

Market Street School 7:00 p.m. June 29, 2004

The New Richmond Exempted Village Board of Education met in [regular](#) session on [June 29, 2004, 7:00 p.m.](#) at [Market Street School, 212 Market Street](#), New Richmond, Ohio 45157, with the following members present:

David Hawkins, President
Fred Heflin, Vice-President
Ralph Shepherd
Paul Zimmerman
David Painter

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

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

2004-152 Treasurer's Report

Add M. State Cooperative Purchasing

It is recommended that the Board of Education approve membership to the Cooperative Purchasing Program of the state of Ohio for a fee of \$110.

Add N. It is recommended that the Board of Education approve the Depository Agreement with Huntington National Bank for the period June 11, 2004 through June 11, 2009 as presented.

2004-169 Employment of Personnel

A. Certified Employees (2004/2005 School Year)

Add 12. John Weeks, Monroe Elementary Physical Education Teacher, full-time, one-year limited contract, BA+150, 150 semester hours, two years experience, salary step two

13. Desree Bare, New Richmond Elementary Second Grade Teacher, full-time, one-year limited contract, BA, 138 semester hours, zero years experience, salary step 0

Change B. Classified Employees (2004/2005 School Year)

Change 3. Robert Bradford, LCE Custodian, full-time, one-year limited contract, Second Shift, one (1) year experience, salary step two (2)

Add 4. Marilyn Sedgwick, Cook, Monroe Elementary School, 2-1/2 hours per day, one-year limited contract, six years experience, salary step two

E. Supplemental Positions

Add James Haas, Head Custodian, NRHS, \$800 Stipend
Alvin Curlin, Head Custodian, LCE, \$800 Stipend

Timothy Slye, Head Custodian, NRE, \$800 Stipend
John Wendell, Head Custodian, NRMS, \$800 Stipend
Martin Borchers, Head Custodian, Market Street, \$800 Stipend
William Wildey, Head Maintenance, \$1,350 Stipend
Bonnie Whittaker, Head Cook, ME, \$1,000 Stipend
Pamela Senior, Head Cook, NRE, \$1,000 Stipend
Joyce Longhauser, Head Cook, LCE, \$1,000 Stipend
Brenda Young, Head Cook, NRMS, \$1,000 Stipend
Melody Tolin, Head Cook, NRHS, \$1,250 Stipend

L. Classified Substitutes (2004/2005 School Year)

Add Julie Fetchak

2004-150 Moved by Mr. Heflin, seconded by Mr. Zimmerman, to approve the agenda as amended. Roll call: Mr. Hawkins, yea; Mr. Shepherd, yea; Mr. Painter, yea; Mr. Zimmerman, yea; Mr. Heflin, yea. Motion carried.

2004-151 Moved by Mr. Heflin, seconded by Mr. Zimmerman, to enter into executive session for the purpose of considering the appointment, employment, dismissal, promotion, demotion or compensation of a public employee; preparing for, conducting or reviewing negotiations with employees regarding their compensation or other terms and conditions of their employment in accordance with O.R.C. 121.11. Roll call: Mr. Hawkins, yea; Mr. Shepherd, yea; Mr. Painter, yea; Mr. Zimmerman, yea; Mr. Heflin, yea. Motion carried.

Mr. Hawkins declared the [regular](#) meeting moved into executive session at 7:03 p.m.

Mr. Hawkins declared the executive session adjourned and the [regular](#) meeting reconvened at 7:31 p.m.

2004-152 Moved by Mr. Zimmerman, seconded by Mr. Shepherd, to approve the following:

A. Approve the minutes of the May 4, 2004 Special Meeting and the May 26, 2004 Regular Meeting.

B. Approve the financial report for the month ending May 31, 2004:

- Receipts
- Cash Position
- Expenditures
- Investments

C. Accept the following donations:

1. \$220 to New Richmond High School Cheerleaders from Welch Roofing
2. \$40 to New Richmond High School Athletics from an anonymous donor
3. \$25 to NRHS Faculty Scholarship from Laani Wuest
4. \$50 to NRHS football program from Jeffrey Dannenberg

