

**MARIETTA CITY SCHOOL DISTRICT
BOARD OF EDUCATION
111 Academy Drive
Marietta, Ohio 45750
August 26, 2013**

The Marietta City School District Board of Education held a regular meeting on Monday, August 26, 2013 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 5:30 P.M.

Roll Call:

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

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

PRESENTATIONS AND COMMENDATIONS

- Mike Bitar of Cenergistic Energy Presented the Energy Pacesetter Award.

REPORTS AND COMMENTS:

BOARD:

- Mr. Atkins and Mrs. Myers reported on the IT community meeting update.
- Mr. Hutchinson reported on the building construction update.
- Mrs. Burton reported on AVI MVP meeting update. Commented that JVS is at capacity.

SUPERINTENDENT AND STAFF:

- Tasha Werry gave an update on BBC and TIF payouts.
- Bill Lee gave an introduction of the visiting Chinese Teacher.
- Ruth Kunze discussed the new teacher orientation.

APPROVAL AND ACCEPTANCE ACTIONS

Res. #2013-56 Mr. Atkins made a motion to accept the minutes as presented for the regular meeting held on July 22, 2013. Mrs. Burton seconded the motion.

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

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

Res. #2013-57 Mr. Hutchinson 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 – July 31, 2013
- Financial Report by Fund/SCC – July 31, 2013
- General Financial Report – SM2 – July 31, 2013
- General Fund Budget Summary – July 31, 2013

- Amend FY 2014 Temporary 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, Mrs. Myers, Mr. Gault, Mr. Hutchinson
Nays: None

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

CONTRIBUTIONS AND GIFTS

Res. #2013-58 Mrs. Burton made a motion and Mr. Hutchinson seconded the motion to accept the following donations:

G(3) WHEREAS, Paul and Joyce Bertram donated 2 desks and locking filing cabinets (\$1,200.00 value) to the Athletic Department, and

WHEREAS, Doug Bentz donated two medical kits (\$362.00 value) to the Athletic Department, and

WHEREAS, Robbie Hadley donated \$1,500.00 towards the officials dressing room to the Athletic Department, and

WHEREAS, Jeff Smith donated labor to build basketball rack (\$400.00 value) to the Athletic Department, and

WHEREAS, Metaltech donated steel for the basketball rack (value \$240.00) to the Athletic Department, and

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 donations be accepted with appreciation.

Mr. Gault called for a vote – Yeas: Mr. Atkins, Mrs. Burton, Mr. Hutchinson, 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 – Consent Agenda 2a through 2g
 - a. Resignations and/or Leaves of Absence:
Professional Staff, Schedule A-13-8
Classified Staff, Schedule B-13-8
 - b. Appointments:
Professional Staff, Schedule C-13-8 (teaching)

Professional Staff, Schedule D-13-8 (extracurricular)
 Professional Staff, Schedule E-13-8
 Classified Staff, Schedule F-13-8
 Classified Staff, Schedule G-13-8 (subs)
 Classified Staff, Schedule R-13-8 (reassignment)
 Professional Staff, Educational Improvement Program

CONSENT AGENDA - Items 2a through 2j
Addendum 2e, 2f, and 2g

Res. #2013-59 Mrs. Burton made a motion and Mr. Atkins 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-13-8
 RESIGNATIONS and/or LEAVES OF ABSENCE
 Professional Staff

| NAME | POSITION | REMARKS |
|-----------------|------------------------------------|----------------------------------|
| Teresa Hamilton | 3 rd Grade – Washington | Resignation, Eff. August 6, 2013 |
| James Ramsey | Secondary | Resignation, Eff. July 31, 2013 |

Schedule B-13-8
 RESIGNATIONS and/or LEAVES OF ABSENCE
 Classified Staff

| NAME | POSITION | REMARKS |
|---------------|-----------|---|
| Iris Treadway | Custodian | Unpaid Medical Leave, Eff. Sept. 13, 2013 – Dec. 31, 2013 |

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 approval), be approved, effective at the date and terms shown.

