

Fremont City Schools
AGENDA
Fremont Middle School
1250 North Street
March 11, 2019

I. Call to Order

II. Pledge of Allegiance

III. Roll Call: Ms. Garza__ Mr. Gorobetz__ Ms. Laird__ Mr. Price__ Mrs. Rhea__

IV. Approve or amend and sign minutes of the regular meeting held February 11, 2019 and the special meeting held February 26, 2019 and the special meeting held March 6, 2019

Ms. Garza_____ Mr. Gorobetz _____ Ms. Laird_____ App ____
Mr. Price _____ Mrs. Rhea_____ Disa ____
Other ____

V. Recognition of Visitors

- Students of the Month (January-March)

Tracy Lytle
Nancicarol Woleslagel

VI. First Hearing of the Public

A Fremont City School District citizen, recognized by the Chair, may speak on any issue, during the Recognition of Visitors and Hearing of the Public Sessions, but the Chair may limit remarks pursuant to the debate regulations of *Robert's Rules of Order* and Fremont City School District Policy.

VII. Report of the Treasurer

VIII. RECOMMENDATION OF THE TRESURER

A. FINANCIAL MATTERS

ITEM 1. Consider approval of the February financial report

It is recommended that the February financial report be approved (copy on file at Birchard Public Library).

ITEM 2. Consider approval of supplemental appropriations

It is recommended that the following change be made to the permanent appropriations that were approved on September 10, 2018.

		<u>From</u>	<u>Inc./Dec.</u>	<u>To</u>
200-9131	Outdoor Adventure Club	\$ 7,150.00	\$ 30,450.00	\$ 37,600.00

Ms. Garza_____ Mr. Gorobetz_____ Ms. Laird_____ App ____
Mr. Price _____ Mrs. Rhea_____ Disa ____
Other ____

ITEM 3. Consider approval of resolution accepting the amounts and rates as determined by the budget commission (per Exhibit)

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

Ms. Garza_____	Mr. Gorobetz_____	Ms. Laird_____	App	___
	Mr. Price_____	Mrs. Rhea_____	Disa	___
			Other	___

- IX. Legislative Liaison Report** Violetta Rhea
- X. Committee Reports**
 - Policy Committee Alex Gorobetz
- XI. Master Facilities Planning**
- XII. Old Business**
- XIII. New Business**
- XIV. Report of the Superintendent**
- XV. RECOMMENDATION OF THE SUPERINTENDENT**

A. PERSONNEL MATTERS

ITEM 1. Consider approval of the following resignations

Resignation
Certified: Phillip Austin
Teacher
Reason: Resignation
Effective: End of 2018-19 contract year

Resignation
Certified: JW Bryce Junker
Teacher
Reason: Resignation
Effective: End of 2018-19 contract year

ITEM 1. Consider approval of the following resignations (cont.)

Resignation

Certified: Barbara McNutt
Special Education Department Head
Reason: Resignation
Effective: End of 2018-19 contract year

Resignation

Classified: Christina Cook
Secretary
Reason: Retirement
Effective: March 16, 2019

Resignation

Classified: Melody Hoffman
Student Monitor
Reason: Resignation
Effective: February 28, 2019

Resignation

Classified: Beverly Tuckerman
Paraprofessional Media Aide
Reason: Retirement
Effective: June 1, 2019

ITEM 2. Consider approval of the following appointments

A. Appointments for the 2018-2019 school year:

Certified Staff Substitutes: Louis Deanda*, Kelsey Scharf*, Courtney Stacey, and Lesley Wadsworth

*Employment of the above certified substitute employee is contingent upon successful completion of all pre-employment requirements and certifications.

B. Appointments for the 2018-2019 school year:

Support Staff Substitutes: April Apsey*, Mallory Howey, Michael Ickes*, and Gabriel Sanchez

*Employment of the above classified substitute employees is contingent upon successful completion of all pre-employment requirements and certifications.

ITEM 3. Consider approval of the following supplemental contracts

Appointments for the 2018-2019 school year:

<u>Name</u>	<u>Building</u>	<u>Duty</u>	<u>Amount</u>
Jennifer Bair	Ross	9 th Grade Softball Coach F-6	\$3,420.00
Christina French	Hayes	Spring Music Program	\$50.00
Melinda Hensel	Lutz	Spring Music Program	\$50.00
Rodney Jarrett	Lutz	Spring Music Program	\$50.00
Nicole Kulasa	Ross	Head Golf Coach-Girls E-4	\$3,960.00
Katie Larson	FMS	M.S. Track Coach G-0 (3/4 stipend)	\$1,890.00
Chad Long	Ross	Head Football Coach A-3	\$8,101.00
Geralyn Long	Hayes	Spring Music Program	\$50.00
Jennifer Long	Ross	Varsity Asst Track Coach	Volunteer
Nancy Sloma	Hayes	Spring Music Program	\$50.00

ITEM 4. Consider approval of resolution for supplemental duty positions

It is recommended that the following resolution be approved for adoption:

NOW, THEREFORE, BE IT RESOLVED:

Section 1. The supplemental duty positions set forth in Section 2 of this resolution have been offered to those employees of the Fremont City Schools who have a license issued under O.R.C. 3319.22, and no such employees who are qualified to fill the positions have accepted them, and the positions have then been advertised or otherwise made available to any individuals with such a license who are qualified to fill them and who are not employed by the Board, and no such persons have applied for and accepted the positions.

Section 2. The Board hereby employs the following non-certified persons to perform the listed supplemental duties at the stated rate of pay for the 2018-2019 school year:

<u>Name</u>	<u>Building</u>	<u>Duty</u>	<u>Amount</u>
Cory Hull	Ross	Varsity Asst Softball Coach F-0	\$2,880.00
William Jones	Ross	Varsity Asst Track Coach	Volunteer
Andrew Mapus	Ross	9 th Grade Baseball Coach	Volunteer
Cody Rahe	Ross	Varsity Asst Softball Coach F-0	\$2,880.00
Vernon Seavers	Ross	Varsity Asst Track Coach	Volunteer
Matthew Wilson	Ross	9 th Grade Baseball Coach F-3	\$3,060.00

Section 3. The Board President, Superintendent and Treasurer are authorized to execute supplemental duty contracts with the person identified in Section 2 of this resolution.

Section 4. The Board finds that the resolution has been adopted in accordance with all legal requirements including O.R.C. Sec. 121.22.

ITEM 5. Consider approval of the following special event workers

It is recommended that the Board approves the following special event workers for spring musical at Ross High School:

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Henry Gegorski	Technical Assistant	\$150.00
Scott Havice	Technical Assistant	\$300.00
Jeffrey Wright	Technical Assistant	\$150.00

ITEM 6. Consider approval of the following status changes

It is recommended that the Board approves the status change of Kandi Cain, Secondary Cafeteria Manager from Longevity 15 @ \$17.51 per hour to Secondary Cafeteria Manager Longevity 20 @ \$17.99 per hour effective February 16, 2019.

It is recommended that the Board approves the status change of Desiree Subsara, Secretary from Longevity 15 @ \$18.34 per hour to Secretary Longevity 20 @ \$18.84 per hour effective April 14, 2019.

ITEM 7. Consider approval of the following leave of absence

Leave of absence

Certified Staff: Holly Sobecki
 Teacher
 Reason: Personal
 Effective: May 29, 2019–pending doctor release

Leave of absence

Classified Staff: Gustavo Garcia
 Custodian
 Reason: Personal
 Effective: March 6, 2019–pending doctor release

Leave of absence

Classified Staff: Sandra Harman
 Office Manager
 Reason: Personal
 Effective: March 22, 2019–pending doctor release

Ms. Garza _____ Mr. Gorobetz _____ Ms. Laird _____ App _____
 Mr. Price _____ Mrs. Rhea _____ Disa _____
 Other _____

B. OPERATION MATTERS

ITEM 8. Consider approval of the purchase of a Student Registration program from BC Technologies Co.

It is recommended that approval be granted to purchase a new online student registration program, Final Forms, from BC Technologies Co. for a first year implementation total cost of \$21,000.00. This is a General Fund expense.

Ms. Garza _____	Mr. Gorobetz _____	Ms. Laird _____	App _____
	Mr. Price _____	Mrs. Rhea _____	Disa _____
			Other _____

C. OTHER MATTERS

ITEM 9. Consider approval of the 2019-2020 calendar

It is recommended that the calendar for the 2019-2020 school year be approved. (see attached)

ITEM 10. Consider approval of professional development with North Central Ohio Educational Service Center (NCOESC)

It is recommended that the Board approves the Orton-Gillingham Phonics First Foundations training/professional development sponsored by North Central Ohio Educational Service Center (NCOESC) for a total cost not to exceed \$15,000.00. This is a Title I and Teacher Quality grant expenditure.

ITEM 11. Consider approval of purchase of Science Fusion

It is recommended that the grades 3-5 Science Fusion textbook/materials be purchased from Houghton Mifflin Harcourt for a total cost of \$38,136.26 for use by Fremont City Schools as prescribed by Section 3329.08 of the Ohio Revised Code. This is a General Fund expenditure.

ITEM 12. Consider approval of elementary summer intervention

It is recommended that approval be granted to offer summer intervention to Fremont City Schools students currently in grades K-3. Summer intervention will be held at Fremont Middle School on weekdays (Monday-Friday) beginning June 17, 2019, through July 12, 2019, with the exception of July 4 and 5, 2019, from 8:30-11:00 a.m. Staff dates will be

June 14, 2019, through July 15, 2019. This is to be paid from General Fund #001, #006, 572- 9019, and 572-9020.

ITEM 13. Consider approval of Early College High School Summer Bridge Program

It is recommended that approval be granted to offer a Summer Bridge Program to Fremont City Schools Early College High School students. Summer Bridge Program will be held at Ross High School beginning August 12, 2019, through August 14, 2019, from 8:30 a.m.-3:30 p.m. Staff dates will be August 1, 2019, through August 20, 2019. This is to be paid from General Fund #001 and #006.

ITEM 14. Consider approval of Classroom to Careers Summer Program

It is recommended that approval be granted to offer summer intervention to Fremont City Schools students currently in grades 9-12. Summer intervention will be held at Ross High School on weekdays (Monday-Friday) beginning June 10, 2019, through June 28, 2019, from 8:00 a.m.-4:00 p.m. Staff dates will be June 7, 2019, through July 1, 2019. This is to be paid from General Fund #001, #006, 599-9318.

ITEM 15. Consider approval of Ross credit recovery intervention

It is recommended that approval be granted to offer summer Ross credit recovery intervention for students in grades 9-12. Credit recovery will be held at Ross High School on weekdays (Monday-Friday) beginning June 10, 2019, through July 3, 2019, with the exception of July 4 and 5, 2019, from 8:00 a.m.-12:00 p.m. Students will be charged \$110.00 for participation in this program. Staff dates will be June 7, 2019, through July 8, 2019. This is to be paid from General Fund #001.

