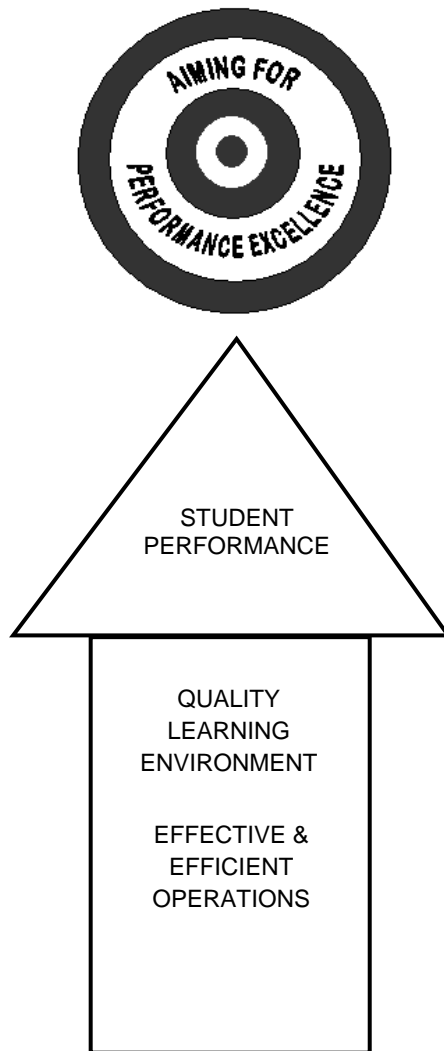


BUCKEYE LOCAL BOARD OF EDUCATION

March 20, 2012

7:00 p.m.

Edgewood Senior High School



WE EDUCATE FOR SUCCESS.

Buckeye Local Board of Education

Jacqueline Hillyer, President

Mark Estock, Vice President

Gregory Kocjancic

David Tredente

Mary Wisnyai

Nancy L. Williams
Superintendent

Sherry L. Wentworth
Treasurer

VISION STATEMENT

The Buckeye Local School District unifies individuals, communities and resources to create a WORLD CLASS LEARNING COMMUNITY that gives ALL students the opportunity to be successful in THEIR future.



GOALS

The Buckeye Local Board of Education has established the following goals.

1. The board of education will achieve excellence in learner-focused governance.
2. The board of education will conduct efficient and effective meetings.
3. The board of education will increase community and staff trust and satisfaction.

This meeting is a meeting of the board of education in public for the purpose of conducting the school district's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.

BUCKEYE LOCAL BOARD OF EDUCATION
REGULAR MEETING
March 20, 2012

- I. Call to Order
- II. Roll Call of Members
- III. Meditation
- IV. Pledge of Allegiance to the Flag
- V. Approval of Minutes
- VI. Communications

Kingsville Public Library – Partnership Update from Shelly Lyle

- VII. Edgewood Building Report
- VIII. Public Participation Related to Agenda Items
Please limit your comments to three minutes or less.
- IX. Treasurer's Report

- A. Information

1. Food Service Report

Ms. Lisa Loomis, Food Service Supervisor, will present a financial report to the board for the second quarter of the school year.

March 20, 2012

IX. Treasurer's Report

B. Reports and Recommendations

It is the recommendation of the Treasurer that the Board approve the following items.

1. Bills Paid in February

The list of bills paid in February, as sent to the Board on March 14, 2012

2. Financial Reports

The financial reports, as sent to the Board on March 14, 2012

3. Tax Rates

Adopt the resolution in Exhibit **A** accepting the tax amounts and tax rates as determined by the County Budget Commission.

X. Superintendent's Report

A. Information

1. Enrollment Trend Data

Review the student enrollment data for the past 8 years and discuss the implications this has had on staffing in the district.

2. Facilities

Review the district strategic plan and master plan regarding facilities.

March 20, 2012

X. Superintendent's Report

B. Reports and Recommendations

It is the recommendation of the Superintendent that the Board approve the following items.

1. School Calendar for 2012 -13

Approve the school calendar in Exhibit **B** for the 2012-13 school year.

2. Assistant Principal / Athletic Administrator Job Description

Approve the job description as presented in Exhibit **C**.