Market Street School 7:00 p.m. June 29, 2004

5. \$200 to NRHS Football program from Raymond Lembke

6. \$20 to NRHS Faculty Scholarship from an anonymous donor
7. Wood Supplies to NRHS wood shop from Ohio Valley Wood Turners (approximate value \$1,000)
8. \$25 to NRHS Softball program from Wayne Endicott
9. \$50 to NRHS Girls' Soccer program from Lonnie and Martha Wheeler
10. Two (2) Gemeinhardt Flutes and One (1) Conn Trumpet to Locust Corner Elementary School from Mark and Elaine Gatch (approximate value \$350)
11. Four (4) season passes to the Cincinnati Zoo to NRE from the Cincinnati Zoo
12. One (1) season pass to Sky Valley to NRE from Sky Valley
13. Four (4) day passes to Coney Island to NRE from Coney Island
14. Two (2) tickets to the Newport Aquarium to NRE from Newport Aquarium
15. Eight (8) tickets to Kings Island to NRE from Kings Island
16. \$25 to NRHS Faculty Scholarship from J. Patrick Crowley

D. Dispose of the following equipment:

1. One (1) Porta-Scribe Overhead Projector from New Richmond Middle School
2. One (1) Bell & Howell Overhead Projector, ICN 03292 from New Richmond Middle School
3. One (1) Porta-Scribe Overhead Projector, ICN 00877 from New Richmond Middle School
4. Four (4) 1991 International School Busses #23, #24, #30 and #31 from Transportation
5. Five (5) Overhead Projectors, ICN 04744, 01581, 02239, 01552 and 04667 from New Richmond Elementary School
6. One (1) Copy Machine, ICN 01680 from New Richmond Elementary School
7. One (1) Cassette Tape Recorder, ICN 04686 from New Richmond Elementary School
8. Sixteen (16) Folding Rollaway Cafeteria tables, ICN #00030, #00031, #00032, #00033, #00034, #00035, #00037, #00038, #00039, #00042, #00043, #00044 and #00045 from New Richmond Middle School
9. One (1) Desk, ICN 00150 from New Richmond High School
10. One (1) Ricoh Copier, ICN 00578 from New Richmond High School
11. Four (4) Televisions, ICN 00180 and 01288 (and two not tagged) from New Richmond High School
12. Two (2) Overhead Projectors, ICN 00615 and 00620 from New Richmond High School
13. Three (3) VCR's, ICN 01312, 03108 and 03107 from New Richmond High School

E. Transfer of Funds

1. WHEREAS, there is presently an unexpended balance in the treasury to the credit of the general fund which sum is not encumbered by any unliquidated and outstanding obligations or encumbrances and;

Market Street School 7:00 p.m. June 29, 2004

WHEREAS, the Board of Education has determined that it is necessary to transfer the sum of \$1,278.93 from the Class of 2004 Fund (200-9004) to the Class of 2008 (200-9008).

NOW THEREFORE BE IT RESOLVED that the sum of \$1,278.93 be and is hereby transferred from the Class of 2004 Fund (200-9004) to the Class of 2008 Fund (200-9008) of the school district.

2. WHEREAS, the New Richmond Exempted Village School District Board of Education has determined it necessary to transfer the sum of \$14,223.83 from the Unclaimed fund (022-9999) to the General fund (001-0000).

NOW THEREFORE BE IT RESOLVED that the sum of \$14,223.83 be and is hereby transferred from the above listed fund (022-999) to the General fund (001-0000).

[Note: This transaction is pursuant to O.R.C. 9.39 – “Liability for public moneys received; unclaimed funds – All money received or collected by a public official under color of office and not otherwise paid out according to law shall be paid into the treasury of the public office with which he is connected to the credit of a trust fund and shall be retained there until claimed by its lawful owner. If not claimed within a period of five years, the money shall revert to the general fund of the school district.”]

3. WHEREAS, the New Richmond Exempted Village School District Board of Education has determined that it is necessary to transfer the sum of \$114.53 from the Workbooks fund (009-9003) and \$359.83 from the Middle School Store fund (200-9203) to the General fund (001-0000).