ITEM 16. Consider approval of Ohio State Tests summer intervention

It is recommended that approval be granted to offer Ohio State Tests (OST) summer intervention to Fremont City School students who are in need of test passage for graduation. OST summer intervention will be held at Ross High School beginning July 22, 2019, through July 26, 2019, from 8:00 a.m.-12:00 p.m. Staff dates will be July 22, 2019, through July 26, 2019. This is to be paid from General Fund #001.

ITEM 17. Consider approval of revised Policy BCC – Qualifications and Duties of the Treasurer (First Reading)

It is recommended that the Board of Education approves revised Policy BCC – Qualifications and Duties of the Treasurer (see attached).

ITEM 18. Consider approval of revised Policy DECA – Administration of Federal Grant Funds (First Reading)

It is recommended that the Board of Education approves revised Policy DECA – Administration of Federal Grant Funds (see attached).

ITEM 19. Consider approval of revised Policy DH – Bonded Employees and Officers (First Reading)

It is recommended that the Board of Education approves revised Policy DH – Bonded Employees and Officers (see attached).

ITEM 20. Consider approval of revised Policy DJH – Credit Cards (First Reading)

It is recommended that the Board of Education approves revised Policy DJH – Credit Cards (see attached).

ITEM 21. Consider approval of revised Policy GCD – Professional Staff Hiring (First Reading)

It is recommended that the Board of Education approves revised Policy GCD – Professional Staff Hiring (see attached).

ITEM 22. Consider approval of revised Policy GDC/GDCA/GDD – Classified Staff Recruiting/Posting of Vacancies/Hiring (First Reading)

It is recommended that the Board of Education approves revised Policy GDC/GDCA/GDD – Classified Staff Recruiting/Posting of Vacancies/Hiring (see attached).

ITEM 23. Consider approval of revised Policy JED – Student Absences and Excuses (First Reading)

It is recommended that the Board of Education approves revised Policy JED – Student Absences and Excuses (see attached).

ITEM 24. Consider approval of revised Policy JEE – Student Attendance Accounting (First Reading)

It is recommended that the Board of Education approves revised Policy JEE – Student Attendance Accounting (see attached).

ITEM 25. Consider approval of new Policy JFCK – Use of Electronic Communications Equipment by Students (First Reading)

It is recommended that the Board of Education approves new Policy JFCK – Use of Electronic Communications Equipment by Students (see attached).

ITEM 26. Consider approval of revised Policy JGD – Student Suspension (First Reading)

It is recommended that the Board of Education approves revised Policy JGD – Student Suspension (see attached).

ITEM 27. Consider approval of revised Policy JHG – Reporting Child Abuse and Mandatory Training (First Reading)

It is recommended that the Board of Education approves revised Policy JHG – Reporting Child Abuse and Mandatory Training (see attached).

ITEM 28. Consider approval to grant Ross High School diploma

It is recommended that the Board of Education grant a Ross High School diploma to Robert Stephen Langley. This former Ross High School student has completed Vanguard-Sentinel Career & Technology Centers Gateway Program and has satisfied the requirements set forth by the State of Ohio and the Fremont City Board of Education.

ITEM 29. Consider approval of adoption of resolution for Music in Our Schools Month

It is recommended that the following resolution be approved for adoption:

WHEREAS, the study of music contributes to young people’s development through heightened skills in listening, reading, self-expression, and creativity; and

WHEREAS, music education in the schools includes a broad range of types of music and active musical experiences; and

WHEREAS, music and the other arts significantly enhance the morale and quality of the school environment; and

WHEREAS, it is stated objective of the public school to prepare children for a productive role in our society; and

WHEREAS, the National Association for Music Education has designated March 2016 as Music in Our Schools Month; and

WHEREAS, Ohio’s Governor John Kasich has officially declared March 2016 as Music In Our Schools Month encouraging all Ohioans to support the arts by attending local school sponsored concerts and performances.

NOW, THEREFORE, BE IT RESOLVED that the Fremont City School District Board of Education endorses the observance of Music In Our Schools Month as an opportunity to support the purposes and practices of music education and encourages teachers, parents, students, and all citizens to participate.

ITEM 30. Consider approval of adoption of resolution for Youth Art Month

It is recommended that the following resolution be approved for adoption:

WHEREAS, the study of art contributes to young people’s development of self-esteem, appreciation of the work of others, self-expression, cooperation with others, and learning skills; and

WHEREAS, art education in the schools includes a broad range of types of art and active art experiences; and

WHEREAS, art education significantly enhances the morale and quality of the school environment; and

WHEREAS, it is the stated mission of the objective of the public school to prepare children for a productive role in our society; and

WHEREAS, the Ohio Art Education Association has designated March 2019as Youth Art Month.

NOW, THEREFORE, BE IT RESOLVED that the Fremont City School District Board of Education endorses the observation of Youth Art Month as an opportunity to support the purposes and practices of art education and encourages teachers, parents, students, and all citizens to participate.

ITEM 31. Consider approval of donations

It is recommended that the Board of Education approves the following donations:

<u>Donor:</u>	<u>Item:</u>	<u>Value:</u>	<u>Donated To:</u>
LIFT	Snacks	not listed	Ace Mentoring
<u>Donor:</u> ZaKaron & Lakisha Williams	<u>Item:</u> 20 Rain Ponchos	not listed	<u>Donated To:</u> Croghan School
Matthew & Katja Sopher	Cash	\$200.00	FMS Chess Club
Ohio Can of Sandusky County	Blessing Bags	not listed	Fremont City Schools
Lowes-Fremont	Wood Duck Box Materials	\$464.85	Outdoor Adventure Club
goHunt	Magazine Subscription	not listed	Outdoor Adventure Club
Brian Shupe (State Farm Ins.)	Cash	\$100.00	Outdoor Adventure Club
Dicks Sporting Goods	Bonus Certificate	\$50.00	Outdoor Adventure Club
Dennis Gonya	1956 Ross High Year Book	not listed	Ross High Library
Megan Steffens	Misc. Science Class Supplies	not listed	Washington School
Tracy Overmyer	Campus Wear Items	not listed	Washington School

Ms. Garza _____ Mr. Gorobetz _____ Ms. Laird _____ App ____
Mr. Price _____ Mrs. Rhea _____ Disa ____
Other ____

XVI. Second Hearing of the Public

XVII. Board Member Communications and Information Requests

XVIII. Adjournment:

Ms. Garza _____ Mr. Gorobetz _____ Ms. Laird _____ App ____
Mr. Price _____ Mrs. Rhea _____ Disa ____
Other ____

Resolution for Executive Session (O.R.C. 121.22)

WHEREAS, as a public board of education, the Fremont City School District Board of Education may hold an executive session only after a majority of a quorum (or, in the case of item O, below, a unanimous quorum) of this board determines by a roll call vote to hold such a session and only at a regular or special meeting for the sole purpose of the consideration of any of the following matters:

- A. To consider the appointment of a public employee or official.
- B. To consider the employment of a public employee or official.
- C. To consider the dismissal of a public employee or official.
- D. To consider the discipline of a public employee or official.
- E. To consider the promotion of a public employee or official.
- F. To consider the demotion of a public employee or official.
- G. To consider the compensation of a public employee or official.
- H. To consider the investigation of charges or complaints against a public employee, official, licensee, or student.
- I. To consider the purchase of property for public purposes.
- J. To consider the sale of property at competitive bidding.
- K. To confer with an attorney for the Board concerning disputes involving the Board that are the subject of pending or imminent court action.
- L. To prepare for, conduct, and/or review negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.
- M. To consider matters required to be kept confidential by federal law or regulations or state statutes.

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- N. To discuss details relative to the security arrangements and emergency response protocols for the Board.
- O. To discuss confidential information related to an application for economic development assistance, or negotiations with other political subdivisions related to the application, as executive session is necessary to protect interests of the applicant or related expenditure of public funds. (Unanimous vote required.)

NOW, THEREFORE, BE IT RESOLVED that the Fremont City School District Board of Education-does hereby declare its intention to hold an executive session on items _____ as listed above.

Ms. Garza _____	Mr. Gorobetz _____	Ms. Laird _____	App _____
	Mr. Price _____	Mrs. Rhea _____	Disa _____
			Other _____

REPLACE WITH NEW
(see attached)

File: BCC

~~QUALIFICATIONS AND DUTIES OF THE TREASURER~~

~~Responsible to: Board of Education~~

~~Goal: To provide financial guidance, understand economic resources, guard capital and financial assets and be able to disseminate and articulate these to District leadership while holding oneself to high ethical standards.~~

~~Performance Responsibilities:~~

~~1. Leadership~~

~~A. Participate as an integral member of the District leadership team.~~

- ~~1) Participate as an active member in District leadership meetings.~~
- ~~2) Participate as an active member in District committees.~~
- ~~3) Identify financial issues, recognize sources of financial conflict and provide input on possible solutions.~~

~~B. Work with the District Superintendent and the Board of Education, with input from other stakeholders, to review, develop, align and implement policies and procedures.~~

- ~~1) Propose, align, implement and monitor District financial policies and procedures to be consistent with District goals, state and federal mandates, legal requirements and negotiated agreements.~~
- ~~2) Serve on District policy review committee.~~
- ~~3) Serve as secretary to the Board of Education.~~

~~C. Participate with the District Superintendent and the Board of Education in the development and implementation of the District strategic plan.~~

- ~~1) Work and serve on committees that move the District toward the achievement of its mission and goals.~~
- ~~2) Participate in administrative and employee teams in the identification of measurable short and long term goals in all financial activities.~~
- ~~3) Identify and update the financial resources, including the budget to support the District strategic plan.~~
- ~~4) Analyze and monitor financial data to facilitate the strategic plan and assess the impact.~~

~~D. Establish and manage sound fiscal practices to support the educational process.~~

- ~~1) Provide financial components to support the instructional programs.~~
- ~~2) financial data to assist the administration in development of programs.~~

~~E. Lead and manage personnel under direct supervision of the Treasurer.~~

- ~~1) Develop and implement processes to ensure the recruitment, selection, orientation, assignment, professional development, evaluation and termination of personnel adhering to all rules and regulations.~~
- ~~2) Apply concepts to motivate others, delegate authority, assign tasks, make decisions, process information, increase planning, allocate personnel resources and monitor performance of personnel to accomplish District goals and ensure accountability.~~
- ~~3) Maintain a positive work environment and professional relationship with all personnel, including the identification and implementation of procedures for conflict resolution and team building to enhance morale and productivity.~~

~~F. Support the effective use of data.~~

- ~~1) Establish processes for the use of financial data as a decision-making tool.~~
- ~~2) Coordinate the development and management of an appropriate personnel database to provide seamless integration with payroll and other school District functions.~~

2. Fiscal Management

~~A. Collect, analyze and interpret financial data for budgeting, forecasting and decision-making.~~

- ~~1) Use current technology to manage, analyze, communicate and secure financial data.~~
- ~~2) Identify, evaluate and forecast by applying various economic and financial market theories that impact the District, including the cost of current salary, employee benefit packages and proposals.~~
- ~~3) Collaborate with District leadership to provide oversight and sound fiscal practices and theories to meet District goals.~~
- ~~4) Formulate decisions based on financial data.~~