3. Accept Gift

Accept the following gift to the board of education

Just In Time Staffing

\$600.00

Donation to help offset the cost of prom expenses

4. UAW Master Agreement

Approve the tentative agreement with the United Auto Workers Local 1834 that was sent to the board on March 2, 2012. The Agreement is effective from March 1, 2012 through June 30, 2014 and was ratified by the UAW membership on March 8, 2012.

March 20, 2012

X. Superintendent's Report

C. Personnel

It is the recommendation of the Superintendent that the Board approve the following items.

1. Retirement

Elizabeth Stills, custodian at Braden Junior High School, effective May 31, 2012
Mrs. Stills has served the Buckeye Local School District for 21 years.

2. Family Medical Leave

Revise the start date of Family Medical Leave for Jessica Detec, music teacher,
from April 10 to March 8, 2012 through June 6, 2012

3. Change of Assignment – For Public Acknowledgement Only

Marian Slay from bus # 10 at Ridgeview Elementary School (4.75 hrs./day) to
bus # 9 at Ridgeview Elementary School (5.0 hrs./day), effective March 12, 2012
Step 6 of 6, \$18.03/hr.

4. Change in Salary

Change the salary for the following teacher due to additional graduate credits
earned as follows, effective January 24, 2012

<u>Name</u>	<u>From</u>	<u>To</u>
Christina Fischer	M, 13 yrs. (\$59,047)	M + 10, 13 yrs. (\$60,337)

March 20, 2012

X. Superintendent's Report

C. Personnel

5. Appointment – Building Level Administrator

Re-employ the following administrator in accordance with Section 3319.02 of the Ohio Revised Code and issue a contract for a 3 year period from August 1, 2012 to July 31, 2015 with an annual salary and benefits as stipulated in the contract and salary schedule.

<u>Name</u>	<u>Position</u>	<u>Step</u>	<u>Salary</u>
William Billington	Principal	4 of 8	\$77,451.31

6. Appointments – Central Office Administrative Contracts

Re-employ the following administrator in accordance with Section 3319.02 of the Ohio Revised Code and issue a contract for a three year period from August 1, 2012 to July 31, 2015 with an annual salary and benefits as stipulated in the contract.

<u>Name</u>	<u>Position</u>	<u>Exp.</u>	<u>Salary</u>
Richard Kreisher	Director of Operations	8	\$52,710.62

Re-employ the following administrator in accordance with Section 3319.02 of the Ohio Revised Code and issue a contract for a two year period from August 1, 2012 to July 31, 2014 with an annual salary and benefits as stipulated in the contract.

<u>Name</u>	<u>Position</u>	<u>Exp.</u>	<u>Salary</u>
Lisa Loomis	Food Service Supervisor	2	\$31,001.32

March 20, 2012

X. Superintendent's Report

C. Personnel

7. Appointments - Extracurricular and Special Fee Assignments

**SUPPLEMENTAL RESOLUTION TO APPOINT CERTIFIED /
LICENSED NON-EMPLOYEE(S) TO SUPPLEMENTAL POSITION(S)**

WHEREAS, the Buckeye Local Board of Education strives to appoint qualified certified/licensed employees to fulfill supplemental contracts; and

WHEREAS, the board has offered the following supplemental position(s) to certified/licensed employee(s) of the district; and

WHEREAS, no such employee(s) qualified to fill the position(s) has accepted it; and

WHEREAS, the position(s) was then advertised to certified/licensed individual(s) who are not employed by the board; and

WHEREAS, the board has deemed the following certified/licensed non-employee(s) as qualified to fill the supplemental position(s);

THEREFORE, BE IT RESOLVED, that the Buckeye Local Board of Education, in compliance with O.R.C. 3313.53(D), awards the following supplemental contract(s), for the school year indicated below, to the following person(s):

<u>Name</u>	<u>Position</u>	<u>School Year</u>	<u>Date</u>	<u>Yrs. Exp.</u>	<u>Start Salary</u>
Gregory Stolfer	Asst. boys/girls track coach (7/8)	2011-12	3/5/12	0	\$2,258.62

