

**CELINA CITY BOARD OF EDUCATION
JULY 21, 2008**

The Celina City Board of Education met in regular session on July 21, 2008 at 6:00 p.m. in the conference room of the Educational Complex. Mr. Fetters led those in attendance in the Pledge of Allegiance. Mr. Fetters, Mr. Gilmore, Mrs. Hoyng, Mrs. Paulus and Mrs. Piper answered the roll call.

08-24 On a motion by Mr. Gilmore, seconded by Mrs. Paulus, the Board set the agenda as presented.

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

The Board heard a report from Deb Lehman, Bonnie Condry and Mary Frahm on their Martha Holden Jennings Foundation Grant Project.

08-25 On a motion by Mrs. Hoyng, seconded by Mrs. Piper, the Board approved the presentation of the consensus agenda.

Treasurer's Report – Mr. Mike Marbaugh

1. Approve the minutes of the June 23, 2008 regular board meeting.
2. Approve checks written in June 2008 of \$2,953,022.56. Total expenditures for June 2008 were \$2,890,252.47.
3. Approve investments for the period. The balance as of July 16, 2008 is \$14,065,900.86.
4. Approve an amended annual appropriation resolution. (Note: only the adjustments to the previous document appear in the Minutes)

<u>1 GENERAL FUND</u>	<u>Present</u>	<u>Proposed</u>
400 Purchased Services	\$3,000,000.00	\$3,500,000.00
Increase by \$500,000.00		
 <u>200 STUDENT MANAGED ACTIVITY FUNDS</u>		
900 Other uses of Funds	\$10,000.00	\$2,500.00
Decrease by \$7,500.00		
 <u>401 AUXILIARY SERVICES</u>		
100 Salary	\$30,000.00	\$33,967.90
200 Fringe Benefits	\$10,000.00	\$10,244.78
400 Purchased Services	\$7,500.00	\$10,518.39
500 Supplies	\$45,000.00	\$45,915.51
700 Capital Outlay-Replacement	\$0.00	\$30,000.00
800 Miscellaneous Objects	<u>\$5,000.00</u>	<u>\$8,687.16</u>
TOTAL	\$97,500.00	\$139,333.74
Increase by \$41,833.74		

439 PUBLIC PRESCHOOL

100 Salary	\$40,000.00	\$42,277.58
200 Fringe Benefits	\$18,000.00	\$20,639.27
400 Purchased Services	\$500.00	\$1,407.80
500 Supplies	\$1,500.00	\$1,575.98
900 Other Uses of Funds	<u>\$0.00</u>	<u>\$1,260.15</u>
TOTAL	\$60,000.00	\$67,160.78
Increase by \$7,160.78		

452 SCHOOL NET PROFESSIONAL DEVELOPMENT

400 Purchased Services	\$500.00	\$1,172.82
Increase total by \$672.82		

494 POVERTY AID

100 Salary/Wage	\$12,500.00	\$12,150.00
200 Fringe Benefits	<u>\$2,500.00</u>	<u>\$1,981.00</u>
TOTAL	\$15,000.00	\$14,131.00
Decrease by \$869.00		

499 OTHER STATE GRANTS

500 Supplies	\$2,500.00	\$346.33
900 Other Uses of Funds	<u>\$0.00</u>	<u>\$3,894.85</u>
TOTAL	\$2,500.00	\$4,241.18
Increase by \$1,741.18		

516 TITLE VI-B

100 Salary	\$300,000.00	\$276,597.59
200 Fringe Benefits	\$150,000.00	\$120,595.56
400 Purchased Services	\$100,000.00	\$196,601.48
500 Supplies	\$50,000.00	\$19,576.84
700 Capital Outlay-Replacement	\$50,000.00	\$10,413.90
900 Other uses of Funds	<u>\$0.00</u>	<u>\$101,130.55</u>
TOTAL	\$650,000.00	\$724,915.92
Increase by \$74,915.92		

524 VOCATIONAL ED

100 Salary	\$50,000.00	\$69,801.84
200 Fringe Benefits	\$25,000.00	\$27,177.71
400 Purchased Services	\$40,000.00	\$17,612.63
500 Supplies	\$20,000.00	\$10,256.66
900 Other Uses Of Funds	<u>\$0.00</u>	<u>\$32,625.68</u>
TOTAL	\$135,000.00	\$157,474.52
Increase by \$22,474.52		