~~B. Effectively manage District financial accounts including: cash, budgetary, debt service, revenue and grant management.~~

- ~~1) Demonstrate knowledge of local, state and federal funding.~~
- ~~2) Understand and manage cash flow.~~
- ~~3) Understand and implement appropriate strategies for debt management.~~
- ~~4) Understand and implement appropriate investment strategies.~~
- ~~5) Understand the sources and management of grants and alternative revenue.~~
- ~~6) Manage and evaluate the efficiency of the District payroll operations.~~
- ~~7) Manage and evaluate the efficiency of the District budgetary operations.~~
- ~~8) Demonstrate the ability to pay invoices in a timely manner.~~

~~C. Demonstrate knowledge, performance and accuracy of standard accounting practices, auditing procedures and accurate financial reporting.~~

- ~~1) Report revenues, expenditures and fund balances to local, state and federal agencies in an accurate and timely manner.~~
- ~~2) Prepare a cash flow analysis, including a fund balance report for the Board of Education.~~
- ~~3) Direct purchasing procedures.~~
- ~~4) Ensure effective procedures and internal controls for handling cash.~~

~~D. Demonstrate knowledge of and compliance with State and Federal laws.~~

- ~~1) Demonstrate knowledge of the Ohio Revised Code (ORC), relevant court decisions, Board policy and Federal statutes.~~
- ~~2) Establish and monitor compliance with audit.~~
- ~~3) Ensure that appropriate data security and privacy of records are maintained, that historical records are protected and that applicable public records laws are followed.~~
- ~~4) Understand, analyze and be able to explain current employment contracts and/or collective bargaining agreements pertaining to compensation and benefits.~~

~~3. Facilities, Property and Capital Asset Management~~

~~A. Acquire and maintain building and capital assets in conjunction with District leadership.~~

- ~~1) Implement and maintain the policies and procedures for capital assets.~~
- ~~2) Plan for the acquisition and construction of capital assets.~~
- ~~3) Coordinate the disposition of capital assets.~~
- ~~4) Maintain solvency of construction projects.~~

~~B. Secure financing for capital projects.~~

- ~~1) Analyze the financial options for debt alternatives.~~
- ~~2) Analyze debt structure.~~
- ~~3) Match useful life to length of debt.~~
- ~~4) Select advisers to assist in the financing and debt process.~~

~~C. Develop and monitor risk management practices to protect capital assets.~~

- ~~1) Select adequate insurance coverage for all assets.~~
- ~~2) Develop and implement policies and procedures for insurance coverage.~~
- ~~3) Develop internal procedures for reporting and monitoring inventory.~~
- ~~4) Understand and demonstrate the ability to obtain the financial security for fleet, property, liability insurance and bonding employees.~~

~~D. Provide financial oversight and analysis of fiscal implication to the District support services in conjunction with District leadership.~~

- ~~1) Analyze, understand and articulate the fiscal implications of: food services; transportation services; maintenance, grounds and custodial services; and technology services.~~

~~4. Communication and Collaboration~~

~~A. Demonstrate competence in the communication of financial reports to all stakeholders.~~

- ~~1) Demonstrate effective speaking, writing, reading, and listening skills.~~
- ~~2) Tailor communications to the specific setting, purpose and audience.~~
- ~~3) Employ a range of communication tools to maximize communication.~~
- ~~4) Communicate the relationship of programs, staffing, budgets, revenues and appropriations of the District.~~

~~B. Communicate effectively and openly while demonstrating a willingness to collaborate with District leadership.~~

- ~~1) Analyze, prepare and present financial statements and supporting documents to the Superintendent and the Board of Education throughout the year.~~
- ~~2) Collaborate with the Superintendent and Board of Education on communicating the financial position of the District.~~
- ~~3) Communicate District financial goals and objectives to District staff.~~

~~C. Communicate effectively and openly while demonstrating a willingness to collaborate with other individuals or groups.~~

~~1) Assist in the integration and gathering of financial information for public relation purposes.~~

~~5. Professionalism~~

~~A. Understand, uphold and comply with professional ethics including the Licensure Code of Professional Conduct for Ohio Educators and the Ohio Ethics Laws.~~

~~1) Comply with professional and ethical conduct with integrity, honesty, fairness and dignity by conducting all District business without conflict of interest, impropriety, or to obtain personal gain.~~

~~2) Comply with a strict code of purchasing and procurement ethics.~~

~~3) Apply the highest values and ethical standards as they relate to the school business profession.~~

~~4) Demonstrate high ethical, professional, and moral conduct.~~

~~5) Uphold, encourage and monitor professional and ethical conduct of staff.~~

~~6) Report suspected violations of professional and ethical conduct and standards through the appropriate chain of command.~~

~~B. Model and expect fairness, honesty and consistency in the performance of duties.~~

~~1) Demonstrate sensitivity to diversity in professional interactions.~~

~~2) Ensure District policies are implemented in an unbiased, fair and consistent manner.~~

~~3) Protect all interests with respect to responsibility and financial integrity.~~

~~C. Maintain compliance with applicable local, State and Federal laws, rules and regulations and District policies and procedures.~~

~~1) Apply District policies, procedures and legal requirements for budget adoption.~~

~~2) Apply District policies and procedures that govern financial operations.~~

~~3) Apply all rules, regulations and statutes of relevant authorities.~~

~~4) Strive to achieve an unqualified opinion of District financial audit with minimal auditor comments.~~

~~5) Prepare a corrective action plan with information conveyed in the annual audit report and guide the implementation of the plan.~~

~~D.—Maintain a strong commitment to professional development.~~

- ~~1) Promote high quality professional development for Treasurer personnel.~~
- ~~2) Participate and engage in high quality professional development aligned with District goals and professional standards.~~
- ~~3) Remain current with technology applications and software programs.~~

~~E.—Collaborate with peers for the advancement of the profession.~~

- ~~1) Participate in local, state and/or national professional meetings and organizations.~~
- ~~2) Contribute to the professional mentoring and growth of new school treasurers.~~
- ~~3) Advocate for improvements in fiscal policies, laws and regulations that impact education.~~

~~6. Perform such other tasks and assume other responsibilities as may be assigned by the Board of Education.~~

~~{Adoption date: June 6, 2016}~~

~~{Re-adoption date: April 9, 2018}~~

~~LEGAL REFS.: ORC 131.18~~

~~3301.074~~

~~3311.19~~

~~3313.14; 3313.15; 3313.22; 3313.24; 3313.26 through 3313.32; 3313.51~~

~~5705.41; 5705.412; 5705.45~~

~~CROSS REFS.: BCCA, Incapacity of the Treasurer~~

~~BCCB, Evaluation of the Treasurer (Also AFBA)~~

~~BCCC, Treasurer's Contract~~

~~BCCD, Board Treasurer Relationship~~

~~BDDG, Minutes~~

~~DFA, Revenues from Investments~~

~~DH, Bonded Employees and Officers~~

QUALIFICATIONS AND DUTIES OF THE TREASURER

Title: Treasurer

Department: Administration

Building/Facility: Central Office

Reports to: Board of Education

Employment Status: Regular/Full-time

FLSA Status: Exempt

General Description: Serve as the District's chief financial officer; assume responsibility for receipt, safekeeping and disbursement of all District funds; direct and manage all financial accounting programs and systems

Essential Functions:

1. attend all Board meetings
2. record proceedings of Board meetings
3. prepare annual budget and appropriations resolution with assistance of the Superintendent
4. receive, deposit and account for all school funds of the District
5. adhere to purchase order system with purchase order to be approved by the Treasurer only on a "funds available" basis
6. render monthly statement to the Board and, as needed, to the Superintendent
7. sign all checks in accordance with law
8. make available to members of the Board or administration all papers and documents entrusted to the Treasurer for filing for public inspection whenever necessary and as prescribed by law
9. keep on record for the Board's information a complete listing of all insurance policies and premiums on all District properties
10. complete and file at proper times all forms, reports, papers and other requirements as prescribed by the Auditor of State, Ohio Department of Education, or other state or local agencies
11. prepare and maintain on file all employee contracts
12. receive all moneys belonging to the District, including payment of taxes from county treasurer
13. assist in decisions concerning investment of idle District funds
14. prepare and submit monthly report on the District's fiscal status
15. render full annual report at the end of each fiscal year
16. pay out District moneys on written order of designated Board officials

17. supervise staff members of the Treasurer's office
18. maintain filing system for Board business and transactions
19. handle communications and correspondence for the Board
20. prepare salary notices
21. maintain record of retirement contributions
22. prepare all purchase orders
23. certify all purchase orders and requisitions for supplies and services
24. maintain complete and systematic set of financial records
25. record all sick leave, personal leave and vacation leave for all employees
26. prepare advertisement of all legal notices concerning Board business
27. prepare long-range financial projections with the Superintendent for the Board
28. act as financial resource person for the Board's negotiating team and at all public meetings
29. provide and counsel staff members in areas of insurance benefits, retirement provisions, local tax laws, provisions of sick leave policy and other information concerning fringe benefits
30. prepare necessary paperwork for operating levies and bond issues
31. make contacts with the public with tact and diplomacy
32. maintain respect at all times for confidential information, e.g., personnel information
33. interact in positive manner with staff, students and parents
34. promote good public relations by personal appearance, attitude and conversation
35. attend meetings and in-services as required

Other Duties and Responsibilities:

1. evaluate staff members of the Treasurer's office
2. prepare and issue written notice of intention not to re-employ professional and support staff
3. respond to routine questions and requests in appropriate manner
4. cooperate with the Superintendent in development and implementation of administrative and Board policies
5. attend meetings and conferences designed to enhance professional qualifications
6. serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
7. instill in students belief in and practice of ethical principles and democratic values
8. perform other duties as assigned

Qualifications:

1. state of Ohio Treasurer's license
2. degree in accounting, business management or related field from accredited college or university
3. formal training/experience in accounting and fiscal procedures
4. alternatives to above qualifications as the Board may find appropriate

Required Knowledge, Skills and Abilities:

1. knowledge of accounting principles, financial statements and investments
2. ability to research, comprehend and interpret applicable laws
3. knowledge of accounting software
4. organizational and problem-solving skills
5. ability to work effectively with others
6. ability to communicate ideas and directives clearly and effectively, both orally and in writing
7. effective, active listening skills
8. records management skills
9. experience in payroll and accounts payable procedures

Equipment Operated:

1. computer/printer
2. calculator
3. copy machine
4. fax machine
5. telephone

Additional Working Conditions:

1. occasional travel
2. occasional evening and/or weekend work
3. requirement to lift, carry, push and pull various items
4. repetitive hand motion
5. occasional exposure to blood, bodily fluids and tissue
6. occasional interaction among unruly children
7. regular requirement to sit, stand, walk, talk, hear, see, read, reach, stretch with hands and arms, crouch, climb, kneel and stoop

NOTE: The above lists are not ranked in order of importance.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor/appointing authority.