March 20, 2012

X. Superintendent's Report

C. Personnel

7. Appointments - Extracurricular and Special Fee Assignments

**SUPPLEMENTAL RESOLUTION TO APPOINT NON-CERTIFIED /
NON-LICENSED INDIVIDUALS TO SUPPLEMENTAL TEACHING POSITION(S)**

WHEREAS, the Buckeye Local Board of Education strives to appoint qualified certified/licensed employees to fulfill supplemental contracts; and

WHEREAS, the board has offered the following supplemental position(s) to certified/licensed employee(s) of the district; and

WHEREAS, no such employee(s) qualified to fill the position(s) has accepted it; and

WHEREAS, the position(s) was then advertised to certified/licensed individual(s) who are not employed by the board; and

WHEREAS, no such person(s) qualified to fill the position(s) has accepted it; and

WHEREAS, the board has deemed the following non-licensed/non-certified individuals identified below as qualified to fill the supplemental position(s);

THEREFORE, BE IT RESOLVED, that the Buckeye Local Board of Education, in compliance with O.R.C. 3313.53(D), awards the following supplemental contract(s), for the school year indicated below, to the following person(s):

<u>Name</u>	<u>Position</u>	<u>School Year</u>	<u>Start Date</u>	<u>Yrs. Exp.</u>	<u>Salary</u>
Lisa Steadman	Asst. softball coach (JV)	2011-12	3/2/12	2	\$1,987.59

<u>Volunteer Coaches</u>	<u>Start Date</u>
David Blashinsky – softball	2/28/12
Steve Diemer – softball	2/28/12
Joel Laughlin – softball	2/28/12

All personnel appointments are contingent upon possessing or obtaining the appropriate certification/licensure, validation, and/or permit as required by law and board policy, as well as satisfactory physical examination, criminal background check and/or current CPR training where applicable.

March 20, 2012

XI. Board's Report

A. Conference Attendance

Approve the registration and travel expenses for Ms. Jacqueline Hillyer to attend the OSBA/OASBO/BASA State Legislative Conference to be held on March 28, 2012 in Columbus, Ohio.

B. Work Session

Schedule a work session to review the board Code of Ethics and goals.

C. Grading Scale

The board will have a brief discussion on the current grading scale.

XII. Visitor Participation Relative to New Items

Please limit your comments to three minutes or less.

XIII. Executive Session

For the purpose of preparing for negotiations or bargaining session with public employees concerning their compensation or other terms and conditions of their employment and to consider the employment of a public official of the school district.

XIV. Adjournment

BUCKEYE LOCAL BOARD OF EDUCATION

March 20, 2012

A RESOLUTION
ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY
THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES
AND CERTIFYING THEM TO THE COUNTY AUDITOR

WHEREAS, the Board of Education in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing July 1, 2012; and

WHEREAS, the Budget Commission of Ashtabula County, Ohio has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation;

THEREFORE, BE IT RESOLVED, by the Board of Education of the Buckeye Local School District, Ashtabula County, Ohio, that the amount and rates, are as determined by the Budget Commission in its certification, be and the same are hereby accepted; and

BE IT FURTHER RESOLVED, that there be and is hereby levied on the tax duplicate of said School District the rate of each tax necessary to be levied within and without the ten mill limitation as per Schedule A attached hereto; and

BE IT FURTHER RESOLVED, that the Treasurer of this Board be, and she is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

Jacqueline Hillyer, President
Board of Education
Buckeye Local Schools

Sherry L. Wentworth
Treasurer
Buckeye Local Schools

SCHEDULE A
 SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION
 AND COUNTY AUDITOR'S ESTIMATED TAX RATES

FUND	Amount approved by Budget Comm- ission Inside 10M. Limitation Column I		Amount to be Derived from Levies Outside 10 M. Limitation Column II	of Tax Rate to be Levied	
				Inside 10 mil Limit	Outside 10 mil Limit III
Classroom Facility					
OCF Bond Retirement					
Emergency Current					
General Fund	\$979,321.92		\$5,267,340.36	4.30	39.11
Permanent Improvement			\$432,723.64		1.90
Library Bond Retirement					
Textbooks					
OCF Maintenance					
Bond					
Site Acquisition					