525 FEDERAL HEAD START

100 Salary	\$400,000.00	\$256,074.08
200 Fringe Benefits	\$250,000.00	\$172,605.00
400 Purchased Services	\$65,000.00	\$20,619.49
500 Supplies	\$65,000.00	\$31,233.33
800 Miscellaneous Objects	\$3,000.00	\$1,000.00
900 Other Uses of Funds	<u>\$0.00</u>	<u>\$70,000.00</u>
TOTAL	\$783,000.00	\$551,531.90

Decrease by \$231,468.10

572 Title 1

100 Salary	\$250,000.00	\$255,270.90
200 Fringe Benefits	\$115,000.00	\$117,724.93
400 Purchased Services	\$5,000.00	\$15,340.31
500 Supplies	\$10,000.00	\$17,577.24
900 Other Uses of Funds	<u>\$0.00</u>	<u>\$12,558.33</u>
TOTAL	\$380,000.00	\$418,471.71

Increase by \$38,471.71

573 TITLE VI

100 Wages/Salary	\$150.00	\$122.76
200 Fringe Benefits	\$100.00	\$18.97
600 New Equipment	\$5,000.00	\$4,811.54
900 Other Uses of Funds	<u>\$0.00</u>	<u>\$5,405.11</u>
TOTAL	\$5,250.00	\$10,358.38

Increase by \$5,108.38

584 DRUG FREE SCHOOLS

400 Purchased Services	\$15,000.00	\$16,649.21
500 Supplies	\$2,500.00	\$3,476.06
600 Capital Outlay-New	\$5,000.00	\$1,750.00
900 Other Uses of Funds	<u>\$0.00</u>	<u>\$13,427.60</u>
TOTAL	\$22,500.00	\$35,302.87

Increase by \$12,802.87

587 HANDICAPPED PRESCHOOL

100 Salary/Wages	\$15,000.00	\$12,500.00
200 Fringe Benefits	\$5,000.00	\$5,000.00
400 Purchased Service	\$22,500.00	\$14,142.13
500 Supplies	\$500.00	\$500.00
900 Other Uses of Funds	<u>\$0.00</u>	<u>\$1,849.31</u>

1. Recommend approval of the 21st Century Grant Coordinator/Supervisor and Family & Children First Service Coordinator (Social Services) job description.

General Description: Oversee implementation and evaluation of 21st Century Community Learning Center grant. Provide supervision to Building Coordinators and staff at program sites. Comply with all grant requirements through the Ohio Department of Education.

Essential Functions: Ensure safety of all students. Oversee program design, development and implementation of 21st Century Community Learning Centers. Maintain all records of staff, students, income, and expenses as required by licensure and the 21st Century funding. Interview, hire, and provide ongoing supervision and evaluation, training and support to Building Coordinators and teachers. Cooperate with Building Coordinators and program staff to complete long range and short range planning for out of school time programs. Work cooperatively with special education staff and out of school time staff to ensure that individualized education plans are incorporated into out of school time programs. Coordinate focus groups with local community agencies as needed for direction of program development. Develop and monitor community partnerships, contracts, agency agreements and memorandums of understanding. Seek, coordinate, write, implement and monitor grants related to out of school time programming. This includes reading and scoring other grants at ODE's instruction. Develop policies and procedures for the 21st Century Program. Develop, implement, and monitor a budget for the 21st Century Program. Report to the Superintendent of Schools.

Other Duties and Responsibilities: Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Serve on professional committees as directed by the superintendent. Act as a link between the schools and community agencies for student referral as necessary. Provide behavior support to the SED units as needed.

Requirements: Bachelor's degree in Social Work (or equivalent)

Minimum of three years experience working with troubled/difficult students

2. Recommend approval of the revised Administrator Compensation Plan.

(Supervisory and non-supervisory)

Part I – Base Salary

<u>Levels</u>	<u>2006-07</u>	(2.50%) <u>2007-08</u>	(2.25%) <u>2008-09</u>
Level 1	48,767	49,986	51,111
Level 2	50,277	51,534	52,694
Level 3	51,836	53,132	54,327
Level 5	55,099	56,476	57,747
Level 6	56,808	58,228	59,538
Level 7	58,571	60,035	61,386
Level 8	60,386	61,896	63,289
Level 9	62,256	63,812	65,248

Teaching/Administrative Longevity Credits

15 years – 4% added to base

25 years – 5% added to base

Level Placement and Advancement

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
Transportation Supervisor (260 days)
Recruitment/Placement Coordinator (Tri Star) (215 days)
Career Education Coordinator (Tri Star) (215 days)
21st 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)
Athletic Director (260 days)
School Psychologist (225 days)
Technology Director (225 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)
Special Education Supervisor (260 days)
Factor 1.26
- E. Cluster V
Business Manager (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 medical, prescription drug and dental will be provided if selected. The Administrator will contribute toward the cost of the plans selected based upon the schedule below. The amount below is the total contribution if all benefits are selected. If not all benefit plans are selected, this amount will be prorated based upon the premium amounts.