Board President

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

[Adoption date: June 6, 2016]

[Re-adoption date: April 9, 2018]

Revised:

LEGAL REFS.: ORC 131.18
3301.074
3311.19
3313.14; 3313.15; 3313.22; 3313.24; 3313.26 through 3313.32; 3313.51
5705.41; 5705.412; 5705.45

CROSS REFS.: BCCA, Incapacity of the Treasurer
BCCB, Evaluation of the Treasurer (Also AFBA)
BCCC, Treasurer's Contract
BCCD, Board-Treasurer Relationship
BDDG, Minutes
DFA, Revenues from Investments
DH, Bonded Employees and Officers

ADMINISTRATION OF FEDERAL GRANT FUNDS

The Board accepts federal funds, which are available, provided that there is a specific need for them and that the required matching funds are available. The Board intends to administer federal grant awards efficiently, effectively and in compliance with all requirements imposed by law, the awarding agency and the Ohio Department of Education (ODE) or other applicable pass-through entity.

The Board directs the Treasurer to develop, monitor, and enforce effective financial management systems and other internal controls over federal awards that provide reasonable assurances that the District is managing the awards in compliance with all requirements for federal grants and awards. Systems and controls must meet all requirements of Federal law and regulation, including the Uniform Guidance issued by the U.S. Office of Management and Budget (OMB) and any applicable state requirements, and shall be based on best practices.

All individuals responsible for the administration of a federal grant or award shall be provided sufficient training to carry out their duties in accordance with all applicable requirements for the federal grant or award.

The financial management systems and internal controls must provide for:

1. identification of all federal funds received and expended and their program source;
2. accurate, current, and complete disclosure of financial data in accordance with federal requirements;
3. records sufficient to track the receipt and use of funds;
4. effective control and accountability over assets to assure they are used only for authorized purposes and
5. comparison of expenditures against budget.

In addition, written procedures must be established for cash management and for determining the allowability of costs, as required by the Uniform Guidance.

At a minimum, the financial management systems and internal controls will address the following areas:

1. Allowability

Costs charged by the school system to a federal grant must be allowed under the individual program and be in accordance with the cost principles established in the Uniform Guidance, including how charges made to the grant for personnel are to be determined. Costs will be charged to a federal grant only when the cost is:

- A. reasonable and necessary for the program;
- B. in compliance with applicable laws, regulations, and grant terms;
- C. allocable to the grant;
- D. adequately documented and
- E. consistent with District policies and procedures that apply to both federally-funded and non-federally funded activities.

Internal controls will be sufficient to provide reasonable assurance that charges to federal awards for personnel expenses are accurate, allowable, and properly allocated and documented.

Controls include time and effort reporting in accordance with Uniform Guidance and the requirements of ODE or other applicable pass-through-entity. Records are sufficient to verify that time spent and compensation (including salary and benefits) are allocable to the fund.

2. Cash Management and Fund Control

Payment methods must be established in writing that minimize the time elapsed between the draw-down of federal funds and the disbursement of those funds. Standards for funds control and accountability must be met as required by the Uniform Guidance for advance payments and in accordance with the requirements of ODE or other applicable pass-through-entity.

3. Procurement

Prior to July 1, 2018, the District followed the requirements outlined in previous OMB guidance. Effective July 1, 2018 all purchases for property and services made using federal funds must be conducted in accordance with all applicable Federal, State and local laws and regulations, the Uniform Guidance, and the District's written policies and procedures.

The District avoids situations that unnecessarily restrict competition and avoids acquisition of unnecessary or duplicative items. Individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate, are excluded from competing for such purchases. **The District evaluates costs for every procurement over the established simplified acquisition threshold.**

Contracts are awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration is given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. No contract is awarded to a contractor who is suspended or debarred from eligibility for participation in federal assistance programs or activities.

The District takes all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

Purchasing records are sufficiently maintained to detail the history of all procurements and must include at least the rationale for the method of procurement, selection of contract type, and contractor selection or rejection; the basis for the contract price; and verification that the contractor is not suspended or debarred.

4. Conflict of Interest and Mandatory Disclosures

The District complies with the requirements of State law and the Uniform Guidance for conflicts of interest and mandatory disclosures for all procurements with federal funds.

Each employee, board member, or agent of the school system who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest must disclose that conflict in writing to the Treasurer. The Treasurer discloses in writing any potential conflict of interest to ODE or other applicable pass-through-entity.

A conflict of interest would arise when the covered individual, any member of his/her immediate family, his/her partner, or an organization, which employs or is about to employ any of those parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for a contract. A covered individual who is required to disclose a conflict will not participate in the selection, award, or administration of a contract supported by a federal grant or award.

Employees, Board members, or agents of the District ~~Covered individuals~~ will not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontractor for a federal grant or award. Violations of this rule are subject to disciplinary action.

The Treasurer discloses in writing to ODE or other applicable pass-through-entity in a timely manner all violations of Federal criminal law involving fraud, bribery, or gratuities potentially affecting any federal award. The Treasurer fully addresses any such violations promptly and notifies the Board accordingly.

5. Equipment and Supplies Purchased with Federal Funds

Equipment and supplies acquired with federal funds will be used, managed, and disposed of in accordance with applicable state and federal requirements. Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with federal funds.

6. Accountability and Certifications

All fiscal transactions must be approved by the Treasurer/designee who can attest that the expenditure is allowable and approved under the federal program. The Treasurer submits all required certifications.

7. Monitoring and Reporting Performance

The Treasurer will establish sufficient oversight of the operations of federally supported activities to assure compliance with applicable federal requirements and to ensure that program objectives established by the awarding agency are being achieved. The District submits all reports as required by federal or state authorities.

[Adoption date: June 6, 2016]

[Re-adoption date: August 21, 2017]

[Re-adoption date: October 16, 2017]

[Re-adoption date: November 14, 2018]

Revised:

LEGAL REFS.: ORC 9.314
117.101; 117.43
3313.33; 3313.46
3319.04
5705.39; 5705.41; 5705.412
2 C.F.R. Part 200

CROSS REFS.: BBFA, Board Member Conflict of Interest
BCC, Qualifications and Duties of the Treasurer
DI, Fiscal Accounting and Reporting
DID, Inventories (Fixed Assets)
DJ, Purchasing
DJC, Bidding Requirements
DJF, Purchasing Procedures
DK, Payment Procedures
EF/EFB, Food Services Management/Free and Reduced-Price Food Services
GBCA, Staff Conflict of Interest
IGBJ, Title I Programs

BONDED EMPLOYEES AND OFFICERS

~~At the time of appointment or reappointment of the Treasurer, the Board authorizes the Treasurer to execute a bond for himself/herself in an amount determined and approved by the Board. The bond must be deposited with the Board President and a copy certified by him/her must be filed with the County Auditor. The premium is paid by the Board.~~

The Board authorizes the use of an employee dishonesty policy in a coverage amount determined and approved by the Board in lieu of a Treasurer's surety bond. This policy must be in place at the time of appointment or reappointment of the Treasurer.

The Superintendent, Board President and employees who handle school funds are included, at Board expense, in a position schedule bond. Position schedule bonds pertain to a specific position, not to an individual.

[Adoption date: June 6, 2016]

Revised:

LEGAL REFS.: ORC 3.06; **3.061**
131.18
3313.25; 3313.83
3319.05
5705.412

CROSS REFS.: DM, Cash in School Buildings
EI, Insurance Management

CREDIT CARDS

The Board recognizes the efficiency and convenience afforded the day-to-day operation of the District through the use of credit cards under the supervision of the Treasurer. However, credit cards are not to be used to circumvent the general purchasing procedures required by State law and Board policies.

The Board authorizes the Treasurer to review available credit card accounts to determine which account and account provider best meets the needs of the District. The Treasurer will determine how many accounts, cards and checks are to be issued, and establish a process for credit card reissuance or cancellation.

1. The District name must appear on each card and/or check associated with the credit card account. The maximum credit card account limit is \$150,000. ~~The Treasurer provides an annual report to the Board detailing all rewards received based on use of the credit card account.~~
2. The Board appoints a compliance officer who reviews the number of cards and accounts issued, the number of active cards and accounts issued, and the card and account expiration dates and credit limits at least once every six months. The Treasurer cannot serve as the compliance officer. The compliance officer cannot authorize an individual to use the credit card. The compliance officer cannot use the credit card account except when the compliance officer is the Superintendent. If the Superintendent is the compliance officer and the Board has authorized the Superintendent to use the credit card, the Treasurer/designee must monthly review the credit card transaction detail and sign attestation to the review.
3. Credit cards may only be used by ~~the following individuals:~~ **individuals authorized by the Superintendent and/or Treasurer.**
4. Credit cards may be used for District-related transportation, reservations and expenses, conference registrations and hotel reservation guarantees for the Board and staff. Such expenses are subject to the reimbursement limits established by the Board.
5. If monies are budgeted and deposited with the Treasurer in advance, credit cards may be used by school employees for student trips and competitions for safety and security reasons.

6. With prior approval of the Treasurer, credit cards may be used by school employees for school-related purchases from a vendor who does not accept purchase orders or vouchers.
7. Gratuities are permissible to a maximum of 20%.
8. All credit card statements are sent directly to the Treasurer's office. The Treasurer keeps a record of all credit card use.
9. Receipts and appropriate form(s) are to be turned in with the credit card to the Treasurer within five business days upon completion of approved use. Receipts for meals must include the names of all individuals for whom meals were provided and the purpose of the meeting. Failure to turn in receipts and appropriate form(s) to the Treasurer within the required timeframe may result in the charges being deemed unrelated or unsubstantiated. The user is responsible for any unsubstantiated or unrelated purchases. Any late fees assessed to the District due to an employee failing to submit invoices and credit card receipts on a timely basis are the responsibility of the employee.
10. All authorized users must immediately report loss or theft of the District credit card to the Treasurer who will immediately contact the credit card issuer.

The use of the credit card for the following items is considered unauthorized use and classified as credit card misuse:

1. expenditures not specifically authorized by this policy;
2. purchase of personal goods or services for an administrator, an administrator's spouse, children or anyone employed or not employed by the Board and attending a District business function;
3. payment of any fines, penalties or personal liabilities incurred by the administrator or anyone else;
4. alcoholic beverages or tobacco;
5. fuel for use in a personal vehicle;
6. entertainment expenses, including pay-per-view movie charges and/or
7. cash advances.

Persons using a credit card for personal, nonauthorized purposes or undocumented expenditures shall be held personally responsible for those expenditures. Misuse of the credit card is subject to disciplinary procedures, including termination. An employee or officer of the Board who knowingly misuses a District credit card account also is in violation of State criminal law.

[Adoption date: June 6, 2016]

[Re-adoption date: November 14, 2018]

Revised:

CROSS REFS.: DJ, Purchasing
DLC, Expense Reimbursement
GCL, Professional Staff Development Opportunities
GDL, Classified Staff Development Opportunities

PROFESSIONAL STAFF HIRING

The Superintendent determines the District's personnel needs and recommends to the Board properly certified or licensed candidates for employment. Through recruiting and evaluation procedures, the Superintendent recruits and recommends to the Board the employment and retention of personnel.

It is the duty of the Superintendent to see that persons nominated for employment in the schools meet all certification/licensure requirements and the requirements of the Board for the type of position for which the nomination is made.

