

Market Street School

7:00 p.m.

June 2,

2003

The New Richmond Exempted Village Board of Education met in [special](#) session on [June 2, 2003, 7:00 p.m.](#) at [Market Street School, 212 Market Street](#), New Richmond, Ohio 45157, with the following members present:

Ralph Shepherd, Vice-President
Mark Adamson
David Hawkins
Fred Heflin

Charles Moore, Superintendent, and Teresa Napier, Chief Financial Officer, were also present.

Mr. Moore had the following additions and changes to the agenda:

14. Acceptance of Resignations

It is recommended that the Board of Education accept resignations from the following:

Add Kevin Pick, *certified employee*, effective June 30, 2003

15. Employment of Personnel

Change B. Lay Coaches

Bethany Humphries, NRMS 7th Grade Girls Basketball Coach, Pay Level 8
Larry Laveley, NRMS 8th Grade Girls Basketball Coach, Pay Level 8

To Read Bethany Humphrey, NRMS 7th Grade Girls Basketball Coach, Pay Level 8
Jeff Laveley, NRMS 8th Grade Girls Basketball Coach, Pay Level 8

I. Curriculum Mapping Meeting Stipend
(June 12, 13, 16, 17, 18 and 19, 2003, \$100/Day, Upon Submission of Timesheet)

Add Amy Smiddy

Add K. NRHS Summer School Teachers
(\$18/Hour, 5 hours/day, upon submission of a timesheet, June 9-27, 2003)

David Dixon
Deron Shinkle

Add L. Certified Employee (2003/2004) School Year

Andrew S. Carr, New Richmond High School, Instrumental Music, full-time, one-year limited contract, BA, zero (0) years experience, BA+150 salary step zero (0)

Add

17. Unpaid Leave of Absence Request

It is recommended that the Board of Education approve the following unpaid leave of absence request for the 2003/2004 school year:

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M. Michael Broecker, *certified employee*

2003-282 Moved by Mr. Heflin, seconded by Mr. Adamson, to approve the agenda as amended. Roll call: Mr. Shepherd, yea; Mr. Hawkins, yea; Mr. Adamson, yea; Mr. Heflin, yea. Motion carried.

PRESENTATION

Mr. Tom Fernandez, Mr. Todd Thackery, and Ms. Melissa Walters, Steed Hammond Paul Architects, reported to the board regarding the master plan of short and long range goals for facilities for the district.

2003-283 Moved by Mr. Hawkins, seconded by Mr. Heflin to change item 28. Employment of Personnel, section D. Technology Assistants – Summer Help from the May 19, 2003 Board of Education meeting to read:

D. Technology Assistants – Summer Help

(7 hours per day *at regular hourly rate*, upon submission of a timesheet, not to exceed 22 days per individual)

Esther Root

Julie Corwin

Roll call: Mr. Shepherd, yea; Mr. Adamson, yea; Mr. Heflin, yea; Mr. Hawkins, yea. Motion carried.

2003-284 Moved by Mr. Adamson, seconded by Mr. Hawkins, to accept the following donations:

1. \$2,731.09 to NRHS Athletics from NR Lions Sports Foundation
2. \$116.19 to New Richmond School District Foundation Account from an Anonymous Donation

Roll call: Mr. Shepherd, yea; Mr. Heflin, yea; Mr. Hawkins, yea; Mr. Adamson, yea. Motion carried.

2003-285 Moved by Mr. Adamson, seconded by Mr. Hawkins, to approve membership to The Alliance for Adequate School Funding for the 2003/2004 school year with membership dues of \$2,700. Roll call: Mr. Shepherd, yea; Mr. Heflin, yea; Mr. Hawkins, yea; Mr. Adamson, yea. Motion carried.

2003-286 Moved by Mr. Heflin, seconded by Mr. Hawkins, to advertise for bid two (2) heated and cooled food-service serving lines at New Richmond High School. Approximated cost: \$50,000. Roll call: Mr. Shepherd, yea; Mr. Adamson, yea; Mr. Hawkins, yea; Mr. Heflin, yea. Motion carried.

