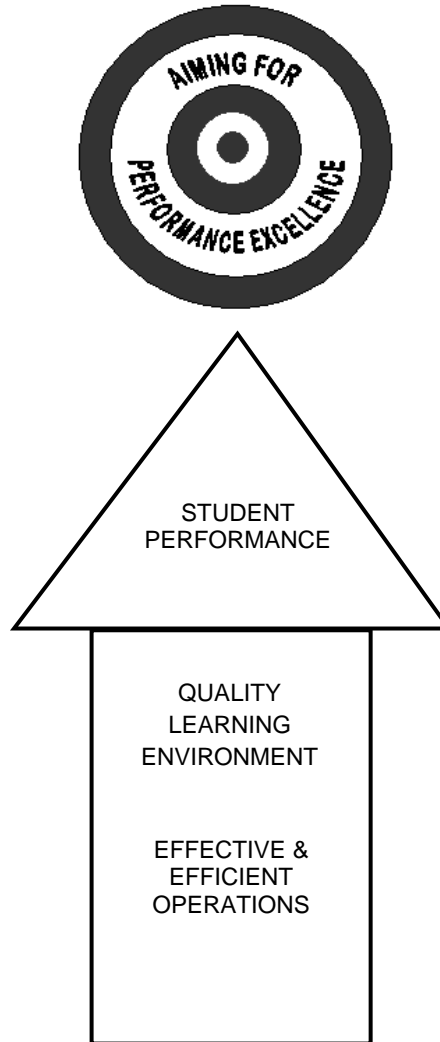


BUCKEYE LOCAL BOARD OF EDUCATION

January 19, 2010

7:00 p.m.

Wallace H. Braden Jr. High School



WE EDUCATE FOR SUCCESS.

Buckeye Local Board of Education

Mary Wisnyai, President

Jacqueline Hillyer, Vice President

Mark Estock

Gregory Kocjancic

Sharon Schoneman

**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
January 19, 2010

- I. Call to Order
- II. Roll Call of Members
- III. Meditation
- IV. Pledge of Allegiance to the Flag
- V. Approval of Minutes
- VI. Communications
 - School Board Recognition
 - Kingsville Public Library – Partnership Update from Daniel Madden
- VII. Public Participation Related to Agenda Item
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 with one motion.

1. Bills Paid in December
The list of bills paid in December, as sent to the Board on January 13, 2010
2. Financial Reports
The financial reports, as sent to the Board on January 13, 2010
3. Proceeds from the Sale of the Pierpont Bus Garage
Authorize the treasurer to transfer the proceeds from the sale of the Pierpont bus garage, less any legal expenses relating to the sale, to the Capital Projects Reserve Fund #070.
4. Fund Transfers
Approve the list of Fund Transfers as presented in Exhibit A.

January 19, 2010

IX. Superintendent's Report

A. Information

1. Edgewood Schedule / Graduation Requirements

Mr. Williamson and other members of the high school building leadership team will discuss the process they have used to analyze the current schedule and recommend improvements for the 2010-2011 school year.

B. Reports and Recommendations

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

1. Kingsville Library Trustee

Reappoint James Hernandez, 778 Pennline Road, Pierpont, to the Kingsville Library Board of Trustees for the term of January 1, 2010 to December 31, 2016.

2. Accept Gifts

Accept the following gifts to the board of education.

East Ashtabula Educational Assistance Corporation	\$4,000.00
2010 annual scholarship donation	

Shirley Miller	\$200.00
provide maple logs for shop projects at Edgewood Senior High	

Joe Budd / Budd's Garage	\$350.00
transport wood for shop projects at Edgewood Senior High	

Dr. Noel Vietmeyer in care of Dr. John Parker	\$19.95
donation of autobiography of Norman Biolaug entitled, <i>Biolaug, Right off the Farm 1914 – 1944</i> , to Edgewood Senior High School Library	

3. Revision of Board Policy

Approve the revision of board policy, 5460 – Graduation Requirements, as found in Exhibit **B**.

