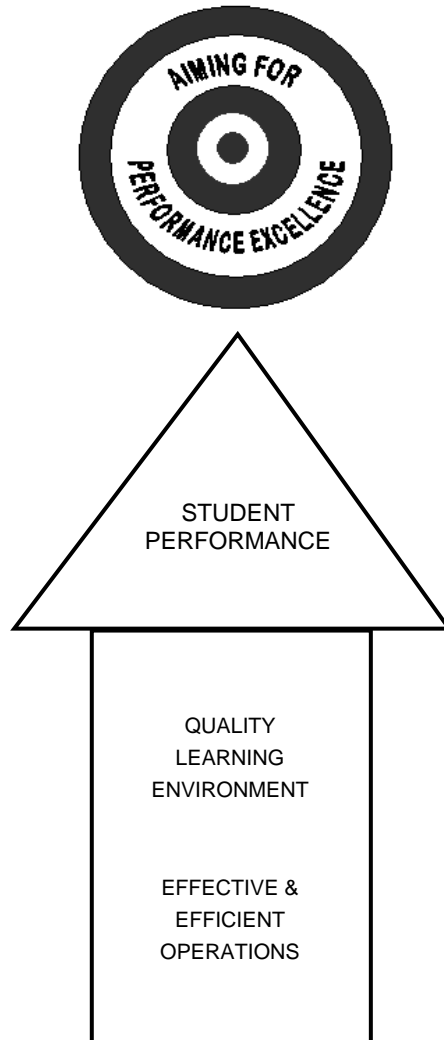


BUCKEYE LOCAL BOARD OF EDUCATION

September 17, 2008

7:00 p.m.

Wallace H. Braden Jr. High School



WE EDUCATE FOR SUCCESS.

Buckeye Local Board of Education

Jacqueline Hillyer, President
Norah Anderson, Vice President
Mark Estock
Sharon Schoneman
Mary Wisnyai

Nancy L. Williams
Superintendent

Sherry L. Wentworth
Treasurer

VISION / MISSION 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
September 17, 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

Eagle Scout Project – Collin Moscorelli
Kingsville Public Library – Partnership Update from James Booth

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. Reports and Recommendations

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

1. Bills Paid in August

Approve the list of bills paid in August, as sent to the Board on September 11, 2008.

2. Financial Reports

Approve the financial reports, as sent to the Board on September 11, 2008.

3. 2008-09 Appropriations Document

Pass the resolution in Exhibit **A** to approve the Permanent Appropriations documents for fiscal year 2009 as sent to the board on September 11, 2008.

4. Senate Bill 345 Set Asides

Set aside the following amounts for FY 09 as required by Senate Bill 345.

9991 – Textbooks and Instructional Materials	\$364,006
9992 – Capital Equipment and Maintenance	\$364,006

September 17, 2008

IX. Superintendent's Report

A. Information

1. 2008-09 Enrollment

	Sept. 08	Compared to May 08	Compared to Sept. 07
Kingsville	290	-19	-26
North Kingsville	261	+6	-2
Pierpont	121	0	-3
Ridgeview	407	-9	0
Braden	342	-13	-16
Edgewood	755	-11	-45
District	2176	-46	-92

B. Reports and Recommendations

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

1. Addition to List of Graduating Seniors – 2008

Grant an August, 2008 diploma to

David Edward Green III
Rebecca Sue Gross
Steven Michael Swartzfager

Mr. Karl Williamson, principal of Edgewood Senior High School, has certified that these students have successfully completed all graduation requirements during the summer.

2. Job Descriptions

Approve the revised job descriptions for junior high secretary and split secretary, as found in Exhibit **B**.

3. Student Activity Statement of Purpose and Budget

Approve the Statement of Purpose and Budget for student activities that were sent to the board on September 12, 2008.

September 17, 2008

IX. Superintendent's Report

B. Reports and Recommendations

4. Resolution of Commendation – Alumni Hall of Fame Inductees

Approve the Resolution of Commendation found in Exhibit C recognizing the following individuals for induction into the Edgewood Hall of Fame on October 23, 2008.

