

**CELINA CITY BOARD OF EDUCATION  
AUGUST 15, 2011**

The Celina City Board of Education met in regular session on August 15, 2011 at 6:00 p.m. in the conference room of the Education Complex. Mrs. Hoyng led those in attendance in the pledge of Allegiance. Mr. Fetters, Mr. Gilmore, Mrs. Hoyng, Mrs. Paulus. And Mrs. Piper answered the roll call.

**11-30** The Board on a motion by Mrs. Piper, seconded by Mr. Gilmore, set the agenda as amended.

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

The Board heard a brief report about the RTT grant from Kay Klopfleisch and Kim Lammers, CEA Co-Presidents, and Mr. Miller.

**11-31** On a motion by Mrs. Paulus, seconded by Mr. Gilmore, the approved the presentation of the consensus agenda for approval.

Treasurer's Report – Mr. Mike Marbaugh

1. Approve the minutes of the July 28, 2011 regular meeting.
2. Approve of checks written in July 2011 of \$3,323,014.84. Total expenditures for July 2011 were \$ 3,321,084.84.
3. Approve investments for the period. The balance as of August 9, 2011 is \$13,537,187.30.
4. Approve an amended temporary annual appropriation resolution. (Note: only the adjustments to the previous document appear in the Minutes.)

<u>2</u>	<u>Debt Service</u>	<u>PRESENT</u>	<u>PROPOSED</u>
900	Other Uses of Funds Increase by \$5,000.00	\$0.00	\$5,000.00
<u>22</u>	<u>Tri Star Agency Funds</u>		
400	Purchased Services	\$625,000.00	\$620,000.00
600	Capital Outlay	<u>\$150,000.00</u>	<u>\$50,000.00</u>
	Total	\$775,000.00	\$670,000.00
	Decrease by \$105,000.00		
<u>432</u>	<u>Management Information System</u>		
400	Purchase Services Decrease by \$30,000.00	\$35,000.00	\$5,000.00
<u>439</u>	<u>Public Preschool Grant</u>		
100	Salary/Wages	\$37,392.69	\$37,900.00
200	Fringe Benefits	\$11,851.80	\$11,922.84
400	Purchased Services	\$1,100.00	\$750.00

500	Supplies	<u>\$728.35</u>	<u>\$500.00</u>
	Total	\$51,072.84	\$51,072.84

**504 ED JOBS**

100	Salary/Wages	\$250,000.00	\$240,000.00
200	Fringe Benefits	<u>\$100,000.00</u>	<u>\$75,000.00</u>
	Total	\$350,000.00	\$315,000.00
	Decrease by \$35,000.00		

**516 Title 6-B**

100	Salary/Wages	\$334,189.94	\$326,844.69
200	Fringe Benefits	\$141,431.11	\$140,738.48
400	Purchased Services	\$142,489.06	\$57,489.06
500	Supplies	\$45,109.95	\$30,000.00
600	Capital Outlay	<u>\$16,603.47</u>	<u>\$5,898.00</u>
	Total	\$679,823.53	\$560,970.23
	Decrease by \$118,853.30		

**532 SFSF Funds**

100	Salary/Wages	\$1,500.00	\$0.00
200	Fringe Benefits	<u>\$790.21</u>	<u>\$2,290.21</u>
	Total	\$2,290.21	\$2,290.21

**572 Title 1**

200	Fringe Benefits	\$104,402.75	\$105,401.08
400	Purchased Services	\$58,429.35	\$39,335.00
500	Supplies	<u>\$9,383.13</u>	<u>\$8,330.14</u>
	Total	\$172,215.23	\$153,066.22
	Decrease by \$19,149.01		

**587 IDEA Preschool**

400	Purchased Services	\$15,950.08	\$10,657.01
500	Supplies	\$3,947.02	\$2,000.00
600	Capital Outlay	<u>\$38.52</u>	<u>\$0.00</u>
	Total	\$19,935.62	\$12,657.01
	Decrease by \$7,278.61		

**590 Improving Teacher Grant**

100	Salary/Wages	\$76,578.59	\$75,500.00
200	Fringe benefits	\$29,199.15	\$29,000.00
400	Purchased Services	<u>\$15,951.01</u>	<u>\$14,022.27</u>



8. Approval of advances.
- | Fund from:   | Fund to:                  |          | Dollar Amount: |
|--------------|---------------------------|----------|----------------|
| General Fund | School Accounting Network | 451-9912 | \$14,000.00    |
| General Fund | Race to the Top           | 506-9912 | \$50,000.00    |
| General Fund | Cafeteria                 | 006-0000 | \$200,000.00   |
9. Approval of expenditures:
- | <u>TO</u>                    | <u>FOR</u>      | <u>AMOUNT</u> |
|------------------------------|-----------------|---------------|
| Warren Gregor                | Tuition         | \$2,696.75    |
| Northwest Ohio ED Technology | Moodle Training | \$1,188.00    |

Assistant Superintendent's Report – Mr. Kevin Mast  
Personnel

- Recommend approval of the following substitutes for the 2011-12 school year:

