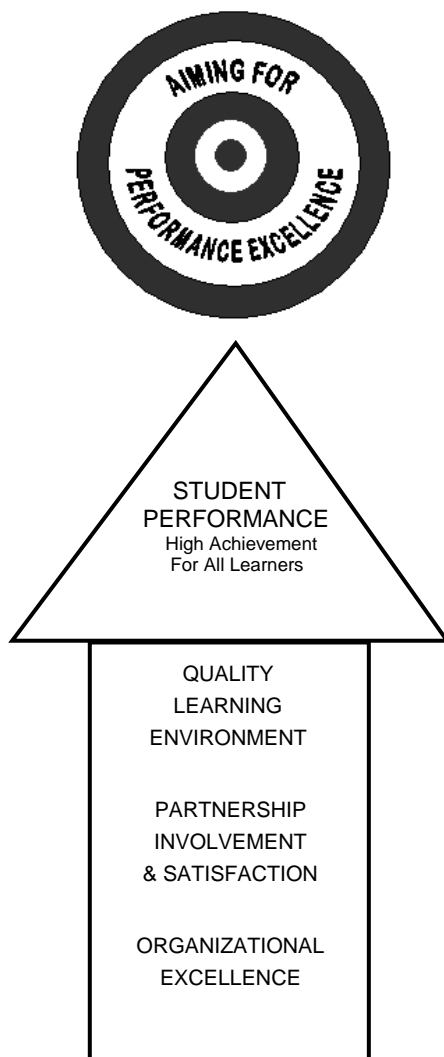


# BUCKEYE LOCAL BOARD OF EDUCATION

July 22, 2008

7:00 p.m.

Wallace H. Braden Jr. High School



*EXPECT, BELIEVE, ACHIEVE!!*

**Buckeye Local Board of Education**

**Jacqueline Hillyer, President**  
**Norah Anderson, Vice President**  
**Mark Estock**  
**Sharon Schoneman**  
**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  
July 22, 2008

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

Baldrige in Education – Buckeye Video

- VII. Public Participation Related to Agenda Items

*Please complete a public participation form and submit it to the board president prior to the start of the meeting. Please limit your comments to three minutes or less.*

- VIII. Treasurer's Report

- A. Information

- 1. Food Service Report

- Ms. Denise Hasek, Food Service Supervisor, will present a financial report for FY 08 to the board.

- 2. First Half Personal Property Tax Settlement

- The first half personal property tax settlement indicates a total collection of \$132,594.95 less \$10,938.43 in deductions, which results in a net distribution of \$121,656.52.

- 3. Second Half Real Estate Tax Settlement

- The second half real estate tax settlement was received on July 11, 2008. The total collection was \$3,064,470.04, less \$2,838,894.19 in deductions and advances, which results in a net distribution of \$225,575.85.

- 4. Adjustments to Tax Settlements

- The auditor deducted \$121,627.00 from the Personal Property Tax Settlement and \$127,073.54 from the Real Estate Tax Settlement to cover the cost of refunding Millennium Inorganic Chemicals a total of \$248,700.54 for tax years 2002 through 2005.

July 22, 2008

VIII. 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 June

Approve the list of bills paid in June, as sent to the Board on July 16, 2008.

2. Financial Reports

Approve the financial reports, as sent to the Board on July 16, 2008.

3. Fund Transfer

Approve the transfer of \$248,700.54 (\$213,026.51 principal and \$35,647.03 interest) from the 022-9002, Millennium Refund Escrow to the 001-000, General Fund account. The transfer will reimburse the general fund for monies that were withheld from the first half personal property settlement and the second half real estate settlement.

4. Section 403b Plan

Approve the resolution in Exhibit **A** adopting a Section 403b Plan and appoint the treasurer to administer the Plan, effective January 1, 2008, in accordance with the new IRS regulations.

5. Designation of Depositories for Active and/or Interim Funds

Approve the following financial institutions as public depository for active and/or interim funds of the Buckeye Local Board of Education for the period of August 1, 2008 to and including July 31, 2013.