Robert Ryan Hilliard, Class of 1963
Thomas Perew, Class of 1964
David T. Ives, Class of 1969
Ernest M. DeZolt, Ph.D., Class of 1972
Bruce Hudson, Class of 1986

C. Personnel

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

1. Family Medical Leave

Christianna Evans, math teacher at Edgewood Senior High School, from November 10, 2008 through no longer than February 17, 2009

2. Retirement

Karen Supplee, home economics teacher at Wallace H. Braden Junior High School, effective July 28, 2008
Mrs. Supplee has served the district for 30 years.

3. Resignations

Christianna Evans, Academic Challenge co-advisor, effective August 25, 2008
Estelle Riddell, SLD tutor – Ridgeview, effective August 25, 2008

September 17, 2008

IX. Superintendent's Report

C. Personnel

4. Change in Assignment

Sara Meredith from cafeteria service personnel at Wallace H. Braden Junior High School (2.5 hrs.) to cafeteria service personnel at North Kingsville Elementary School (2.25 hrs.), effective August 25, 2008
Step 1 of 6, \$13.20/hr.

Rebecca Marinchak from junior high secretary at Wallace H. Braden Junior High School (7.5 hrs.) to receptionist/district EMIS coordinator in central office (8 hrs.), effective September 15, 2008
Step 11 of 11, \$18.30/hr.

Rebecca Young from junior high secretary at Wallace H. Braden Junior High School (6.5 hrs.) to junior high secretary at Wallace H. Braden Junior High School (7.5 hrs.), effective September 15, 2008
Step 11 of 11, \$15.43/hr.

5. Appointments – Certified Staff

Head Teacher – Pierpont Elementary School

Wendy Montello - \$3,500

Tutors / \$21.28/hr.

SLD

Deborah Collins – R

Title I

Susan Luhta - YDC

Home Instruction

Paul Blum
Lois Graff
Sharon Nelson
Kelli Scafuro

September 17, 2008

IX. Superintendent's Report

C. Personnel

6. Appointments - Extracurricular and Special Fee Assignments

Athletic Workers

Douglas Adams
JoAnn Cerveny
Martha Laurila
Steven Perry

**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 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>
Laura Buckius	Academic Challenge co-advisor	0	8/25/08	\$380.07
Michelle Sassler	Academic Challenge co-advisor	0	8/25/08	\$380.07
Ryan Sardella	Model United Nations advisor	1	8/25/08	\$760.13
Laura Buckius	Sophomore Class co-advisor	0	8/25/08	\$304.05
David Fargo	Senior Class co-advisor	0	8/25/08	<u>\$304.05</u>
TOTAL				\$2,128.37

September 17, 2008

IX. Superintendent's Report

C. Personnel

7. Appointments – Operational Staff

Substitute Operational Personnel – 2008-09

Substitute Secretary

Kelly Ensell
Jeanette Gainer
Regina McConnell
Christina Partridge
Hazel Phillips
Kelly Varkett

Substitute SMEA/Library Aide/Crossing Guard

Shelia Caruso
Jessica Hall
Tanya Kidd
Pamela Partridge
Stephanie Simmons

Substitute Custodian

Sheila Woodard

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.

September 17, 2008

X. Board's Report

A. Board Workshop – October 21, 2008

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. Executive Session

For the purpose of discussing negotiations

XIV. Adjournment

BUCKEYE LOCAL BOARD OF EDUCATION

September 17, 2008

A RESOLUTION
AUTHORIZING APPROVAL OF APPROPRIATIONS DOCUMENT AND
SPENDING PLAN FOR THE 2008-09 SCHOOL YEAR

BE IT RESOLVED, by the Board of Education of the Buckeye Local School District, Ashtabula County, Ohio, that to provide for the current expenses and other expenditures of said Board of Education during the fiscal year ending June 30, 2009, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as presented:

AND, BE IT FURTHER RESOLVED, that the 2008-09 spending plan be approved as presented.

