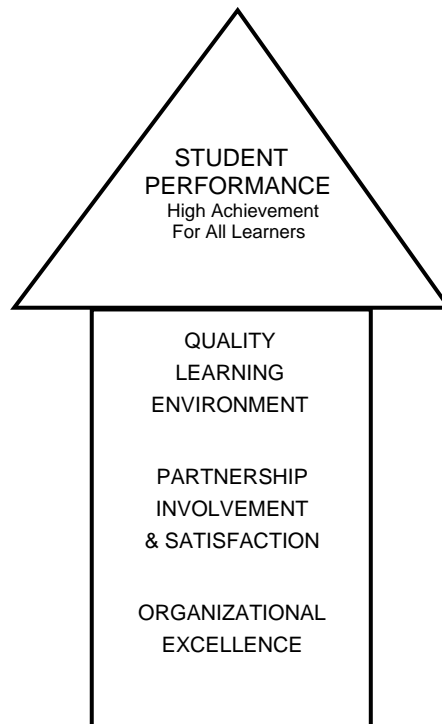


BUCKEYE LOCAL BOARD OF EDUCATION

October 16, 2007

6:00 p.m.
Work Session

7:00 p.m.
North Kingsville Elementary School



EXPECT, BELIEVE, ACHIEVE!!

Buckeye Local Board of Education

Mark Estock, President

Jacqueline Hillyer, Vice President

Norah Anderson

Sandra Kanicki

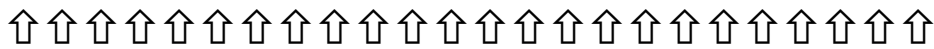
Mary Wisnyai

**Nancy L. Williams
Superintendent**

**Sherry L. Hamilton
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
October 16, 2007

- I. Call to Order
- II. Roll Call of Members
- III. Work Session
- IV. Meditation
- V. Pledge of Allegiance to the Flag – led by Cub Scout Pack 11
- VI. Approval of Minutes
- VII. Communications
 - Kingsville Public Library – Partnership Update from Kathy Pape
- VIII. North Kingsville Building Report
- IX. Public Participation Related to Agenda Item
- X. Treasurer’s Report
 - A. Information
 - 1. Five Year Forecast
 - B. Reports and Recommendations

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

- 1. Bills Paid in September
The list of bills paid in September, as sent to the Board on October 10, 2007.
- 2. Financial Reports
The financial reports, as sent to the Board on October 10, 2007.
- 3. Five Year Forecast
The Five Year Forecast, as sent to the Board on October 12, 2007.

October 16, 2007

XI. Superintendent's Report

A. Information

1. Worker's Compensation Premium Rebate

During FY 2007, the school district paid \$136,133.71 in premiums to the Bureau of Workers Compensation. Because the district participates in the Ashtabula Safety Council and is working to improve safety by using the Ten Step Action Plan prescribed by the BWC, we received a 4% rebate check of \$5,445.35 at the October Safety Council Meeting.

2. Red Ribbon Week

The district will celebrate the nationally recognized Red Ribbon Week from October 22 - 26, 2007. Our theme for the week will be "Today is the day we make choices for tomorrow". All students and staff will get wristbands to wear throughout the week and each building will conduct activities to promote positive character traits, as well as good decision making skills.

October 16, 2007

XI. Superintendent's Report

B. Reports and Recommendations

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

1. Senior Class Trip

Approve the extended field trip for the Senior Class to Chicago, Illinois from Friday, April 4, through Sunday, April 6, 2008.

2. Band Trip

Approve the extended field trip for the Edgewood Senior High School Band to Disney World in Orlando, Florida from after school on Wednesday, April 16, through Sunday, April 20, 2008.

3. Job Description

Approve the revised job description for the Secondary School Secretary – High School Guidance, as found in Exhibit **A**.

4. Accept Gifts

Accept the following gifts to the board of education:

Community Midget Football League	\$286.47
Cheese dispenser and coffee urn for Athletic Boosters concession stand	

Anonymous Donor	
Refrigerator for Braden Junior High School	\$398.00

October 16, 2007

XI. Superintendent's Report

C. Personnel

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

1. Change in Placement

Approve the change in placement on the certified salary schedule, effective August 23, 2007, for the staff members listed in Exhibit **B**.

2. Family Medical Leave

Extend the Family Medical Leave for Cheryl Teter, custodian at Braden, to October 23, 2007.

Linda Demanett, head custodian at North Kingsville, from October 2, 2007 until no later than December 23, 2007.

3. Resignation

James Sanchez, head volleyball coach, effective September 26, 2007.

4. Appointments

Tutors / 2007-08 / \$21.28/hr.

Title I

Pamela Thomas – K

Home Instruction

Elizabeth Jeppesen

Anita Obhof

Certified Staff

Extracurricular and Special Fee Assignment

<u>Name</u>	<u>Position</u>	<u>Yrs. Exp.</u>	<u>Start Date</u>	<u>Salary</u>
David Jones	Head Volleyball	1	9/26/07	\$2,316.57
Sarah Howe	Asst. Volleyball	0	9/20/07	\$1,628.84
Kristen Ewing	Asst. Volleyball	3	10/4/07	<u>\$1,194.48</u>

TOTAL

\$5,139.89

Operational Staff

Substitute Custodian

Patricia Walker

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.