Andover Bank  
First Merit Bank  
Huntington Bank  
Key Bank  
Star Ohio  
U.S. Bank

6. E-Rate Exchange

Approve a one year contract with E-Rate Exchange, LLC at a fee of \$2,500 to perform services relating to the E-Rate application process in order to obtain reimbursement for local and long distance telecommunication services.

July 22, 2008

IX. Superintendent's Report

A. Information

1. Review of District Report Card

Mrs. Louise Casagrande will discuss district trends on the state issued report card that is due to be released to the public on August 15, 2008.

B. Reports and Recommendations

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

1. Free and Reduced Price Meals

Approve the district's participation in the National School Lunch Program and adopt the following documents and forms that were sent to the board on July 15, 2008.

- Document A: Letter to Parents and Application Form
- Document B: Notification Letter Regarding School Meals
- Document C: Public Release – Income Eligibility Scale
- Document D: USDA Income Eligibility Guidelines
- Document E: Sharing Information with Other Programs

2. Food Service Department Prices

Change the price for the following items, effective with the 2008-09 school year.

	<u>New Price</u>	<u>Previous Price</u>
Elementary lunch	\$2.50	\$2.25
Secondary lunch	\$2.75	\$2.50
Adult lunch	\$3.25	\$2.75
Milk	\$ .50	\$ .40

3. Science Textbooks

Adopt the science materials / textbooks for grades 3-5 as indicated in Exhibit **B**.

4. NEOMIN Governance Document

Approve the resolution in Exhibit **C** to adopt the NEOMIN Governance Document sent to the board on July 15, 2008.

5. DLH Therapy Services Contract

Approve a contract with DLH Therapy Services, Inc. to provide physical therapy treatment, evaluations and consultative services at a rate of \$65 / hour for a physical therapist and \$50 / hour for an assistant physical therapist for the 2008-09 school year.

July 22, 2008

IX. Superintendent's Report

B. Reports and Recommendations

6. Speech, Hearing and Rehabilitation Center Contract

Approve a contract with the Speech, Hearing and Rehabilitation Center for speech therapy, audiological, and preschool educational services at the various rates sent to the board on July 15, 2008.

7. Re-Education Services Contract

Approve a contract with Re-Education Services, Inc. to provide educational services and transportation for one special education student for the 2008-09 school year at a cost of \$227 / day for education and \$76 / day for transportation.

8. Treasurer Job Description

Approve the revised treasurer's job description as presented in Exhibit D.

9. Architectural Services

Authorize the treasurer to advertise for architectural consulting services.

C. Personnel

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

1. Resignation

Steven Kofol, principal, Wallace H. Braden Jr. High School, effective July 31, 2008

2. Retirement

Sharon Osburn, cafeteria service personnel at North Kingsville Elementary School, effective July 1, 2008  
Mrs. Osburn served the Buckeye Local School District for five years.

July 22, 2008

IX. Superintendent's Report

C. Personnel

3. Change in Assignment

Helen Mallory from cafeteria manager at Wallace H. Braden Jr. High School (7.5 hours) to cafeteria manager at North Kingsville Elementary School (6.5 hours), effective August 25, 2008  
Step 6 of 6, \$14.30/hr.

4. Change in Assignment – For Public Acknowledgement Only

Marian Slay from bus #22 – Vo-Ed route to bus #13 at Ridgeview Elementary School, effective August 25, 2008  
Step 3 of 6, \$16.64/hr.

