eric Tucker	Substitute-General Education	BA-5 Yr. Short Term

Schedule F-14-10
 APPOINTMENTS - Classified Staff
 For the 2014-15 School Year

NAME	POSITION	REMARKS
Ms. Brandi Whittekind	Bus Attendant-MMS	Step I+30 \$11.71/hr. eff: 9/29/2014

Mrs. Jane Page	Elementary Yearbook	\$294.00
Mrs. Jill Kendall	Elementary Yearbook	\$294.00
Mrs. Cheryl Swaney	Elementary Yearbook	\$294.00
Mrs. Theresa Morrison	Ticket Taker	\$7.95/hr.
Ms. Emmy Alkire	MHS-Asst. Girls B.Ball Coach	\$2,941.00
Mr. Brian Ketelsen	MMS-Boys Basketball Coach	\$2,059.00
Mr. Steve Hill	MMS-Boys Basketball Coach	\$2,059.00
Mr. Sam Miracle	MMS-Boys Basketball Coach	\$2,059.00

Schedule F-14-10
 APPOINTMENTS-Classified Staff
 For the 2014-15 School Year
 Addendum

NAME	POSITION	REMARKS
Mr. Zachary Husk	Attendant + 30 – MHS 6.75 hrs./per day, 187 days	Step 1, \$11.71/hr. Eff.: 10/28/14

Schedule G-14-10
 SUBSTITUTES - Classified Staff
 For the 2014-15 School Year

NAME	POSITION	REMARKS
Mrs. Heather Catalona	Teacher Aide/Library Aide	\$9.00/hr.
Mr. Chad Deem	Attendant/Aide/ISS Monitor	\$9.00/hr.

Schedule I-14-10
 APPOINTMENTS – Educational Aides
 For the 2014-15 school year

NAME	SALARY
Bill Lee	Volunteer-Girls Basketball
Roger Damron	Volunteer
Meredith Sprague	Volunteer
Angela Becker	Volunteer
Brooke Enochs	Volunteer
Morgan Heiss	Volunteer
Tyler Benson	Volunteer
Stephanie Tenney	Volunteer
Sheri Gage	Volunteer
Casey Patterson	Volunteer
Courtney Bates	Volunteer
Susan Evans	Volunteer
Nancy Gutberlet	Volunteer
Jennifer Patterson	Volunteer
Kelly Mugrage	Volunteer
Emmett Ledford	Volunteer

Bradley Taylor	Volunteer
Tiffany Becker	Volunteer
Nancy Wells	Volunteer
Randy Bauman	Volunteer
Emily McCutcheon	Volunteer
Elizabeth VanPelt	Volunteer
Kaelly Erb	Volunteer
Melissa Hearn	Volunteer
Shauna Griffin	Volunteer
Terra Wittekind	Volunteer
Sharon Zinn	Volunteer
Ainsley Weisman	Volunteer
Annika Miller	Volunteer
Glena Barnett	Volunteer
Jenna Boley	Volunteer
Dianna Hively	Volunteer
Matthew Hively	Volunteer
Chris Mayer	Volunteer-Basketball

Schedule R-14-10
REASSIGNMENT –Classified Staff
For the 2014-15 School Year

NAME	PRESENT	NEW
Terry Wallis	Bus Attendant-6 hrs./day	Bus Attendant-8.00 hrs./day Step I+30 \$11.71 hr. Eff: 10/6/14
Darlene Baldwin	Attendant-MHS 6.75 hrs./day Step 4 - \$11.80/hr.	Attendant-MHS 7.5 hrs./day Step 4 - \$11.80/hr. Eff: 10/15/2014
Robert Goodwin	MHS Girls Basketball Coach - \$2,059.00	MMS Girls Basketball Coach - \$2,059.00

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, effective for the 2014-15 school year:

Ms. Brianna Wolfe	From: B-1	To: M-1
Mrs. Kristen Schramm	From: Int. Spec. Washington	To: Int. Spec. Phillips
	Effective – 10/22/14	
Ms. Brianna Moses	From: Int. Spec. Phillips	To: Int. Spec. Washington
	Effective – 10/22/14	
Ms. Dawn Saboley	From: \$75.00/day	To: Step 5-1 Eff: 9/12/14
Mr. Jeremy Grosklos	From: MHS Yearbook 50%	To: MHS Yearbook 100%

2d

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 trip(s):

MHS Golf
Districts-Apple Valley Golf Course
Mt. Vernon, OH
October 6-7, 2014
6 students and 2 Coaches

MHS Vocal Point
Kettering-Fairmont High School
Dayton, Ohio
November 7-8, 2014
20 Students and 3 Adults