NOW THEREFORE BE IT RESOLVED that the sum of \$114.53 be and is hereby transferred from the Workbooks fund (009-9003) to the general fund (001-0000) and that the sum of \$359.83 be and is hereby transferred from the Middle School Store fund (200-9203) to the General fund (001-0000) of the school district.

4. WHEREAS, the New Richmond Exempted Village School District Board of Education has determined that it is necessary to consolidate the high school German, Spanish and French clubs to the New Richmond High School Foreign Language Club Fund (200-9120) and to approve the necessary appropriations transfers as of FY 2004.

F. Advance funds from the General fund to the following funds:

	Description	Amount
200-9680	High School Annual	\$1,988.93
022-9002	High School Agency	\$ 896.00

Market Street School 7:00 p.m. June 29, 2004
 G. Approve the final appropriations for FY 2004:

APPROPRIATION RECAP SHEET
 ALL FUNDS TYPES

GOVERNMENTAL FUND TYPES

Fund Class/Name	Fund Number / SCC	Total Appropriation
General Fund Class	001	\$ 27,761,736.88
Special Revenue Class		
Public School Support	018	\$ 23,724.41
Other Grant	019	\$ 3,188.00
Underground Storage Tank Fund	031	\$ 2,550.00
District Manage Activity	300	\$ 185,103.65
Management Information System	432	\$ 8,075.12
Public School Preschool	439	\$ 99,037.09
Disadvantaged Pupil Impact Aid	447	\$ 53,525.82
Data Communication Fund	451	\$ 15,000.00
Schoolnet Profess. Development	452	\$ 22,695.00
Ohio Reads	459	\$ 6,000.00
Summer Intervention	460	\$ 45,400.38
Miscellaneous State Grant Fund	499	\$ 2,192.40
Title VI-B Sp Ed Ast State-hcp	516	\$ 419,354.48
Chap 1 – Fin Assist-disadv Child	572	\$ 1,077,592.01
Chap 2 – Consolidation-fed Pgms	573	\$ 38,792.47
Title VI Drug Free School Grant Fund	584	\$ 14,122.76
Telecom. ACT Grant (E-RATE)	588	\$ 25,976.18
Reducing Class Size	590	\$ 223,922.86
Miscellaneous Fed. Grant Fund	599	\$ 24,003.59
Total Special Revenue Class		\$ 2,290,256.22
Debt Service Fund Class		
Bond Retirement	002	\$ 244,579.08
Capital Projects Funds		
Permanent Improvement	003	\$ 3,949,678.42
Schoolnet Equip/Infrastructure	450	\$ 2,448.75
Inter. Video Distance	458	\$ 100.00
Total Capital Project Fund Class		\$ 3,952,227.17

PROPRIETARY FUND TYPES

Market Street School	7:00 p.m.	June 29,	2004
Enterprise Funds			
Food Service	006	\$	805,147.06
Uniform School Supplies	009	\$	15,038.82
County Preschool	011	\$	202,358.83
Preschool	020	\$	9,490.00

Market Street School 7:00 p.m. June 29, 2004

Fund Class/Name	Fund Number / SCC	Total Appropriation
Total Enterprise Fund Class		\$ 1,032,034.71
Internal Service Fund Class		
Rotary-internal Services	014	\$ 4,533.38
Computer Network Class 'A' Site	025	\$.00
Total Internal Service Fund Class		\$ 4,533.38
FIDUCIARY FUND TYPES		
Trust Fund Class		
Special Trust	007	\$ 17,679.02
Endowment	008	\$ 49,006.04
Total Trust Fund Class		\$ 66,685.06
Agency Fund		
District Agency	022	\$ 1,610,012.35
Student Managed Activity	200	\$ 73,719.98
Total Agency Fund		\$ 1,683,732.33
Total Appropriations - All Fund Types		\$ 37,035,784.83