BUCKEYE LOCAL BOARD OF EDUCATION

Jacqueline Hillyer, President
Board of Education
Buckeye Local Schools

Sherry L. Wentworth
Treasurer
Buckeye Local Schools

JUNIOR HIGH SECRETARY

Draft

General Description of Essential Functions

1. The junior high secretary shall be responsible for maintaining the security of all confidential matters pertaining to the operation of the junior 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 junior high school office.

Specific Job Duties

The junior high secretary shall perform the following duties:

1. Perform duties of receptionist in the office, responding to requests in a prompt, tactful and pleasant manner;
2. Perform secretarial duties for the principal;
3. Prepare and type reports required for the operation of the building;
4. Type teacher master schedule and assist principal in the distribution of instructional materials for the opening of school;
5. Prepare orders for materials and equipment as requested by the principal;
6. Sort and distribute mail;
7. Administer first-aid for minor injuries and dispense medication per Board Medication Policy in the absence of the principal and school nurse;
8. Assist principal in preparation of cooperative purchasing of office supplies, which includes taking inventory;
9. Collect student supply fees from teachers, issue receipts and maintain records of school accounts;
10. Act as cashier for the student activity funds.
 - a. Deposit daily all moneys collected;
 - b. Prepare a summary of each deposit and forward to the treasurer immediately;
 - c. Type Statement of Purpose & Budget Approval Form for each activity as prepared by the sponsor;

11. Maintain permanent records on each student, keeping current class lists and current class counts;
12. Maintain filing system;
13. Type absence lists, prepare bus passes; assist in writing admit slips and tardy passes;
14. Assist in typing computer scheduling and grade reporting;
15. Type various material for guidance department and library;
16. Assist in making calls to parents of absent children when school has not been notified in accordance with the Missing Child Act; follow-up with postcard when telephone contact has not been made;
17. Keep record of staff absence and report bi-weekly to the central office and county office;
18. Request assignments from teachers for students who are absent;
19. Be responsible for input of state required EMIS information;
20. Type sports certificates and programs;
21. Collect forms, review and compile a list of free and reduced lunches;
22. Type and assemble school handbook at opening of school year; and
23. Perform all other duties as assigned by the principal.

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

Qualifications:

1. High moral character and pleasing voice and personality, with the ability to work cooperatively with staff, parents, and public;
2. Appropriate attire; well groomed; good personal hygiene;
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 in the workplace throughout his/her employment in the district.
5. Ability to demonstrate proficiency in computer applications including Word, Excel, Access and Publisher; willingness to learn new computer applications;
6. Spell correctly and use proper English;
7. Operate standard office equipment including a computer, scanner, typewriter, copy machine, fax machine, etc.;
8. Type a minimum of 60 words per minute with accuracy in a setting with many interruptions;
9. Ability to maintain strict confidentiality;
10. Ability to handle multiple interruptions and adjustments to priorities throughout the day;
11. Excellent memory and organizational ability, in order to set priorities, organize workload, handle multiple responsibilities and meet deadlines;
12. Ability to work in a team setting with multiple contributors on projects;
13. Possess bookkeeping skills adequate to handle various school accounts;
14. Demonstrate initiative and punctuality in completing work assignments;
15. Possess a high school diploma or equivalent, with additional training preferred; and
16. Have a record free of criminal violations that would prohibit public school employment.

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:

SPLIT SECRETARY**Draft**General Description of Essential Functions

1. The split secretary shall be responsible for maintaining the security of all confidential matters pertaining to the operation of assigned schools, 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 school office.