Schedule C-13-8
 APPOINTMENTS – Professional Staff
 For the 2013-14 School Year

| NAME | POSITION | STEP & SALARY | REMARKS |
|----------------|-----------------------------|--|----------------|
| Xiang Zhang | Chinese Teacher – MHS & MMS | B-3 \$30,838.00 (\$17,838.00 MCS & \$13,000.00 Hanban) | 1 yr. contract |
| Craig Campbell | Secondary | 5-11 \$43,402.00 | 1 yr. contract |

Schedule D-13-8
 EXTRACURRICULAR APPOINTMENTS
 For the 2013-14 School Year

| NAME | ASSIGNMENT | AMOUNT |
|-----------------|---------------------------------|------------|
| Jeremy Grosklos | Events Coordinator – MHS | \$1,999.00 |
| Connie Frazier | Power of the Pen – MMS | \$571.00 |
| Kim Hiatt | Power of the Pen – MMS | \$571.00 |
| Mollie Schramm | Site Manager – MHS (50%) | \$285.50 |
| Mark Hannuksela | Site Manager – MHS (50%) | \$285.50 |
| Mel Lockhart | Ticket Taker | \$7.85/hr. |
| Mollie Schramm | Ticket Taker | \$7.85/hr. |
| Bonnie Stalter | Ticket Taker | \$7.85/hr. |
| Sarah Miller | 2 wks. ext. svc. – MMS Guidance | \$1,808.00 |
| Dennis Riley | Ticket Taker | \$7.85/hr. |
| Kelly Bishop | Ticket Taker | \$7.85/hr. |
| Lisa Polk | Ticket Taker | \$7.85/hr. |
| Jade Thompson | Ticket Taker | \$7.85/hr. |
| Chivonn Quist | Ticket Taker | \$7.85/hr. |
| Heather Stalter | Ticket Taker | \$7.85/hr. |
| Jeremy Grosklos | 2 wks. ext. svc. Band | \$2,015.00 |

Schedule E-13-8
 SUBSTITUTES AND TUTORS
 For the 2013-2014 School Year

| NAME | POSITION | REMARKS |
|---------------------|-------------------------|---------------|
| Mr. William Gardner | Substitute – General Ed | BS Short Term |
| Mr. Allen Miller | Substitute – Science | BS Short Term |

Addendum Schedule E-13-8

| Name | Position |
|---------------------|------------------|
| Cindy Schwendeman | Home Bound Tutor |
| James Thrash | Substitute |
| Larry Burke | Substitute |
| William Aldag | Substitute |
| Jeffrey H. Baker | Substitute |
| Joan Barton | Substitute |
| Virginia Buzzard | Substitute |
| David Cech | Substitute |
| Linda Christman | Substitute |
| Nicole Coil | Substitute |
| Christine Ellsworth | Substitute |
| Kathryn Grimm | Substitute |
| Lori Hall | Substitute |
| Justin Hearn | Substitute |
| Gregory Hutchinson | Substitute |
| Susan Keitch | Substitute |
| Megan Lankford | Substitute |
| Caitlin Lee | Substitute |

| | |
|------------------|------------|
| Maureen McAnany | Substitute |
| Rennel Melville | Substitute |
| Susan Miracle | Substitute |
| William Mosier | Substitute |
| Lois Papalia | Substitute |
| Diane Pfile | Substitute |
| Aaron Reynolds | Substitute |
| Linda Reynolds | Substitute |
| Joyce Ross | Substitute |
| Sue Sankarganesh | Substitute |
| Karen Schramm | Substitute |
| Summer Science | Substitute |
| Drew Spencer | Substitute |
| Mary Stollar | Substitute |
| James Sundquist | Substitute |
| Abby Taylor | Substitute |
| Paul Wallace | Substitute |
| Richard Wasco | Substitute |
| James Waybright | Substitute |
| Allan Young | Substitute |
| Monica Carhuay | Substitute |