2003-287 Moved by Mr. Hawkins, seconded by Mr. Heflin, to approve specifications, and authorize the Treasurer to advertise for bid, for two separate paving projects:

Pierce/Locust Corner Elementaries	Estimated Cost:	\$70,000
Monroe Elementary	Estimated Cost:	\$85,000

Roll call: Mr. Shepherd, yea; Mr. Adamson, yea; Mr. Heflin, yea; Mr. Hawkins, yea. Motion carried.

2003-288 Moved by Mr. Adamson, seconded by Mr. Hawkins, to appoint Noel Thacker as New Richmond Exempted Village School District's representative on the Village of New Richmond's Park Commission. Roll call: Mr. Heflin, yea; Mr. Shepherd, yea; Mr. Hawkins, yea; Mr. Adamson, yea. Motion carried.

2003-289 Moved by Mr. Hawkins, seconded by Mr. Heflin, to approve the Memorandum of Understanding between the Ohio Association of Public School Employees, Local 267 and the New Richmond Board of Education as presented. Roll call: Mr. Shepherd, yea; Mr. Adamson, yea; Mr. Heflin, yea; Mr. Hawkins, yea. Motion carried.

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2003-290 Moved by Mr. Heflin, seconded by Mr. Adamson, to adopt the resolution provided by H/CCA approving H/CCA's Filtering Level C – Filtering in addition to that available through the software provider through the utilization of additional blocking systems available through HCCA for network and/or internet access. Roll call: Mr. Shepherd, yea; Mr. Hawkins, yea; Mr. Adamson, yea; Mr. Heflin, yea. Motion carried.

2003-291 Moved by Mr. Hawkins, seconded by Mr. Adamson, to create the position of Attendance Officer/Student Program Administrator and adopt associated job description:

Title: Attendance Officer/Student Program Administrator
Reports To: Assistant Superintendent
Employment Status: Full-time
FLSA Status: Exempt

QUALIFICATIONS:

1. Must possess a valid Ohio driver's license.
2. Bachelor's degree.
3. Must pass criminal background check.

GENERAL DESCRIPTION:

Under administrative supervision, supervises attendance procedures and coordinates student mentor and community service programs.

ESSENTIAL FUNCTIONS:

1. District attendance enforcement officer.
2. Represents all building level administrators at juvenile court hearings.
3. Supervises administration of all attendance procedures, letters, and reports (to include admission, withdrawal, early and late dismissal).
4. Provides follow-up contracts with parents/guardians to review reasons for absence/truancy.
5. Serves as contact with police, probationary officers, and other agencies that deal with attendance.
6. Assists in developing, recommending, and supervising policies for the district dropout rate, attendance policies, mentor program, and community service plan.
7. Works with the courts and parents/guardians regarding student truancy.
8. Makes home visitations as necessary.
9. Helps to monitor the progress of pupils, and reports such progress to parents.
10. Coordinates and monitors high school student community service program, documenting required hours for graduation.

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11. In cooperation with appropriate committees of teacher, principals and supervisors, recommends programs to enhance student/parent involvement with the schools.
12. Maintains programs based on the needs of the community and on development of education.
13. Assists with the development and coordination of the district's public relations program and works cooperatively with parents and community groups concerned with programs in schools.
14. Assists with the development and preparation of the school's public relations program and all related documents (e.g., annual report, student publications, parental correspondence, etc.).