5. Appointments – Certified Staff

Elementary Music Teacher

Maria Oblak as elementary music teacher (districtwide), effective August 21, 2008, one year limited contract, B, 0 yrs. exp., \$18,900 (.62 contract, 115 days)

For Public Acknowledgement Only

Special Education Supervisor

Sarah Baumgardner, Ashtabula County Educational Service Center, effective August 1, 2008

Tutors / 2008-09 / \$21.28

Intervention

Aimee Canter – NK  
Bethany Williams – NK  
Al Goodwin – E

Title I

Wendy Montello – P  
Holly White – P  
Abigail Kauppila – R  
Tina Furmage – R  
Renee Campagna – R  
Pamela Thomas – K

In-School Detention

Shelley Monas

SLD

Elaine Applebee – K  
Estelle Riddell – R  
Martha Laurila – B  
Gabriel Juist – B  
Patricia Zetlaw – E

July 22, 2008

IX. Superintendent's Report

C. Personnel

6. Appointments - Extracurricular and Special Fee Assignments

<u>Name</u>	<u>Position</u>	<u>Yrs. Exp.</u>	<u>Start Date</u>	<u>Salary</u>
Nicole DuFour	Asst. Volleyball- 9 <sup>th</sup>	1	8/8/08	\$3,040.50

**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 2008-09 contract year only, to the following person(s):

<u>Name</u>	<u>Position</u>	<u>Yrs. Exp.</u>	<u>Start Date</u>	<u>Salary</u>
Kristen Ewing	Asst. Volleyball – JV	4	8/8/08	\$3,344.55
Amanda Pocza	Asst. Volleyball – 8 <sup>th</sup>	0	8/8/08	\$3,040.50
Melanie Garbutt	Co-Varsity Cheerleading – Basketball	3	8/4/08	\$1,216.20
Theresa Katchur	Co-Varsity Cheerleading – Football	0	8/4/08	<u>\$1,216.20</u>
			TOTAL	\$8,817.45



July 22, 2008

IX. Superintendent's Report

C. Personnel

7. Appointments – Operational Staff

Swing Custodian

Paul Buser, effective July 21, 2008  
Step 1 of 6, \$15.47/hr.

Bus Driver – Bus #24

Tina Acierno, effective August 25, 2008  
Step 1 of 6, \$15.53/hr.

Substitute Operational Personnel – 2008-09

Substitute Secretary

Doris Smith

Substitute Custodian

Homer Young

Substitute Cafeteria

Donna Notte

Substitute Bus Aide

Carol Cole

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.

July 22, 2008

X. Board's Report

A. Revise the Vision, Mission and Big Arrow

Discuss the draft version of the district's vision, mission and big arrow that were revised by the Long Range Planning Task Force in March.

B. Community Engagement

Corky O'Callaghan from the Santa Rita Collaborative will be in attendance to participate in a discussion of the district's plan to continue our community engagement initiative this fall.

XI. Visitor Participation Relative to New Items

*Please complete a public participation form and submit it to the board president prior to the start of the meeting. Please limit your comments to three minutes or less.*

XII. 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>

XIII. Adjournment

BUCKEYE LOCAL BOARD OF EDUCATION

July 22, 2008

**A RESOLUTION**  
**ADOPTING A SECTION 403(B) PLAN AND**  
**APPOINTING THE TREASURER TO ADMINISTER THE PLAN**

**WHEREAS**, Internal Revenue Code (“IRC”) Section 403(b) and applicable regulations thereunder provide that (i) contributions made by the Board on behalf of its employees (including contributions made pursuant to salary reduction agreements) to insurance companies and certain other entities which are to be held under certain annuity contracts or custodial account agreements described therein (“403(b) Contracts”) will not be currently treated as gross income for federal income tax purposes, and (ii) such contributions and earnings thereon will not be subject to federal income tax until distributed to the employee or other beneficiary of such contract; and

**WHEREAS**, Ohio Revised Code (“ORC”) Section 9.90 provides that the Board may make contributions on behalf of employees to annuity contracts and/or custodial accounts described in IRC Section 403(b) (including contributions made pursuant to a salary reduction agreement); and

**WHEREAS**, ORC Section 9.91 provides that, subject to certain restrictions that the Board may impose, employees may request that the Board make contributions on their behalf to a 403(b) Contract designated by such employees, under salary reduction agreements or other terms and conditions as determined by the Board; and