Specific Job Duties

The split secretary shall perform the following duties:

1. Perform duties of receptionist in the office, responding to requests in a prompt, tactful and pleasant manner;
2. Perform secretarial duties for the principal;
3. Prepare and type reports required for the operation of the building;
4. Assist principal in the distribution of instructional materials for the opening of school;
5. Sort and distribute mail;
6. Administer first-aid for minor injuries and dispense medication per Board Medication Policy in the absence of the principal and school nurse;
7. Collect student supply fees from teachers, issue receipts and maintain records of school accounts;
8. Act as cashier for the student activity funds.
 - a. Deposit all monies collected;
 - b. Prepare a summary of each deposit and forward to the treasurer immediately;
 - c. Type Statement of Purpose & Budget Approval Form for each activity as prepared by the sponsor;
9. Maintain permanent records on each student, keeping current class lists and current class counts;
10. Maintain filing system;
11. Assist in grade reporting;
12. Type various material for guidance department and library;

13. Assist in making calls to parents of absent children when school has not been notified in accordance with the Missing Child Act; follow-up with postcard when telephone contact has not been made;
14. Request assignments from teachers for students who are absent;
15. Be responsible for input of state required EMIS information;
16. Type sports certificates and programs;
17. Type and assemble school handbook at opening of school year;
18. Display notices and keep the office bulletin board attractive and seasonal; and
19. Perform all other duties as assigned by the principal.

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

Qualifications:

1. High moral character and pleasing voice and personality, with the ability to work cooperatively with staff, parents, and public;
2. Appropriate attire; well groomed; good personal hygiene;
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 in the workplace throughout his/her employment in the district.
5. Ability to demonstrate proficiency in computer applications including Word, Excel, Access and Publisher; willingness to learn new computer applications;
6. Spell correctly and use proper English;
7. Operate standard office equipment including a computer, scanner, typewriter, copy machine, fax machine, etc.;

8. Type a minimum of 50 words per minute with accuracy in a setting with many interruptions;
9. Ability to maintain strict confidentiality;
10. Ability to handle multiple interruptions and adjustments to priorities throughout the day;
11. Excellent memory and organizational ability, in order to set priorities, organize workload, handle multiple responsibilities and meet deadlines;
12. Ability to work in a team setting with multiple contributors on projects;
13. Possess bookkeeping skills adequate to handle various school accounts;
14. Demonstrate initiative and punctuality in completing work assignments;
15. Possess a high school diploma or equivalent, with additional training preferred; and
16. Have a record free of criminal violations that would prohibit public school employment.

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:

BUCKEYE LOCAL BOARD OF EDUCATION

September 17, 2008

A RESOLUTION
COMMENDING THE INDUCTEES INTO THE EDGEWOOD HALL OF FAME

WHEREAS, the Edgewood High School Alumni Association was formed on January 13, 1992; and

WHEREAS, the Edgewood High School Alumni Association is organized exclusively to promote the association of past Edgewood High School graduates and students with each other, to recognize the achievements of past Edgewood graduates and students who have contributed positively toward the development of our society, to preserve the history of Edgewood High School, and to provide financial assistance to future graduates of Edgewood High School; and

WHEREAS, the Alumni Association has created The Edgewood Hall of Fame to honor those Edgewood High School graduates, who, through commitment and dedication, have achieved success in their careers and have made significant contributions in their fields, society, and their country; and

WHEREAS, the Edgewood Hall of Fame serves as a permanent testimony that the Edgewood High School experience prepares graduates to face life's challenges, to problem solve and select choices, and to make decisions that will positively influence or contribute to the well being of our society; and

WHEREAS, the Alumni Association has selected five distinguished alumni to be inducted into the Hall of Fame on October 23, 2008;

NOW, THEREFORE, BE IT RESOLVED, that the Buckeye Local Schools Board of Education does hereby recognize and commend **Robert Ryan Hilliard**, Class of 1963; **Thomas Perew**, Class of 1964; **David T. Ives**, Class of 1969; **Ernest M. DeZolt, Ph.D.**, Class of 1972; and **Bruce Hudson**, Class of 1986 on their exemplary careers and their induction into the Edgewood High School Hall of Fame.

BUCKEYE BOARD OF EDUCATION

Jacqueline Hillyer, President
Board of Education
Buckeye Local Schools

Sherry L. Wentworth
Treasurer
Buckeye Local Schools