H. Approve the appropriations for FY 2005:

**APPROPRIATION RECAP SHEET
ALL FUNDS TYPES**

GOVERNMENTAL FUND TYPES

Fund Class/Name	Fund Number / SCC	Total Appropriation
General Fund Class	001	\$ 27,388,368.00
Special Revenue Class		
Public School Support	018	\$ 33,580.52
Underground Storage Tank Fund	031	\$ 7,405.44
District Manage Activity	300	\$ 480,271.35
Management Information System	432	\$ 10,442.25
Public School Preschool	439	\$ 128,210.91
Disadvantaged Pupil Impact Aid	447	\$ 51,480.00
Summer Intervention	460	\$ 42,595.77
Miscellaneous State Grant Fund	499	\$ 2,377.80
Title VI-B Sp Ed Ast State-hcp	516	\$ 593,488.93
Chap 1 – Fin Assist-disadv Child	572	\$ 563,002.60

Market Street School

7:00 p.m.

June 29,

2004

Fund Class/Name	Fund Number / SCC	Total Appropriation
Chap 2 – Consolidation-fed Pgms	573	\$ 10,019.02
Title VI Drug Free School Grant Fund	584	\$ 22,348.71
Reducing Class Size	590	\$ 197,597.78
Miscellaneous Fed. Grant Fund	599	\$ 14,903.65
Total Special Revenue Class		\$ 2,157,724.73
Debt Service Fund Class		
Bond Retirement	002	\$ 243,482.50
Capital Projects Funds		
Permanent Improvement	003	\$ 2,215,800.21
Schoolnet Equip/Infrastructure	450	\$.00
Inter. Video Distance	458	\$.00
Total Capital Project Fund Class		\$ 2,215,800.21

PROPRIETARY FUND TYPES

Enterprise Funds		
Food Service	006	\$ 830,806.00
Uniform School Supplies	009	\$ 10,000.00
County Preschool	011	\$ 36,000.00
Total Enterprise Fund Class		\$ 876,806.00
Internal Service Fund Class		
Rotary-internal Services	014	\$.00
Computer Network Class 'A' Site	025	\$.00
Total Internal Service Fund Class		\$.00

FIDUCIARY FUND TYPES

Trust Fund Class		
Special Trust	007	\$ 69,781.98
Endowment	008	\$.00
Total Trust Fund Class		\$ 69,781.98
Agency Fund		
District Agency	022	\$ 1,607,748.66
Student Managed Activity	200	\$ 61,735.00
Total Agency Fund		\$ 1,669,483.66

Market Street School 7:00 p.m. June 29, 2004
Total Appropriations - All Fund Types \$ 34,621,447.08

I. Establish the following funds:

200 Student Activity Funds

200-9010

Authority: Sections 3313.062

Purpose: To account for the class of 2010 student activity program

Classification: Governmental Fund Type, Special Revenue Fund

200-9011

Authority: Section 3313.062

Purpose: To account for the class of 2011 student activity program

Classification: Governmental Fund Type, Special Revenue Fund

007 Special Trust Funds

007-9011

Authority: Sections 5705.09

Purpose: To account for the assets held by the New Richmond

Exempted Village Board of Education for a graduating senior in the year
2011 to receive a scholarship. Said recipient must have been a student of
the New Richmond Elementary School

Classification: Fiduciary Fund Type, Expendable Trust Fund

020-9005

Authority: Section 5705.12

Purpose: To account for the operations of the collection of tuition and the payment of
pre-school expenditures

Classification: Proprietary Fund Type, Enterprise Fund

439 Public School Preschool

439-9005

Authority: Appropriation Item 200-809

Purpose: A fund to assist school districts in paying the cost of preschool programs for
three and four year olds

Classification: Governmental Fund Type, Special Revenue Fund

452 School Net Professional Development

452-9005

Authority: Section 5705.09

Purpose: A fund provided to account for a professional development subsidy grant

Classification: Governmental Fund Type, Special Revenue Fund

516 (IDEA, Part B) Special Education: Education of Handicapped Children

516-9005

Authority: Catalog of Federal Domestic Assistance #84.027

Purpose: Grants to assist states in providing an appropriate public education to all
children with disabilities

Classification: Governmental Fund Type, Special Revenue Fund

572 Title I, Disadvantaged Children/Targeted Assistance

572-9005

Authority: Catalog of Federal Domestic Assistance #84.010
Catalog of Federal Domestic Assistance #84.013
Catalog of Federal Domestic Assistance #84.213
Catalog of Federal Domestic Assistance #84.332

Purpose: To provide financial assistance to State and Local educational agencies to meet the special needs of educationally deprived children. Included are the Even Start and Comprehensive School Reform programs.