Sarah Alig-Klenke	Sandy Jeffries	Tim Schoen
Bob Beckstedt	Kim Jones	Kelly Sheets
Patty Bergstrom	Suzanne Kellam	Toni Sieftring
Cheryl Berry	Tom Klosterman	Amber Sinclair
Ruth Campbell	Sam Lane	Michele Snyder
Nicole Crowell	Ken Lange	Tina Stansberry
Carol Evers	Beth Link	Jack Sturgill
Terry Ferguson	Ginger Luth	Jeanette Tindall
Jane Fleck	Norma Luth	Chris Valdez
Rebecca Flora	Shirley Luthman	Brenda VanTilburg
Pam Gander	Samantha Meyer	Judy Waterman
Dick Garwood	Jetta Mutter	Heather Waterman
Rebecca Gast	Kathleen Neves	Jerry Weisman
Nicole Geurkink	Victoria Nuding	Bill Wellman
Adam Gray	Cathy Owens	Maria Wenning
Joyce Hackney	Carla Pugh	Dianne Wiehe
Marcia Hainline	Shannon Rodriguez	Wayne Wiehe
Jill Harris	Laura Rolfes	Roger Wilker
Vicki Heiby	Sue Sanders	Nancy Willrath
Joanne Highley	Melissa Schlarman	Cynarra Yaney
Pat Hullinger	Janet Schoen	
- Recommend approval of the retirement of Ralph (Bud) Miller, effective 08/01/11.
- Recommend approval of a 60-day probationary contract for Jenine Bertke, Head Start cafeteria worker, \$8.84 per hour/133 days/6 hours, effective 09/13/11.
- Recommend a change of contract for Angela Knapschaefer, teacher assistant, from 1 FTE to .4 FTE for the 2011-12 school year.
- Recommend approval of the resignation of Angie Smith, high school cafeteria worker, effective August 16, 2011.

Superintendent's Report – Mr. Matt Miller

Resolution

- Recommend approval to accept the Authorization to Release Information form.
- Recommend approval to accept the job description for the Head Start Health and Community Services Manager.  
Role Description:  
Serve as an integral member of the management team, providing guidance and vision toward delivery of quality comprehensive services. Provide expertise in assuring the

delivery of health, nutrition, and mental health services. Develop and oversee community partnerships.

Qualifications:

Education/Certifications:

- Associate of Arts in Nursing (Bachelors Degree Preferred)
- Valid Ohio Drivers License

Knowledge/Skills:

- Sensitivity and awareness of family cultural diversity
- Experience in problem solving, decision making, and leadership
- Strong organization skills and the ability to work both independently and in a team environment
- Knowledge of community medical, dental, educational, and nutritional services
- Demonstrate understanding of Head Start Performance Standards and the Head Start Act of 2007.
- Ability to communicate and provide presentations to large groups.
- Strong written and verbal communication skills, including: intermediate to advance computer skills, data entry web-based software, internet and e-mail applications.

Experience:

- Previous Head Start experience
- Previous Experience in Community Health Nursing or related field

Essential Job Responsibilities:

- Fully understand and implement the Mission Statement of Mercer County Head Start
- Assure compliance with Head Start Performance Standards, and Ohio Department of Education licensing Standards, as well as local licensing requirements.
- Assure delivery of all health, nutrition and mental health services. HEAC
- Assure completion of all health and nutrition screening
- Provide and document any necessary follow up following completion of screenings and or examinations.
- Assure compliance of Immunization Standards: tracking, follow-up and referral, and submission of required reports in a timely and accurate manner.
- Maintain an ongoing monitoring system to assure accurate documentation of the delivery of all health services.
- Develop and distribute written materials to support education for children, parents, and staff with regard to health, nutrition, mental health, etc.
- Provide annual Blood Borne Pathogen training to all staff.
- Serve as a resource person to staff and parents as well as within the community.
- Supervise and conduct annual evaluation of food service personnel
- Assure compliance with all CACFP requirements
- Serve as an integral member of the Management Team
- Perform other duties as assigned by supervisor to ensure compliance with federal, state and local regulations.

The statements indicated on this job description describe the general purpose and responsibilities assigned to this job and are not an inclusive list of all responsibilities and duties that may be assigned or skills that may be required.

All employees are expected to participate in ongoing professional development as indicated by changing roles and responsibilities.

3. Recommend approval of a Memorandum of Understanding between WSU Lake Campus and Celina City Schools for the Hybrid Educator Program.

A Memorandum of Understanding between the Celina City School District and Wright State University Lake Campus is written and signed by all parties to clearly identify the specifics of our partnership endeavor and to ensure that the program meets the needs and expectations of both institutions.

Section I: Hybrid Educator Program Position Responsibilities for WSULC: The following lists of responsibilities are to be met by our selected candidate, Ms. Betsy Crites, for the 2011-2012 academic school year.

1. Ms Crites will remain an employee of and paid by the Celina City School. She will be available to the university 3 days per week.
2. Ms. Crites will teach a minimum of 12 credit hours per quarter (Fall, Winter, Spring) and shall assist program personnel. Courses are generally assigned between the hours of 8:00 am and 4:00 pm, although specific concentrations may require a class to be taught starting after 4:00 pm to which Ms. Crites may be assigned.
  - a. If there is a need, and Ms. Crites wishes to, she may teach a fourth class in any quarter and paid for that class by the credit hour at the adjunct rate.
  - b. If there is a need, and Ms. Crites wishes to, she may teach a class(es) in summer of 2012, and be paid at the adjunct rate.
3. Ms. Crites shall attend/participate in the Teacher Education Committee and appropriate program meetings.
4. Betsy Crites agrees to return to her regular teaching assignment at Celina City Schools for the 2012-2013 academic year.
5. Ms. Crites shall report to Dr. Bonnie Mathies, Dean or any other university personnel as assigned by Dean Mathies.