January 19, 2010

IX. Superintendent's Report

B. Reports and Recommendations

4. Course Descriptions

Approve the new course descriptions that were sent to the board on January 13, 2010.

5. Job Description – Food Service Supervisor

Approve the revised job description for food service supervisor, as found in Exhibit **C**.

C. Personnel

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

1. Resignations

Jennifer Lovley, Central Call-In Coordinator, effective December 18, 2009

Denise Hasek, Food Service Supervisor, effective January 31, 2010

2. Family Medical Leave

Elizabeth Stills, head custodian at North Kingsville Elementary, from January 27, 2010 through February 19, 2010.

Jan VanBuren, bus driver / SMEA at Ridgeview, from February 1, 2010 through March 19, 2010

Annette Pfeifer, guidance counselor at Braden Junior High, from March 1, 2010 through June 4, 2010

Tricia Oros, 3rd grade teacher at Ridgeview Elementary, from April 19, 2010 through June 4, 2010

3. Change in Assignment

Sheila Woodard from library aide at Ridgeview Elementary (4.75 hrs./day) to central call-in coordinator (4 hrs./day), effective January 12, 2010
Step 11 of 11, \$15.18/hr.

January 19, 2010

IX. Superintendent's Report

C. Personnel

4. Appointments – Certified Staff

Tutor / \$22.14/hr.

Michelle Sardella
Cheryl Wickstrom

5. 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 2009-10 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>
Stephen Cunha	Head softball coach	0	2/22/10	\$3,795.96

January 19, 2010

IX. Superintendent's Report

C. Personnel

5. 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 2009-10 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>
Lisa Steadman	Assistant softball coach	0	2/22/10	\$2,214.31

January 19, 2010

IX. Superintendent's Report

C. Personnel

6. Appointments – Operational Staff

Consultant

Approve the hiring of Denise Hasek as a consultant on an as needed basis for the food service department at a rate of \$25 per hour until her position as the food service supervisor has been filled.

Substitute Courier

Larry Owen
Homer Young

Substitute Custodian

Larry Owen
Richard Ryan

Substitute Bus Mechanic

Larry Owen

Substitute Bus Aide

Susan Holloman

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.

X. Board's Report

A. Architect Selection

Approve the resolution in Exhibit D ranking the professional design firms and authorizing the superintendent and treasurer to enter into contract negotiations with the top ranked firm.

XI. Visitor Participation Relative to New Items

Please limit your comments to three minutes or less.

XII. Executive Session

To consider the sale of property and to consider the evaluation of public officials

XIII. Adjournment

BUCKEYE LOCAL BOARD OF EDUCATION

January 19, 2010

Fund Transfers – December 2009

From	To	Description	Amount
0010000	0019991	*Textbook & Instr. Materials ('09)	\$ 52,000
0010000	0019991	*Textbook & Instr. Materials ('10)	<u>\$ 358,234</u>
		TOTAL	\$ 410,234

*Set-Aside Accounts

policy

**BOARD OF EDUCATION
BUCKEYE LOCAL SCHOOL DISTRICT**

STUDENTS
5460 / page 1 of 3

GRADUATION REQUIREMENTS

It shall be the policy of the Board of Education to acknowledge each student's successful completion of the instructional program appropriate to the achievement of district goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

The Board shall award a regular high school diploma to every student enrolled in this district who meets the requirements of graduation established by this Board or who properly completes the goals and objectives specified in his/her individualized education program (I.E.P.) including either the exemption from or the requirement to complete the achievement tests required by the State Board of Education in order to graduate. Each student must also demonstrate, unless exempted, at least a proficient level of skill on the achievement tests required by the State Board to graduate.