Schedule F-13-8
 APPOINTMENTS – Classified Staff
 For the 2013-14 School Year

| NAME | POSITION | REMARKS |
|-----------------------|--------------------------------|------------|
| Mr. Bob Lockhart | Ticket Taker | \$7.85/hr. |
| Mr. Phil Schramm | Ticket Taker | \$7.85/hr. |
| Ms. Judy Dimit | Ticket Taker | \$7.85/hr. |
| Mr. Lorn Dimit | Ticket Taker | \$7.85/hr. |
| Mr. Dave Keener | Ticket Taker | \$7.85/hr. |
| Ms. Darlene Worstell | Ticket Taker | \$7.85/hr. |
| Ms. Amanda Scharff | Ticket Taker | \$7.85/hr. |
| Ms. Cindy Wanzo | Ticket Taker | \$7.85/hr. |
| Mr. B.J. Mayer | Ticket Taker | \$7.85/hr. |
| Ms. Rebecca Brown | Ticket Taker | \$7.85/hr. |
| Ms. Sheryl Westfall | Ticket Taker | \$7.85/hr. |
| Ms. Greta Guimond | Ticket Taker | \$7.85/hr. |
| Ms. Brenda Martin | Ticket Taker | \$7.85/hr. |
| Ms. Lynn Doebrich | Ticket Taker | \$7.85/hr. |
| Mr. Rick Beaver | Ticket Taker | \$7.85/hr. |
| Ms. Tonja Cullen | Ticket Taker | \$7.85/hr. |
| Ms. Debbie Fitzgerald | Ticket Taker | \$7.85/hr. |
| Mr. Jim Bauman | Ticket Taker | \$7.85/hr. |
| Ms. Nancy Lee | Ticket Taker | \$7.85/hr. |
| Mr. Mark Doebrich | Ticket Taker | \$7.85/hr. |
| Mr. David Prim | Ticket Taker | \$7.85/hr. |
| Ms. Anita Burnworth | Ticket Taker | \$7.85/hr. |
| Mr. William Aldag | Ticket Taker | \$7.85/hr. |
| Mr. Ryan May | 7 th Football Coach | \$1,999.00 |
| Mr. John Dowler | 7 th Football Coach | \$1,999.00 |
| Mr. Jamie Leach | 8 th Football Coach | \$1,999.00 |

| | | |
|---------------------|---|---------------------------------------|
| Mr. JD Dye | 8 th Football Coach | \$1,999.00 |
| Ms. Stacey Merrill | 8 th Volleyball | \$1,999.00 |
| Ms. Christie Brooks | 7 th Volleyball | \$1,999.00 |
| Mr. BJ Mayer | Site Manager- MHS | \$571.00 |
| Ms. Katie Brown | Attendant +30 – Transitional – 4.25hrs/day | \$11.37/hr., Step 1, Eff. 08/19/13 |
| Ms. Ashley Stewart | Secretary II- SSC | \$12.16/hr., Step 1, Eff. 08/12/13 |
| Mr. John Conant | Custodian | \$10.07/hr., Step 1 Eff. 08/05/13 |
| Mr. Terry Wallis | Ticket Taker | \$7.85/hr. |
| Mr. Jawn Smith | Tennis - MMS | \$1,999.00 |

Addendum Schedule F-13-8

| NAME | POSITION | REMARKS |
|--------------|------------------------------------|------------|
| Nikki Rake | 9 th Grade Cheerleading | \$1,999.00 |
| Kayla Antill | 8 th Grade Cheerleading | \$1,999.00 |
| Casey Price | Head JV Soccer | \$2,284.00 |
| Rick Farley | 9 th Grade Football | \$1,999.00 |