Section II: The Celina City School District agrees to:

1. Allow Ms. Betsy Crites to serve as a hybrid educator/adjunct faculty member of Wright State University Lake Campus for a period of one academic year, 2011-2012.
2. Accept up \$53,320.00 from Wright State University Lake Campus to help defray the cost of hiring a replacement teacher for Ms. Crites for one academic year.
3. Allow Ms. Crites to return to her regular teaching assignment during the 2012-2013 academic year.

Section III: Betsy Crites understands and agrees to:

1. Fulfill all responsibilities as outlines in Section 1 of this document.
  2. Return to her regular teaching assignment during the 2012-2013 academic year.
4. Recommend approval of the revised fees for 2011-12 for the High School.

Code	Name	Fee			
MUS621	ACCAPELLA CHOIR 1	\$3.00	SCI315	HONORS BIOLOGY A	\$21.00
BUS607	ACCOUNTING 1A	\$43.25	SCI316	HONORS BIOLOGY B	\$21.00
BUS608	ACCOUNTING 1B	\$24.25	ENG125	HONORS ENGLISH 10A	\$11.00
ART509	ACRYLIC PAINTING 1	\$70.00	ENG126	HONORS ENGLISH 10B	\$11.00
ART510	ACRYLIC PAINTING 2	\$70.00	ENG115	HONORS ENGLISH 9A	\$13.50
ART513	ADOBE PHOTOSHOP	\$45.00	ENG116	HONORS ENGLISH 9B	\$13.50
TEC624	ADV WOOD WORKING	\$25.00	SCI360	HUMAN ANATOMY	\$20.00
ART507	ADVANCED CERAMICS/SCULPTURE	\$50.00	ART599	INDEPENDENT STUDY ART	\$45.00
SCI391	AP BIOLOGY A	\$32.50	SCI313	INTRO TO CHEMISTRY	\$10.00
			SCI317	INTRO TO PHYSICAL SCIENCE	\$37.00

SCI392	AP BIOLOGY B	\$32.50	SCI314	INTRO TO PHYSICS	\$10.00
SCI395	AP CHEMISTRY A	\$32.50	TEC620	INTRO TO TECH	\$42.50
SCI396	AP CHEMISTRY B	\$32.50	ART508	JEWELRY	\$60.00
ENG191	AP ENGLISH A	\$15.00	TS800	JR AG MECHANICS	\$50.00
ENG192	AP ENGLISH B	\$15.00	TS880	JR AUTO TECH	\$42.00
TEC651	ARCHITECTURAL DRAFTING	\$12.00	TS930	JR BUSINESS MANAGEMENT	\$65.00
ART514	ART DESIGN TECHNIQUES	\$50.00	TS920	JR COMPUTER SUPPORT	\$25.00
SCI323	BIOLOGY A	\$21.00	TS890	JR CONSTRUCTION	\$15.00
SCI324	BIOLOGY B	\$21.00	TS870	JR EARLY CHILDHOOD ED	\$85.00
SCI341	BIOTECHNOLOGY	\$15.00	TS830	JR ELECTRONICS	\$50.00
BUS605	BUSINESS BASICS	\$36.50	TS910	JR GRAPHICS	\$85.00
BUS606	BUSINESS FINANCE	\$36.50	TS810	JR HORTICULTURE	\$50.00
BUS610	BUSINESS MATH	\$22.89	TS940	JR INTERACTIVE MEDIA	\$65.00
TEC625	CABINETRY 1	\$25.00	TS860	JR MED PREP	\$75.00
TEC626	CABINETRY 2	\$25.00	TS730	JR PRECISION MACHINE	\$55.00
TEC627	CABINETRY 3	\$25.00	TS820	JR VET TECH	\$75.00
TS905	CAD-CELINA	\$85.00	TS840	JR WELDING	\$60.00
FCS649	CAREER SEARCH	\$10.00	FCS641	MANAGING TRANSITIONS	\$25.00
TS960	CBI-WORK EXPERIENCE	\$10.00	MUS601	MARCHING BAND	\$20.00
ART506	CERAMICS/SCULPTURE	\$50.00	ART511	PHOTOGRAPHY	\$65.00
SCI333	CHEMISTRY A	\$24.00	SCI343	PHYSICS A	\$23.50
SCI334	CHEMISTRY B	\$24.00	SCI344	PHYSICS B	\$23.50
FCS645	CHILD DEVELOPMENT	\$15.00	SCI321	PRACTICAL BIOLOGY A	\$21.00
ENG135	COLLEGE ENGLISH 11A	\$13.00	SCI322	PRACTICAL BIOLOGY B	\$21.00
ENG136	COLLEGE ENGLISH 11B	\$13.00	ENG131	PRACTICAL ENGLISH 11A	\$15.00
ENG145	COLLEGE ENGLISH 12A	\$18.00	ENG132	PRACTICAL ENGLISH 11B	\$15.00
ENG146	COLLEGE ENGLISH 12B	\$18.00	ENG141	PRACTICAL ENGLISH 12A	\$11.00
BUS601	COMPUTER APPLICATIONS 1	\$10.00	ENG142	PRACTICAL ENGLISH 12B	\$11.00
BUS602	COMPUTER APPLICATIONS 2	\$10.00	ENG160	SHAKESPEARE	\$15.00
BUS603	COMPUTER APPLICATIONS 3	\$10.00	SPN711	SPANISH 1A	\$17.25
ART503	COMPUTER GRAPHICS 1	\$45.00	SPN721	SPANISH 2A	\$17.25
ART504	COMPUTER GRAPHICS 2	\$45.00	SPN731	SPANISH 3A	\$17.25
ART500	DRAW 1	\$60.00	SPN741	SPANISH 4A	\$17.25
ART501	DRAW 2	\$65.00	SCI351	SPORTS PHYSIOLOGY 1A	\$4.00
ART502	DRAW 3	\$70.00	SCI352	SPORTS PHYSIOLOGY 1B	\$4.00
SCI363	ECOLOGY	\$10.00	SCI353	SPORTS PHYSIOLOGY 2A	\$4.00
TEC650	ENGINEERING DRAFTING	\$12.00	SCI354	SPORTS PHYSIOLOGY 2B	\$4.00
ENG123	ENGLISH 10A	\$9.00	TS805	SR AG MECHANICS	\$50.00
ENG124	ENGLISH 10B	\$10.00	TS885	SR AUTO TECH	\$42.00
ENG133	ENGLISH 11A	\$3.00	TS935	SR BUSINESS MANAGEMENT	\$65.00
ENG134	ENGLISH 11B	\$3.00	TS925	SR COMPUTER SUPPORT	\$25.00
ENG143	ENGLISH 12A	\$7.00	TS895	SR CONSTRUCTION	\$15.00

