

# BUCKEYE LOCAL BOARD OF EDUCATION

October 20, 2015

6:30 p.m.  
Wallace H. Braden Middle School

**"BUCKEYE - WE EDUCATE FOR SUCCESS."**

## 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. Please complete a public participation form and submit it to the board president prior to the start of the meeting.*

*Board Policy # 0165.1, Item B*

### **Buckeye Local Board of Education**

**David Tredente, President**

**Jon Hall, Vice President**

**Renee Howell**

**Greg Kocjancic**

**Mary Wisnyai**

**Dr. Thomas P. Diringier**  
**Superintendent**

**Mrs. Michele Tullai**  
**Treasurer**

BUCKEYE LOCAL BOARD OF EDUCATION  
REGULAR MEETING  
October 20, 2015

I. Call to Order

II. Roll Call of Members

III. Meditation

IV. Pledge of Allegiance to the Flag

V. Approval of Minutes

VI. Communications

Kingsville Public Library      Jim Booth, Trustee

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 September

Approve the list of bills paid in August, as sent to the Board on October 15, 2015.

2. Financial Reports

Approve the financial reports, as sent to the Board on October 15, 2015.

3. Five Year Forecast

Approve the Five Year Forecast, as sent to the Board on October 15, 2015.

4. E-Rate Contract

Approve a one-year contract with E-Rate Connection at a fee of \$2,200 to perform the 2016-17 Federal E-Rate Program application process.

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IX. Superintendent's Report

A. Information

1. Levy Update

2. Reduction Thoughts – 2016-17

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IX. Superintendent's Report

B. Reports and Recommendations

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

1. Kingsville Public Library Trustee

Appoint Jim Hernandez, 778 Pennline Road, Pierpont, Ohio, to the Kingsville Public Library Board of Trustees to fill the unexpired term of David Yasenchack that will end December 31, 2018.

2. Accept Gifts

Accept the following gifts to the board of education.

Sharon Schoneman (through Donors Choose)

**Hover Cam Mini Document Camera** **\$237.11**

**To be used in Meghan Cafaro's classroom at  
Braden Middle School**

Boy Scouts Troup 11

**Pinewood Derby Track** **\$250.00**

**To be used in science projects and activities at  
Braden Middle School**

3. North Kingsville School Sale

Approve to withdraw the offer to sell North Kingsville Elementary School, as found in Exhibit A.

IX. Superintendent's Report

C. Personnel

1. Change in Placement

Approve the change in placement on the certified salary schedule, effective August 21, 2015, for the staff members listed in Exhibit **B**.

2. Family Medical Leave

Marilyn Glotzbecker, fifth grade teacher at Ridgeview Elementary School, effective August 21, 2015, for no more than 12 work weeks in a 12 month period

Anita Obhof, mathematics teacher at Edgewood High School, effective August 27, 2015, for no more than 12 work weeks in a 12 month period

Roberta Boles, secretary at Edgewood High School, effective October 8, 2015, for no more than 12 work weeks in a 12 month period

Jeff Farver, head custodian at Kingsville Elementary School, effective October 12, 2015, for no more than 12 work weeks in a 12 month period

3. Unpaid Leave of Absence

Stacy Cox, cafeteria service personnel, effective October 15, 2015

4. Business Manager Job Description

Adopt the Business Manager job description, as found in Exhibit **C**, effective January 1, 2016.

5. Reduction in Force

Approve the reduction of the following position, effective January 1, 2016

Assistant Principal – Braden Middle School / District Technology Director

6. Change in Assignment

Nicholas Orlando, from Assistant Principal – Braden Middle School / District Technology Director to Business Manager, effective January 1, 2016

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IX. Superintendent's Report

C. Personnel

7. Retirement

Sue Maurer, Secretary to the Superintendent, effective January 1, 2016

8. Change in Assignment

Kelly Ensell, from cafeteria service personnel at Ridgeview Elementary School (3.75 hrs./day) to Student Monitor Educational Aide at Kingsville Elementary School (2.0 hrs./day), effective October 21, 2015  
Step 6 of 6, \$14.34/hr.

Leslie Desin, from bus driver (5.5 hrs./day) to custodian at Braden Middle School (8 hrs./day), effective October 5, 2015  
Step 6 of 6, \$17.68/hr.

Brandyn Frampton, from Student Monitor Educational Aide at Kingsville Elementary School and Braden Middle School (4.25 hrs./day) to custodian at Braden Middle School (8.00 hrs./day), effective October 5, 2015  
Step 1 of 6, \$16.79/hr.