The following guidelines are used in the selection of personnel.

1. There is no unlawful discrimination in the hiring process.
2. The quality of instruction is enhanced by a staff with widely varied backgrounds, educational preparation and previous experience. Concerted efforts are made to maintain a variation in the staff.
3. Interviewing and selection procedures ensure that the administrator who is directly responsible for the work of a staff member has an opportunity to aid in the selection process. The final recommendation to the Board is made by the Superintendent or by another individual designated by the Board in the event that the Superintendent's nomination would create an unlawful interest in a public contract.
4. No candidate is hired without an interview and a criminal records check.
5. All candidates are considered on the basis of their merits, qualifications and the needs of the District. In each instance, the Superintendent and others having a role in the selection process seek to recommend the best qualified applicant for the job.
6. All candidates for teaching positions must be properly certified or licensed.

While the Board may accept or reject a nomination, an appointment is valid only if made with the recommendation of the Superintendent or by another individual designated by the Board in the event that the Superintendent's nomination would create an unlawful interest in a public contract. In the case of a rejection, it is the duty of the Superintendent to make another nomination.

The employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

Employment of Retired Administrators

The Board recognizes that recruiting and retaining properly certified or licensed administrative personnel has become increasingly difficult in Ohio's competitive marketplace. Therefore, the Board will, under appropriate circumstances, offer to enter into administrative employment agreements with qualified retired administrators whenever practical and when such action appears to be in the best interests of the District. Retired administrators may be employed as administrators on a part-time or full-time basis.

For purposes of this policy, a "retired administrator" is an individual who has retired pursuant to STRS or SERS rules and regulations.

The Board authorizes and directs the Superintendent to develop administrative regulations to implement this policy at the soonest practicable time.

Rehiring of Retirees

If an employee is retiring and seeks re-employment in the same position, then public notice must be given 60 days prior to the date re-employment is to begin. The notice must state that the person is or will be retired and is seeking re-employment in the District. The notice must include the time, date and location of a public meeting, which must take place 15 to 30 days prior to employment.

[Adoption date: June 6, 2016]

[Re-adoption date: November 14, 2018]

Revised:

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
ORC 2921.42
3307.01; 3307.353
3313.53
3319.02; 3319.07; 3319.074; 3319.08; 3319.088; 3319.11; 3319.22
through 3319.31; 3319.39
3323.06
OAC 3301-35-05; 3301-35-06
3307.1-13-03

CROSS REFS.: AC, Nondiscrimination
ACA, Nondiscrimination on the Basis of Sex
ACB, Nondiscrimination on the Basis of Disability
GBA, Equal Opportunity Employment
GBQ, Criminal Records Check
GDD, Classified Staff Hiring

CLASSIFIED STAFF RECRUITING/POSTING OF VACANCIES/HIRING

The recruitment and selection of suitable candidates for positions is the responsibility of the Superintendent, who confers with principals and other supervisors before making a selection. An employee may apply for any vacancy for which he/she is qualified.

All appointments to the classified staff are made by the Superintendent, subject to confirmation by the Board. In making these appointments, the Superintendent carefully observes all pertinent laws and negotiated agreements, as well as any regulations that may be approved from time to time by the Board. **The employment of classified staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.**

The Board fixes conditions of employment as well as wages, hours and other benefits for classified staff members upon the recommendation of the Superintendent or as determined by the negotiated agreement.

Rehiring of Retirees

If an employee is retiring and seeks re-employment in the same position, then public notice must be given 60 days prior to the date re-employment is to begin. The notice must state that the person is or will be retired and is seeking re-employment in the District. The notice must include the time, date and location of a public meeting, which must take place 15 to 30 days prior to employment.

[Adoption date: June 6, 2016]

Revised:

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
ORC Chapter 124
3309.345
3319.031; 3319.04; 3319.081 et seq.; 3319.39
3327.10
4141.29
OAC 3301-35-05; 3301-35-06
3309-1-61

CROSS REFS.: AC, Nondiscrimination
ACA, Nondiscrimination on the Basis of Sex
ACB, Nondiscrimination on the Basis of Disability
GBA, Equal Opportunity Employment
GBQ, Criminal Records Check
GCD, Professional Staff Hiring

CONTRACT REF.: Classified Staff Negotiated Agreement

STUDENT ABSENCES AND EXCUSES

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be excused include, but are not limited to:

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
4. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
5. quarantine for contagious disease;
6. observance of religious holidays consistent with a student's truly held religious belief;
7. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
8. college visitation;
9. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
10. absences due to the student being homeless or
11. as determined by the Superintendent.

The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's unexcused absence within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. For each day a student is absent from class there will be assigned a commensurate number of days to make up assignments (including, but not limited to homework, projects, presentations and class activities). Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. If a student is absent on a quiz/test day, the student will need to make arrangements with the teacher to take the quiz/test within one week of the return to the class. Each case is considered on its merits by the principal and the respective teacher(s). Students who are absent due to an in-school or out-of-school suspension are permitted to make up missed classroom assignments **in accordance with District level policies and procedures**. Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

Students are permitted to go on vacation during the school year (except the week ending each semester and during state assessments). Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

1. The District will only approve a student's absence for a vacation when he/she will be in the company of his/her own parent or other family relatives but not other students' parents, unless there are extenuating circumstances deemed appropriate by the principal.

If a student is absent for any other type of vacation, he/she will be considered unexcusably absent from school and subject to truancy regulations.

2. The time missed will be counted as an authorized, unexcused absence, but shall not be a factor in determining grades unless makeup work is not completed.

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours or a total of at least 90 hours during a semester or term.

[Adoption date: June 6, 2016]

[Re-adoption date: July 18, 2016]

[Re-adoption date: June 5, 2017]

[Re-adoption date: April 9, 2018]

[Re-adoption date: November 14, 2018]

Revised:

LEGAL REFS.: ORC 3313.609; 3313.66
3321.01; 3321.03; 3321.04; 3321.13; 3321.14; **3321.141**; 3321.19;
3321.38
4510.32
OAC 3301-69-02

CROSS REFS.: IGAC, Teaching About Religion
IKB, Homework
JEDB, Student Dismissal Precautions
JEE, Student Attendance Accounting (Missing and Absent Children)
JHC, Student Health Services and Requirements
JHCC, Communicable Diseases

STUDENT ATTENDANCE ACCOUNTING
(Missing and Absent Children)

The Board believes in the importance of trying to decrease the number of missing children; therefore, efforts are made to identify missing children and to notify the proper adults or agencies.

Except where required by State law, at the time of initial entry into school, a student shall present to the person in charge of admission an official copy of a birth certificate and copies of those records pertaining to him/her that were maintained by the school that he/she most recently attended. In lieu of a birth certificate, birth documentation may include:

1. a passport or attested transcript thereof filed with a registrar of passports at a point of entry of the United States showing the date and place of birth of the child;
2. an attested transcript of the certificate of birth;
3. an attested transcript of the certificate of baptism or other religious record showing the date and place of birth of the child;
4. an attested transcript of a hospital record showing the date and place of birth of the child or
5. a birth affidavit.

Except where required by State law, if the student does not present copies of the required documents, the principal shall call the school from which the student transferred and request the information. If that district has no record on file of the student or if that district does not send the records within 14 days, the principal shall notify the law enforcement agency having jurisdiction in the area where the student resides of the possibility that the student might be a missing child.

The primary responsibility for supervision of a student resides with his/her parent(s). The staff provides as much assistance as is reasonable to parents with this responsibility.

Parents must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. ~~The principal or his/her designee is also required to notify a student's parent(s) when the student is absent from school.~~ **The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's unexcused absence with 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.**

~~The parent(s) or other responsible person shall be notified by telephone or written notice, which is mailed on the same day that the student is absent.~~ Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers, home addresses and any emergency telephone numbers.

The Board designates the Superintendent to develop informational programs for students, parents and community members relative to the subject of missing children.

[Adoption date: June 6, 2016]

Revised:

LEGAL REFS.: ORC 109.65
2901.30
3313.205; 3313.672; 3313.96
3319.321; 3319.322
3321.12
3321.141
3705.05

CROSS REFS.: JEC, School Admission
JECAL, Admission of Homeless Students
JED, Student Absences and Excuses
JEDB, Student Dismissal Precautions
JHF, Student Safety

USE OF ELECTRONIC COMMUNICATIONS EQUIPMENT BY STUDENTS

Students may be allowed to possess electronic communications devices while on school property or while attending school-sponsored activities on or off school property, as long as these devices are used in compliance with building regulations.

Students violating District procedures for use of electronic devices may have their device confiscated and may be subject to discipline.

The District assumes no liability if these devices are broken, lost or stolen. Notices of this policy are included in student handbooks.

[Adoption date:]

LEGAL REFS.: ORC 3313.20; 3313.753

CROSS REFS.: AC, Nondiscrimination
EDE, Computer/Online Services (Acceptable Use and Internet Safety)
JFC, Student Conduct (Zero Tolerance)
JFCEA, Gangs
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)
Student Handbooks

STUDENT SUSPENSION

The Superintendent, principals, assistant principals and other designated administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. A student cannot be suspended from school solely because of unexcused absences. No period of suspension is for more than 10 school days. If, at the time a suspension is imposed, fewer than 10 days remain in the school year, the Superintendent cannot apply any or all of the period of suspension to the following year.

The Superintendent may instead require a student to perform community service or another alternative consequence for the number of hours remaining in the student's suspension. The Board directs the Superintendent to develop a list of alternative consequences that may be used. If the student is required to perform community service or another alternative consequence during the summer, he/she will be required to begin serving the consequence during the first full weekday of summer break. If a student fails to complete the community service or assigned alternative consequence, the Superintendent may determine the next course of action but still cannot require the student to serve the remaining time of the out of school suspension at the beginning of the following school year.

Whenever possible, principals will consult with a mental health professional under contract with the District or school prior to suspending a student in grades pre-K through three. If needed, the principal or mental health professional will assist the student's parent in locating additional mental health services.

The District ~~permits~~ **is required to provide** students **an opportunity** to complete any classroom assignments missed due to suspension. The student will earn credit for completed assignments.

The guidelines listed below are followed for all out-of-school suspensions.

1. The student is informed in writing of the potential suspension and the reasons for the proposed action.
2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt is made to notify the parent(s) by telephone if a suspension is issued.
4. Within one school day, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.

5. Notice of this suspension is sent to the:
 - A. Superintendent and
 - B. student's school record (not for inclusion in the permanent record).
6. Permanent Exclusion — If the offense is one for which the District may seek permanent exclusion, the notice contains that information.

The principal may hold all, or any part of, a suspension in abeyance; that is, set it aside and not implement it, if such action is part of a behavior contract to which the student and his/her parents, if appropriate, agree. This contract shall establish specific conditions that must be met by the student and his/her parents, if appropriate, for the suspension to be set aside for a designated period of time. At the end of that period of time the portion of the suspension that was held in abeyance will be forgiven, provided all conditions of the behavior contract were met satisfactorily.