The requirements for graduation from high school **through December 31, 2013** include earning twenty-five (25) units of credit in grades nine through twelve as follows:

<u>Subject</u>	<u>Units of Credit Required</u>
English Language Arts	4
Health	½
Physical Education	½
Mathematics	3
Science	3
Social Studies	3
Fine Arts, including music	½
Career Search	½
Technology	1
Electives	<u>9</u>
	25

policy

BOARD OF EDUCATION
BUCKEYE LOCAL SCHOOL DISTRICT

STUDENTS
5460 / page 2 of 3

The requirements for graduation from high school effective January 1, 2014 include earning twenty-seven (27) units of credit in grades nine through twelve as follows:

<u>Subject</u>	<u>Units of Credit Required</u>
English Language Arts	4
Health	$\frac{1}{2}$
Physical Education	$\frac{1}{2}$
Mathematics	4
Science	3
Social Studies	3
Fine Arts, including music	$\frac{1}{2}$
Technology	1
Career Search	$\frac{1}{2}$
Financial Literacy	$\frac{1}{2}$
Manage Transitions	$\frac{1}{2}$
Electives	<u>9</u>
	27

Credit may be earned at an accredited postsecondary institution.

Every high school may permit students below the ninth grade to take advance work for credit. This work shall count toward the graduation requirements if it was both:

- A. taught by a person who possesses a license / certificate issued under state law that is valid for teaching high school;
- B. designated by the Board as meeting the high school curriculum requirements.

policy

**BOARD OF EDUCATION
BUCKEYE LOCAL SCHOOL DISTRICT**

STUDENTS
5460 / page 3 of 3

An honors diploma shall be awarded to any students who meets the established requirements for graduation or the requirements of his / her I.E.P.; attains the applicable scores on the achievement tests required by the State Board of Education for graduation; and meets any additional criteria the State Board may establish.

Commencement exercises will include only those students who have successfully completed all requirements for graduation (including the credit requirements outlined earlier in this policy and a passing score on all five (5) sections of the Ohio Graduation Test) as certified by the high school principal or those students who have been deemed eligible to participate in such exercises in accordance with the terms of their IEP. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

The Board also shall grant a diploma of adult education to all district residents over the age of twenty-one (21) who meet the requirements established by the State Board of Education.

The Superintendent shall establish whatever administrative guidelines are necessary to comply with state rules and regulations.

R.C. 3313.60, 3313.603, 3313.61, 3313.611, 3313.614, 3313.647, 3323.08

R.C. 3301.07, 0710, 0711

A.C. 3301-41-01, 3301-13-01 to 07

Revised 8/18/09

FOOD SERVICE SUPERVISOR

General Description of Essential Functions

1. The food service supervisor shall be responsible for administering the district's school food service program and personnel.

Specific Job Duties

The food service supervisor shall perform the following duties:

1. Supervise the cafeteria operation in each building through the building cafeteria manager;
2. Evaluate cafeteria personnel with input from cafeteria managers and principals;
3. Assist in the recruitment, interviewing and recommendation of prospective applicants for vacancies in the school cafeterias;
4. Make regular visits to the building cafeterias to supervise and evaluate various phases of the operation;
5. Maintain high standards of sanitation and safety in all phases of the food service program;
6. Check invoices against statements for all items purchased before preparing and approving them for payment;
7. Compute and publish a monthly profit and loss statement;
8. Check all payroll records before submitting them to the treasurer;
9. Balance all records by July 1;
10. Meet monthly with cafeteria managers to plan and publish menus that meet the requirement of State School Breakfast/Lunch Program;
11. **Attend meetings and in-services as required;**
12. Assist in the ordering and purchasing of all food, supplies and equipment used in the cafeterias;
13. Draft specifications for major commodities purchased;
14. **Prepare and submit all required state reports;**
15. **Enforce health department regulations and those directed by board policy;**

- 16. **Provide training and supervision to cafeteria personnel on the correct procedures of quality cookery, efficient serving, portion control, sanitation, maintenance of equipment, orderly housekeeping, and safe workplace practices;**
- 17. **Authorize purchase orders for payment to the superintendent;**
- 18. **Evaluate meal costs and recommend changes as appropriate; and**
- 19. Perform such other duties as assigned by the superintendent.

