

**MARIETTA CITY SCHOOL DISTRICT
BOARD OF EDUCATION
111 Academy Drive
Marietta, Ohio 45750
March 28, 2016**

The Marietta City School District Board of Education held a regular meeting on Monday, March 28, 2016 at the Board of Education, 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 meeting to order at 5:30 P.M.

Roll Call:

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

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

CITIZEN FORUM

- Ten (10) people spoke regarding Coach Duckworth.

PRESENTATIONS AND COMMENDATIONS

REPORTS AND COMMENTS

BOARD:

- Mr. Atkins discussed the safety committee meeting and gave an update on IT.
- Mr. Garrison discussed the five (5) year forecast.
- Mrs. Burton thanked the play coordinators.

SUPERINTENDENT:

- Mr. Hampton introduced the winner of the spelling bee – Abigail Worstell
- Jona Hall – Summer Reading Camp and how it relates to Decision Framework

APPROVAL AND ACCEPTANCE ACTIONS

Res. #2016-18 Mrs. Myers made a motion to accept the minutes as presented for the regular meeting held on February 22, 2016. Mr. Atkins seconded the motion.

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

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

Res. #2016-19 Mr. Garrison made a motion to approve and authorize the following financial data as presented by the Chief Fiscal Officer. Mrs. Burton seconded the motion.

- Record of Cash and Investments – February 29, 2016
- Financial Report by Fund/SCC – February 29, 2016
- General Financial Report – SM2 – February 29, 2016
- General Fund Budget Summary – February 29, 2016

- Approve FY 2016 Permanent Revenue and Appropriations with the legal level control set at the Fund Level
- Transfers and Advances
- Approve checks for February 2016
- Fiscal Officer's Certification

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

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

CONTRIBUTIONS AND GIFTS

Res. #2016-20 Mr. Hutchinson made a motion and Mrs. Myers seconded the motion to accept the following donations:

G(3) WHEREAS, American Electric Power (AEP) has awarded Marietta City Schools a grant in the amount of \$5,340.00,

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

BE IT FURTHER RESOLVED, by the Marietta City School District Board of Education, that this gift be accepted with appreciation.

H. RECOMMENDED ACTIONS

1. Old Business
2. New Business
 - a. Resignations and/or Leaves of Absence:
Professional Staff, Schedule A-16-03
Classified Staff, Schedule B-16-03
 - b. Appointments:
Professional Staff, Schedule C-16-03
Professional Staff, Schedule E-16-03
Classified Staff, Schedule F-16-03
Classified Staff, Schedule G-16-03
Appointments, Schedule I-16-03
Educational Improvement Program

CONSENT AGENDA - Items 2a through 2g

Res. #2016-21 Mr. Hutchinson moved and Mrs. Burton seconded the motion to accept the consent agenda items.

2a BE IT RESOLVED, the Marietta City School District Board of Education, that upon the recommendation of the Superintendent of Schools, the resignations and/or leaves of absence, for professional and classified staff, be approved, effective at date shown.

Schedule A-16-03
RESIGNATIONS and/or LEAVES OF ABSENCE
Professional staff

NAME	POSITION	REMARKS
David Davis	Transportation/Maintenance	Retirement eff. 6/30/16

Schedule B-16-03
RESIGNATIONS and/or LEAVES OF ABSENCE
Classified staff

NAME	POSITION	REMARKS
Larrey Christopher	Custodian I - MHS	Resignation eff. 3/23/16

2b BE IT RESOLVED, by the Marietta City School District Board of Education, that upon the recommendation of the Superintendent of Schools, the employment of the following professional and classified personnel (pending receipt of proper certification from the State Department of Education, BCII and FBI approval, be approved, effective at the dates and terms shown.

Schedule C-16-03
APPOINTMENTS – Professional Staff
For the 2015-16 School Year

Name	Position	Step & Salary	Remarks
Melinda Hayman	MMS – Intervention Specialist	5-7 \$39,987.00	1 yr. contract

Schedule E-16-03
SUBSTITUTES AND TUTORS
For 2015-16 School Year

NAME	POSITION	REMARKS
Ms. Tracee Hein	Substitute-General Ed.	MA – Short Term

Schedule F-16-03
APPOINTMENTS-CLASSIFIED STAFF
For 2015-16 School Year

NAME	POSITION	REMARKS
Mr. Brian Ketelsen	MMS Winter Site Manager	\$606.00
Ms. Carrie Barth	MMS Softball Coach	\$2,121.00
George Samuel Young	MMS Track Coach	\$1,515.00

Schedule G-16-03
 SUBSTITUTES – Classified Staff
 For the 2015-16 School Year

NAME	POSITION	REMARKS
Brian Metcalf	Custodian	\$9.00/hr. Eff. 2/18/16

Schedule I-16-03
 APPOINTMENTS – Educational Aides
 For the 2015-16 School Year

NAME	SALARY
Michael Finlan	Volunteer-Baseball
William O'Connor	Volunteer
Corey Loman	Volunteer
Jennifer Loman	Volunteer
Robin Travis	Volunteer
James Spanner	Volunteer
Angelina Moretto	Volunteer
Michael Moretto	Volunteer
Lester Paul, Jr.	Volunteer
Mark Weihl	Volunteer
Josephine Goodwill	Volunteer
Terrie Lincoln	Volunteer
Kristy Vernon	Volunteer
Todd Morris	Volunteer
Meagan Keller	Volunteer
Greg Gault	Volunteer-Softball
Meghan Gault	Volunteer-Softball