<u>School Year</u>	<u>Single</u>	<u>Family</u>
2006-07	\$30	\$60
2007-08	\$35	\$70
2008-09	\$40	\$80

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.

IV. PART IV – Supplemental Contracts

Local Professional Development Committee - \$500.00

Summer School Director - .0775% of Administrative Base Salary

3. Recommend approval of the following Supplemental Job Descriptions:

Title: Assistant High School or Middle School Musical Director

Department: Music/Theater

Building/Facility: Middle School / High School

Reports to: Appropriate Building Principal

Employment status: Temporary/Part-time

FLSA Status: Exempt

Description: Assist the Director to develop and implement a program to provide the opportunity of performing musical theater literature which includes all aspects of musical theater for students.

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

Essential Functions:

Assist the Director by helping students to practice and perform the musical

Assist with overseeing the musical

Advise students in rehearsing the musical

Assist with coaching of the students in all phases of dramatic production including acting, scene design, set construction, make-up and costumes.

Assist the coordination of all committees to ensure completion of assignments

Assist with the financial aspects of the musical, including ticket sales and fund raisers

Help to coordinate the music, instrumentals and vocals with the director

Assist with the publicity for musical
Assist the Director with the sound system for musical
Ensure safety of students
Interact in a positive manner with staff, students and parents
Maintain respect at all times for confidential information
Make contacts with public with tact and diplomacy
Promote good public relations by personal appearance, attitude and conversation
Serve as a role model for students in how to conduct themselves as citizens and responsible, intelligent human beings
Provide musical instruction for large group, small group and individuals

Other Duties and Responsibilities:

Assist students in advertising musical
Assist the Director in casting during auditions
Assist with the selection of the musical
Attend meetings and in-services as required
Help with organizing all working committees and in preparing schedules for rehearsals and committee meetings
Assist with organizing the cast party
Assist with supervising volunteers

Qualifications:

Bachelor's degree (B.A.) or equivalent from a four-year college or university
One or two years of related experience
Appropriate State of Ohio certification/license
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
Singing skills
Piano skills
Dance skills
Instrumental skills
Knowledge of directing performances
Knowledge of music theory
Acting coach
Blocking
Building sets
Costuming
Technical

Equipment Operated:

Telephone
Computer/printer
Copier
Motor vehicle
Fax machine
Calculator
Typewriter
Piano
Stands, stages and related materials
Scaffolding
Ladders

Hand tools
Power tools
Electrical equipment

Additional Working Conditions:

Occasional exposure to blood, body fluids and tissue
Occasional interaction among unruly children
Occasional requirement to travel
Frequent evening/weekend/summer work
Occasional exposure to loud noises

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.

Title: In-School Weight Lifting Program/Strength Coach Job Descriptions
Department: Athletics
Building/Facility: CAPT Building
Reports to: Athletic Director
Employment status: Temporary/Part-time
FLSA Status: Exempt

Description: Assist students/athletes in a weight lifting/strengthening program during school time (study halls). Supervise and instruct weight lifting to the public who wish to utilize this facility..

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

Essential Functions:

Ensure safety of students
Work with students/athletes to develop an individualized workout for both strength and speed using "Beat the Computer" program
Ensure that all students enrolled in this program meet all requirements (proper sign-off for enrollment in program, monitor academic eligibility, attendance, etc.)
Monitor students who are in the CAPT building doing their assignments/homework, as needed
Instruct participants in safety, proper lifting and proper spotting techniques
Inspect and ensure proper working order of physical conditioning equipment
Work with the public who wish to utilize this facility

Other Duties and Responsibilities:

Responsible for all equipment and inventory in conjunction with the athletic department and the Weight Training Coordinator
Responsible for the behavior and discipline in the weight room
Devise and coordinate an emergency procedure plan to follow in case of an emergency
Establish rules and operating procedures for the care and treatment of athletic injuries
Maintain respect at all times for confidential information
Interact in a positive manner with staff, students, parents and public
Promote good public relations by personal appearance, attitude and conversation
Serve as a role model for students
Interact with superintendent and/or board of education and present information as requested
Respond to routine questions and requests in an appropriate manner
Perform other duties as assigned by the athletic director