ENG113	ENGLISH 9A	\$11.00	TS875	SR EARLY CHILDHOOD ED	\$85.00
ENG114	ENGLISH 9B	\$11.00	TS835	SR ELECTRONICS	\$50.00
FCS651	FINANCIAL MANAGEMENT	\$15.00	TS915	SR GRAPHICS	\$90.00
SCI342	FORENSICS	\$15.00	TS815	SR HORTICULTURE	\$50.00
FRN711	FRENCH 1A	\$18.00	TS945	SR INTERACTIVE MEDIA	\$65.00
FRN721	FRENCH 2A	\$18.00	TS865	SR MED PREP	\$75.00
FRN731	FRENCH 3A	\$18.00	TS735	SR PRECISION MACHINE	\$55.00
TEC621	GENERAL DRAFTING	\$15.00	TS825	SR VET TECH	\$50.00
GER711	GERMAN 1A	\$11.25	TS845	SR WELDING	\$60.00
GER731	GERMAN 3A	\$11.25	SCI330	TOPICS IN SCIENCE	\$16.00
FCS643	HEALTHY & SAFE FOODS	\$25.00	TEC622	WOODS TECH 1	\$25.00
FCS647	HEALTHY LIVING	\$25.00	TEC623	WOODS TECH 2	\$25.00
			SCI362	ZOOLOGY	\$20.00

Personnel

1. Recommend approval of the following substitutes as needed, for the 2010-11 school year:

Jennifer Alig	Lacy Howell	Leslie Peculinas
Beverly Badgett	Bob Hurm	Eric Pfaff
Caroline Bange	Glenn Hux	Nichole Phillips
Nikki Barger	Sylvia Hux	Joni Piper
Bret Baucher	Angela Imel	Rebecca Posada
David Bertke	Doloros Irish	Rachel Powell
Jillian Bertke	Joyce Johnson	Janice Rogers
Julie Billenstein	Sandy Kaup	Ken Rosengarten
Sarah Bomholt	Sarah Klenke	Nick Sammentinger
Abby Bushman	Cheryl Klosterman	Martha Schoen
Mike Carr	Eric Klosterman	Hank Schwieterman
Randall Clark	Paul Klosterman	Kara Sextro
Kelli Clausen	Lynda Knapke	Sarah Sheeley
Morgan Cox	Marvin Knapke	Dick Sherrick
Jane Diller	Tracy Knapke	Bill Simons
Kevin Draiss	Michael Kuck	Amber Sinclair
Steve Drees	Julie Kunk	Jane Smith
Nicole Driggs	Sara Laux	Janet Smith
Janis Ebbing	Kit Laux	Rex Spencer
Cynthia Eversman	Caitlyn Lay	Janie Stammen
Julie Fleck	James Leaman	Stephanie Stammen
Pat Franzer	Sandi Leist	Stacey Stetler
Tony Frierott	Roberta LePage	Zachary Sudhoff
Jared Fuelling	Shirley Luthman	Thomas Tallman
Ann Giesige	Sokun Ly	Havilah Tonkin
Brad Green	Tom Mann	Brooks Topp
Ann Grisez	Raeanne Marsee	Tim Tuttle
Matt Harman	Dora McAfee	Heather Waterman
Jill Harris	Carol Mertz	Emily Wendel
Gary Hays	Kelly Moniz	Maria Westgerdes
Nancy Head	Nancy Mueller	Chris Woltermann
Becca Head	Marilyn Napier	William Wynn
Victoria Henkle	Tracy Nowell	Susan Yocum