**WHEREAS**, ORC Section 9.91 provides that the Board may require a 403(b) Contract provider, or broker who offers 403(b) Contracts, to enter into a reasonable agreement protecting the Board from any liability attendant to procuring, or making contributions to, a 403(b) Contract for its employees; and

**WHEREAS**, the Board wishes to make contributions under one or more 403(b) Contracts on behalf of employees, who elect to have such contributions made thereto pursuant to salary reduction agreements, provided that the provider of the 403(b) Contract, or the broker for the 403(b) Contract, executes an agreement protecting the Board from liability attendant thereto; and

**WHEREAS**, Treasury Department Regulations under IRC Section 403(b) require that the Board, among other things, adopt a plan document that will reflect its policies and procedures in regard to contributions to 403(b) Contracts, and that otherwise provide that such policies and procedures will comply with the requirements of IRC Section 403(b), as interpreted by such regulations; and

**WHEREAS**, employees who are members of the bargaining unit represented by the Buckeye Education Association (the “BEA”) are, upon retirement, entitled to receive certain types of severance pay; and

**WHEREAS**, pursuant to applicable board policies, administrators and other non-bargaining employees are, upon retirement, entitled to receive certain types of severance pay; and

**WHEREAS**, pursuant to, and in accordance with, the provisions of IRC Section 403(b) and the regulations thereunder, and certain other provisions of the federal income tax law, and in accordance with the terms of the collective bargaining agreement between the BEA and the Board, the Board wishes to establish a Section 403(b) Plan that will permit employees to make elective deferrals under the Plan and will also provide for the mandatory deferral of some or all of the severance pay of certain retiring employees; and

**WHEREAS**, the Board has consulted with outside legal counsel in regard to the tax consequences of the 403(b) Plan; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of the Buckeye Local School District, County of Ashtabula, State of Ohio, that:

Section 1. The Board hereby adopts the Buckeye Local School District Section 403(b) Plan that is attached hereto as Exhibit A (the "403(b) Plan").

Section 2. The Treasurer of the School District is hereby authorized to formally execute, on behalf of the Board, the attached 403(b) Plan, and any and all other legal documents that may be required to establish and maintain the 403(b) Plan, including, without limitation, the agreements that are included as Exhibits to the 403(b) Plan, and any required filings with the Internal Revenue Service or other governmental agencies. Further, the Treasurer is hereby appointed to act on behalf of the Board as the Administrator of the 403(b) Plan. Accordingly, the Treasurer may adopt rules and regulations relating to plan administration as, in the Treasurer's sole judgment, shall be necessary or desirable for 403(b) Plan administration and compliance with applicable law.

Section 3. This Board finds and determines that all formal actions of this Board and of any of its committees concerning and relating to the adoption of this resolution were taken, and that all deliberations of this Board and of any committees that resulted in those formal actions were held, in meetings open to the public in compliance with the law.

Section 4. This Resolution shall be in full force and effect as of January 1, 2009.

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Jacqueline Hillyer, President  
Board of Education  
Buckeye Local Schools

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Sherry L. Hamilton  
Treasurer  
Buckeye Local Schools

Date of Adoption of Board Resolution  
\_\_\_\_\_, 2008

REQUEST FOR BOARD ADOPTION OF BASIC TEXTS

Date: July 9, 2008

The Third Grade teaching staff has reviewed a total of 4 books/materials for possible use in Science.

The textbooks we have reviewed are:

	<u>Title</u>	<u>Publisher</u>	<u>Copyright Date</u>
1.)	<u>Harcourt Ohio Science</u>	<u>Harcourt Publishing</u>	<u>2009</u>
2.)	<u>Activities Integrating Math &amp; Science (AIMS) AIMS Foundation 2008</u>		
3.)	<u>FOSS Science</u>	<u>Delta Education</u>	<u>2008</u>
4.)	<u>Focus on Ohio Standards</u>	<u>Focus Curriculum</u>	<u>2009</u>

We have selected the following text:

Title: Harcourt Ohio Science  
Author: \_\_\_\_\_  
Publisher: Harcourt Publishing Copyright Date: 2009

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

Harcourt Science which was adopted in 2000  
Title Copyright Date

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

- 1.) Alignment to Ohio's Academic Content Standards
- 2.) Recommended by 3<sup>rd</sup> Grade teachers

We respectfully request that the Board of Education adopt this text for use beginning in August 2008. We will need 145 student texts and supporting materials, including S/H at a cost of \$ 89.07/student for a total of approximately \$12,915.15.