573 Title V – Innovative Education Programs

573-9005

Authority: Catalog of Federal Domestic Assistance #84.298

Purpose: To assist States and local educational agencies in the reform of elementary and secondary education. Funds may be used for various materials, technology, and projects implementing school improvement and parental involvement activities authorized under ESEA, Title I. This program is subject to non-supplanting requirements and must use a restricted indirect cost rate which is referred to under 34 CFR 76.564-76.569.

Classification: Governmental Fund Type, Special Revenue Fund

584 Drug Free School Grant

584-9005

Authority: Catalog of Federal Domestic Assistance #84.186

Purpose: To offer a disciplined environment conducive to learning, by preventing violence in and around schools and strengthen programs that prevent the illegal use of alcohol, tobacco, and drugs, involve parents, and coordinated with related Federal, State and community efforts and resources.

Classification: Governmental Fund Type, Special Revenue Fund

590 Improving Teacher Quality

590-9005

Authority: Catalog of Federal Domestic Assistance #84.367

Purpose: A fund used to account for monies to hire additional classroom teachers in grades 1 through 3, so that the number of students per teacher will be reduced.

Classification: Governmental Fund Type, Special Revenue Fund

599 Miscellaneous Federal Grants

599-9005

Authority: Section 5705.12 of the Revised Code and as directed by the Auditor of State and/or the Ohio Department of Education. Grants programs include, but are not limited to the following:

Code of Federal Domestic Assistance #84.184, Title IV-Part A,
Community Service Grants
Code of Federal Domestic Assistance #84.215, Title V, Part D,
Improvement of Education

Code of Federal Domestic Assistance #84.206, Title V, Part D,
Javits Gifted/Talented

Code of Federal Domestic Assistance #84.282, Title V, Part B,
Charter Schools

Code of Federal Domestic Assistance #84.287, Title IV, Part B, 21st
Century Learning Centers

Code of Federal Domestic Assistance #84.318, Title II-Part D,
Technology

Code of Federal Domestic Assistance #84.323, IDEA, Part D, State
Program Improvement

Code of Federal Domestic Assistance #84.336, Title II, Part A,
Teacher Quality Enhancement

Code of Federal Domestic Assistance #84.338, Title II, Part C,
Reading Excellence

Code of Federal Domestic Assistance #84.357, Title I, Part B,
Reading First

Code of Federal Domestic Assistance #84.358, Title VI B – Rural
and Low Income

Code of Federal Domestic Assistance #94.004, Learn and Service
America

Purpose: A fund used to account for various monies received through state agencies from the federal government or directly from the federal government which are not classified elsewhere/ A separate cost center must be used for each grant.

Classification: Governmental Fund Type, Special Revenue Fund

- J. Approve specifications as presented and authorize the Treasurer to advertise for bid for two school busses.
- K. Approve the following transfer of funds:

1. WHEREAS, as of June 29, 2004 an unexpended balance in the treasury to the credit of the Drug Free Schools fund which sum is not encumbered by unliquidated and outstanding obligations or encumbrances and;

WHEREAS, the board of Education has determined that it is necessary to transfer the sum of \$5,801.14 from the 2004 program Fund 584-9004 to the 2005 program, Fund 584-9005.

NOW THEREFORE BE IT RESOLVED that the sum of \$5,801.14 be and is hereby transferred/reallocated from the Drug Free Schools Fund 584-9004 to Drug Free Schools Fund 584-9005.

2. WHEREAS, as of June 29, 2004 an unexpended balance in the treasury to the credit of the general fund which sum is not encumbered by any unliquidated and outstanding obligations or encumbrances and;

WHEREAS, the board of Education has determined that it is necessary to transfer the sum of \$3,599,110.42 from the general fund to the following funds.

NOW THEREFORE BE IT RESOLVED that the sum of \$3,599,110.42 be and is hereby transferred/reallocated from the general fund to the following funds of the school district.