Donna Heyne  
Kassie Holstad  
Kyle C Homan

Kenneth Nuss  
Rhonda Overman  
Susan Pallone

Stephanie York

2. Recommend approval to accept the resignation of Meta Dryer, Applied Physiology & Athletic trainer, effective July 31, 2011.
3. Recommend approval of the Administrator Compensation Plan for SY 2012 and 2013.  
(Supervisory and non-supervisory)

Part I – Base Salary

A.	<u>Levels</u>	<u>2011-12</u>	<u>2012-13</u>
	Level 1	52,735	52,735
	Level 2	54,368	54,368
	Level 3	56,053	56,053
	Level 4	57,792	57,792
	Level 5	59,551	59,551
	Level 6	61,429	61,429
	Level 7	63,335	63,335
	Level 8	65,300	65,300
	Level 9	67,320	67,320

B. Teaching/Administrative Longevity Credits

15 years – 4% added to base      25 years – 5% added to base

Please note! Additional earned longevity credits will not be granted during the school years of 2011-12 and 2012-13

C. Level Placement and Advancement

Please note! Level placements will not be change during the school years of 2011-12 and 2012-13.

Administrators will be placed on the level deemed most appropriate by the Superintendent. Administrators will only advance levels at the Superintendent's discretion. The Superintendent will consider experience, performance, and individual accomplishments when considering level movement. At no time shall administrators be reduced in level placement.

PART II – Responsibility Factors

A. Cluster I

Maintenance Supervisor (260 days)

Transportation Supervisor (260 days)

Recruitment/Placement Coordinator (Tri Star) (215 days)

Career Education Coordinator (Tri Star) (215 days)

21<sup>st</sup> Century Grant Supervisor/Coordinator/Family & Children First Coordinator  
(Social Services) (215 days)

Factor .75

B. Cluster II

Assistant Treasurer (260 days)

Factor .95

C. Cluster III

Assistant High School Principal (260 days)

Assistant Middle School Principal (260 days)

School Psychologist (225 days)

Technology Director (260 days)

Factor 1.12

D. Cluster IV

Elementary Principal (260 days)

Intermediate Principal (260 days)

Tri Star Vocational Director (260 days)

Middle School Principal (260 days)

Athletic Director (260 days)

Special Education Supervisor (260 days)

Factor 1.26

E. Cluster V

Business Manager or Assistant Superintendent for Business Administration (260 days)

High School Principal (260 days)

Curriculum Director (260 days)

Factor 1.33

PART III – Leave/Benefits

Administrators will be entitled to sick leave, personal leave, and all other leaves commonly granted to the employees of the district. Vacation leave time, which is available to 260 day employees only, is twenty five days per contract year.

Vacation leave requests must be submitted for approval to the Superintendent at least ten days in advance of the use of the leave time on a vacation request form.

Administrators will be reimbursed at their respective calculated per diem rate of day for up to 3 unused vacation days per year.

Benefits which include the basic PPO medical, prescription drug and dental plans will be provided if selected. The Administrator will contribute 7.5% of the monthly premium towards the cost of the any plan selected. If the administrator selects a medical plan other than the basic PPO medical plan, the administrator will be required to pay the difference between the two premiums plus the 7.5% of the basic PPO medical plan premium.

The Administrator will have the option annually of declining the medical benefits and receiving compensation of 15% of the annual payment for the Preferred Provider Medical Plan. This is an annual calendar year election.

Life insurance will be provided as described in the respective employee's contract.

Severance pay is a reward for service to the district.

Severance pay is based upon the accumulation and use of sick leave. For the purposes of severance pay, this accumulation is unlimited. Each day accumulated and each day used will affect the amount of severance pay the respective employee will receive upon retirement.

At the time of the employee's retirement through their respective retirement system, the following severance pay calculation will be made:

a. The first 160 days of accumulated severance leave will be payable at 25% of his/her per diem rate of pay excluding any supplemental compensation and Board paid retirement.

b. The next 160 days of accumulated severance leave will be payable at 20% of his/her per diem rate of pay excluding any supplemental compensation and Board paid retirement.

c. The balance of any accumulated severance leave will be payable at 15% of his/her per diem rate of pay excluding any supplemental compensation and Board paid retirement.

Such payment will only be made once to an employee and shall eliminate all sick leave and severance leave accumulations

Other benefits may be included in the respective employee's contract.

PART IV – Supplemental Contracts

Local Professional Development Committee - \$500.00

Summer School Director - 7.75% of Administrative Base Salary

4. Recommend approval of the Head Start Administrator Compensation Plan.

Part I – Base Salary

<u>A. Levels</u>	<u>Base 8-01-2011</u>
Level 1	50,259
Level 2	51,815
Level 3	53,422
Level 4	55,078
Level 5	56,785
Level 6	58,546
Level 7	60,363
Level 8	62,234
Level 9	64,160

B. Teaching/Administrative Longevity Credits

15 years – 4% added to base

25 years – 5% added to base

Please note! Additional earned longevity credits will not be granted during the school years of 2011-12 and 2012-13.

C. Level Placement and Advancement

Please note! Level placements will not be changed during the school years of 2011-12 and 2012-13 due to other negotiated agreements.

Administrators will be placed on the level deemed most appropriate by the Superintendent. Administrators will only advance levels at the Superintendent's discretion. The Superintendent will consider experience, performance, and individual accomplishments when considering level movement. At no time shall administrators be reduced in level placement.