# REQUEST FOR BOARD ADOPTION OF BASIC TEXTS

Date: July 9, 2008

The Fourth Grade teaching staff has reviewed a total of 4 books/materials for possible use in Science.

The textbooks we have reviewed are:

	<u>Title</u>	<u>Publisher</u>	<u>Copyright Date</u>
1.)	<u>Harcourt Ohio Science</u>	<u>Harcourt Publishing</u>	<u>2009</u>
2.)	<u>Activities Integrating Math &amp; Science (AIMS)</u>	<u>AIMS Foundation</u>	<u>2008</u>
3.)	<u>FOSS Science</u>	<u>Delta Education</u>	<u>2008</u>
4.)	<u>Focus on Ohio Standards</u>	<u>Focus Curriculum</u>	<u>2009</u>

We have selected the following text:

Title: Harcourt Ohio Science

Author: \_\_\_\_\_

Publisher: Harcourt Publishing Copyright Date: 2009

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

Harcourt Science which was adopted in 2000  
Title Copyright Date

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

1.) Alignment to Ohio's Academic Content Standards

2.) Recommended by 4<sup>th</sup> Grade teachers

We respectfully request that the Board of Education adopt this text for use beginning in August 2008. We will need 120 student texts and supporting materials, including S/H at a cost of \$ 89.07/student for a total of approximately \$10,688.40.

# REQUEST FOR BOARD ADOPTION OF BASIC TEXTS

Date: July 9, 2008

The Fifth Grade teaching staff has reviewed a total of 4 books/materials for possible use in Science.

The textbooks we have reviewed are:

	<u>Title</u>	<u>Publisher</u>	<u>Copyright Date</u>
1.)	<u>Harcourt Ohio Science</u>	<u>Harcourt Publishing</u>	<u>2009</u>
2.)	<u>Activities Integrating Math &amp; Science (AIMS)</u>	<u>AIMS Foundation</u>	<u>2008</u>
3.)	<u>FOSS Science</u>	<u>Delta Education</u>	<u>2008</u>
4.)	<u>Focus on Ohio Standards</u>	<u>Focus Curriculum</u>	<u>2009</u>

We have selected the following text:

Title: Harcourt Ohio Science

Author: \_\_\_\_\_

Publisher: Harcourt Publishing Copyright Date: 2009

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

Harcourt Science which was adopted in 2000  
Title Copyright Date

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

1.) Alignment to Ohio's Academic Content Standards

2.) Recommended by 5<sup>th</sup> Grade teachers

We respectfully request that the Board of Education adopt this text for use beginning in August 2008. We will need 141 student texts and supporting materials, including S/H at a cost of \$ 95.97/student for a total of approximately \$13,531.77.



Exhibit C

**NEOMIN Consortium Membership  
Governance Document**

**RESOLUTION**

The Buckeye Board of Education adopts and agrees to abide by the NEOMIN Governance Document, effective August 1, 2008.

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Board President Signature

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Trumbull County ESC Superintendent Signature

\_\_\_\_\_  
NEOMIN Executive Director Signature

Please mail resolution by August 15, 2008 to:

NEOMIN  
North East Ohio Management Information Network  
528 Educational Highway, Warren, Ohio 44483

Attn: Mr. Thomas Garbarz



**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;
14. Serve on the District Leadership Team;

Specific Job Duties: (continued)

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.
- 25. *Process employee contracts in a timely manner.***
- 26. *Demonstrate cooperative and effective interpersonal skills with the community, administration and board.***

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

Revised:

