

**CELINA CITY BOARD OF EDUCATION
JULY 18, 2011**

The Celina City Board of Education met in regular session on July 18, 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.

11-28 On a motion by Mr. Gilmore, seconded by Mrs. Piper, the Board set the agenda as presented.

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

11-29 On a motion by Mrs. Paulus, seconded by Mr. Gilmore, the board approved the presentation of the consensus agenda.

Treasurer's Report – Mr. Mike Marbaugh

1. Approve the minutes of the June 27, 2011 regular board meeting.
2. Approve checks written in June 2011 of \$4,631,033.46. Total expenditures for June 2011 were \$4,605,281.28.
3. Approve investments for the period. The balance as of July 14, 2011 is \$12,875,318.16. (End of FY 11 – Carry-over FY 12 and activity)
4. Approve an amended temporary annual appropriation resolution. (Note: only the adjustments to the previous document appear in the Minutes.)

<u>GENERAL FUND (001)</u>	<u>PRESENT</u>	<u>PROPOSED</u>
Purchased Services	\$5,500,500.00	\$5,500,000.00
Supplies	<u>\$1,499,500.00</u>	<u>\$1,500,000.00</u>
Total	\$7,000,000.00	\$7,000,000.00

<u>FOOD SERVICE (006)</u>		
Capital Outlay	\$35,000.00	\$30,000.00
Other Expenditures	<u>\$2,500.00</u>	<u>\$7,500.00</u>
Total	\$37,500.00	\$37,500.00

<u>AUXILIARY SERVICES (401)</u>		
Salary	\$30,000.00	\$43,475.13
Fringe Benefits	\$9,650.00	\$13,528.51
Purchased Services	\$3,250.00	\$2,254.63
Supplies	\$25,000.00	\$10,048.89
Capital Outlay-New	\$5,000.00	\$10,005.00
Miscellaneous Objects	<u>\$3,500.00</u>	<u>\$3,888.58</u>
TOTAL	\$76,400.00	\$83,200.74
Increase by \$6,800.74		

<u>PUBLIC PRESCHOOL (439)</u>		
Salary	\$35,000.00	\$37,392.69
Fringe Benefits	\$10,475.00	\$11,851.80
Purchased Services	\$550.00	\$1,100.00
Supplies	<u>\$550.00</u>	<u>\$728.35</u>
Total	\$46,575.00	\$51,072.84
Increase by \$4,497.84		

<u>SCHOOL ACCOUNTING NETWORK (451)</u>		
Purchased Services	\$14,000.00	\$17,824.00
Increase by \$3,824.00		

<u>TITLE VI-B (516)</u>		
Salary	\$275,000.00	\$334,189.94
Fringe Benefits	\$125,000.00	\$141,431.11
Purchased Services	\$25,000.00	\$142,489.06
Supplies	\$15,000.00	\$45,109.96
Capital Outlay-New	\$2,500.00	\$16,603.47

Other Uses of Funds	<u>\$100,000.00</u>	<u>\$101,000.00</u>
TOTAL	\$542,500.00	\$780,823.54
Increase by \$238,323.54		

VOCATIONAL ED (524)

Salary	\$60,000.00	\$67,414.78
Fringe Benefits	\$24,000.00	\$22,370.13
Purchased Services	\$4,000.00	\$12,882.26
Supplies	<u>\$5,000.00</u>	<u>\$9,315.13</u>
TOTAL	\$93,000.00	\$111,982.30
Increase by \$18,982.30		

FISCAL STABILIZATION FUND (532)

Salary	\$5,500.00	\$1,500.00
Fringe Benefits	<u>\$52,350.00</u>	<u>\$790.21</u>
TOTAL	\$57,850.00	\$2,290.21
Decrease by \$55,559.79		

TITLE I SCHOOL IMPROVEMENT (536)

Other Uses of Funds	\$150.00	\$173.97
Increase by \$23.97		

TITLE 1 (572)

Salary	\$239,000.00	\$256,650.05
Fringe Benefits	\$87,165.00	\$104,402.75
Purchased Services	\$25,000.00	\$58,429.35
Supplies	<u>\$5,500.00</u>	<u>\$9,383.13</u>
TOTAL	\$356,665.00	\$428,865.28
Increase by \$72,200.28		

DRUG FREE SCHOOLS (584)

Supplies	\$50.00	\$5.98
Decrease by \$44.02		

HANDICAPPED PRESCHOOL (587)

Salary/Wages	\$11,000.00	\$12,000.00
Fringe Benefits	\$6,140.00	\$5,900.00
Purchased Service	\$15,250.00	\$15,950.08
Supplies	\$1,500.00	\$3,947.02
Capital Outlay	<u>\$0.00</u>	<u>\$38.52</u>
Total	\$33,890.00	\$37,835.62
Increase by \$3,945.62		

IMPROVING TEACHER QUALITY (590)

Salary	\$55,000.00	\$76,578.59
Fringe Benefits	\$28,175.00	\$29,199.15
Purchased Services	<u>\$12,500.00</u>	<u>\$15,951.01</u>
TOTAL	\$95,675.00	\$121,728.75
Increase by \$26,053.75		

OTHER FEDERAL GRANTS (599)

Salary/Wages	\$78,500.00	\$83,915.00
Fringe Benefits	\$14,440.00	\$16,252.98
Purchased Services	\$0.00	\$200.00
Supplies	<u>\$5,000.00</u>	<u>\$557.53</u>
TOTAL	\$97,940.00	\$100,925.51
Increase by \$2,985.51		

5. Approval of SM-2 report for June 2011.
6. Acceptance of donations:

<u>From</u>	<u>To</u>	<u>Amount</u>
Patricia Loughrige	High School Band	\$500.00

Assistant Superintendent's Report – Mr. Matt Miller

Personnel

1. Change of contract for Carol Henderson from a RIF'd position Educational Aide @ Middle School from 187 days / 1.75 hours to Head Start Bus Aide, \$9.26 per hour / 132 days / 2 hours, effective 9/13/11.
2. Change of contract for Toni Sieftring due to RIF from Head Start Bus Aide 132 days / 2 hours to cafeteria worker @ CIS, Step 1 / 187 days / 2 hours, effective 8/24/11.
3. Change of contract for Valerie Fetters from a RIF'd position Teacher Assistant @ West, 187 days / 5.25 hours to Teacher Assistant @ High School, Step 2 / 187 days / 6.75 hours, effective 8/24/11.
4. Change of contract for Sue Klosterman from a RIF'd position Teacher Assistant @ Middle School, 187 days / 6.75 hours to Teacher Assistant @ Middle School, Step 13 / 187 days / 6.75 hours, effective 8/24/11.
5. Change of contract for Kim Cron from a RIF'd position Teacher Assistant @ CIS, 187 days / 6.5 hours to Teacher Assistant @ East, Step 16 / 187 days / 6.75 hours, effective 8/24/11.
6. Change of contract for Lynn Krogman from a RIF'd position Teacher Assistant @ High School 187 days / 5 hours to Teacher Assistant @ CIS, Step 5 / 187 days / 6.75 hours, effective 8/24/11.
7. Change of contract for Angie Stoner from a RIF'd position Teacher Assistant @ High School, 187 days / 5 hours to Teacher Assistant @ East, Step 18 / 187 days / 5 hours, effective 8/24/11.
8. Approve layoff status for the following employees due to the RIF:
 - a. Jane Fleck, teacher assistant
 - b. Pam Faller, teacher assistant
 - c. Tessie Collins, teacher assistant
 - d. Karen Riesen, teacher assistant
 - e. Gary Knous, bus driver
 - f. Suzanne Kellam, bus aide position only (retained cafeteria job)
 - g. Kabeth Jarvis, Family & Community Services Manager

Resolution

1. Recommend the Board accept the lowest and best bids from McKirnan Brothers for milk and Aunt Millie's Bakeries for bread for the 2011-2012 school year.

Superintendent's Report – Mr. Matt Miller

Personnel

1. Recommend approval to hire Warren Gregor for the Tri Star Construction teacher @ HS – BS 12 yrs exp.
2. Recommend approval of 7 extended days for Bonnie Dahlinghaus for attending National FCCLA conference July 8-15, 2011 in Anaheim, California. To be paid at per diem rate.
3. Recommend approval of 20 extended days for Warren Gregor, construction teacher, for pre-service training days. To be paid at per diem rate.

Resolution

1. Recommend approval of the supplement job description for Spirit Squad Advisor.

<u>Department:</u> Athletic	<u>Building/Facility:</u> Celina High School
<u>Reports to:</u> Athletic Director / High School Principal	
<u>Employment status:</u> Temporary/Part-time	<u>FLSA Status:</u> Exempt
<u>Description</u> Coordinate School Spirit program; coordinate pep assemblies; promote and support school spirit for athletic and other extracurricular activities	

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

Essential Functions:

- Ensure safety of students
- Coordinate meeting times during school year
- Plan all pep assemblies for the high school, other schools in the district, and/or the community
- Accompany and supervise spirit squad at all activities involving the squad
- Attend all events on school grounds
- Attend and supervise athletic events in which the spirit squad participates
- Coordinate spirit squad activities with other athletic events and/or fund raising projects
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g. eligibility information, medical information, 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-services as required

- Review academic performance of individual members of spirit squads and respond accordingly
- Plan and coordinate special activities and events including dances, pep rallies and school assemblies
- Ensure all team members meet necessary requirements pertaining to insurance, physical cards, eligibility forms and athletic waivers
- Determine need for new equipment and/or other accessories
- Submit purchase requisitions to high school principal
- Assist with events related to spirit squad, e.g., pep assemblies, bonfires, raffles, etc.
- Attend and/or participate in awards program
- 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

Other Duties and Responsibilities:

- Devise, implement and engage in athletic program fund raising activities
- Interact with superintendent and/or board of education and present information as requested
- Perform other duties as assigned by the high school principal and/or athletic director

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- CPR training
- Appropriate sports medicine certification
- Such alternatives to the above qualifications as the superintendent and/or board of education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem-solving skills
- Knowledge of physical fitness
- Knowledge of relevant local and state rules
- Knowledge of dance fundamentals
- Basic first aid

Equipment Operated:

- Telephone
- Motor vehicle

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
- Occasional requirement to travel
- Frequent evening/weekend/summer work
- Occasional requirement to perform duties in inclement weather conditions, e.g., snow, rain, heat, cold, etc.
- Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, and stoop

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, appointing authority.

2. Recommend approval of a \$2441 stipend for the following Race to the Top team members: Kay Klopfleisch, Kim Lammers, David Scott, Anne Geier and Wally Ellinger for the 2010-11 school year.

Tri Star

1. Recommend approval to purchase Lot #11 in the Reserve for the 2012 Tri Star Construction house project. Cost of lot is \$25,000.
2. Recommend approval to accept Tri Star Advisory Referral #110 for scan tool for Automotives. This will replace the old scan tool for which parts can no longer be purchased.

Head Start

1. Head Start Report

After discussion of the consensus agenda 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.

In other business, the Board appointed Amy Hoyng as delegate and Matt Gilmore as alternate to the OSBA Annual Business Meeting on November 14, 2011.

With no other business, the meeting was adjourned at 6:19 p.m.

Board President

Treasurer