Physical Effort and Stress

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

Qualifications

The food service supervisor shall possess the following qualifications:

- 1. Display appropriate attire, be well groomed and have good personal hygiene;
- 2. Demonstrate high moral character;
- 3. Possess physical characteristics, such as good health and initiative to perform the required work, including successful completion of a board required physical examination by a board designated physician at no 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. **Have a record free of criminal violations that would prohibit public school employment;**
- 6. Have knowledge and experience in the use of computer equipment;
- 7. Possess experience in personnel supervision;
- 8. Demonstrate the ability to assume responsibility and work cooperatively with the administrative staff, parents, faculty and public;
- 9. Have a thorough knowledge of business methods, purchasing practices, and laws relating to public purchasing;

10. **Have the ability to communicate ideas and directives clearly and effectively both orally and in writing;**
11. **Maintain respect at all times for confidential information, e.g., free and reduced lunch participants;**
12. **Demonstrate basic knowledge of first aid;**
13. **Possess a minimum of three years of experience in the food service industry;**
14. **Person in Charge certification; and**
15. Possess an Associate's Degree or higher in food service, nutrition or related fields preferred.

Salary

1. Ten month employee
2. Salary as recommended by the superintendent and approved by the board of education

Evaluation

Conducted annually by the superintendent

Adopted	5/17/90
Revised	1/11/95
Revised	5/19/99
Revised	

BUCKEYE LOCAL BOARD OF EDUCATION

January 19, 2010

A RESOLUTION
RANKING THE TOP FIRMS THAT RESPONDED
TO THE DISTRICT'S ANNOUNCEMENT FOR
PROFESSIONAL DESIGN SERVICES

WHEREAS, the District solicited statements of qualifications for professional design services in accordance with Sections 153.65 to 153.71 of the Revised Code in connection with the District's construction, equipping and improvement of certain school facilities and sites; and

WHEREAS, the District's professional design services review team (the "Review Team") reviewed and evaluated the submittals of those firms responding to that solicitation and, pursuant that process, selected three of those firms for further consideration; and

WHEREAS, the Review Team interviewed and otherwise evaluated each of those three professional design firms and, pursuant to that process, has ranked the professional design firms as shown on **Attachment 1** to this Resolution; and

WHEREAS, the Review Team has provided its recommendation to the Board along with additional information deemed pertinent by the board related to selection and ranking of the professional design firms; and

WHEREAS, after reviewing that information and considering the recommendation of the Review Team, this board intends to accept the recommendation of the Review Team and to enter into contract negotiations with the firm ranked most qualified;

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. Acceptance of Review Team Recommendation The Board accepts the recommendation of the Review Team and considers the firms listed on **Attachment 1** to this Resolution to be the most qualified to provide the required professional design services, and hereby approves the ranking set for in **Attachment 1**.

Section 2. Commencement of Contract Negotiations The Superintendent and Treasurer are authorized to contact the professional design firm ranked most qualified and begin contract negotiations.

Section 3. Prior Acts Ratified and Confirmed The Board hereby affirms, approves and ratifies the process by which the professional design firms were evaluated and any actions previously taken by officials or agents of this Board in furtherance of the matters set forth in this Resolution.

Section 4. Compliance with Open Meeting Requirements This Board finds and determines that all formal actions of this Board and any of its committees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board or committees, and that all deliberations of this Board and any of its committees that resulted in those formal actions were in meetings open to the public, in compliance with the law.

Section 5. Captions and Headings The captions and headings in this Resolution are solely for convenience of reference and in no way define, limit or describe the scope or intent of any Sections, subsections, paragraphs, subparagraphs or clauses hereof.

Section 6. Effective Date This Resolution shall be in full force and effect from and immediately upon its adoption.

BUCKEYE BOARD OF EDUCATION

Mary B. Wisnyai, President
Board of Education
Buckeye Local Schools

Sherry L. Wentworth
Treasurer
Buckeye Local Schools

Ranking of Professional Design Firms

<u>Rank</u>	<u>Name of Firm</u>
First	<u>Fanning Howey Olsavsky Jaminet</u>
Second	<u>Buehrer Group</u>
Third	<u>Balog Steines Hendricks and Manchester Architects, Inc.</u>