9. Resignation

Shelly Miller, Asst. girls basketball coach, effective October 1, 2015

10. Appointments – Certified Staff

Hourly Tutors / \$22.81 / hr.

Beth Simpson	EHS	5 hrs./week, eff. 9/14/2015
Tricia Kato	EHS	5 hrs./week, eff. 9/11/2015

Special Education Tutor / \$22.81 / hr.

Kathleen Reichert Ridgeview / Kingsville Elementary 7.5 hrs./day, eff. 10/19/2015

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IX. Superintendent's Report

C. Personnel

11. Appointments - Extracurricular and Special Fee Assignments

<u>Name</u>	<u>Position</u>	<u>School Year</u>	<u>Yrs. Exp.</u>	<u>Start Date</u>	<u>Salary</u>
Kathryn Zetts	French Club Advisor	2015-16	0	10/01/15	\$814.73

Volunteer Coach

Start Date

Anthonie Magda – Asst. football coach (MS) 9/18/2015

**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 school year indicated below, to the following person(s):

<u>Name</u>	<u>Position</u>	<u>School Year</u>	<u>Yrs. Exp.</u>	<u>Start Date</u>	<u>Salary</u>
Sean Freeman	Asst. girls basketball coach (MS)	2015-16	0	10/23/15	\$3,258.90

Athletic Workers

Lisa Anderson

Gretchen Hill

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IX. Superintendent's Report

C. Personnel

12. Appointments – Operational Staff

Substitute Custodian

Susan Farmer  
Anthony Silva

Substitute Student Monitor Educational Aides

Martin Brennan  
April Urch

Substitute Crossing Guard

April Urch

Substitute Student Workers

Clarissa Palumbo  
Mya Surbella

Substitute Bus Driver

Becky Pinkerton

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.



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X. 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.*

XI. Executive Session

For the purpose of considering the employment of a public employee or official of the school district

XII. Adjournment

**BUCKEYE LOCAL BOARD OF EDUCATION**

**October 20, 2015**

**RESOLUTION**  
**TO WITHDRAW OFFER TO SELL NORTH KINGSVILLE ELEMENTARY**  
**SCHOOL PROPERTY**

**WHEREAS**, the Board of Education approved a resolution on September 16, 2015 agreeing to make an offer for sale of its real property known as the North Kingsville Elementary School, located at 2866 East Center Street, North Kingsville, Ashtabula County, Ohio and identified in the records of the Ashtabula County Auditor as Parcel Identification Nos. 280270004300 and 280270004200 (the "Property") to From Crisis to Christ International Ministries; and

**WHEREAS**, the Board of Education has recently been informed that From Crisis to Christ International Ministries is now unwilling to proceed with the purchase of the Property; and

**WHEREAS**, the Board of Education desires to withdraw its offer to sell the Property to From Crisis to Christ International Ministries.

**THEREFORE, BE IT HEREBY RESOLVED** that the offer to sell the Property to From Crisis to Christ International Ministries, as previously authorized by the Board Resolution on September 16, 2015, is hereby withdrawn and cancelled, and the Superintendent is directed to promptly notify From Crisis to Christ International Ministries of this Board action.

**BUCKEYE BOARD OF EDUCATION**

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David Tredente, President  
Board of Education  
Buckeye Local Schools

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Michele Tullai  
Treasurer  
Buckeye Local Schools

**CHANGE IN SALARY – CERTIFIED PERSONNEL**

October 20, 2015

<b>NAME</b>	<b>FROM</b>		<b>TO</b>	
Amy Brennan	M, 17 years	\$63,526.98	M+10, 17 years	\$64,843.01
Christopher Coxon	M+10, 19 years	\$64,843.01	M+20, 19 years	\$66,160.05
Julie Crossley	B+10, 7 years	\$45,951.00	B+20, 7 years	\$46,603.00
Kimberly McCoy	M, 20 years	\$63,712.00	M+10, 20 years	\$65,016.00
Dennis Mitchell	B+10, 7 years (.50)	\$22,975.50	M, 7 years (.50)	\$24,931.00
Julie Phares	M+10, 21 years	\$65,666.16	M+20, 21 years	\$66,983.20
Susan Phillips	M, 8 years	\$51,491.00	M+10, 8 years	\$52,795.00
Kathryn Zetts	B/150, 0 years (.50)	\$16,946.50	B+20, 0 years (.50)	\$17,598.50

BUCKEYE LOCAL SCHOOLS  
Ashtabula, Ohio 44004

Administrative Staff

Position Title: Business Manager

Responsible to: Superintendent of Schools

General Description of Essential Functions:

1. The business manager shall work cooperatively with the Board of Education, superintendent, treasurer, business affairs office supervisors, and building principals to ensure the smooth operation of the business affairs office;
2. Administer the business affairs of the Buckeye Local Schools District, including responsibility for all transportation, maintenance and custodial personnel; food service and technology. Note: The superintendent may choose to assume direct oversight of the food service area.