Schedule G-13-8
 SUBSTITUTES – Classified Staff
 For the 2013-14 School Year

| NAME | POSITION | REMARKS |
|---------------|---|------------|
| Jamie Bingler | Secretary/Attendant/Teacher & Library Aide/Study Hall | \$7.85/hr. |
| Jordan Metts | Secretary | \$7.85/hr. |

Addendum Schedule G-13-8

Schedule G-13-8
 SUBSTITUTES – Classified Staff
 For the 2012-13 School Year

| NAME | POSITION |
|-------------------|------------|
| Carrie Bellville | Substitute |
| Stephanie Clovis | Substitute |
| Chad Deem | Substitute |
| Selena Erb | Substitute |
| Judith Gates | Substitute |
| Susan Hiser | Substitute |
| Kristen Hollister | Substitute |
| Carolyn Imes | Substitute |
| Nancy Lee | Substitute |
| Lana McKitrick | Substitute |
| Esther Nesselroad | Substitute |
| Fancie Smith | Substitute |
| William Standish | Substitute |
| Susan Strauss | Substitute |
| Donna McCauley | Substitute |
| Rebecca Wheeler | Substitute |
| Rebecca Wilson | Substitute |
| Jennifer Wright | Substitute |

Schedule R-13-8
 REASSIGNMENT –Classified Staff
 For the 2013-14 School Year

| NAME | PRESENT | NEW |
|--------------|-----------------------|--|
| Melissa Dye | Secretary II – Putnam | Secretary IV, Step 10, \$17.52/hr., Eff. 09/02/13 |
| Jill Kendall | Attendant - Putnam | Secretary II, Step 1, \$12.16/hr. Eff. August 20, 2013 |

EDUCATIONAL IMPROVEMENT PROGRAM

| Name | Sem. Hrs. | Qur. Hrs. | Amount |
|--------------------|-----------|-----------|----------|
| Kathleen Duckworth | 2 | | \$242.00 |
| Stephanie Davison | 3 | | \$720.00 |

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 for the 2013-14 school year:

| | | |
|---------------------|------------------|---------------|
| Ms. Kim Hiatt | From: M+15-15 | To: M+30-15 |
| Ms. Kelly Bishop | From: M+15-15 | To: M+30-15 |
| Ms. Brianne Schaad | From: M+15-3 | To: M+30-3 |
| Mr. Chris Porter | From: M+15-15 | To: M+30-15 |
| Ms. Brittany Schaad | From: Half-time | To: Full time |
| Ms. Katelyn Eckrote | From: St. Mary's | To: Harmar |
| Mr. Aaron Schmidlin | From: B-2 | To: M+30-2 |

2d

WHEREAS, the transportation schedule submitted to the Marietta City School District Board of Education has been designed to serve the best interest of those students eligible to receive busing to and from their assigned schools; therefore

BE IT RESOLVED, that said schedule be adopted as the official routing plan for the 2013-14 school year, and that school administrators be authorized to implement any minor changes that may occur during the school year as justified by board policy and State of Ohio transportation regulations.

2e

WHEREAS, the Marietta City School District Board of Education, acting as fiscal agent, agrees to enter into contracts with Warren Local, Frontier Local, Fort Frye Local, Wolf Creek Local, and Belpre City Schools, Washington County, Ohio, for the purpose of providing instruction for low incidence handicapped children. Tuition or excess costs will be paid at the conclusion of the 2013-14 academic school year as invoiced by Marietta City Schools.

2f

WHEREAS, Washington County Children Services will provide the services of a diversion specialist for children who qualify under the guidelines of the "Education for Homeless Children and Youth," project, and

WHEREAS, the Diversion Program supports the district's continuous improvement plan; therefore

BE IT RESOLVED, that the Marietta City School District Board of Education enter into an agreement with Washington County Children Services for the 2013-14 school year to provide the aforementioned services at a cost not to exceed \$20,000.00.