SCHEDULE B
LEVIES OUTSIDE 10 MIL LIMITATION, EXCLUSIVE OF DEBT LEVIES

FUND			Co. Auditor's Est. of Yield of Levy (Carry to Schedule A.,	
	Maximum Rate Authorized to		Column II)	
OUTSIDE:				
Current Expense Levy authorized by voters on prior 76 not to exceed cont years.	current	Cont	19.61	\$2,178,933.91
Current Expense Levy authorized by voters on Apr 6 78 not to exceed cont years.	current	Cont.	8.00	\$888,907.24
Current Expense Levy authorized by voters on Nov. 5 91 not to exceed cont years.	Current	Cont.	5.00	\$772,371.79
Current Expense Levy authorized by voters on May 3 05 not to exceed cont years.	Current	cont	6.50	\$1,427,127.42
Current Expense Levy authorized by voters or not to exceed years.	Current			
Current Expense Levy authorized by voters or not to exceed years.	Current			
Current Expense Levy authorized by voters on not to exceed years.				
Current Expense Levy authorized by voters on not to exceed years.				
Current Expense Levy authorized by voters on not to exceed years.				
TOTAL OUTSIDE MILLAGE				
SPECIAL LEVY FUND				
TOTAL SPECIAL LEVY FUND				
PERMANENT IMPROVEMENT:				
Levy authorized by voters on not to exceed years.				
Levy authorized by voters on Nov. 2, 10 not to exceed 5 years.	PI	2015	1.90	\$432,723.64
Levy authorized by voters on not to exceed years.				
Levy authorized by voters on not to exceed years.				
Levy authorized by voters on not to exceed years.				

**BUCKEYE LOCAL SCHOOLS
SCHOOL CALENDAR 2012-2013**

Exhibit B

August – 2012

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	(23)	(24)
(27)	28	29	30	31

January – 2013

M	T	W	T	F
	[1]	2	3	4
7	8	9	10	11
14	15	16	17	{ 18 }
[21]	22	23	24	25
28	29 _{ce}	30	31 _{ce}	

September – 2012

M	T	W	T	F
[3]	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	{28}

February – 2013

M	T	W	T	F
				1
4	5	[6]	7	8
11	12	13 _{cj}	14	[15]
[18]	19	20 _{cs}	21	22
25	26	27	28	

October – 2012

M	T	W	T	F
1	2	3	4	5
8 _{cj}	9 _{cs}	10 _{cj/cs}	11	[12]
15	16	17	[18]	19
22	23	24	25	26
29	30	31		

March – 2013

M	T	W	T	F
				1
4	5	6	[7]	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	[29]

November – 2012

M	T	W	T	F
			1	2
5	6	7 _{ce}	8 _{ce}	9
12	13	14	15	16
19	20	[21]	[22]	[23]
(26)	27	28	29	30

April – 2013

M	T	W	T	F
[1]	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

December – 2012

M	T	W	T	F
3	4	5	6	7
10	[11]	12 _{cs}	13 _{cj}	14
17	18	19	20	21
[24]	25	26	27	28
[31]				

May – 2013

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
[27]	28	29	30	31

June – 2013

M	T	W	T	F
3	4	(5)	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

- LEGEND**
- Teachers' Meeting Day/Professional Day
 - { } Waiver Day
 - [] Early Release or Delayed Start
 - _ce Elementary Parent/Teacher Evening Conf.
 - _cs High School Parent/Teacher Evening Conf.
 - _cj Junior High Parent/Teacher Evening Conf.
 - End of Nine Weeks Grading Period

176	Instructional (Student) Days
2	Waiver of Instruction Days
2	Parent/Teacher Evening Conference Days
2	Teacher Report Days
3	Teacher Professional Days
<hr/>	
185	Salary-Based Days

With 5 contingency days as required by law. Make up days will be June 5, 6, 7, 10 and 11, 2013 with a Teacher Report Day following the last make-up day, excluding weekends.