EDUCATIONAL IMPROVEMENT PROGRAM

NAME	SEM. HRS.	QTR. HRS.	AMOUNT
Mrs. Mollie Schramm	1		\$140.00
Stephanie Davison	2		\$280.00
Vanessa Rowles	2		\$260.00
Andrea Eichhorn	2		\$280.00
Jennifer Conrad	2		280.00

2c(1)

BE IT RESOLVED, by the Marietta City School District Board of Education, that upon the recommendation of the Superintendent of Schools, the following named individual be offered an administrative contract, as listed below, each year being equivalent to no less than 230 days.

THEREFORE, BE IT RESOLVED, that the Marietta City School District Board of Education approve the new contract as recommended.

NAME	LENGTH OF CONTRACT
Mr. Matthew Dehmlow	3 years

and procurements of technological related materials such as hardware, software, and other supplies. An integral part of the System Software Specialist/Network Technician duties shall be as follows:

1. Configuring, installing, maintaining, repairing and troubleshooting information technology hardware and software.
2. Assisting with information technology training and in-service on and off site.
3. The administration of district Student Information System (SIS).
4. The administration of district web based training software.
5. The administration of district calling system.
6. The administration of the district Web Site and the district Intraweb.
7. The administration of Renaissance Place.
8. Record keeping of technology equipment and purchases.
9. Creating staff accounts in the aforementioned district used software as needed.
10. Creating district wide robo calls for calamity days.
11. Maintaining district used web applications.
12. Managing all district staff/student email accounts.
13. Gather information for the district – e-rate funding.
14. Work closely with the Testing Coordinator in preparation of all mandated testing.
15. Installation of new and tear down of old technology equipment.
16. Fulfilling other duties as assigned by the Superintendent and the Director of Curriculum/Technology or other administrator responsible for supervising the technology programs on a district-wide basis. Duties assigned to the System Software Specialist/Network Technician shall be flexible, but shall reflect the information technology needs of the staff and students of the school district.

Minimum Qualifications

1. Thirty (30) semester hours of college credit with emphasis in IT with a C average maintained in the IT coursework.
2. Two (2) years experience in Network Management Position.
3. Advanced computer skills.
4. Must be proficient with a wide variety of software programs that are used in the operation, maintenance and expansion of the information technology and educational programs of the school district.
5. Competent knowledge of all Google applications and services.
6. Competent knowledge of Smart Board hardware/software and projector maintenance.
7. Competent knowledge of servers, server operating systems, routers, wireless access points and other information technology network devices including the wiring thereof.
8. Competent knowledge of web site data entry and maintenance.
9. Have knowledge of Windows and Macintosh operating systems.
10. Have knowledge of mobile device management.
11. Have knowledge of active directory.
12. Be able to lift up to 50 lbs, climb ladders, and maneuver around and under furniture.

13. The person holding this position must possess the following characteristics: personable, able to get along with both students and professional personnel, flexible for the job assigned and willingness to acquire skills needed for the information technology and educational programs.

Rev. 3/7/16

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.
5. Develop and coordinate in-service education program for bus drivers to include such subjects as first aide training, vehicle operation, state laws, student discipline, et cetera.
6. Maintain transportation records, check route times, and secure information and complete all State bus transportation reports.
7. Schedule all Subs for Bus Drivers and Custodians

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

Revised: March 2016

2f

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

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

MHS Baseball
 Varsity and Junior Varsity
 Akron, OH
 April 8th-9th
 24 students/5 adults

MHS Boys Tennis
 Sectional Tournament
 Portsmouth, OH
 May 9th
 10 students/2 adults

MHS Crew
 Zanesville, OH
 April 15th-16th

MHS Crew
 Oak Ridge, TN
 April 29th-30th

MHS Crew
 Wyandotte, MI
 May 7th-8th

MHS Crew
 Zanesville, OH
 May 13th-14th

MHS Crew
 Zanesville, OH
 May 26th-28th

MHS Crew
 Midwest Championship Race
 May 14th-15th

2g

WHEREAS, the Marietta City School District Board of Education has developed an Emergency Operations Plan for the district;

THEREFORE BE IT RESOLVED, that the Emergency Operations Plan be approved, effective April 1, 2016.

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

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

Res. #2016-22 Mrs. Myers made a motion to continue the regular meeting in executive session to discuss personnel employment, Mr. Garrison seconded the motion.

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

The President declared the motion passed and the regular meeting to be in executive session at 6:30 PM.

The President declared the executive session concluded and the regular meeting continued in open session at 6:55 PM.

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

The President declared the resolutions approved as presented.

Res. 2016-23 Mrs. Myers made a motion to adjourn the regular meeting. Mr. Hutchinson seconded the motion.

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

The President declared the motion passed and the regular meeting adjourned at 6:56 P.M.

ATTEST:

William Hutchinson, President

Franklin Antill, Chief Fiscal Officer