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 specialized orientation and mobility services to blind or visually impaired students, and

WHEREAS, Ms. Jolene Craig, Orientation and Mobility Specialist, is a state certified Orientation and Mobility Specialist and Teacher of the Visually Impaired, and

WHEREAS, Ms. Jolene Craig has quoted a price of \$100.00 per hour for direct services and \$40.00 per hour for IEP meetings for services rendered as requested by the Marietta City School District and approved by the Director of Student Services, and has agreed to provide this service at the quoted price for a maximum of 46 hours per school year.

NOW THEREFORE BE IT RESOLVED, that the Marietta City School District enter into a purchase service contract with Ms. Jolene Craig for a period commencing August 22, 2013 through June 30, 2014 at a rate of \$100.00 per hour direct service and \$40.00 hour for IEP meetings in accordance with the “Work-For-Hire” agreement prepared and executed by the Director of Student Services and Treasurer.

2h

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 Fall of 2013.

| Student | Hosting School | Hosting Teacher |
|----------------|-----------------------|------------------------|
| Elicia Lint | Washington Elementary | Robin Haught |
| Kelly Sommers | Washington Elementary | Jan Mason |
| Kayla Yeager | Washington Elementary | Jessie Abrecht-Burnett |
| Olivia Starkey | Washington Elementary | Sally Latture |

2i

WHEREAS, the proposed Marietta Middle School Staff Handbook for the 2013-14 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 Middle School Staff Handbook as submitted.

2j

WHEREAS, the following added duty job descriptions that have been added or revised; therefore

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

1. MMS Tennis Coach
2. MMS Golf Coach
3. Head Swim Coach
4. Assistant Cross Country Coach

POSITION: MMS TENNIS COACH

RESPONSIBLE TO: Head Tennis coach and Athletic Director

LEVEL: Grades 7-8

- GOALS:
1. To assist the head coach in the overall development of the sport.
 2. To assist student athletes in the development of athletic skills.
 3. To develop individual leadership qualities.
 4. To promote a spirit of teamwork and cooperation.
 5. To promote a balance of healthy competition and good sportsmanship.

JOB DESCRIPTION

1. Assists the head coach in carrying out duties and responsibilities.
2. Assists the head coach in the planning and supervision of daily practices.
3. Distributes and summarizes rules and regulations for the sport, and reviews the Marietta City Schools Athletic Department Handbook with athletes and parents/guardians. Informs students and parents of tryout procedure, as well as, scheduling pre-season parent meetings.
4. Develops and maintains a year-round plan of action that includes, but is not limited to, athletic eligibility of student athletes, appropriate in-season and off-season conditioning programs, sports camps, practice dates/times and use of practice facilities (coordinated through the head coach), and an accounting of uniform/equipment needs, inventory, maintenance and use.
5. Encourages academic development of players both in and out of season.
6. Maintains proper professional demeanor.
7. Recommends, in a timely manner, equipment and supply needs to the head coach.
8. Assists with the promotion of the sport and other public relation activities pertaining to athletics.
9. Is conscious of the role and commitment the sports booster club maintains in the athletic program and helps to contribute in a positive fashion to the goals and objectives of that organization. Works with head coach as appropriate to secure teams representatives and game workers.
10. Is responsible in assisting with student supervision.
11. Demands respect from student athletes both inside and outside of the program. Fosters an attitude of support between programs.
12. Attends staff meetings, relevant clinics, and conferences to upgrade and/or keep current with coaching skills as needed.
13. Follows all OHSAA rules and regulations for the sport.
14. Promotes health and safety for each student athlete.
15. Cooperates with custodial/maintenance staff to minimize problems in areas of common concern.
16. Assists head coach to ensure proper locker room supervision until all players have departed from game or practice.