2e

WHEREAS, a strong, effective system of free public school education for all children and youth is essential to our democratic system of government, and

WHEREAS, the United States has made considerable progress in the social, technological and scientific fields due to our system of free and universal public education, and

WHEREAS, much of this progress can be attributed to the qualified and dedicated teachers entrusted with the educational development of our children to their full potential, and

WHEREAS, teachers should be accorded high public esteem, reflecting the value the community places on public education, and

WHEREAS, it is appropriate that teachers be recognized for their dedication and commitment to educating their students; therefore

BE IT RESOLVED, that the Marietta City School District Board of Education, hereby proclaim November 17-21, 2014, **American Education Week** with the theme, "**Great Public Schools: A Basic Right and Our Responsibility**," and urge all citizens to pay tribute to our public school teachers, and November 19th be observed as Education Support Professionals Day, and November 21st be observed as Substitute Educators Day.

2f

WHEREAS, the Marietta City School District elementary schools have prepared and sold a system-wide yearbook for the past several years, and

WHEREAS, a sufficient interest was stimulated to warrant the preparation of a yearbook for the 2014-15 school year; therefore

BE IT RESOLVED, the Marietta City School District Board of Education contract with the Jostens American Yearbook Company for the publishing of the yearbook, and

BE IT FURTHER RESOLVED, that the yearbook be sold at a price of \$15.00 with payment in advance. Any profits will remain with the building selling the yearbooks. The Jostens Company will be paid upon satisfactory delivery of all yearbooks and upon receipt of an official invoice.

2g

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: Library Aide

Major Duties and Responsibilities

The person holding this position is directly responsible to the appointed Media Specialist and/or principal for the work assigned:

1. Supervises students and maintains discipline in the library to the degree outlined by the building principal.
2. Assists students and teachers in the use of library materials such as: online catalog, reference materials, online reference sources (such as INFOhio), etc.
3. Coordinates circulation of books, magazines, newspapers, reference items, teacher information items, reading program materials, digital magazines and digital books.
4. Maintains proper order of magazines and newspapers, AV materials, teacher reference, library books, reference section, computer area and any other area in the library.
5. Accounts for overdue books and prepares notification for these books/items. Prepares toward the end of each semester a list of students owing fines/or cost of books overdue and submit it to the secretary in charge of sending out student fees/fines and putting them in the student software. Removes fines and/or costs of books from the library system each time a list is given to secretary in charge of sending out fee/fine notices.
6. Orders and processes all new books/materials for library under the supervision of the appointed media specialist including downloading MARC Records and marking books/materials for use. At the high school and the middle school the appointed media specialist will order the books/materials.
7. Uses the library computers system to maintain collection including inventory and removal of out of date and unused materials. At the high school and middle school the media specialist will decided which materials are out of date and unused. At all places, the library aide will mark and remove items from the books as appropriate to remove the items from the collection.
8. Prepares appropriate bulletin board displays in and near the library and displays/showcases.

9. Maintains a weekly schedule and list of activities and duties. Middle school and high school aides will submit to the principal and media specialist a schedule of their library times, other duty times and break/lunch times.
10. Provides reader's advisory for students and teachers by helping to develop classroom collections.
11. Performs duties as assigned by the Building Administrators.
12. Maintains a daily schedule for library use.
13. At the High School the Library Aide will make copies for teachers only with the permission of the Librarian.

Minimum Qualifications:

1. Thirty (30) semester hours of college credit with a c average maintained in the coursework or have passed the Para-Professional Test
2. Demonstrated knowledge of operation of computers, computer application and office machines.
3. Knowledge of appropriate reference sources and their basic content.
4. Models appropriate grammar and communication skills.
5. Expressive oral reading skills.
6. Must hold or be eligible for a Teacher Aide Certificate from the State of Ohio.

File: GDA

POSITION TITLE: Secretary to the Superintendent and Director of Curriculum and Technology
GRADE: Secretary IV

Expectations:

1. The staff member works effectively as a member of both the Superintendent's office and Central Administration office staff.
2. The staff member demonstrates self-control and exhibits an attitude of mutual respect and tolerance.
3. The staff member respects the confidentiality of restricted or sensitive records and information.
4. The staff member is ethical and demonstrates good work habits.

Nature of Work:

Secretary to the Superintendent and Director of Curriculum and Technology performs secretarial, clerical, typing, data processing and general office duties related to the administration of the school district. The position requires considerable knowledge of the overall organization and policies of the school system.

Duties and Responsibilities:

1. Perform a variety of duties involved in the routine of a personal secretary.
2. Schedules appointments, sorts and distributes daily mail.
3. Answers incoming calls or emails, make outgoing calls as requested and prepare and distribute all directives from the Superintendent or Director.
4. Establish and maintain filing system for all pertinent materials.
5. Maintain and keep confidential information and records on all certificated employees.

