

**MARIETTA CITY SCHOOL DISTRICT
BOARD OF EDUCATION
111 Academy Drive
Marietta, Ohio 45750
December 17, 2012**

The Marietta City School District Board of Education held a regular meeting on Monday, December 17, 2012 at the Washington Elementary, 401 Washington Street 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 regular meeting to order at 4:58 PM.

Roll Call:

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

Members Absent:

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

- Moment of silence for lives lost in Sandy Hook, Connecticut.

Res. #2012-96 Mrs. Burton made a motion to continue the regular meeting in executive session to discuss personnel. Mrs. Myers 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 regular meeting to be in executive session At 4:59 P.M.

The President declared the executive session concluded and the regular meeting continued in open session at 5:31 P.M.

PRESENTATIONS AND COMMENDATIONS

- The Trojan Treble Makers performed

CITIZEN FORUM

- Angela Binegar spoke regarding school safety.
- Officer Rodney Hupp discussed the ALICE Program.

REPORTS AND COMMENTS

BOARD:

- Mr. Atkins gave a Safety Committee update.
- Mrs. Burton spoke regarding the MMS and MHS Christmas programs.
- Mrs. Myers gave an IT Committee update.
- Mr. Gault thanked everyone for coming to the board meeting.

SUPERINTENDENT:

- Tasha Werry gave an update on RttT/TIF/BBC Program
- Ruth Kunze and Tasha Werry gave an update on Professional Development Day scheduled for January 18, 2013.
- Ruth Kunze and Tasha Werry discussed Decision Framework which will start in January.
- Ruth Kunze talked about the Civil Rights Data Collection being completed.

APPROVAL AND ACCEPTANCE ACTIONS

Res. #2012-97 Mr. Atkins made a motion to accept the minutes as presented for the regular meeting held on November 26, 2012. Mrs. Burton seconded the motion.

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

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

Res. #2012-98 Mrs. Myers made a motion to approve and authorize the following financial data as presented by the Chief Fiscal Officer. Mr. Hutchinson seconded the motion.

- Record of Cash and Investments – November 30, 2012
- Financial Report by Fund/SCC – November 30, 2012
- General Financial Report – SM2 – November 30, 2012
- General Fund Budget Summary – November 30, 2012
- Amend FY 2013 Permanent Revenue and Appropriations with the legal level control set at the Fund Level
- Transfers and Advances
- Checks Over \$1,000.00 for the Month
- Fiscal Officers Certificate

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

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

RECOMMENDED ACTIONS

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

CONSENT AGENDA - Items 2a through 2f
Addendum 2g

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

NAME	POSITION	REMARKS
Keifer Johnson	Ass't MMS Wrestling	Eff. 12/17/12

Res. #2012-99 Mr. Hutchinson made a motion to accept consent agenda item 2a. Mrs. Burton seconded the motion.

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

Res. 2012-100 Mr. Hutchinson made a motion and Mr. Gault seconded the motion to accept the consent agenda resolutions 2b through 2g.

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 personnel and classified personnel (pending receipt of proper certification from the State Department of Education, BCII and FBI results), be approved, effective at the date and terms shown.

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

Name	Assignment	Amount
Pam Hart	Power of the Pen (Model UN) - MMS	\$286.00

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

NAME	POSITION	REMARKS
Elizabeth Thacker	HBT	\$20.00/hr.
Garry Hogue	Substitute – Gen. Ed.	BA Short Term
Terrie Bain	Brain Hurricane – Tutor	\$20.00/hr.
Anne Burnworth	Brain Hurricane – Tutor	\$20.00/hr.
Kathy Carr	Brain Hurricane – Tutor	\$20.00/hr.
Meredith Beardmore	Brain Hurricane – Tutor	\$20.00/hr.
Katie Starr	Brain Hurricane – Tutor	\$20.00/hr.
Heather Stalter	Brain Hurricane – Tutor	\$20.00/hr.
Allison Roberts	Brain Hurricane – Tutor	\$20.00/hr.
Justin Hearn	Brain Hurricane – Tutor	\$20.00/hr.
Mollie Hahn	Tutor	\$20.00/hr.

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

NAME	POSITION	REMARKS
Anna Epperson	EMIS Coordinator	\$38,500.00, Eff. 12/03/12

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

Name	Salary
Noah Downing	Volunteer
Sarah Ware	Volunteer
James Bennett, III	Volunteer
Anna Rambo	Volunteer
Kristi Kirkham	Volunteer
Jarod Reebol	Volunteer

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:

Jennifer Scott From: 4/hrs. per day To: 4.25/hrs. per day
 Effective 08/20/12

2d WHEREAS, Ohio Revised Code stipulates that the board of education of each city, exempted village, and local school district shall meet on a day occurring during the first fifteen days of January of each year for the purpose of organizing for that year; now therefore

BE IT RESOLVED, by the Marietta City School District Board of Education, that the Board hold its organizational meeting on January 7, 2013, 9:00 AM EST, at the Administrative Offices of the Marietta City School District Board of Education, located at 111 Academy Drive, Marietta, OH.

2e WHEREAS, it is recommended that a President Pro-Tem be appointed at the December meeting of the Marietta City School District Board of Education; therefore

BE IT RESOLVED, that Greg Gault be appointed President Pro-Tem until the organizational meeting of the Marietta City School District Board of Education.

2f BE IT RESOLVED, by the Marietta City School District, that upon the recommendation of the Superintendent of Schools, the Board of Education approve the following student teachers from Marietta College for Spring of 2013.