POSITION: MMS GOLF COACH

RESPONSIBLE TO: Head Golf Coach and Athletic Director

LEVEL: Grades 7-8

- GOALS:
1. To assist the head coach in the overall development of the sport.
 2. To assist student athletes in the development of athletic skills.
 3. To develop individual leadership qualities.
 4. To promote a spirit of teamwork and cooperation.
 5. To promote a balance of healthy competition and good sportsmanship.

JOB DESCRIPTION

1. Assists the head coach in carrying out duties and responsibilities.
2. Assists the head coach in the planning and supervision of daily practices.
3. Distributes and summarizes rules and regulations for the sport, and reviews the Marietta City Schools Athletic Department Handbook with athletes and parents/guardians. Informs students and parents of tryout procedure, as well as, scheduling pre-season parent meetings.
4. Develops and maintains a year-round plan of action that includes, but is not limited to, athletic eligibility of student athletes, appropriate in-season and off-season conditioning programs, sports camps, practice dates/times and use of practice facilities (coordinated through the head coach), and an accounting of uniform/equipment needs, inventory, maintenance and use.
5. Encourages academic development of players both in and out of season.
6. Maintains proper professional demeanor.
7. Recommends, in a timely manner, equipment and supply needs to the head coach.
8. Assists with the promotion of the sport and other public relation activities pertaining to athletics.
9. Is conscious of the role and commitment the sports booster club maintains in the athletic program and helps to contribute in a positive fashion to the goals and objectives of that organization. Works with head coach as appropriate to secure teams representatives and game workers.
10. Is responsible in assisting with student supervision.
11. Demands respect from student athletes both inside and outside of the program. Fosters an attitude of support between programs.
12. Attends staff meetings, relevant clinics, and conferences to upgrade and/or keep current with coaching skills as needed.
13. Follows all OHSAA rules and regulations for the sport.
14. Promotes health and safety for each student athlete.
15. Cooperates with custodial/maintenance staff to minimize problems in areas of common concern.
16. Assists head coach to ensure proper locker room supervision until all players have departed from game or practice.

POSITION: HEAD SWIM COACH

RESPONSIBLE TO: The Athletic Director for all athletic topics, and the building principal for all non-athletic topics.

LEVEL: Grades 9-12

GOALS:

1. To develop a well balanced program in order to be competitive with other schools of comparable size.
2. To assist student athletes in the development of athletic skills.
3. To develop individual leadership qualities.
4. To promote a spirit of teamwork and cooperation.
5. To promote a balance of healthy competition and good sportsmanship.
6. To help the students appreciate the value of physical conditioning.

JOB DESCRIPTION

17. Assumes responsibility for the entire program grades 9-12, and conducts informational meeting with all assistant coaches.
18. Develops and coordinates budget with the Athletic Director, and follows Marietta City Schools procedure in requesting supplies.
19. Distributes and summarizes rules and regulations for the sport, and reviews the Marietta City School Athletic Department Handbook with athletes and parents/guardians.
 - a. Notifies the Athletic Director as to any additional team standards.
 - b. Communicates in writing any additional criteria for student participation, and informs students and parents of tryout procedure. Schedules pre-season parent meetings at all levels.
20. Develops and maintains a year-round plan of action that includes, but is not limited to, athletic eligibility of student athletes, appropriate in-season and off-season conditioning programs, collegiate scholarship opportunities, sports camps, practice dates/times, use of practice facilities (coordinated through the Athletic Director), and an accounting of uniform/equipment needs, inventory, maintenance, and use.
21. Coordinates year-round facility usage through the Athletic Director and with other head coaches.
22. Encourages academic development of players both in and out of season.
23. Maintains proper professional demeanor.
24. Recommends, in a timely manner, equipment and supply needs to the Athletic Director.
25. Participates as requested in the selection of assistant coaches.
26. Develops and maintains a criteria for awards to athletes in the sport.
 - a. Students and parents are informed of procedure during pre-season meeting.