**BUCKEYE LOCAL SCHOOLS
SCHOOL CALENDAR 2012-2013**

Thursday	Aug.	23	Teacher Professional Day	
Friday	Aug.	24	Teacher Professional Day	
Monday	Aug.	27	Staff Orientation Day	
Tuesday	Aug.	28	Classes Begin for Students	
Monday	Sept.	3	Labor Day – No School	2 Teacher Professional Days
Friday	Sept.	28	Waiver Day – No School for Students	1 Teacher Report Day
Monday	Oct.	8	Junior High Parent/Teacher Evening Conferences	44 Student Days
Tuesday	Oct.	9	High School Parent/Teacher Evening Conferences	1 Conference Day
Wednesday	Oct.	10	JHS & HS Parent/Teacher Evening Conferences	1 Waiver Day
Friday	Oct.	12	NEOEA Day – No School	
Thursday	Oct.	18	Delayed Start	
Wednesday	Oct.	31	End of 1st Grading Period	
Wednesday	Nov.	7	Elementary Parent/Teacher Evening Conferences	
Thursday	Nov.	8	Elementary Parent/Teacher Evening Conferences	
Tuesday	Nov.	20	Last School Day Before Thanksgiving Break	1 Teacher Professional Day
Monday	Nov.	26	Teacher Professional Day - No School	45 Student Days
Tuesday	Nov.	27	School Resumes After Thanksgiving Break	
Tuesday	Dec.	11	Early Release Day	
Wednesday	Dec.	12	High School Parent/Teacher Evening Conferences	
Thursday	Dec.	13	Junior High Parent/Teacher Evening Conferences	
Friday	Dec.	21	Last School Day Before Winter Break	
Wednesday	Jan.	2	School Resumes After Winter Break	
Thursday	Jan.	17	End of 2 nd Grading Period/First Semester	
Friday	Jan.	18	Waiver Day – No School for Students	
Monday	Jan.	21	Martin Luther King Day - No School	
Tuesday	Jan.	29	Elementary Parent/Teacher Evening Conferences	
Thursday	Jan.	31	Elementary Parent/Teacher Evening Conferences	
Wednesday	Feb.	6	Delayed Start	
Wednesday	Feb.	13	Junior High Parent/Teacher Evening Conferences	44 Student Days
Friday	Feb.	15	No School	1 Conference Day
Monday	Feb.	18	Presidents' Day – No School	1 Waiver Day
Wednesday	Feb.	20	High School Parent/Teacher Evening Conferences	
Wednesday	Mar.	7	Early Release	
Tuesday	Mar.	26	End of 3rd Grading Period	
Thursday	Mar.	28	Last Day Before Spring Break	1 Teacher Report Day
Monday	Apr.	8	School Resumes After Spring Break	43 Student Days
Monday	May	27	Memorial Day - No School	
Sunday	June	2	Commencement	
Tuesday	June	4	Last Day of School	
			End of 4th Grading Period/Second Semester	
Wednesday	June	5	Teacher Report Day	
				176 Instructional (Student) Days
				2 Waiver of Instruction Day
				2 Parent/Teacher Conference Days
				3 Teacher Professional Days
				<u>2</u> Teacher Report Days
				185 Salary-Based Days

With 5 contingency days as required by law. Make-up days will be June 5, 6, 7, 10 and 11, 2013 with a Teacher Report Day following the last make-up day, excluding weekends.

BUCKEYE LOCAL SCHOOL DISTRICT

Exhibit B-2

**OPERATIONAL PERSONNEL
WORK DAYS AND HOLIDAYS DEFINED
July 1, 2012 - June 30, 2013**

CENTRAL OFFICE, BUS MAINTENANCE, MAINTENANCE AND CUSTODIANS

Work days

Fifty-two weeks per year

Paid holidays

Wednesday, July 4	Independence Day	Monday, December 31	Day before New Year's Day
Monday, September 3	Labor Day	Tuesday, January 1	New Year's Day
Thursday, November 22	Thanksgiving Day	Monday, January 21	Martin Luther King Day
Friday, November 23	Day after Thanksgiving Day	Friday, March 29	Good Friday
Monday, December 24	Day before Christmas Day	Monday, May 27	Memorial Day
Tuesday, December 25	Christmas Day		

SENIOR HIGH SECRETARIES

Work days

All instructional days – 176 days on student calendar
All teacher work days including Aug. 23, 24, 27, Sept. 28, Nov. 26, Jan. 18, and June 5
All working days in August prior to Aug. 23 and all working days in June after June 5
Oct. 12 and Feb. 15, 18 are not work days (unpaid)
Training will be scheduled on Sept. 28, Nov. 26, and Jan. 18