15. Devotes time to the study of the school system by keeping acquainted with educational practices; this shall include visiting and attending other schools, communities, and educational meetings.
16. Visits building and classrooms as often as practicable.
17. Works cooperatively with the building principals and the treasurer in order to better meet district priorities and needs in support of all students.
18. Facilitates and participates as appropriate in scheduled evening, extended day, and extended school year activities that have a direct relationship with students, parents, and staff,
19. Maintains as adequate public relations program by providing a counseling/conference program for students and parents.
20. Ensures that all reports required by law or requested by the board are properly prepared and filed as assigned.
21. Supervises pupil personal and programs, permanent records, child accounting, fundraising, (etc.).
22. Administers policies and procedures of the board of education and develops and distributes appropriate handbooks and communications.
23. Prepares all reports and maintains such records as required by law, regulations, or request of the Superintendent.
24. Attends all appropriate staff and committee meetings (e.g., administrative, building, departmental, etc.) and related community functions.
25. Sees that all policies of the board are enforced.
26. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attends staff meetings, in-services, workshops, seminars, and professional conferences.
2. Manages time effectively so that priorities are attended to in an effective manner.
3. Strives to create a school climate, which is positive and productive, one that reflects the district's mission for students, staff, and community.
4. Performs other related duties as required or assigned by supervisor.
5. Works closely with all members of the administrative team.
6. Attends special board meetings and other special meetings as requested by the Superintendent.
7. Performs other related duties as required or assigned by supervisor.

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KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: Board policies and procedures; building policies and procedures; student discipline code; child accounting; public relations; curricular and co-curricular activities; curriculum innovations; public relations; in-service training; federal and state special educations requirements; EMIS.

Skill in: computer; planning; development.

Ability to: interpret policies, rules, and regulations; discipline; communicate effectively; write reports; maintain records; supervise; schedule; handle student and/or teacher grievance; interpret local, state, and federal policies, regulations, and procedures; supervise; plan and develop educational plans; communicate effectively; prepare reports; maintain records; develop cooperative relationships with staff and community; access worksites.

EQUIPMENT OPERATED:

Computer, copier

PHYSICALLY DEMANDING AND HAZARDOUS WORKING CONDITIONS INHERENT IN THIS JOB DESCRIPTION:

The employee must negotiate, use, or work with or in the vicinity of:

1. Floor openings.
2. Fixed industrial stairs.
3. Portable wood ladders.
4. Portable metal ladders.
5. Fixed ladders.
6. Compressed gases (helium).
7. General requirements for use, care, and limitations of personal protective equipment.
8. Eye and face protection due to potential exposure to flying objects, impact, and other hazards.
9. Hand Protection.
10. Machines and equipment, which could accidentally become energized (lockout/tagout).
11. Handling of material and supplies. (Includes mechanical handling equipment, the manner in which things are stored, and housekeeping.)
12. Air contaminants.
13. Human blood or other potentially infectious materials.

GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE

The employee:

1. Works in or around crowds.
2. Has contact with potentially violent or emotionally distraught persons.
3. Has exposure to hot, cold, wet, humid or windy weather conditions.
4. Has exposure to hazardous driving conditions.

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5. Has exposure to potentially vicious animals.

TERMS OF EMPLOYMENT:

Per New Richmond Exempted Village Board Policy

PERFORMANCE EVALUATION:

Per New Richmond Exempted Village Board Policy

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the Board of Education.

Roll call: Mr. Shepherd, yea; Mr. Heflin, yea; Mr. Adamson, yea; Mr. Hawkins, yea. Motion carried.

- 2003-292 Moved by Mr. Heflin, seconded by Mr. Adamson, to enter into executive session for the purposes of considering the following: the appointment, employment, dismissal, promotion, demotion or compensation of a public employee, in accordance with Ohio Revised Code 121.22 (G)(1); and property in accordance with ORC 121.22 (G)(2). Roll call: Mr. Shepherd, yea; Mr. Hawkins, yea; Mr. Adamson, yea; Mr. Heflin, yea. Motion carried.

Mr. Shepherd declared the [special](#) meeting moved into executive session at 8:45 p.m.

Mr. Shepherd declared the executive session adjourned and the [special](#) meeting reconvened at 9:45 p.m.