27. Coordinates strategy for short to long-term sport development with the Athletic Director.
28. Coordinates/assists with the promotion of the sport and other public relation activities pertaining to athletics.
 - a. Responsible for media relations – promotes communication.
29. Is conscious of the role and commitment the sports booster club maintains in the athletic program and helps to contribute in a positive fashion to the goals and objectives of that organization. Will be responsible for team representatives at each level, and will work with representatives to secure game workers.
30. Submits, in a timely manner, all pre/post season information as requested by the Athletic Director.
31. Is responsible for student supervision.
32. Is responsible for sport education of staff.
33. Works with training staff concerning schedule (game and practice), injury reports, and player rehab.
34. Demands respect from student athletes both inside and outside of the program, and helps foster an attitude of support between programs.
35. Provides school staff with rosters of participants to be used for early dismissal and other record keeping purposes.
36. Assumes responsibility for coordinating a roster of teams for a competitive schedule in conjunction with the Athletic Director.
37. Attends relative clinics and conferences to upgrade and/or keep current with coaching skills as needed, with staff being involved wherever possible.
38. Provides a written summary of statistics, both individual and team, for historical records and for award presentations. Provides a summary of needs, both short and long-term.
39. Follows all OHSAA rules and regulations for the sport.
40. Promotes health and safety for each student athlete.
41. Communicates transportation needs to the Athletic Director.
42. Cooperates with custodial/maintenance staff to minimize problems in areas of common concern.
43. Provides program emergency phone list.
44. Ensures proper locker room supervision until all players have departed from game or practice.

POSITION: ASSISTANT CROSS COUNTRY COACH

RESPONSIBLE TO: Head cross country coach and Athletic Director

LEVEL: Grades 7-12

GOALS:

7. To assist the head coach in the overall development of the sport.
8. To assist student athletes in the development of athletic skills.
9. To develop individual leadership qualities.

10. To promote a spirit of teamwork and cooperation.
11. To promote a balance of healthy competition and good sportsmanship.

JOB DESCRIPTION

45. Assists the head coach in carrying out duties and responsibilities.
46. Assists the head coach in the planning and supervision of daily practices.
47. Encourages academic development of players both in and out of season.
48. Maintains proper professional demeanor.
49. Recommends, in a timely manner, equipment and supply needs to the head coach.
50. Assists with the promotion of the sport and other public relation activities pertaining to athletics.
51. Is conscious of the role and commitment the sports booster club maintains in the athletic program and helps to contribute in a positive fashion to the goals and objectives of that organization. Works with head coach as appropriate to secure teams representatives and game workers.
52. Assists with student supervision.
53. Demands respect from student athletes both inside and outside of the program. Fosters an attitude of support between programs.
54. Attends staff meetings, relevant clinics, and conferences to upgrade and/or keep current with coaching skills as needed.
55. Follows all OHSAA rules and regulations for the sport.
56. Promotes health and safety for each student athlete.
57. Cooperates with custodial/maintenance staff to minimize problems in areas of common concern.
58. Assists head coach to ensure proper locker room supervision until all players have departed from game or practice.
59. Scouts opposition teams as directed by the head coach.

Resolution 2013-60 Mrs. Burton made a motion and Mrs. Myers seconded the motion to Accept the consent agenda items.

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

The President declared the consent agenda items approved as presented.

Res. #2013-61 Mr. Hutchinson made a motion to continue the regular meeting in executive session to discuss personnel/employment. Mr. Myers seconded the motion.

Mr. Gault called for a vote: Yeas: 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 5:30 PM.

The President declared the executive session concluded and the regular meeting continued in open session at 5:50 PM.

Res. #2013-62 Mr. Hutchinson made a motion to adjourn the regular meeting. Mr. Myers seconded the motion.

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

The President declared the motion passed and the regular meeting adjourned at 5:51 PM.

ATTEST:

Greg Gault, President

Matthew S. Reed, Chief Fiscal Officer