October 16, 2007

XII. Board's Report

A. Discussion

1. Superintendent's Contract
2. Treasurer's Salary

XIII. Visitor Participation Relative to New Items
Please limit your comments to three minutes or less.

XIV. Board Evaluation of Meeting Processes

<p style="text-align: center;">+</p> <p>What did the board do this evening to add value to the meeting?</p>	<p style="text-align: center;">△</p> <p>What could the board do differently at the next meeting to make it more effective?</p>

XV. Adjournment

SECONDARY SCHOOL SECRETARY - HIGH SCHOOL GUIDANCE

General Description of Essential Functions

1. The secondary school secretary - high school guidance shall be responsible for maintaining the security of all confidential matters pertaining to the operation of the high school, as well as to the entire school district; and
2. Perform in a professional manner those duties assigned, which will contribute to a smooth and efficient operation in the high school office.

Specific Job Duties

The secondary school secretary - high school guidance shall perform the following duties:

1. Perform receptionist/secretarial duties for high school guidance office and guidance counselors;
2. Assist in preparing all necessary materials and ~~prepare~~ **complete** appropriate computer processes for scheduling, **including the development of the master schedule;**
3. Provide all forms and perform computer functions to enroll and withdraw students;
4. Compile information from teachers ~~for~~ **and type the** course description book;
5. Distribute schedules and packets to registered vocational students;
6. Inform ~~Board Office~~ **the superintendent** of student status;
7. Keep records of all failures;
8. Provide administration with documentation and reports regarding grading and scheduling;
9. Notify teachers each ~~in~~ **4.5** weeks of failure notice date requirements;
10. **Maintain an up-to-date** record **of** points and **all** credits ~~on student permanent records and in computer~~ **for each student using eSIS and printed transcripts;**
- ~~11. Record all summer school credits on student permanent records;~~
- ~~11.~~ **11.** Post test scores on student permanent records;
- ~~12.~~ **12.** Perform computer work pertaining to grade reporting and distribute student report cards;
- ~~13.~~ **13.** Prepare necessary materials for parent conferences;
- ~~14.~~ **14.** Assist in measuring **and** ordering ~~and returning~~ caps and gowns for graduating seniors; prepare necessary purchase orders for items necessary for graduation ceremony;
- ~~15.~~ **15.** Type draft for the printing of commencement program and invitations;

- ~~17.~~ **16.** Assist principal and assistant principal at graduation practice; assist students on night of graduation for preparation;
- ~~18.~~ **17.** Assist in preparation of ~~Recognition program~~ **the underclass and senior awards programs;**
- ~~19.~~ **18.** Perform all computer processes for student aspects of EMIS **and eSIS;**
- ~~20.~~ **19.** Assist in forwarding of records for students transferring to other schools;
- ~~21.~~ **20.** Supervise student workers in the guidance office;
- ~~22.~~ **21.** Assume duties of other secretaries when they are not present; and
- ~~23.~~ **22.** Perform all other duties as assigned by the principal **administration** and guidance counselors.

Physical Effort & Stress

	High	Med.	Low	None
Lifting	_____	_____	<u> X </u>	_____
Walking	_____	<u> X </u>	_____	_____
Standing	_____	<u> X </u>	_____	_____
Climbing	_____	_____	<u> X </u>	_____
Visual	<u> X </u>	_____	_____	_____
Limited movement or change of position	_____	<u> X </u>	_____	_____

Qualifications

The secondary school secretary - high school guidance shall possess the following qualifications:

1. Appropriate attire, well groomed, good personal hygiene;
2. Be of high moral character and pleasing personality with the ability to work cooperatively with staff, students, parents and public;
3. Physical characteristics, health and initiative to perform the required work, including successful completion of a board required physical examination by a board designated physician at board cost, if so required;
4. **Pass a pre-employment drug test for controlled substances and remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the district;**
5. ~~4.~~ Ability to spell correctly and use proper English, utilize word processing and access information on a computer and operate standard office equipment ~~including computer;~~
 - ~~a. Take dictation using shorthand and transcribe the notes with accuracy;~~
 - ~~b. Use a Dictaphone;~~
 - c. _____
 - d. _____
 - e. _____

6. Demonstrate proficiency in using Microsoft Word and Excel and willingness to

learn new software applications as they become available;

7. ~~5. Orderliness in work habits; and~~ **Demonstrate the ability to organize multiple tasks and resources; and**

8. ~~6.~~ **Show** initiative and punctuality in completing work assignments.

Salary

Refer to the operational salary schedule in the current UAW Agreement.

Evaluation

Conducted annually by the building principal.

Adopted: 5/14/86

Revised: 5/19/93

Revised:

GRADUATE CREDIT CHANGES IN SALARY – CERTIFIED PERSONNEL

Effective: August 23, 2007

NAME	EXPERIENCE	FROM		TO	
Kevin Andrejack	11 yrs.	M + 20	\$55,033.00	M + 30	\$56,249.00
Melissa Bryan	13 yrs.	M + 20	\$58,074.00	M + 30	\$59,290.00
Laura Buckius	2 yrs.	B/150	\$34,662.00	B + 20	\$35,878.00
Theresa Carpenter	29 yrs.	B + 20	\$55,641.00	M + 20	\$62,634.00
Nicole DuFour	0 yrs.	B	\$30,405.00	B/150	\$31,621.00
Lori Dunn	13 yrs.	M + 10	\$56,857.00	M + 20	\$58,074.00
Connie Grugel	11 yrs.	B + 10	\$48,952.00	B + 20	\$49,560.00
Jacqueline Jenks	10 yrs.	M	\$51,080.00	M + 10	\$52,297.00
Molly Todaro	3 yrs.	B + 10	\$36,790.00	B + 20	\$37,398.00
Christina Veon	8 yrs.	B + 20	\$44,999.00	M + 10	\$49,256.00
Total			\$472,493.00		\$492,257.00

Difference +\$19,764.00