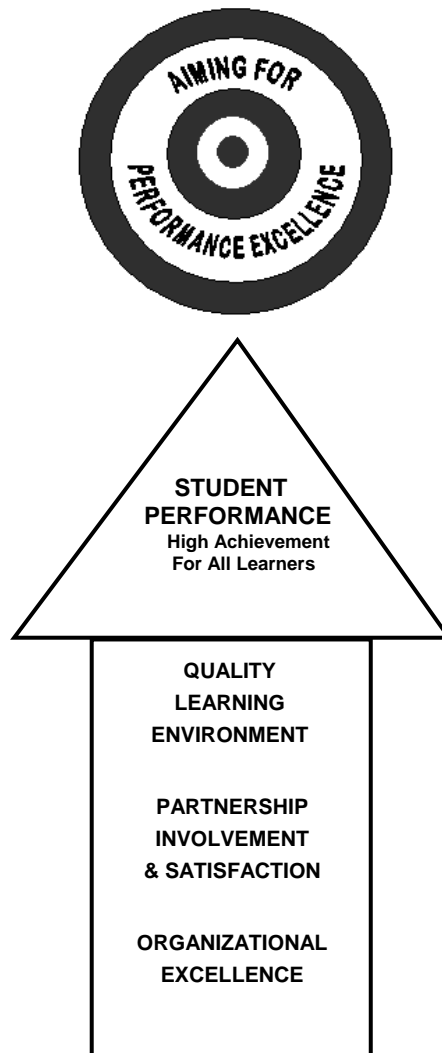


BUCKEYE LOCAL BOARD OF EDUCATION

February 20, 2007

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 provide learner and community focused governance.
2. The board of education will conduct efficient and effective meetings.
3. The board of education will build public trust and establish a community engagement process.

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
February 20, 2007

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

Recognition of Shane McTrusty – District Spelling Champion

- VII. North Kingsville Building Report
- VIII. Public Participation Related to Agenda Item
- IX. Treasurer’s Report

A. Reports and Recommendations

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

1. Bills Paid in January

The list of bills paid in January, as sent to the Board on February 14, 2007.

2. Financial Reports

The financial reports, as sent to the Board on February 14, 2007.

February 20, 2007

X. Superintendent's Report

A. Information

1. Food Service Report

Mrs. Denise Hasek, Food Service Supervisor, will present a financial report to the board for the second quarter of the school year and briefly discuss cost saving options for the district.

B. Reports and Recommendations

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

1. Interdistrict Open Enrollment

Continue the Open Enrollment Program for the 2007-08 school year.

2. Superintendent and Treasurer Job Descriptions

Approve the superintendent and treasurer job descriptions as presented in Exhibit **A**.

3. Social Studies Textbook Adoption

Adopt the social studies textbooks and supplementary materials for use in the social studies department at Edgewood Senior High School as indicated in the "Request for Adoption of Basic Texts" forms presented in Exhibit **B**.

4. Roofing Bids

Authorize the treasurer to seek bids for roof repairs for the district.

5. April Meeting

Change the date of the regular board meeting in April to Wednesday, April 18th, at 7:00 p.m. at Kingsville Elementary School.

February 20, 2007

X. Superintendent's Report

C. Personnel

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

1. Change of Assignment

Brenda Bovee from student monitor educational aide at North Kingsville to bus aide (district-wide), effective January 29, 2007. Step 5 of 5, \$12.59/hr.

Marian Slay from cafeteria service personnel at Ridgeview to bus driver, PM Champion run, effective February 20, 2007. Step 1 of 6, \$14.78/hr.

2. Appointments

Certified Staff

Name: Pamela Poff
Address: 11 S. Ridge Road East, Conneaut
Training: Bachelor of Science, Edinboro University of Pennsylvania
Certification: Intregated Mathematics (grades 7-12)
Physical Sciences: Physics
Effective: February 16, 2007, B, 0 years exp., \$160.34/day.

Pamela Poff is currently serving in a long term substitute teaching assignment in the district.

Tutors / 2006-07 / \$20.76/hr.

Robin Hudson
Wendy Montello
Deborah Nanney
Ann Richards
Katie Rozzo
Ryan Sardella
Darla Simmons

February 20, 2007

X. Superintendent's Report

C. Personnel

2. Appointments

Extracurricular and Special Fee Assignment

<u>Name</u>	<u>Position</u>	<u>Yrs. Exp.</u>	<u>Start Date</u>	<u>Salary</u>
Carol Jones	Spring Drama Director	3	1/22/07	<u>\$1,483.13</u>
		TOTAL		\$1,483.13

Operational Staff

Bus Aide

Rebecca Gaines, effective January 29, 2007. Step 1 of 5, \$12.17/hr.