Essential Functions:

The business manager shall:

1. Interpret and execute directives, policies, and procedures as established by the superintendent and the board of education;
2. Supervise all staff under his/her authority, including but not limited to supervisors, the administrative secretary assigned to the business affairs office, transportation, custodial and maintenance personnel, food service and technology; and assume responsibility for those personnel matters, including interviewing, recommendations, and in-service programs, regarding technology, see Attachment #1;
3. Administer the Permanent Improvement Fund;
4. Assist the superintendent and treasurer in the preparation of the annual budget and appropriations document;
5. Direct, coordinate and schedule the purchasing of equipment and supplies as authorized;
6. Prepare specifications and implement bidding and quotation procedures as required;
7. Seek cost comparisons for products, services, and projects;
8. Administer all service agreements, including copiers, other office machines, classroom equipment; computers and related technological equipment.
9. Assist the treasurer's office in maintaining a current system-wide inventory of all equipment, furniture, and supplies;

-more-

Position Title: Business Manager

Essential Functions: (continued)

10. Administer all environmental impact programs; i.e., asbestos management, radon, etc.;
11. Develop and maintain a chemical product inventory list as required by O.S.H.A. and other regulations;
12. Provide leadership and assistance to the superintendent in the areas of:
  - a. Americans with Disabilities (ADA) issues
  - b. O.S.H.A. compliance issues
  - c. Building lease program
  - d. Community use of school buildings and facilities
13. Administer district insurance programs, including liability, buildings and contents, and fleet insurance on buses and other motor vehicles;
14. Coordinate safety programs regarding fire prevention, fire inspection, emergency weather alerts and school bus safety inspection;
15. Attend administrators' meetings, all regularly scheduled Board of Education meetings as requested and special Board of Education meetings as directed by the superintendent;
16. Participate in negotiations with classified personnel;
17. Provide leadership in the development and achievement of district-wide goals; and
18. Perform such other duties as may be assigned by the superintendent.

Qualifications:

1. Business manager or superintendent license
2. Appropriate attire; well groomed; good personal hygiene;
3. High moral character;
4. Ability to assume responsibility and work cooperatively with staff, parents and the public;
5. Ability to communicate, supervise and institute new ideas pertaining to business affairs;
6. Competence to accept personal and professional responsibility for compliance with Board of Education and administration policy and procedures;

Position Title: Business Manager

Qualifications: (continued)

7. 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;
8. Residency within the district is preferred.

Salary Classification:

1. 12-month employee.
2. Salary as recommended by the superintendent and approved by the board.

Annual Evaluation of Position by: Superintendent of Schools

Adopted:

Related to the district technology responsibility, the business manager shall:

1. Coordinate the integration of technology into the school system.
2. Assume responsibility for computer hardware and software purchases within the district;
3. Provide for the repair and replacement of all technology equipment;
4. Develop policies and procedures supporting the appropriate use of district technology;
5. Design, facilitate, and promote school year and summer technology training programs for certified and support staff;
6. Develop an inventory list of building and district software and appropriate licenses;
7. Provide information and inservice relating to software management and copyright laws;
8. Co-chair the District Technology Committee;
9. Collaborate with other district personnel on technology issues impacting the district;
10. Communicate with building technology representatives on technology problems and issues relevant to their building;
11. Support individual school and district technology implementation projects;
12. Represent the district on county-wide technology planning and collaborative projects including the County Technology Leadership Committee if applicable;
13. Provide seminars and adult classes to promote increased community awareness and understanding of technology in our schools;
14. Direct oversight of district technology systems, including the parent/staff communication system, establishment of passwords that impact technology globally within the district and website management;
15. Supervise and annually evaluate the District Technical Consultant and Maintenance Specialist; and
16. Maintain an on-going program of personal, technical skills improvement through seminars, inservice programs, and / or coursework.

**Physical Effort & Stress**

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