Paid holidays

Monday, September 3	Labor Day	Monday, January 21	Martin Luther King Day
Thursday, November 22	Thanksgiving Day	Friday, March 29	Good Friday
Tuesday, December 25	Christmas Day	Monday, May 27	Memorial Day
Tuesday, January 1	New Year's Day		

SENIOR HIGH GUIDANCE SECRETARY, JUNIOR HIGH SECRETARIES

Work days

All instructional days – 176 days on student calendar
All teacher work days including Aug. 23, 24, 27, Sept. 28, Nov. 26, Jan. 18, and June 5
Ten days prior to Aug. 23 (Aug. 9) and 15 days after June 5 (June 26)
Oct. 12 and Feb. 15, 18 are not work days (unpaid)
Training will be scheduled on Sept. 28, Nov. 26, and Jan. 18

Paid holidays

Monday, September 3	Labor Day	Monday, January 21	Martin Luther King Day
Thursday, November 22	Thanksgiving Day	Friday, March 29	Good Friday
Tuesday, December 25	Christmas Day	Monday, May 27	Memorial Day
Tuesday, January 1	New Year's Day		

ELEMENTARY SECRETARIES

Work days

All instructional days – 176 days on student calendar
All teacher work days including Aug. 23, 24, 27, Sept. 28, Nov. 26, Jan. 18, and June 5
Ten days prior to Aug. 23 (Aug. 9) and 10 days after June 5 (June 19)
Oct. 12 and Feb. 15, 18 are not work days (unpaid)
Training will be scheduled on Sept. 28, Nov. 26, and Jan. 18

Paid holidays

Monday, September 3	Labor Day	Monday, January 21	Martin Luther King Day
Thursday, November 22	Thanksgiving Day	Friday, March 29	Good Friday
Tuesday, December 25	Christmas Day	Monday, May 27	Memorial Day
Tuesday, January 1	New Year's Day		

CENTRAL CALL-IN

Work days

All instructional days – 176 days on student calendar
All teacher work days including Aug. 23, 24, 27, Sept. 28, Nov. 26, Jan. 18, and June 5
Oct. 12 and Feb. 15, 18 are not work days (unpaid)
Training will be scheduled on Sept. 28, Nov. 26, and Jan. 18

Paid holidays

Monday, September 3	Labor Day	Monday, January 21	Martin Luther King Day
Thursday, November 22	Thanksgiving Day	Friday, March 29	Good Friday
Tuesday, December 25	Christmas Day	Monday, May 27	Memorial Day
Tuesday, January 1	New Year's Day		

LIBRARY AIDES

Work days

All instructional days – 176 days on student calendar
All teacher work days including Aug. 23, 24, 27, Sept. 28, Nov. 26, Jan. 18, and June 5
Oct. 12 and Feb. 15, 18 are not work days (unpaid)
Training will be scheduled on Sept. 28, Nov. 26, and Jan. 18

Paid holidays

Monday, September 3	Labor Day	Monday, January 21	Martin Luther King Day
Thursday, November 22	Thanksgiving Day	Friday, March 29	Good Friday
Tuesday, December 25	Christmas Day	Monday, May 27	Memorial Day
Tuesday, January 1	New Year's Day		

BUS DRIVERS, STUDENT MONITOR EDUCATIONAL AIDES, BUS AIDES AND CROSSING GUARDS

Work days

All instructional days – 176 days on student calendar
Orientation Day – Aug. 27
Training will be scheduled on Sept. 28, Nov. 26, and Jan. 18

Paid holidays

Monday, September 3	Labor Day	Monday, January 21	Martin Luther King Day
Thursday, November 22	Thanksgiving Day	Friday, March 29	Good Friday
Tuesday, December 25	Christmas Day	Monday, May 27	Memorial Day
Tuesday, January 1	New Year's Day		

CAFETERIA MANAGERS, COOKS AND CAFETERIA SERVICE PERSONNEL

Work days

All instructional days – 176 days on student calendar
Orientation Day – Aug. 27
Training will be scheduled on Sept. 28, Nov. 26, and Jan. 18

All cafeteria employees will be assured of at least two (2) hours prior to opening of school for opening the kitchen. The date for opening will be announced by the Supervisor.