Appeal Procedure

Should a student or a student's parent(s) choose to appeal the principal's suspension, he/she must do so within five calendar days of the notice of suspension. The appeal shall be in writing and made to the Superintendent. If dissatisfied with the Superintendent's decision, an appeal may be made to the Board. At the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

Appeal to the Court

Under State law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

[Adoption date: June 6, 2016]
[Re-adoption date: June 5, 2017]
[Re-adoption date: November 14, 2018]
Revised:

LEGAL REFS.: ORC 3313.66; 3313.661; 3313.662; 3313.668

CROSS REFS.: IGCI, Community Service
IKA, Grading Systems
JEGA, Permanent Exclusion
JFC, Student Conduct (Zero Tolerance)
JFCEA, Gangs
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)
JFCJ, Weapons in the Schools
JG, Student Discipline
JGE, Student Expulsion

REPORTING CHILD ABUSE AND MANDATORY TRAINING

All employees of the District who know or have reasonable cause to suspect that a child under 18 years of age or a disabled child under 21 years of age has suffered, is suffering or faces a threat of suffering any type of abuse or neglect are required to immediately report such information to the public children services agency or the local law enforcement agency.

To ensure prompt reports, procedures for reporting are made known to the school staff. A person who participates in making such reports is immune from any civil or criminal liability, provided the report is made in good faith.

The Board directs the Superintendent/designee to develop a program of in-service training in child abuse prevention: **violence; school safety and violence prevention including human trafficking, substance abuse, the promotion of positive youth development and youth suicide awareness and promotion.** ~~for all school nurses, teachers, counselors, school psychologists and administrators.~~ **Training is also provided on the Board's harassment, intimidation, or bullying policy.** Where required this program is developed in consultation with public or private agencies or persons involved in child abuse prevention, **school safety, violence prevention** or intervention programs **or youth suicide awareness and prevention.**

Each person employed by the Board to work as a school nurse, teacher, counselor, school psychologist or administrator shall complete at least four hours **of the established** in-service training ~~in the prevention of child abuse, violence and substance abuse, school safety and the promotion of positive youth development~~ within two years of commencing employment with the District, and every five years thereafter.

~~In addition,~~ Middle and high school employees who work as teachers, counselors, nurses, school psychologists and administrators must receive training in dating violence prevention. The curriculum for training in dating violence prevention is developed by the Superintendent/designee and training must occur within two years of commencing employment and every five years thereafter.

Each person employed by the Board to work as a school nurse, teacher, counselor, school psychologist, administrator or any other personnel the Board deems appropriate shall complete training in youth suicide awareness and prevention once every two years.

Conversely, public children services agencies must notify the Superintendent of any allegations of child abuse and neglect reported to them involving the District, as well as the disposition of the investigation.

Investigators who seek to interview a student who is a suspected victim of abuse or neglect are subject to the interrogation procedures in Board policy JFG.

If the interviewer directs that parents are not to be notified, the principal shall record this direction and request the interviewer to sign a written statement that he/she directed the principal to permit the interview without prior notification of the parents. If the interviewer refuses to sign the statement, the principal shall prepare another written statement that the Board has been directed by the agency to make the named student available for interview or interrogation without notice to the parents and request the interviewer to sign this statement. If the interviewer refuses, the principal shall record the time, date, interviewer's name/title/badge number and that the interviewer refused to sign the statement. The principal shall sign this record and maintain it in the school files.

The reporter may, following the giving of the report to the authorities, make a request of the following information on school letterhead:

1. whether the department or Board has initiated an investigation of the report;
2. whether the department or Board is continuing to investigate the report;
3. whether the department or Board is otherwise involved with the child who is the subject of the report;
4. the general status of the health and safety of the child who is the subject of the report and
5. whether the report has resulted in the filing of a complaint in juvenile court or of criminal charges in another court.

[Adoption date: June 6, 2016]

Revised:

LEGAL REFS.: ORC 2151.011; 2151.421
3313.662; 3313.666
3319.073

CROSS REFS.: EB, Safety Program
EBC, Emergency Management and Safety Plans
IGAE, Health Education
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)
JHF, Student Safety

**FREMONT CITY BOARD OF EDUCATION
Special Meeting
SUMMARY
February 11, 2019**

Roll Call

MOTION 22-19 RESOLUTION FOR EXECUTIVE SESSION (O.R.C. 121.22)

MOTION 23-19 ADJOURNMENT

**Fremont City Schools
Board of Education
Special Meeting Minutes
February 11, 2019**

The Fremont City Board of Education of the Fremont City School District, in Sandusky County, Ohio met on Monday, February 11, 2019 for a special meeting at 4:00 p.m. at the Fremont Middle School, in Class Room 167, 1250 North Street, Fremont, Ohio.

Pledge of Allegiance

Roll Call:	Shantel Laird, Board President	Present
	Thomas Price, Board Vice-President	Present
	Maria D. Garza	Present
	Alex Gorobetz	Present
	Violetta R. Rhea	Present

MOTION 22-19 RESOLUTION FOR EXECUTIVE SESSION (O.R.C. 121.22)

Mr. Price, seconded by Mrs. Rhea, made the motion to enter into executive session (O.R.C. 121.22) for Item B: To consider the employment of a public employee.

The Board moved into Executive Session at 4:05 p.m.
The Board returned to Regular Session at 5:44 p.m.

Ayes: Price, Rhea, Garza, Gorobetz, Laird
Motion carried. 5-0

MOTION 23-19 ADJOURNMENT

Mr. Price, seconded by Mr. Gorobetz, made the motion to adjourn the special board meeting at 5:45 p.m.

Ayes: Price, Gorobetz, Garza, Rhea, Laird
Motion carried. 5-0

APPROVED:

President

Date: _____

Treasurer

FREMONT CITY BOARD OF EDUCATION

Regular Meeting

SUMMARY

February 11, 2019

Roll Call

MOTION 24-19 APPROVAL OF MINUTES

Organizational/tax budget meeting held January 14, 2019, regular meeting held January 14, 2019, the special meeting held January 23, 2019 and the special meeting held February 4, 2019

MOTION 25-19 FINANCIAL MATTERS – ITEMS 1 AND 2

Item 1 – Approval of the January financial report
Item 2 – Approval of supplemental appropriations

MOTION 26-19 PERSONNEL MATTERS – ITEMS 1, 2, 3, 4, 5, AND 6

Item 1 – Approval of resignations
Item 2 – Approval of appointments
Item 3 – Approval of supplemental contracts
Item 4 – Approval of resolution for supplemental duty positions
Item 5 – Approval of special event workers
Item 6 – Approval of status changes

MOTION 27-19 OTHER MATTERS – ITEMS 7, 8, 9, 10, 11, AND 12

Item 7 – Approval of revised Policy BHD – Board Member Compensation and Expenses (Second Reading)
Item 8 – Approval of conference attendance request for Mandi Miller
Item 9 – Approval of Ross High School swim team to the OHSAA State Swim Meet in Canton, Ohio
Item 10 – Approval of Ross High School Wrestling team to the OHSAA State Tournament in Columbus, Ohio
Item 11 – Approval of contract with Lakefront Charters for transportation
Item 12 – Approval of contract with Blue Lakes Charters for transportation

MOTION 28-19 OTHER MATTERS – ITEMS 13, 14, AND 15

Item 13 – Approval of adoption of resolution for Black History Month
Item 14 – Approval of adoption of resolution for National Counseling Week
Item 15 – Approval of donations

MOTION 29-19 RESOLUTION FOR EXECUTIVE SESSION (O.R.C. 121.22)

MOTION 30-19 ADJOURNMENT

**Fremont City Schools
Board of Education
Regular Meeting Minutes
February 11, 2019**

The Fremont City Board of Education of the Fremont City School District, in Sandusky County, Ohio met on Monday, February 11, 2019, at 6:00 p.m. at the Fremont Middle School, 1250 North Street, Fremont, Ohio.

Board President Shantel Laird presiding

Pledge of Allegiance

Roll Call:	Shantel Laird, Board President	Present
	Thomas Price, Board Vice-President	Present
	Maria D. Garza	Present
	Alex Gorobetz	Present
	Violetta R. Rhea	Present

MOTION 24-19 APPROVAL OF MINUTES

Mr. Price, seconded by Ms. Garza, made the motion to approve or amend and sign the minutes of the organizational/tax budget meeting held January 14, 2019, regular meeting held January 14, 2019, the special meeting held January 23, 2019 and the special meeting held February 4, 2019.

Ayes: Price, Garza, Gorobetz, Rhea, Laird

Motion carried. 5-0

RECOGNITION OF VISITORS

Mr. Detwiler introduced Helen Hollis, who spoke about the Chimney Swift efforts at Washington Elementary. Her goal is to build a Chimney Swift tower at Creek Bend, to preserve and relocate the swifts. She is doing the footwork to round up people and the funds to get this done. She has spoken with Judy Semroc, a conservationist from the Cleveland Museum of Natural History and has arranged for her to come and speak to the community on the Chimney Swift.

The staff at Hayes Elementary received a Special Recognition as a school of Honor For Growth.

There was a presentation given by the Fremont Leadership Class at Ross High School.

FIRST HEARING OF THE PUBLIC

- None

REPORT OF THE TREASURER

- None

RECOMMENDATIONS OF THE TREASURER

MOTION 25-19 FINANCIAL MATTERS – ITEMS 1 AND 2

Ms. Garza, seconded by Mr. Gorobetz, made the motion to approve financial matters – Items 1 and 2.

ITEM 1. Approval of the January financial report

It is recommended that the January financial report be approved (copy on file at Birchard Public Library).

ITEM 2. Approval of supplemental appropriations

It is recommended that changes be made to the permanent appropriations that were approved on September 10, 2018 per provided handout.

**Ayes: Garza, Gorobetz, Price, Rhea, Laird
Motion carried. 5-0**

LEGISLATIVE LIAISON REPORT

- Mrs. Rhea announced that she has nominated Alan Mehlow, for the Northwest Region Excellence in Community Service Award. The awards and recognitions for hometown heroes will be presented on Thursday, March 14, 2019 at the Northwest Region Spring Conference at the Apollo Career Center in Lima, Ohio.

COMMITTEE REPORTS

- Mrs. King reported on the Health and Wellness Committee Meeting which met on January 10, 2019.

MASTER FACILITIES PLANNING

- None

OLD BUSINESS

- None

NEW BUSINESS

- None

REPORT OF THE SUPERINTENDENT

- Mr. Detwiler presented the two options of proposed school calendars for the 2019-2020 school year (Exhibits A & B).

RECOMMENDATIONS OF THE SUPERINTENDENT

MOTION 26-19 PERSONNEL MATTERS – ITEMS 1, 2, 3, 4, 5, AND 6

Mrs. Rhea, seconded by Mr. Price, made the motion to approve personnel matters – Items 1, 2, 3, 4, 5, and 6.

ITEM 1. Approval of the following resignations

Resignation
Certified: Polly Garlock
Teacher
Reason: Retirement
Effective: June 1, 2019

Resignation
Classified: Stephanie Hetrick
Weight Room Supervisor
Reason: Resignation
Effective: January 1, 2019

ITEM 2. Approval of the following appointments

A. Appointments for the 2018-2019 school year:

Certified Staff Substitutes: Douglas Eilberg*, Brigette Fulwider, Noah Klick

*Employment of the above certified substitute employee is contingent upon successful completion of all pre-employment requirements and certifications.

