

**CELINA CITY BOARD OF EDUCATION  
APRIL 3, 2006**

The Celina City Board of Education met in special session on April 3, 2006 at 8:11 p.m. in the conference room of the Education Complex. Mr. Fetters, Mr. Gilmore, Mrs. Hoyng, Mrs. Piper and Mr. Rable answered the roll call.

**06-18** The Board on a motion by Mr. Gilmore, seconded by Mrs. Hoyng, set the agenda as presented.

VOTE: Mr. Fetters: Aye, Mr. Gilmore: Aye, Mrs. Hoyng: Aye, Mrs. Piper: Aye,  
Mr. Rable: Aye. Approved.

**06-19** On a motion by Mrs. Piper, seconded by Mrs. Hoyng, the Board moved to set the consensus agenda.

Treasurer's Report – Mr. Mike Marbaugh

1. Resolution to accept donation of 600 shares of Reynolds & Reynolds Class A common stock from Mr. & Mrs. John Gibbons for the purpose of purchasing lighting equipment for the newly constructed tennis courts. Value at the time of the transfer was \$16,572.00.
2. Resolution to authorize the Treasurer to sell the Reynolds & Reynolds Class A common stock at a time of his choosing prior to the lighting equipment expenditure being made.

Business Manager's Report – Mr. Mike McKirnan

1. Approve the following retirements for the 2006-07 SY:
  - Kaye Smith – HS secretary, effective at the end of the current school year
  - Karen Piper – bus aide, effective July 1, 2006
  - Thelma Fortkamp – bus driver, effective at the end of the current school year
  - Ginger Luth – cafeteria cook, effective August 1, 2006
  - Linda Bollenbacher – cafeteria worker, effective August 1, 2006

Resolution

1. Recommend accepting the lowest and best bid for fertilizer and weed control to Healthy Lawns for a total of \$9,025.

Superintendent's Report – Mr. Matt Miller

1. Approve the resignation of Micah Fell, OWE teacher, effective at the end of the current school year.
2. Approve the following retirements for the 2006-07 SY:
  - Judy Menchhofer – 6<sup>th</sup> grade teacher, effective 5/31/06
  - Janet Smith – I.C. Reading Specialist/West Resource tutor, effective June 1, 2006
  - Elaine Harris – Title I teacher, effective August 1, 2006
  - Dan Otten – Dean of Athletics, effective the end of the current school year
  - Diana Bertke – HS business teacher, effective May 31, 2006
3. Hire Jerry Harris – Head football coach Cl I Step 7

Resolution

1. Accept the job description of an Assistant Tennis Coach.

**Department:** Athletic

**Building / Facility:** High School

**Reports to:** Athletic Director / Head Coach

**Employment status:** Temporary / Part-time

**FLSA status:** Exempt

**Description:** Assist in the teaching and coaching of the fundamentals of tennis; assist in the overall supervision of the tennis program

NOTE: The below lists are not ranked in order of importance

**Essential Functions:**

- Ensure safety of students
- Work within district policies and procedures in the development and maintenance of the interscholastic athletics program
- Ensure the proper conduct and actions of team members at all times
- Attend coaches' meetings
- Participate in awards program / banquet
- Supervise players on bus / van trips to away games / scrimmages
- Assist in taking attendance at practices
- Assist in maintenance of tennis court facility
- Attend matches when applicable
- Attend clinics, camps, and seminars
- Maintain respect at all times for confidential information, e. g., student athlete grades for eligibility purposes, etc.
- Interact in a positive manner with staff, students, and parents
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-service as required
- Assist players in the care and prevention of injuries
- Instruct players in the proper use of body building equipment, training and nutrition
- Attend JV and other assigned matches
- Supervise players in day-long practices, meetings, lunch and locker room activities
- Scout for players
- Participate in public relations activities
- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the head coach, athletic director and/or high school principal

**Qualifications:**

- Knowledge and experience in the sport of tennis

**Required Knowledge, Skills, and Abilities:**

- Ability to work with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- **Required Knowledge, Skills, and Abilities: cont.**
- Organizational and problem solving skills
- Ability to recognize and treat minor athletic injuries
- Knowledge of the game of tennis
- Basic First Aid and CPR training (Required by the state Board of Education)
- Van driving certification

**Equipment Operated:**

- Telephone
- Computer / printer
- Copier
- Motor vehicle (Van driving certification)
- Fax machine
- Calculator
- Tennis ball hitting machines

**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle in inclement weather conditions
- Occasional interaction among unruly children
- Frequent requirement to travel
- Occasional evening / weekend / summer work
- Occasional requirement to perform duties in inclement weather conditions, e.g., snow rain, heat, cold, wind, etc.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor and/or appointing authority.

VOTE: Mr. Gilmore: Aye, Mrs. Hoyng: Aye, Mrs. Piper: Aye, Mr. Rable: Aye,  
Mr. Fetters: Aye. Approved.

Mr. McKirnan, Business Manager, addressed the Board on the progress and pitfalls of the stadium project renovation.

With no other business, the meeting was adjourned at 8:43 p.m.

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Board President

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Treasurer