Cafeteria Service Personnel – Kingsville Elementary

Rita Nicka, effective January 29, 2007. Step 1 of 6, \$12.57/hr.

Student Worker

Joshua Hare

Substitute Student Monitor Educational Aide

Patricia Walker

Substitute Cafeteria Service Personnel

Catherine Dickey
Patricia McNeil
Denise Miller
Ruth Powell
Patricia Walker

Substitute Courier

Paul Buser

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.

February 20, 2007

XI. Board's Report

A. Discussion

1. State Teachers Retirement System
2. Community Engagement Project
3. Board President Workshop

XII. Visitor Participation Relative to New Items

XIII. Adjournment

BUCKEYE LOCAL SCHOOLS

ADMINISTRATIVE STAFF

SUPERINTENDENT

General Description of Essential Functions

1. The superintendent shall serve as the chief executive officer of the board of education;
2. Implement and execute all board policies consistent with legal requirements and professional standards; and
3. Administer the public education program of the Buckeye Local School District.

Specific Job Duties

The superintendent shall perform the following duties:

1. Make recommendations to the board of education regarding appropriate board policies;
2. Make recommendations to the board of education regarding staff appointments and discontinuance of service of employees of the board;
3. Keep the board informed of school operation by preparing monthly board agendas, providing oral and written communication, scheduling management team committee meetings, and requesting special board meetings that become necessary to keep the board properly informed;
4. Ensure that all aspects of district operation comply with state laws and regulations as well as board contracts and policies;
5. Serve as the educational leader for the district;
6. Establish and maintain a written educational plan for the schools of the district consistent with the educational goals adopted by the board;
7. Conduct a systematic evaluation of the educational program and of all personnel;
8. Assign and or transfer each employee as may be deemed best for the school system;
9. Strive to increase the efficient use of district resources in the daily operation of the schools;
10. Involve staff in the recommendations for purchase of equipment, books and supplies;

Specific Job Duties (continued)

11. Work cooperatively with the treasurer to prepare the annual budget, appropriations document, and five year forecast;
12. Recommend changes in instructional or staffing patterns based on an analysis of staff and program progress;
13. Assume a leadership role in negotiations;
14. Provide leadership in the development and operation of an active program of school-community relations and participate in community activities; and
15. Assume such additional responsibilities as the board may prescribe.

Qualifications

The superintendent shall possess the following qualifications:

1. Possess a valid Ohio Superintendent's Certificate;
2. Graduate of an approved four-year college or university, possess a Master's Degree preferably in school administration, and preferably additional training in the area of school and community relations, administration of professional staff, and negotiations;
3. Successful teaching and administrative experience;
4. Professional attitude exemplified by adherence to ethics of the profession and by participation in professional organizations;
5. Visionary skills and an ability to produce short and long range plans for ongoing improvement;
6. Thorough knowledge of and successful experience in sound management practices with strong human relations;
7. Articulate, persuasive and highly visible within the district and throughout the community;
8. Good communicator with strong interpersonal skills;
9. Educational team leader who is able to develop, supervise and support teaching and administrative talent;
10. Sound decision-making skills;
11. Knowledge of strong fiscal management;
12. High expectations for self and others, especially in accountability, honesty, integrity, accessibility, continuing education, involvement and commitment to the school;

13. Ability to instill trust in the community and at all staff levels; and
14. Maintain a residence and reside within the boundaries of the school district.

Salary

The superintendent's salary will be set by the board of education.

Evaluation

Conducted annually by the board of education, prior to March 1.

Adopted: 9/18/85

Revised: 2/20/07

TREASURER

General Description of Essential Functions

1. The treasurer shall serve as the chief fiscal officer and secretary to the board of education;
2. Assume responsibility for the receipt, safekeeping and disbursement of all district funds; and
3. Direct and manage all financial accounting programs and systems.