PART II – Responsibility Factor

- A. Health & Community Services Manager (215 days) Factor .50
- B. Director of Early Childhood Services (215 days) Factor .55
- C. Head Start Executive Director (260 days) Factor .95

PART III – Leave/Benefits

Administrators will be entitled to sick leave, personal leave, and all other leaves commonly granted to the employees of the district. Vacation leave time, which is available to 260 day employees only, is twenty five days per contract year.

Vacation leave requests must be submitted for approval to the Superintendent at least ten days in advance of the use of the leave time on a vacation request form.

Administrators will be reimbursed at their respective calculated per diem rate of day for up to 3 unused vacation days per year.

Benefits which include the alternative PPO medical, prescription drug and dental plans will be provided if selected. The Administrator will contribute toward the cost of the plans selected based upon the schedule below.

The Administrator will contribute 7.5% of the premium cost towards the purchase of Alternate PPO, prescription drug and dental plans. If a medical coverage other than that

Alternative PPO is selected, the administrator will pay the difference in premiums plus 7.5% of the premium of the alternative PPO plan.

The Administrator will have the option annually of declining the medical benefits and receiving compensation of 15% of the annual payment for the Alternative PPO Medical Plan. This is an annual calendar year election.

Life insurance will be provided as described in the respective employee's contract.

Severance pay is a reward for service to the district.

Severance pay is based upon the accumulation and use of sick leave. For the purposes of severance pay, this accumulation is unlimited. Each day accumulated and each day used will affect the amount of severance pay the respective employee will receive upon retirement.

At the time of the employee's retirement through their respective retirement system, the following severance pay calculation will be made:

- a. The first 160 days of accumulated severance leave will be payable at 25% of his/her per diem rate of pay excluding any supplemental compensation and Board paid retirement.
- b. The next 160 days of accumulated severance leave will be payable at 20% of his/her per diem rate of pay excluding any supplemental compensation and Board paid retirement.
- c. The balance of any accumulated severance leave will be payable at 15% of his/her per diem rate of pay excluding any supplemental compensation and Board paid retirement.

Such payment will only be made once to an employee and shall eliminate all sick leave and severance leave accumulations

Other benefits may be included in the respective employee's contract.

5. Recommend approval of the Executive Secretary Compensation Plan.

Part I – Base Salary

		<b>2011-2012</b>	<b>2012-2013</b>
Level 1		32,281	32,281
Level 2		33,219	33,219
Level 3		34,216	34,216
Level 4		35,242	35,242
Level 5		36,289	36,289

Salary schedule effective with the first pay of August.

Payments will be made over twenty four pays. Pay dates will be the tenth and twenty-fifth of each month.

All payments will be made direct bank deposit (ACH).

Part II – Responsibility Factor

Superintendent Secretary (260 days)	1.10
Special Education Secretary (260 days)	1.05
Administrative Technology Assistant (260 days)	1.05
Treasurer's Secretary (260 days)	1.00
Business/Reception Secretary (260 days)	1.00
Tri Star Secretary (260 days)	1.00
Food Service Assistant (210 days)	0.95

Part III – Level Placement and Advancement

Please note! Level placements will not change during the school years of 2011-12 and 2012-12 due to other negotiated agreements.

Executive Secretaries will be placed on the level deemed most appropriate by the Superintendent.

The Executive Secretaries will only advance at the Superintendent's discretion. The Superintendent will consider experience, performance, and individual accomplishments when considering level placement. At no time will the Executive Secretaries be reduced in level placement.

Part IV – Benefits

The Executive Secretaries will have the option of enrolling in any of the benefits offered by the district. The Executive Secretaries will be required to contribute 5% of the premium towards the purchase of any benefits selected during the 2011-12 school year. The Executive Secretary will be required to contribute 6% of any benefit selected during the 2012-13 school year. The medical benefits are for the basic PPO medical plan. If the Executive Secretary elects a medical plan other than the basic PPO, she will be required to pay the difference in the premiums plus the percentage required for the basic PPO Plan.

The Executive Secretaries have the option to opt-out of the medical insurance benefits and receive 15% of annual medical premium. The Executive Secretary must request this opt-out option during the annual open enrollment period (November) for benefits of each year. Provided that the Executive Secretary has remained without the medical benefits, this opt-out payment will be made during October of the following year just prior to the next open enrollment period.

The Executive Secretaries will be eligible to enroll in a Board provided, \$25,000 life insurance policy.

Executive Secretaries will have the option to participate in the optical reimbursement program as provided to all other regular employees of the district.

Part V – Leaves

Vacation leave will be based upon total service to the district. Vacation will be deemed earned based upon completed service as of August 1<sup>st</sup> of each year and based upon the following chart:

1-8 years of service	3 weeks
9-17 years of service	4 weeks
18+ years of service	5 weeks

The vacation use period is September 1 through August 31 of each year. Vacation may not be carried over except with the written permission of the Superintendent.

(\*210 day employees are not eligible for vacation)

Executive Secretaries are entitled to the other leave benefits as provided all other classified employees.