B. Appointments for the 2018-2019 school year:

Name: Justin Twary
Classified Staff: Fleet Mechanic (A-23.01)
Account: General
Salary: Step 5 @ \$21.27/hr effective February 12, 2019

Support Staff Substitutes: Roni Blue and Natasha Trimble

ITEM 3. Approval of the following supplemental contracts

Appointments for the 2018-2019 school year:

<u>Name</u>	<u>Building</u>	<u>Duty</u>	<u>Amount</u>
Thomas Buckley	FMS	M.S. Track Coach G-4	\$2,880.00
John Calhoun	FMS	Band J-5	\$1,800.00
Nicholas Doehr	FMS	M.S. Track Coach G-1 (3/4 stipend)	\$1,890.00
Alexis Gedeon	Ross	Varsity Asst Tennis Coach-Boys I-1 (1/2 stipend)	\$900.00
Allison Macko	FMS	M.S. Track Coach G-6	\$3,060.00

RECOMMENDATIONS OF THE SUPERINTENDENT

MOTION 26-19 PERSONNEL MATTERS – ITEMS 1, 2, 3, 4, 5, AND 6 (cont.)

ITEM 3. Approval of the following supplemental contracts (cont.)

<u>Name</u>	<u>Building</u>	<u>Duty</u>	<u>Amount</u>
Alysha Nye	FMS	M.S. Track Coach G-2 (3/4 stipend)	\$2,025.00
Cory Rohrbacher	Ross	Varsity Asst Baseball Coach F-3 (3/4 stipend)	\$2,295.00
Shelby Ronski	Ross	Varsity Asst Tennis Coach-Boys I-3 (1/2 stipend)	\$990.00
Mark Sheidler	Ross	Varsity Asst Track Coach F-10	\$3,600.00
Alexander Wilhelm	FMS	M.S. Track Coach G-2 (3/4 stipend)	\$2,025.00
Pryde Yost	Ross	Varsity Asst Track Coach F-6	\$3,420.00

ITEM 4. Approval of resolution for supplemental duty positions

It is recommended that the following resolution be approved for adoption:

NOW, THEREFORE, BE IT RESOLVED:

Section 1. The supplemental duty positions set forth in Section 2 of this resolution have been offered to those employees of the Fremont City Schools who have a license issued under O.R.C. 3319.22, and no such employees who are qualified to fill the positions have accepted them, and the positions have then been advertised or otherwise made available to any individuals with such a license who are qualified to fill them and who are not employed by the Board, and no such persons have applied for and accepted the positions.

Section 2. The Board hereby employs the following non-certified persons to perform the listed supplemental duties at the stated rate of pay for the 2018-2019 school year:

<u>Name</u>	<u>Building</u>	<u>Duty</u>	<u>Amount</u>
Edward Baptista	Ross	Varsity Asst Baseball Coach F-0 (3/4 stipend)	\$2,160.00
Michael Rankin	Ross	Varsity Asst Track Coach F-10	\$3,600.00
Jalen Slick	Ross	Varsity Asst Baseball Coach F-1 (1/2 stipend)	\$1,440.00

Section 3. The Board President, Superintendent and Treasurer are authorized to execute supplemental duty contracts with the person identified in Section 2 of this resolution.

Section 4. The Board finds that the resolution has been adopted in accordance with all legal requirements including O.R.C. Sec. 121.22.

ITEM 5. Approval of the following special event workers

It is recommended that the Board approves the following special event workers for 2018/19 winter tournament athletic events:

Abby Berndt	Timberly Kidwell	Robin Mohr
Jay Bower	Jared King	Philip Moran
Mary Brown	Mark King	Charmaine Smith

RECOMMENDATIONS OF THE SUPERINTENDENT

MOTION 26-19 PERSONNEL MATTERS – ITEMS 1, 2, 3, 4, 5, AND 6 (cont.)

ITEM 5. Approval of the following special event workers (cont.)

William Farrell*	Stephanie Martin	Drew Solander
Joseph Hershey	Jeffrey McNutt	Chad Berndt (Non-FCS Events Only)
Gena Hoppes-Hineline	Bradley Mohr	

*Employment of the above special event worker is contingent upon successful completion of all pre-employment requirements and certifications.

ITEM 6. Approval of the following status changes

It is recommended that the Board approves the status change of Samantha Burdue from BS degree Step 6 @ \$44,842 to BS+15 degree Step 6 @ \$46,725 effective February 5, 2019.

It is recommended that the Board approves the status change of Patricia Diaz from BS+30 degree Step 12 @ \$62,320 to MS degree Step 12 @ \$64,937 effective August 26, 2018.

It is recommended that the Board approves the status change of Gregg Gallagher from MA+15 degree Step 21 @ \$73,468 to MA+30 degree Step 21 @ \$76,553 effective August 29, 2018.

It is recommended that the Board approves the status change of Heather Hetrick from ME degree Step 12 @ \$64,937 to ME+15 degree Step 12 @ \$67,664 effective February 1, 2019.

It is recommended that the Board approves the status change of Tara Rozzell from BS+30 degree Step 7 @ \$50,733 to ME degree Step 7 @ \$52,861 effective December 13, 2018.

It is recommended that the Board approves the status change of Erica Rudd from MA degree Step 10 @ \$59,808 to MA+15 degree Step 10 @ \$62,320 effective February 4, 2019.

It is recommended that the Board approves the status change of Megan Turner from BS+15 degree Step 2 @ \$39,636 to BS+30 degree Step 2 @ \$41,301 effective October 22, 2018.

It is recommended that the Board approves the status change of Gregory Vassar from BE+15 degree Step 16 @ \$62,320 to BE+30 degree Step 16 @ \$64,937 effective February 1, 2019.

It is recommended that the Board approves the status change of Melissa Mulcahy, 3 hour Cook (LR-1.02) Step 1 @ \$13.62 per hour to 3 hour Cook (LR-1.02) Step 5 @ \$14.93 per hour effective November 18, 2018.

RECOMMENDATIONS OF THE SUPERINTENDENT

MOTION 26-19 PERSONNEL MATTERS – ITEMS 1, 2, 3, 4, 5, AND 6 (cont.)

ITEM 6. Approval of the following status changes (cont.)

It is recommended that the Board approves the status change of Juanita Rodriguez-Reyes, 3 hour Cook (LR-1.02) Step 2 @ \$13.95 per hour to 7 hour Cook (LR-1.02) Step 2 @ \$13.95 per hour effective October 17, 2018.

It is recommended that the Board approves the status change of Kimberly Spann, Accounts Payable Coordinator from Step 13 @ \$20.81 per hour to Accounts Payable Coordinator Longevity 15 @ \$21.18 per hour effective February 3, 2019.

Ayes: Rhea, Price, Garza, Gorobetz, Laird

Motion carried. 5-0

MOTION 27-19 OTHER MATTERS – ITEMS 7, 8, 9, 10, 11, AND 12

Mr. Gorobetz, seconded by Ms. Garza, made the motion to approve other matters – Items 7, 8, 9, 10, 11, and 12.

ITEM 7. Approval of revised Policy BHD – Board Member Compensation and Expenses (Second Reading)

It is recommended that the Board of Education approves revised Policy BHD – Board Member Compensation and Expenses. (see attached).

ITEM 8. Approval of conference attendance request for Mandi Miller.

It is recommended that the Board approves Mandi Miller, EMIS Coordinator, to attend the OAEP Spring Conference in Columbus, Ohio, May 5-7, 2019, at an estimated total cost of \$825.00. This is a General Fund expenditure.

ITEM 9. Approval of Ross High School swim team to the OHSAA State Swim Meet in Canton, Ohio

It is recommended that the Board approves the Ross High School Swim team's overnight trip to Canton, Ohio in order to compete in the State Tournament at Canton, McKinley High School, February 21-23, 2019.

ITEM 10. Approval of Ross High School Wrestling team to the OHSAA State Tournament in Columbus, Ohio

It is recommended that the Board approves the Ross High School Wrestling team's overnight trip to Columbus, Ohio in order to compete in the State Tournament at the Schottenstein Center in Columbus, March 7-9, 2019.

RECOMMENDATIONS OF THE SUPERINTENDENT

MOTION 27-19 OTHER MATTERS – ITEMS 7, 8, 9, 10, 11, AND 12 (cont.)

ITEM 11. Approval of a contract with Lakefront Charters for transportation

It is recommended that the Board approves the contract with Lakefront Lines for transportation of student-athletes to Canton, Ohio on February 21-23, 2019 for the OHSAA state swim competition at a total cost of \$2,688.00. This is a general fund expenditure.

ITEM 12. Approval of a contract with Blue Lakes Charters for transportation

It is recommended that the Board approves the contract with Blue Lakes Charter Buses for transportation of students to Cincinnati, OH on June 6, 2019 for a history club field trip to the National Underground Railroad Freedom Center in Cincinnati at a total cost of \$1920.00.

Ayes: Gorobetz, Garza, Price, Rhea, Laird
Motion carried. 5-0

MOTION 28-19 OTHER MATTERS – ITEMS 13, 14, AND 15

Mr. Price, seconded by Mr. Gorobetz, made the motion to approve other matters – Items 13, 14, and 15.

ITEM 13. Approval of adoption of resolution for Black History Month

It is recommended that the following resolution be approved for adoption.

WHEREAS, the City of Fremont is a multi-cultural community which celebrates its diversity;
and

WHEREAS, the Fremont City Schools seeks to reflect that cultural diversity by sharing the history and heritage of all its ethnic groups; and

WHEREAS, it is essential that all students learn to understand the ethnic diversity that is our country, which has always been a great strength of our nation; and

WHEREAS, the African-American contribution to America has been a consistent and vital influence in our country's cultural growth; and

WHEREAS, the mission of celebrating African-American heritage is to support teachers, youth leaders and community leaders in their efforts to promote friendly awareness of the African-American historical and cultural presence with a positive, accurate global perspective; and

WHEREAS, the Fremont Board of Education recognizes that with knowledge of the history of various ethnic groups grows understanding, pride and appreciation in one's own culture, and respect and appreciation for the uniqueness of those groups; and

RECOMMENDATIONS OF THE SUPERINTENDENT

MOTION 28-19 OTHER MATTERS – ITEMS 13, 14, AND 15 (cont.)

ITEM 13. Approval of adoption of resolution for Black History Month (cont.)

WHEREAS, the Fremont City Board of Education recognizes the many contributions and accomplishments of African Americans to the United States.

NOW, THEREFORE, BE IT RESOLVED, that the Fremont Board of Education proclaims **February 2019** to be “**Black History Month**” in Fremont City Schools and encourages all citizens to participate in activities designed to highlight and celebrate our rich African-American heritage, particularly as it impacts the students of Fremont City Schools.

ITEM 14. Approval of adoption of resolution for National Counseling Week

It is recommended that the following resolution be approved for adoption.