Specific Job Duties

The treasurer shall perform the following duties:

1. Coordinate district revenue and budgets with the County Auditor and the County Treasurer;
2. Project revenues available to the school district;
3. Work cooperatively with the superintendent in preparation of the annual appropriations resolution and five-year projections for the school district;
4. Manage district investment programs;
5. Direct and manage all district accounting programs and systems as prescribed by law and the Auditor of State;
6. Coordinate data processing services for financial accounting;
7. Provide the necessary certification as required by Section 5705.412 of the Ohio Revised Code as it relates to available funds;
8. Provide the necessary certification of all other necessary documents for the board of education;
9. Provide monthly reports of funds, bills paid, investments and other reports as necessary to the superintendent and board of education;
10. Direct and manage an efficient operation of the payroll function to ensure proper personnel records and timely disbursement of the payroll;
11. Record in the minutes book official proceedings of all board meetings;
12. Work cooperatively with the superintendent and the board in the development of board meeting agendas;
13. Attend all meetings of the board of education unless excused by the board;

Specific Job Duties: (continued)

14. Serve on the District Leadership Team;
15. Serve as chairperson of the district finance and audit committee;
16. Assist and maintain a system of control for inventories of equipment;
17. Coordinate, in cooperation with the administration, and administer district insurance programs;
18. Serve as a consultant for personnel negotiations;
19. Advise the board and superintendent in matters of elections, levy and bond referendums;
20. Work with the district's legal advisor, when necessary;
21. Serve as advisor to the board and the superintendent in matters related to fiscal management;
22. Recommend new accounting methods as necessary and/or desirable;
23. Daily supervise and direct treasurer's office employees; and
24. Perform such other duties as directed by the board of education.

Qualifications

The treasurer shall possess the following qualifications:

1. The educational and experience standards for State of Ohio licensing/certification as a treasurer;
2. The ability to work with the superintendent, board of education and community in developing an effective financial program for the total school district operation; work cooperatively with the administrative staff to develop and maintain a continuing, fiscally sound financial base for the district's educational operations; work effectively with others and communicate clearly and effectively;
3. Extensive knowledge of accounting and fiscal procedures; and
4. High moral character and the ability to adhere to the goals of the Ohio Association of School Business Officials and the Ohio Ethics Commission Code of Ethics.

Salary

The treasurer's salary will be set by the board of education.

Evaluation

Conducted annually by the board of education, prior to October 1.

Adopted: 9/18/85
Revised: 5/17/05
Revised: 2/20/07

BUCKEYE LOCAL SCHOOLS
Ashtabula, Ohio 44004

REQUEST FOR BOARD ADOPTION OF BASIC TEXTS

Date: 2/12/07

The teaching staff of EHS Social Studies Dept. has reviewed a total of 2 books for possible use in World Geography.

The textbooks we have reviewed are:

<u>Title</u>	<u>Publisher</u>	<u>Copyright Date</u>
1.) <u>World Geography Today</u>	<u>Holt, Rhinehart, & Winston</u>	<u>2005</u>
2.) <u>World Geography</u>	<u>Prentice Hall</u>	<u>2006</u>
3.) _____	_____	_____
4.) _____	_____	_____

We have selected the following text:

Title: World Geography Today
 Author: Helgren
 Publisher: Holt, Rhinehart, and Winston Copyright Date: 2005

This recommendation is the most suitable for our classroom needs, to replace:

World Geography _____ 1998 which was adopted in 1997
 Title Copyright Date

The major reasons for our selection of the above text are:

- 1.) Best alignment to Ohio Academic Content Standards.
- 2.) Top selection by Buckeye School Social Studies Committee (2006).
- 3.) Top selection by Ashtabula County Social Studies Committee (2004).

We respectfully request that the Board of Education adopt this text for use beginning in March, 2007. We will need 60 student texts at a cost of \$ 69.95 for a total of \$ 4,197.06 + shipping.

REQUEST FOR BOARD ADOPTION OF BASIC TEXTS

Date: 2/12/07

The teaching staff of EHS Social Studies Dept. has reviewed a total of 2 books for possible use in Psychology.

The textbooks we have reviewed are:

<u>Title</u>	<u>Publisher</u>	<u>Copyright Date</u>
1.) <u>Psychology – Understanding Psychology</u>	<u>Glencoe</u>	<u>2003</u>
2.) <u>Psychology – Principles in Practice</u>	<u>Holt, Rhinehart & Winston</u>	<u>2006</u>
3.) _____		
4.) _____		

We have selected the following text:

Title: Psychology – Understanding Psychology
Author: Kasschau
Publisher: Glencoe Copyright Date: 2003

This recommendation is the most suitable for our classroom needs, to replace:

Psychology 1983 which was adopted in 1997

Title Copyright Date

The major reasons for our selection of the above text are:

- 1.) Best alignment to Ohio Academic Content Standards.
- 2.) Top selection by Buckeye School Social Studies Committee (2006).
- 3.) Top selection by Ashtabula County Social Studies Committee (2004).