- 2003-293 Moved by Mr. Adamson, seconded by Mr. Hawkins, to approve the following:

- A. Rescind action item # 2003-216.2. and 2003-216.5. *resignations for the purpose of retirement of Sandra Dennison and Betty Tabor.*
- B. Accept resignations from the following:
1. Sandra Dennison, *certified employee*, effective July 1, 2003, for the purpose of retirement
 2. Betty Tabor, *certified employee*, effective July 1, 2003, for the purpose of retirement
 3. Kevin Pick, *certified employee*, effective June 30, 2003
- C. Employ the following, pending certification, and submission of successful criminal background check and a negative TB test:
1. Supplemental Contracts
2002/2003 School Year
 - (1) Rosalind Kassner, District Art Show, \$75 Stipend
 - (2) Sally Smiesnzy, District Art Show, \$75 Stipend2003/2004 School Year
 - (1) Brenda Barnes, LCE Student Council Advisor, Pay Level 2
 - (2) Richard Mahan, NRMS Swimming Assistant Coach, Pay Level 4

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8. Summer Administrators of 4th Grade Reading Proficiency Test
July 8, 2003, \$18/hour, upon submission of a timesheet, not to exceed 8 hours
 1. Kim Sherden
 2. Rebecca Woodard

9. Curriculum Mapping Meeting Stipend
(June 12, 13, 16, 17, 18 and 19, 2003, \$100/Day, Upon Submission of Timesheet)
 1. Brenda Barnes
 2. Kimberly Barth
 3. Shannon Beckett
 4. Bridget Bell
 5. Sheryl Berger
 6. Marcia Besso
 7. Mary Biggs
 8. Patti Block
 9. Kristine Bruck
 10. Sondra Clark
 11. John Cline
 12. Patricia Conrad
 27. Debbie Hendrixson
 28. Barbara Holman
 29. Michele Jackson
 30. V. Todd Jackson
 31. Helen Lockett
 32. Melinda Marsh
 33. Ruth Ann Maus
 34. Beverly Maxey
 35. Rebecca Meadors
 36. Mollie Moll
 37. Leisa Moore
 38. Janalene Murphy

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13.	Regina Crawford	39.	Andrea Schultz
14.	Lura Daniels	40.	Amy Smiddy
15.	Kelly Dunham	41.	Beverley Smith
16.	Janice Fender	42.	Rena Snouffer
17.	Leigh Fritz	43.	Susan Stoffel
18.	Kimberly Fultz	44.	Mary Kay Thede
19.	Kelly Gabriel	45.	Christine Transier
20.	Jan Gemma	46.	Judy Vornholt
21.	Rhonda Glover	47.	Karen Walters
22.	W. Bradley Greenwell	48.	Rosemary Wiebell
23.	Susan Griffin	49.	Rebecca Wilson
24.	Elizabeth Groen	50.	Valerie Wobekenberg
25.	Janet Grooms	51.	Laani Wuest
26.	Jenny Harrison	52.	Meredith Zimmerman

10. Classified Substitutes

1.	Shirley Crask	5.	Helen Jones
2.	William Darnell	6.	Deborah McCoy
3.	Tamela Dodson	7.	Stephanie Smoot
4.	Toni Johnson		

11. New Richmond High School Summer School Teachers

1. David Dixon
2. Deron Shinkle

12. Certified Employee 2003-2004 School Year

Andrew S. Carr, New Richmond High School, Instrumental Music, full-time, one-year limited contract, BA, zero (0) years experience, BA+150 salary step zero (0)

- D. Approve the Superintendent's Contract for Charles D. Moore commencing August 1, 2003 and ending July 31, 2005
- E. Approve the following unpaid leave of absence request for the 2003-2004 school year:
- M. Michael Broecker, *certified employee*

Roll call: Mr. Heflin, yea; Mr. Shepherd, yea; Mr. Hawkins, yea; Mr. Adamson, yea. Motion carried.

2003-294 Moved by Mr. Heflin, seconded by Mr. Hawkins, to adjourn the [special](#) meeting. Roll call: all yeas.

Mr. Shepherd declared the [special](#) meeting adjourned at 9:48 p.m.