Student	Hosting School	Hosting Teacher
Sarah Brunner	Washington Elementary	Bonnie Stalter
Kendra Canter	Harmar Elementary	Alison Woods
Donna Coleman	Putnam Elementary	Terri Futrell
Emily Dunfee	Washington Elementary	Teresa Hamilton
Kacey Stack	Washington Elementary	Amy Mendenhall
Jen Braun	Washington Elementary	Nann Welch/Chrissy Wolfe
Christina Johns	Washington Elementary	Allison Roberts/ Kristen Stone

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.

1. Transportation/Warehouse Coordinator – Bus Garage (revised)
2. Maintenance & Transportation Secretary – Bus Garage (revised)

File: GDA

POSITION DESCRIPTION

Position Title: Transportation/Warehouse Coordinator
Grade: Maintenance/Transportation
Location: Bus Garage

Major Duties and Responsibilities

Under the general supervision of the Director of Facilities and Transportation, the position assists in the daily operation of the transportation department and oversees the district warehouse operation. The position works closely with district, building and special needs personnel and other support staff to insure a timely response to their needs. Position also drives a regular bus route as well as extra trips which do not interfere with any of the aforementioned functions.

1. Position serves as the district’s school bus routing/trip coordinator following guidelines established by the Board of Education, with any modifications being approved prior to implementation by the Director of Facilities and Transportation. The position assures that any digital system implemented by the district is kept up to date. Position assigns all extra trips which have been entered into the extra trip database by building/athletic personnel and completes record-keeping involved with the assignment of and billing for extra trips. Position also processes transportation/maintenance employee time sheets to be forwarded to the payroll department.
2. Position prepares all materials which have been delivered to Central Receiving for delivery. This includes completing an inventory form for any items requiring such. Position notifies the Business Office staff once all items on a purchase order have been received and in good condition so that payment can be made for the items in a timely manner.
3. Position reorders and maintains an adequate inventory of school/office supplies to meet the needs of the district’s schools and offices. Position seeks out best prices for the aforementioned supplies and places online orders with selected vendors with the properly approved purchase order.
4. Upon the request of or in the absence of the Transportation and Buildings and Grounds Manager, the position performs any other functions as they relate to the daily operation of the Transportation and/or Building and Grounds Department.

Minimum Job Qualifications:

1. High School Graduate or G.E.D. Certificate
2. Valid Commercial Drivers License with School Bus Endorsement.
3. Ability to lift 75 lbs. dead weight.
4. Appropriate warehouse experience.
5. Knowledge of computers and familiarity with word processing, spreadsheet and database applications.

6. Experience using a digitized transportation system.

File: GDA

POSITION DESCRIPTION

Position Title: Maintenance and Transportation Secretary
Grade: Secretary/Clerk II
Location: Facilities and Transportation Departments

Major Duties and Responsibilities

Under the immediate supervision of the Director of Facilities and Transportation the position performs a variety of secretarial, clerical, data processing, recordkeeping and other general services related to the business functions in support of student transportation and buildings and grounds activities of the school district.

1. Operates the district two-way radio communication system while acting as the district's dispatcher following appropriate radio protocol.
2. Deals with the public via the telephone in answering questions concerning student stops and pickup/discharge times. Position informs bus drivers of any new students to be added to routes.
3. Answers incoming calls and makes outgoing calls when requested by the Director of Facilities and Transportation and the Transportation/Traffic Coordinator.
4. Establishes and maintains a filing system for all pertinent materials
5. Forwards custodial supply requests via FAX to vendors provided the requests have been approved by the Director of Facilities and Transportation.
6. Processes requisitions as needed for supplies for the facilities and transportation departments through the district computer system.
7. Manages the flow of paperwork in an efficient, effective manner. Collects packing slips, invoices and/or delivery receipts from the district maintenance staff and mechanics and forwards these items to the Business Office for payment.
8. Processes invoices for approval and payment after verifying receipt of the billed goods, materials and services.
9. Maintains a physical calendar and/or online schedule of extra trips as information is provided by the Transportation/Traffic Coordinator.
10. Continuously checks the automated absence system and obtains substitutes for the district custodial staff and bus drivers.
11. Maintains a log of absences and substitutes for the transportation and buildings and grounds departments.
12. Works with and has an understanding of any digital transportation routing system implemented by the District and continually updates said system.
13. Updates district school bus route sheets as changes are submitted by the bus drivers.
14. Handles frustrating and or difficult situations.
15. Other duties as may be assigned by the Director of Facilities and Transportation.

Minimum Qualifications:

1. High School diploma or equivalent

2. One year or more experience in a position involving bookkeeping, accounts payable, purchasing, financial recordkeeping, data processing or similar experiences as approved by the Superintendent.
3. Keyboarding skills at or exceeding 40 w.p.m.
4. Dependability and personal initiative.
5. Strong personal computer skills -must be proficient in Microsoft Office programs.

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:

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

The President declared the consent agenda resolutions adopted as presented.

Res. #2012-101 Mr. Atkins made a motion to continue the regular meeting in executive session to discuss personnel. Mr. Hutchinson seconded the motion.

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

The President declared the motion passed and the regular meeting to be in executive session at 6:46 P.M.

The President declared the executive session concluded and the regular meeting continued in open session at 7:43 P.M.

Res. #2012-102 Mrs. Myers made a motion to adjourn the regular meeting. Mr. Gault seconded the motion.

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

The President declared the motion passed and the regular meeting adjourned at 7:44 P.M.

ATTEST:

Greg Gault, President

Matthew S. Reed, Chief Fiscal Officer

December 17, 2012