We respectfully request that the Board of Education adopt this text for use beginning in March, 2007. We will need 75 student texts at a cost of \$ 70.00 for a total of \$ 5,250.00 + shipping.

BUCKEYE LOCAL SCHOOLS
Ashtabula, Ohio 44004

REQUEST FOR BOARD ADOPTION OF BASIC TEXTS

Date: 2/12/07

The teaching staff of EHS Social Studies Dept. has reviewed a total of 2 books for possible use in Sociology.

The textbooks we have reviewed are:

<u>Title</u>	<u>Publisher</u>	<u>Copyright Date</u>
1.) <u>Sociology – Sociology and You</u>	<u>Glencoe</u>	<u>2003</u>
2.) <u>Sociology – The Study of Human Relationships</u>	<u>Holt, Rhinehart & Winston</u>	<u>2005</u>
3.) _____	_____	_____
4.) _____	_____	_____

We have selected the following text:

Title: Sociology and You
Author: Shepard and Greene
Publisher: Glencoe Copyright Date: 2003

This recommendation is the most suitable for our classroom needs, to replace:

Sociology Fifth Edition 1995 which was adopted in 1997
Title Copyright Date

The major reasons for our selection of the above text are:

- 1.) Best alignment to Ohio Academic Content Standards.
- 2.) Top selection by Buckeye School Social Studies Committee (2006).
- 3.) Top selection by Ashtabula County Social Studies Committee (2004).

We respectfully request that the Board of Education adopt this text for use beginning in March, 2007. We will need 75 student texts at a cost of \$ 70.00 for a total of \$ 5,250 + shipping.

REQUEST FOR BOARD ADOPTION OF BASIC TEXTS

Date: 2/12/07

The teaching staff of EHS Social Studies Dept. has reviewed a total of 3 books for possible use in World History.

The textbooks we have reviewed are:

<u>Title</u>	<u>Publisher</u>	<u>Copyright Date</u>
1.) <u>World History -The Modern Era</u>	<u>Prentice Hall</u>	<u>2007</u>
2.) <u>World History</u>	<u>Glencoe</u>	<u>2005</u>
3.) <u>World History -The Human Journey</u>	<u>Holt, Rhinehart & Winston</u>	<u>2005</u>
4.) _____		

We have selected the following text:

Title: World History - The Modern Era
Author: Esler and Ellis
Publisher: Prentice Hall Copyright Date: 2007

This recommendation is the most suitable for our classroom needs, to replace:

World History – Perspectives on the Past 1997 which was adopted in 1997
Title Copyright Date

The major reasons for our selection of the above text are:

- 1.) Best alignment to Ohio Academic Content Standards.
- 2.) Top selection by Buckeye School Social Studies Committee (2006).
- 3.) Top selection by Ashtabula County Social Studies Committee (2004).

We respectfully request that the Board of Education adopt this text for use beginning in March, 2007. We will need 60 student texts at a cost of \$ 70.97 for a total of \$4,258.20 + shipping.

REQUEST FOR BOARD ADOPTION OF BASIC TEXTS

Date: 2/12/07

The teaching staff of EHS Social Studies Dept. has reviewed a total of 2 books for possible use in Economics.

The textbooks we have reviewed are:

<u>Title</u>	<u>Publisher</u>	<u>Copyright Date</u>
1.) <u>Economics – Principles in Action</u>	<u>Prentice Hall</u>	<u>2007</u>
2.) <u>Economics – Principles and Practice Glencoe</u>		<u>2003</u>
3.) _____		
4.) _____		

We have selected the following text:

Title: Economics – Principles In Action
Author: O’Sullivan and Sheffrin
Publisher: Prentice Hall Copyright Date: 2007

This recommendation is the most suitable for our classroom needs, to replace:

Economics – Principles and Practice 1991 which was adopted in 1997

Title Copyright Date

The major reasons for our selection of the above text are:

- 1.) Best alignment to Ohio Academic Content Standards.
- 2.) Top selection by Buckeye School Social Studies Committee (2006).
- 3.) Top selection by Ashtabula County Social Studies Committee (2004).

We respectfully request that the Board of Education adopt this text for use beginning in March, 2007. We will need 60 student texts at a cost of \$ 69.47 for a total of \$ 4,168.20 + shipping.