Qualifications:

Bachelor's degree (B.A.) or equivalent from a four-year college or university
One or two years of related experience
Appropriate State of Ohio certification/license
Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

Ability to recognize and treat minor athletic injuries.
Knowledge of and experience in strength and physical conditioning training
CPR

First Aid

Ability to work effectively with others

Equipment Operated:

Weight equipment

Telephone

Computer/printer

Copier

Motor vehicle

Additional Working Conditions:

Occasional exposure to blood, body fluids and tissue

Occasional interaction among unruly children

Frequent requirement to stand

Occasional requirement to lift and carry up to 135 pounds

Occasional requirement to balance, stoop, kneel and crouch

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.

4. Recommend a change of contract for Steve Bader:
From: 7th grade Girls Basketball Class IV, 08 years experience
To: JV Girls Basketball Class III, 08 years experience
5. Recommend a change of contract for Toma Hainline:
From: Assistant Golf Coach Class V, 06 years experience
To: Head Girls Golf Coach Class IV, 06 years experience
6. Recommend a change of contract for Zac Fulmer:
From: 1 FTE Assistant Varsity Football Class III, 0 years experience
To: .5 FTE Assistant Varsity Football Class III, 0 years experience
7. Recommend approval of Bryant Miller, .5 FTE Assistant Varsity Football Class III 0 years experience.
8. Recommend approval of Matt Leugers as a Volunteer Soccer goalie coach for the 2008-09 school year

Tri Star

1. Recommend approval to purchase a tire changer that replaces a 1985 model for the automotive class. It will include an accessory kit. The total cost is \$8,182.33.
2. Recommend approval of 2 additional extended service days for Lynne Ray, Business Management Teacher, for attending the National BPA competitions May 7-11, 2008.
3. Recommend approval of a \$400 stipend to Dick Murray, Computer Support Technology teacher, for attending the Honda Math Machines Workshop June 23-26, 2008. Tech Prep will reimburse all expenses.
4. Recommend approval of a \$200 stipend to Dick Murray, Computer Support Technology teacher, for attending the Problem Based Learning Workshop June 12-13, 2008. Tech Prep will reimburse all expenses.

5. Recommend approval of the following extended service days for Tri Star teachers for the 2008-09 SY:

Lisa Sheppard, Interactive Media	3 days	Brian Stetler, CBI	7 days
Lynne Ray, Business Management	3 days	Dave Borger, Construction	20 days
Bonnie Dahlinghaus, Early Childhood	13 days	Sam Key, DCT	7 days
Harry McPheron, Auto	11 days	Jim Dorsten, Auto	11 days
Dick Murray, Computer Support	15 days	Jon Clouse, CAD	7 days
Lisa Allmandinger, Graphics	9 days		

6. Recommend approval of the following overnight trips for Tri Star students for 2008-09 SY:
Skills USA: State-April 24-25-Columbus; Nationals-June 21-27-Kansas City
BPA: State-March 5-6-Columbus; Nationals-May 6-10-Dallas
FCCLA: State-April 16-17-Columbus; Nationals-July 12-16-Nashville
FFA: State-May 1-2-Columbus; Nationals-Oct. 21-25-Indianapolis
Ford/AAA: State-May 7-8-Columbus; Nationals-June 14-19-Washington D.C.

With no items being removed from the consensus agenda, the vote was called.

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

The NEOLA Policy Book was presented for first reading.

The Board appointed Connie Paulus as delegate and Matt Gilmore as alternate to the OSBA Business meeting on November 10, 2008.

The Board was updated about the following items:

1. Update on Tri Star House
2. Food Service and Fuel cost information
3. Wayne Street sidewalk and street project.

Additionally, the Board and administration discussed the selection process for the Construction Management Company if the district decides to pursue this option. The Administrative team had spoke to the three management companies suggested by the Ohio Schools Facility Commission (OSFC) and will be preparing a letter to the OSFC informing them of the district's preference.

The Board also discussed the need to resolve the OSFC Architecture Selection process. With that in mind, the Board scheduled a meeting for July 30, 2008 at 6:00 p.m. in the media center of the High School for additional interview/question with the three firms involved.

With no other business, the meeting was adjourned at 7:16 p.m.

Board President

Treasurer