WHEREAS, school counselors are employed in public and private schools to help students reach their full potential; and

WHEREAS, school counselors are actively committed to helping students explore their abilities, strengths, interests, and talents as these traits relate to career awareness and development; and

WHEREAS, school counselors help parents focus on ways to further the educational, personal and social growth of their children; and

WHEREAS, school counselors work with teachers and other educators to help students explore their potential and set realistic goals for themselves; and

WHEREAS, school counselors seek to identify and utilize community resources that can enhance and complement comprehensive school counseling programs and help students become productive members of society; and

WHEREAS, comprehensive development school counseling programs are considered an integral part of the educational process that enables all students to achieve success in school.

NOW, THEREFORE, BE IT RESOLVED, that the Fremont City Schools Board of Education does recognize **February 4-8, 2019** as **National School Counseling Week**.

ITEM 15. Approval of donations

It is recommended that the Board of Education approves the following donations:

<u>Donor:</u>	<u>Item:</u>	<u>Value:</u>	<u>Donated To:</u>
Exxon Mobil Educational- Alliance Grant	Cash	\$500.00	Atkinson School- STEM Program

RECOMMENDATIONS OF THE SUPERINTENDENT

MOTION 28-19 OTHER MATTERS – ITEMS 13, 14, AND 15 (cont.)

ITEM 15. Approval of donations (cont.)

<u>Donor:</u>	<u>Item:</u>	<u>Value:</u>	<u>Donated To:</u>
Lowe's Home Improvement	Lumber	not listed	Croghan School
United Steel Workers Local- 1915 – District 1	4 Bicycles	not listed	Otis School
Jennifer Lotycz	Hot Chocolate	not listed	Otis School
St. John's Lutheran Church	Hats & Gloves	not listed	Otis School
St. Mark's Lutheran Church	Hats, Gloves & scarves	not listed	Otis School
Adam Wilhelm	Misc. School Supplies	not listed	Otis School
Mike Fraley, Crown Battery	Cash	\$1000.00	Ross High School
Hayes Memorial United Methodist Church	Scarves	\$10.00	Stamm School
St. John Lutheran Church	Hats, Gloves, Scarves Head Bands	not listed	Stamm School
Keith & Cassandra Holley	Campus Wear Items	not listed	Washington School

**Ayes: Price, Gorobetz, Garza, Rhea, Laird
Motion carried. 5-0**

SECOND HEARING OF THE PUBLIC

- None

BOARD MEMBER COMMUNICATIONS AND INFORMATION REQUESTS

- None

MOTION 29-19 RESOLUTION FOR EXECUTIVE SESSION (O.R.C. 121.22)

Ms. Laird, seconded by Mr. Price, made the motion to enter into executive session (O.R.C. 121.22) for Item B: To consider the employment of a public employee or official.

The Board moved into Executive Session at 6:58 p.m.
The Board returned to Regular Session at 8:14 p.m.

**Ayes: Laird, Price, Garza, Gorobetz, Rhea
Motion carried. 5-0**

MOTION 30-19 ADJOURNMENT

Ms. Laird, seconded by Mr. Price, made the motion to adjourn the regular board meeting at 8:15 p.m.

**Ayes: Laird, Price, Garza, Gorobetz, Rhea
Motion carried. 5-0**

APPROVED:

President

Date: _____

Treasurer

FREMONT CITY BOARD OF EDUCATION

Special Meeting

SUMMARY

February 26, 2019

Roll Call

MOTION 31-19 OPERATIONS MATTERS – ITEM 1

Item 1 – Approval of entering into Agreement with Gilbane Building Company for Construction Management of the Track Facility and Transportation Facility

MOTION 32-19 OTHER MATTERS – ITEM 2

Item 2 – Approval of GMP Amendments to the CMR Agreement with Gilbane Building Company

MOTION 33-19 ADJOURNMENT

**Fremont City Schools
Board of Education
Special Meeting Minutes
February 26, 2019**

The Fremont City Board of Education of the Fremont City School District, in Sandusky County, Ohio met on Tuesday, February 26, 2019 for a special meeting at 4:00 p.m. in the Fremont City Schools District Office, 500 W. State Street, Suite A, Superintendent’s Conference Room, Fremont, Ohio.

Pledge of Allegiance

Roll Call:	Shantel Laird, Board President	Present
	Thomas Price, Board Vice-President	Present
	Maria D. Garza	Present
	Alex Gorobetz	Present
	Violetta R. Rhea	Present

RECOMMENDATIONS OF THE SUPERINTENDENT

MOTION 31-19 OPERATIONS MATTERS – ITEM 1

Mr. Price, seconded by Mrs. Rhea, made the motion to approve operations matters – Item 1.

Item 1. Approval of entering into Agreement with Gilbane Building Company for Construction Management of the Track Facility and Transportation Facility

It is recommended that the Board of Education approves an Agreement with Gilbane Building Company for the purpose of Construction Management of the new Track Facility and Transportation Facility, at a cost not to exceed \$32,000. This is locally funded. (see attached)

**Ayes: Price, Rhea, Garza, Gorobetz, Laird
Motion carried. 5-0**

MOTION 32-19 OTHER MATTERS – ITEM 2

Mr. Gorobetz, seconded by Mr. Price, made the motion to approve other matters – Item 2.

Item 2. Approval of GMP Amendments to the CMR Agreement with Gilbane Building Company

WHEREAS, the Superintendent and Treasurer, recommends approval of GMP Amendments to the CMR Agreement with Gilbane Building Company for the New Elementary building work at the four new elementary buildings: Atkinson, Croghan, Lutz and Otis, and for the future Demolition & Abatement of the existing elementary buildings: Atkinson, Croghan, Hayes, Lutz, Otis, Stamm and Washington.

Rationale:

1. The Fremont City School District Board of education (the Board) previously approved an agreement with Gilbane Building Company (CMR) as the construction manager at risk for pre-construction stage services and early site package GMP’s.

RECOMMENDATIONS OF THE SUPERINTENDENT

MOTION 32-19 OTHER MATTERS – ITEM 2 (cont.)

Item 2. Approval of GMP Amendments to the CMR Agreement with Gilbane Building Company (cont.)

2. Based upon construction documents, specifications, and other information prepared for the project by SSOE and Munger Munger, the Board’s Architects for the Elementary Schools, the CMR prepared a guaranteed maximum pricing (GMP) Proposal and Amendment for each New Elementary and each Demolition & Abatement, including supporting documentation and exhibits, all of which has been reviewed by the Core Team.
3. The CMR has modified the GMP Amendment documents based upon comments from the OFCC Project Manager and will continue to make adjustments based upon additional OFFC review and comments received.
4. The Fremont City School District superintendent recommends approval of the GMP Amendments and documents provided by the CMR, in substantially the same form, subject to approval by the OFCC, which includes:
 - 2.2– New Atkinson Elementary building GMP amount of \$12,011,120.45, of which \$11,545,088.98 is co-funded and \$466,031.47 is locally funded.
 - 3.2– New Croghan Elementary building GMP amount of \$11,653,686.64, of which \$11,201,523.60 is co-funded and \$452,163.04 is locally funded.
 - 4.2– New Lutz Elementary building GMP amount of \$11,609,345.82, of which \$11,158,903.20 is co-funded and \$450,442.62 is locally funded.
 - 5.2– New Otis Elementary building GMP amount of \$11,737,051.11, of which \$11,281,653.53 is co-funded and \$455,397.58 is locally funded.
 - 6.1– Demolish & Abate existing Atkinson Elementary building GMP amount of \$615,391.78, all of which is co-funded.
 - 7.1– Demolish & Abate existing Croghan Elementary building GMP amount of \$353,196.67, all of which is co-funded.
 - 8.1– Demolish & Abate existing Hayes Elementary building GMP amount of \$346,745.16, all of which is co-funded.
 - 9.1– Demolish & Abate existing Lutz Elementary building GMP amount of \$367,032.17, all of which is co-funded.
 - 10.1– Demolish & Abate existing Otis Elementary building GMP amount of \$475,543.80, all of which is co-funded.
 - 11.1– Demolish & Abate existing Stamm Elementary building GMP amount of \$364,296.22, all of which is co-funded.
 - 12.1– Demolish & Abate existing Washington Elementary building GMP amount of \$199,413.79, all of which is co-funded.

RECOMMENDATIONS OF THE SUPERINTENDENT

MOTION 32-19 OTHER MATTERS – ITEM 2 (cont.)

Item 2. Approval of GMP Amendments to the CMR Agreement with Gilbane Building Company (cont.)

WHEREAS, The GMP Amendments to the CMR Agreement with Gilbane Building Company for work at the New Elementary buildings, and future Demolition & Abatement is approved in the amount of \$49,732,823.61 of which \$47,908,788.90 is co-funded and \$1,824,034.71 is locally funded, subject to final approval by the OFCC.

WHEREAS, effective immediately, the Board of Education authorizes the Superintendent and Treasurer to sign GMP Amendments listed in this resolution, in the final version, and any related documents, after review and approval of OFCC.

Ayes: Gorobetz, Price, Garza, Rhea, Laird
Motion carried. 5-0

MOTION 33-19 ADJOURNMENT

Mr. Gorobetz, seconded by Mrs. Rhea, made the motion to adjourn the special board meeting at 4:20 p.m.

Ayes: Gorobetz, Rhea, Garza, Price, Laird
Motion carried. 5-0

APPROVED:

President

Date: _____

Treasurer

FREMONT CITY BOARD OF EDUCATION
Special Meeting
SUMMARY
March 6, 2019

Roll Call

MOTION 34-19 RESOLUTION FOR EXECUTIVE SESSION (O.R.C. 121.22)

MOTION 35-19 ADJOURNMENT

**Fremont City Schools
Board of Education
Special Meeting Minutes
March 6, 2019**

The Fremont City Board of Education of the Fremont City School District, in Sandusky County, Ohio met on Wednesday, March 6, 2019 for a special meeting at 5:00 p.m. in the Fremont City Schools District Office, 500 W. State Street, Suite A, Superintendent's Conference Room, Fremont, Ohio.

Pledge of Allegiance

Roll Call:	Shantel Laird, Board President	Present
	Thomas Price, Board Vice-President	Present
	Maria D. Garza	Present
	Alex Gorobetz	Present
	Violetta R. Rhea	Present

MOTION 34-19 RESOLUTION FOR EXECUTIVE SESSION (O.R.C. 121.22)

Ms. Laird, seconded by Mr. Gorobetz, made the motion to enter into executive session (O.R.C. 121.22) for Item B: To consider the employment of a public employee or official.

The Board moved into Executive Session at 5:01 p.m.
The Board returned to Regular Session at 7:33 p.m.

Ayes: Laird, Gorobetz, Garza, Price, Rhea
Motion carried. 5-0

MOTION 35-19 ADJOURNMENT

Mr. Price, seconded by Ms. Garza, made the motion to adjourn the special board meeting at 7:34 p.m.

Ayes: Price, Garza, Gorobetz, Rhea, Laird
Motion carried. 5-0

APPROVED:

President

Date: _____

Treasurer