Part VI – Holidays

Executive Secretaries shall be entitled to the following holidays:

Labor Day	Thanksgiving Day	Day after Thanksgiving
Christmas Eve	Christmas Day	New Year's Eve
New Year's Day	Martin Luther King Day	President's Day
Good Friday	Memorial Day	Independence Day (July 4 <sup>th</sup> )

(\*210 day employees are not eligible for the Independence Day Holiday)

**Part VII – Longevity Credit**

For years of service to the Celina City Schools, the Executive Secretary shall be paid longevity on the following schedule:

2-9 years of service	\$ 50.00
10-14 years of service	\$100.00
15-19 years of service	\$150.00
20-24 years of service	\$200.00
25-29 years of service	\$250.00
30+ years of service	\$300.00

**Part VIII – Professional Growth**

Executive Secretaries will be reimbursed up to \$400.00 per year for professional growth or workshops and courses that are approved by their direct supervisor and enhance one’s skills to perform one’s duties.

Executive Secretaries will have their dues paid for their local and state organizations up to \$300.00 per year.

**Part IX – Calamity Day**

Any 260 day Executive Secretary will receive one hour of additional vacation time for each hour worked on a calamity day. There is a limit of 40 hours (5 vacation days) and is limited to hours worked on the first five calamity days of each school year. Executive Secretaries not working their complete shift on any additional calamity days will be required to use leave time unless directed not to come to work by the Superintendent.

6. Recommend approval of the Cafeteria Manager Compensation Plan

**Part I – Base Salary**

		<b>2011-2012</b>	<b>2012-2013</b>
Level 1		17,974	17,974
Level 2		18,423	18,423
Level 3		18,883	18,883
Level 4		19,352	19,352
Level 5		19,839	19,839
Level 6		20,335	20,335
Level 7		20,844	20,844

Salary schedule effective with the first pay of September each school year.

Payments will be made over 24 pays. Pay dates to be on the tenth and twenty-fifth of each month.

All payments will be made by automatic bank deposit (ACH).

**Part II – Responsibility Factor**

High School (195 days/8 hours per day)	1.25
Middle School (195days/8 hours per day)	1.18
Intermediate School (195 days/8 hours per day)	1.18
East School (195 days/8 hours per day)	1.18
West School (195 days/8 hours per day)	1.18

**Part III – Level Placement and Advancement**

Please note! Level placements will not be change during the school years of 2011-12 and 2012-13 due to other negotiated agreements.

Cafeteria Managers will be placed on the level deemed most appropriate by the Superintendent. Cafeteria Managers will only advance levels at the Superintendent’s discretion. The Superintendent will consider experience, performance, and individual

accomplishments when considering level movement. At no time will managers be reduced in level placement.

Part IV – Benefits

The Cafeteria Managers will have the option of enrolling in any of the benefits offered by the district.

The Cafeteria Manager will be required to contribute 5% of the premium towards the purchase of any benefits selected during the 2011-12 school year. The Cafeteria Manager will be required to contribute 6% of the benefits selected during the 2012-13 school year. The medical benefit is for the basic PPO medical plan. If the Cafeteria Manager elects a medical plan other than the basic PPO, she will be required to pay the difference in the premiums plus the percentage required for the basic PPO.

The Cafeteria Managers have the option to opt-out of the medical insurance benefits and receive 15% of annual PPO premium. The Cafeteria Managers must request this opt-out option during the annual open enrollment period (November) for benefits of each year. Provided that the Cafeteria Managers has remained without the medical benefits, this opt-out payment will be made during October of the following year just prior to the next open enrollment period.

The Cafeteria Managers will be eligible to enroll in a Board provided, \$25,000 life insurance policy.

The Cafeteria Managers will have the option to participate in the optical reimbursement program as provided to all other regular employees of the district.

Part V – Leave Benefits

Cafeteria Managers are entitled to sick leave, personal leave, and any other leave benefits that apply to all other classified employees.

Hours worked on a calamity day (first five calamity days only) may be counted towards the hours and days required by this contract.

Part VI – Certification/Professional Growth

The Board will pay the certification fee and costs associated with dues/workshops of the Ohio Food Service Association.

Part VII – Evaluation

Cafeteria Managers will be evaluated annually in accordance with their job description.

Part VIII – Longevity Credit

For years of service to the Celina City Schools, the Cafeteria Manager shall be paid longevity on the following schedule:

10 – 14 years of service	\$100.00	15 – 19 years of service	\$150.00
20 – 24 years of service	\$200.00	25 – 29 years of service	\$250.00
30+ years of service	\$300.00		

Part IX – Holiday Pay

Cafeteria Managers will be entitled to the following paid holidays:

Labor Day	Thanksgiving Day	Christmas Day
New Year’s Day	Martin Luther King Day	Good Friday
Memorial Day		

7. Recommend approval to hire Amanda Smith, 4<sup>th</sup> grade @ East – BS-0 years’ experience.
8. Recommend approval to hire Betsy Woeste, K intervention @ East – 5Y-2 years’ experience.
9. Recommend approval to hire Casey Hinton, Kindergarten @ East – 5Y 3-years’ experience.
10. Recommend approval to hire Amy Spriggs, Guidance Counselor @ MS – MS 2 years’ experience

11. Recommend a change of contract for Erin Weigel, Intervention Specialist from 1.0 FTE to .4 FTE for the 2011-12 school year.
12. Recommend approval to hire Angela Knapschaefer, ED teacher @ West .60 FTE – MS 5-years' experience for the 2011-12 school.
13. Recommend a change of contract for Barb Heckman, Head Start Health and Nutrition Services Coordinator, 197 days/7 hrs to Head Start Health and Community Services Manager – 2 year Administrative contract, effective August 1, 2011.
14. Recommend approval to rescind Tiffany Stuckey's Assistant Marching Band contract from the June 27, 2011 meeting.
15. Recommend approval of the following supplemental contracts for the 2011-12 SY:
 