Paid holidays

Monday, September 3	Labor Day	Monday, January 21	Martin Luther King Day
Thursday, November 22	Thanksgiving Day	Friday, March 29	Good Friday
Tuesday, December 25	Christmas Day	Monday, May 27	Memorial Day
Tuesday, January 1	New Year's Day		

COURIER

Work days

As needed
Orientation Day – August 27
Training will be scheduled on Sept. 28, Nov. 26, and Jan. 18

Paid holidays

Monday, September 3	Labor Day	Monday, January 21	Martin Luther King Day
Thursday, November 22	Thanksgiving Day	Friday, March 29	Good Friday
Tuesday, December 25	Christmas Day	Monday, May 27	Memorial Day
Tuesday, January 1	New Year's Day		

BUCKEYE LOCAL SCHOOLS

ADMINISTRATIVE STAFF

ASSISTANT PRINCIPAL / ATHLETIC ADMINISTRATION

General Description of Essential Functions

1. The assistant principal shall support the principal as a leader and coordinator of the entire school program;
2. Act in the capacity of the principal during the principal's absence from the building; and
3. Promote and administer the total athletic program (grades 7-12).

Specific Job Duties

The assistant principal shall perform the following duties:

1. Monitor and enforce rules concerning attendance;
2. Develop and administer student discipline as assigned;
3. Maintain student records and complete student and school reports;
4. Assist the Building Principal with the organization and scheduling of the building, lunchroom, and activity areas to meet the best interest of the students;
5. Develop procedures, processes, and strategies to provide a learning climate that fosters respect and safety;
6. Ensure that all provisions of the district and school safety plan are communicated to staff and applied in all cases; including, but not limited to fire drills, tornado drills, lockdown drills and evacuation drills;
7. Improve instruction by providing leadership and monitoring the instructional program;
8. Assist the Building Principal in articulating the instructional focus of the school;
9. Assist the Building Principal with the evaluation of instructional and non-instructional staff as assigned;

10. Provide leadership to building level improvement teams;
11. Be responsible for maintaining good public relations with the community and for utilizing fully the community resources to enrich the learning program;
12. Maintain respect at all times for confidential information;
13. Abide by all Buckeye Local Schools' policies and guidelines, OHSAA rules and by-laws, and all state and federal laws;
14. Conduct pre-season meetings with all coaches to review policies, procedures and expectations and make sure they all receive appropriate handbooks;
15. Keep the Athletic and Coaches' handbooks up-to-date;
16. Supervise and evaluate all coaches and athletic managers (in consultation with the building principals);
17. Recommend personnel to building principals and the superintendent for all coaching vacancies;
18. Plan and administer all athletic budgets and complete all required paperwork per district policy and state law;
19. Approve all spending requests for athletic needs and keep records of all revenue and expenditures;
20. Coordinate, administer and maintain a file of all game contracts;
21. Send required schedules, reports, and eligibility lists to the OHSAA;
22. Develop a schedule for administrative and manager coverage of athletic events as needed;
23. Attend staff, league, athletic council and athletic booster meetings and in-services as required;
24. Make certain the athletic manager has all necessary materials for home athletic events;
25. Oversee the awards system for all sports;
26. Perform such other duties as assigned by the building principal.

Qualifications

The assistant principal shall possess the following qualifications:

1. Possess a valid State of Ohio principal's license;
2. Possess a master's degree preferably in school administration;
3. Demonstrate successful teaching experience (5 years preferred) and head coaching experience (preferred);
4. Possess strong leadership, organizational and problem solving skills;
5. Demonstrate high moral character, display appropriate attire, be well groomed and have good personal hygiene;
6. Demonstrate the ability to work effectively with others and promote good public relations;
7. Communicate ideas and directives clearly and effectively both orally and in writing;
8. Display general operating knowledge of computers and related software;
9. Pass a pre-employment drug test for controlled substances and remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the district;
10. Have a record free of criminal violations that would prohibit public school employment.

Salary

Refer to the administrative salary schedule

Evaluation

Conducted annually by the junior high school principal in consultation with the superintendent

Adopted: March 20, 2012