6. Prepare contracts, salary notices and teaching assignments for professional personnel.
7. Maintain and update as required the professional staff seniority list.
8. Prepare a list for administrators regarding teachers; contracts/evaluations.
9. Responsible for preparation and publication of Board Book information for Board meetings.
10. Follow-up on correspondence and records after Board meetings, do Board minutes and prepare Board Briefs to be sent out to staff.
11. Assist in securing proper certification for staff members through the State Department of Education.
12. Transmit administrative decisions and refers questions to appropriate personnel in the absence of a supervisor

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Secretary to the Superintendent and Director of Curriculum and Technology

13. Communicates with the general public supplying information to explain methods of procedures for home schooling, intra and inter-district open enrollment, certification/information for becoming a substitute for professional and classified personnel.
14. Responsible for preparing information for LPDC committee.
15. Responsible for the maintenance and distribution of revisions to the Board policy manual.
16. Focus attention to detail on multiple diverse tasks and effectively complete assignments.
17. Manage the flow of paperwork in an efficient, effective manner
18. Handle frustrating and/or difficult situations.
19. Other duties as assigned by the Superintendent and Director of Curriculum and Technology.

Qualifications:

1. High School diploma or equivalent.
2. Five years or more experience of which at least three being in a position involving electronic data processing or other similar experience (Substitution: successful completion of study in an accredited college or university, or resident business or vocational school may be substituted on a year-to-year basis up to two years).
3. Strong Oral communication skills.
4. Dependability and personal initiative.
5. Ability to work under pressure and tight timelines.
6. Excellent proofreading, spelling and grammatical skills.
7. Strong personal computer and/or electronic data processing skills.

File: GDA

JOB DESCRIPTION

POSITION TITLE: Bus Attendant

DEPARTMENT: Transportation

Reports To: Director of Facilities and Transportation

BASIC FUNCTIONS & SUPERVISION

Under the supervision of the Director of Facilities and Transportation, the position provides physical and behavior care of special needs students during the transport to and from school. Performance activities include the safe boarding, riding and exiting of passengers.

DUTIES & RESPONSIBILITIES:

1. Assist students requiring help to load or unload the bus.
2. Secure special needs students and/or equipment with restraints, tie downs, seat belts and/or car seats for the purpose of ensuring the safety and well-being of students.
3. Constantly monitor students' well-being and behavior during the route. Assist the bus driver in maintaining student conduct on the bus.
4. Applies proper physical restraint techniques when necessary for the purpose of protecting the students and staff.
5. Respond appropriately to students' needs during the route and notify the driver if an emergency exists.
6. Be familiar with the route in order to assist a substitute driver.
7. Reports observations and/or incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communication information to appropriate personnel.

MINIMUM JOB QUALIFICATIONS:

1. Possesses a high school diploma or equivalent.
2. Ability to address the needs of students with various handicapping conditions.
3. Must possess the physical dexterity, coordination and mobility to lift and restrain students of varying age levels and sizes.
4. Satisfactory pre-employment backgrounds checks
5. Employee would have to agree to work a split-shift.
6. Employee must acquire a Teacher's Aide Permit.

2h Dual Enrollment Program

This Memorandum of Understanding ("MOU") is entered into between Washington State Community College (hereinafter "College"), 710 Colegate Drive, Marietta, Ohio 45750 and Marietta City Schools (hereinafter "School"), 111 Academy Drive, Marietta, Ohio 45750.

WHEREAS, the parties desire to create a partnership so that high school students attending the School can participate in the College's dual enrollment program; and

WHEREAS, the College's dual enrollment program is designed as a partnership between the College and the School to award certain of the School's students' college credit for courses.

THEREFORE, in consideration of these and other mutual promises and covenants and for valuable **Memorandum of Understanding** and sufficient consideration, the receipt

and sufficiency of which are hereby acknowledged, the parties agree to the following terms and conditions:

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

2i BE IT RESOLVED, that the Pediculosis Procedure be approved as revised.

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 items approved as presented.

Res. #2014-69 Mr. Gault made a motion to continue the regular meeting
in executive session to discuss employment of personnel. Mrs.
Myers seconded the motion.

Mr. Hutchinson declared the motion passed and the regular meeting to be in executive session
at 6:21 PM.

The President declared the executive session concluded and the regular meeting continued in
open session at 6:35 PM.

Res. #2014-70 Mr. Hutchinson 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

The President declared the motion passed and the regular meeting adjourned at 6:36 P.M.

ATTEST:

William Hutchinson, President

Matthew S. Reed, Chief Fiscal Officer