Jay Imwalle, Assistant Football	Class III	27 years
Aaron Alig, Assistant Football	Class III	0 years
Brennen Bader, Assistant 9 <sup>th</sup> Football	Class V	01 years
James Miracle, Assistant 8 <sup>th</sup> Football	Class V	0 years
Jason Tribolet, Head 7 <sup>th</sup> Football	Class IV	06 years
Amy Sutter, Assistant Volleyball	Class IV	02 years
Missy Guggenbiller, 7 <sup>th</sup> Volleyball	Class IV	00 years
Toma Hainline, Head Girls Golf	Class IV	09 years
Lisa Brunswick, Assistant Cheer	Class VI	05 years
Jan Morrision, Head Boys Tennis	Class III	14 years
Jay Imwalle, Assistant Boys Basketball	Class III	26 years
Ryan Jenkins, 7 <sup>th</sup> Boys Basketball	Class IV	05 years
Brian Stetler, Head Girls Basketball	Class I	21 years
Toma Hainline, Assistant Girls Basketball	Class III	23 years
Jenna Schleucher, 7 <sup>th</sup> Girls Basketball	Class IV	02 years
Dave Hucke, Head Wrestling	Class II	15 years
Matt May, Head Swim	Class III	13 years
Jason Tribolet, JV Baseball	Class IV	11 years
Dave Hucke, Assistant Track	Class IV	19 years
Bill Sell, Assistant MS Track	Class V	16 years
Brennen Bader, Assistant MS Track	Class V	01 years
Matt May, MS Cross Country	Class IV	12 years
Chris Sutter, Jr. Class Advisor	Class III	06 years
Chris Sutter, FBLA Advisor	Class V	03 years
Alicia Sneddon, Spirit Squad Advisor	Class V	0 years
Jon Gudorf, HS Musical	Class VI	0 years
Brad Siebert, Assistant Marching Band	Class IV	0 years
Michele Houts, West Spec. Ed. Bldg. Coord.	Class VIII	
Mary Vermeersch, East Spec. Ed. Bldg. Coord.	Class VIII	
Julie Berry, MS Spec. Ed. Bldg. Coord. 50%	Class VIII	
Chris Menchhofer, MS Spec. Ed. Bldg. Coord. 50%	Class VIII	
Karen Hays, CIS Spec. Ed. Bldg. Coord.	Class VIII	
Jared Rolfes, HS Spec. Ed. Bldg. Coord. 50%	Class VIII	
Renee Kramer, HS Spec. Ed. Bldg. Coord. 50%	Class VIII	
16. Recommend approval of the following one-year extended service contracts for the 2011-12 school year:
 

Sheila Baltzell, Media Specialist	25 days
Dave Scott, Chemical Inventory	3 days
Lynn Carmean, Counselor	20 days
Wendy Gabes, Counselor	20 days
Jan Morrison, Counselor	7.5 days



Amy Spriggs, Counselor	7.5 days
Chuck Sellars, Music	11 days
Angie Kalcec, Music	10 days
Everett Kalcec, Music	3 days
Lisa Allmandinger, Graphics	7 days
Warren Gregor, Construction	12 days
Jon Clouse, CAD	7 days
Bonnie Dahlinghaus, Early Childhood	9 days
Jim Dorsten, Automotive	10 days
Lynne Ray, Business Management	1 day
Lisa Sheppard, Interactive Media	1 day
Brian Stetler, CBI	8 days

17. Recommend approval of the following non-staff personnel for Pupil Activity Program contracts for the 2011-12 school year:

Bryant Miller, Assistant football	50%	Class III	03 years
Jason Lininger, Assistant Football	50%	Class III	02 years
Matt Leugers, Assistant Boys Soccer		Class IV	03 years
Carolyn Dammeyer, Head Volleyball		Class II	18 years
Traci Stoner, JV Volleyball		Class IV	03 years
Julie Sommer, Head Cheer		Class IV	05 years
Sandi Feltz, Middle School Cheer		Class VI	09 years
Matt Stetler, Assistant Girls Tennis		Class IV	00 years
Steve Bader, JV Girls Basketball		Class III	11 years
Mick Gabes, Assistant Swim		Class IV	01 years
Dan Otten, Head Track		Class II	34 years

18. Recommend the following personnel as volunteers for the 2011-12 school year:

Joey Braun, 8<sup>th</sup> Football                      Jim Kimmel, 7<sup>th</sup> Football

19. Recommend approval to hire Kimberly Link Bruns, .50 FTE Art teacher @ West MS 0 years' experience.
20. Recommend approval to hire the following 2011 Summer school teachers, as needed:  
Alicia Sneddon                                      Mandy Bruce
21. Recommend approval of the following supplemental contract for the 2011-12 SY:  
Kim Smith, Weight Coordinator      Class III              7 years
22. Recommend approval of 28 extended service days for Rose Post for the 2011-12 school year, due to an extended day schedule.

After discussion of the consensus agenda items and with no items being requested to be removed, Mrs. Hoyng called for the vote.

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

With no other business, the meeting was adjourned at 6:29 p.m.

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Board President

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Treasurer