001-9001	Computer Tech Textbooks & Instructional Materials	\$ 267,325.23
001-9002	HS Textbooks & Instructional Materials	72,112.52
001-9003	MS Textbooks & Instructional Materials	56,454.06
001-9004	NRE Textbooks & Instructional Materials	47,479.18
001-9005	Capital Improvements & Maintenance	480,180.38
001-9006	Monroe Textbooks & Instructional Materials	65,319.38
001-9007	LCE Textbooks & Instructional Materials	29,639.87
001-9008	Transportation	406,001.41
001-9009	Textbooks & Instructional Materials	63,903.26
001-9101	General Fund/Technology	23,207.97
001-9202	General Fund/HS	37,381.94
001-9303	General Fund/MS	16,032.56
001-9404	General Fund/NRE	20,382.40
001-9505	Custodial Non-Restricted	197,157.10
001-9606	General Fund/Monroe	22,680.84
001-9707	General Fund/LCE	21,627.49
001-9808	Bus Fuel	160,047.92
001-9909	General Fund/Curriculum	81,400.26
001-9999	Board Service Fund	30,776.65
003-0000	Permanent Improvement Fund	1,500,000.00
TOTAL		\$3,599,110.42

L. Approval of Severance Payments

It is recommended that the Board of Education approve severance payment to the following retirees:

Name	DOB	Retirement Date	Sick Leave Balance	Paid Days	Daily Rate	Total
Carol Sandberg	05/21/1949	May 31, 2004	259.25	115	\$372.75	\$42,866.25
Evelyn Banzhaf	09/24/1951	May 31, 2004	260	115	\$372.75	\$42,866.25
Helen Luckett	09/01/1947	May 31, 2004	253	50	\$372.75	\$18,637.50
Virginia Misheff	02/13/1928	June 2, 2004	207	50	\$372.75	\$18,637.50
Judy Henderson	07/03/1944	June 2, 2004	260	50	\$372.75	\$18,637.50
M. Lee Cummins	04/03/1947	July 1, 2004	183.50	50	\$372.75	\$18,637.50

M. Approve membership to the Cooperative Purchasing Program of the state of Ohio for a fee of \$110.

N. Approve the Depository Agreement with Huntington National Bank for the period June 11, 2004 through June 11, 2009.

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

2004-153 Moved by Mr. Shepherd, seconded by Mr. Painter, to approve the elementary, middle and high school handbooks as presented.

2004-154 Moved by Mr. Zimmerman, seconded by Mr. Heflin, to approve summer school bus routes as presented. Roll call: Mr. Hawkins, yea; Mr. Shepherd, yea; Mr. Painter, yea; Mr. Heflin, yea; Mr. Zimmerman, yea. Motion carried.

2004-155 Moved by Mr. Hawkins, seconded by Mr. Shepherd, to approve the tuition-free attendance of foreign exchange student, Tania Ballester Millan, residing at 3021 Twin Ridge Road, New Richmond, Ohio, through the ASA International organization. Roll call: Mr. Heflin, yea; Mr. Zimmerman, yea; Mr. Painter, yea; Mr. Shepherd, yea; Mr. Hawkins, yea. Motion carried.

2004-156 Moved by Mr. Zimmerman, seconded by Mr. Painter, to approve travel participation for the NRHS Varsity Cheerleaders and Coach to travel to Panama City, Florida to participate in a cheerleading camp on July 9, 10, 11 and 12, 2004. Roll call: Mr. Hawkins, yea; Mr. Heflin, yea; Mr. Shepherd, yea; Mr. Painter, yea; Mr. Zimmerman, yea. Motion carried.

2004-157 Moved by Mr. Heflin, seconded by Mr. Painter, to enter into a contract agreement with Dietz Property Tax Consultants, Inc., for the period beginning July 1, 2004 and ending June 30, 2005 for an annual fee of \$1,750. Additional work performed outside the scope of this contract will be billed at \$75/hour. Roll call: Mr. Hawkins, yea; Mr. Shepherd, yea; Mr. Zimmerman, yea; Mr. Painter, yea; Mr. Heflin, yea. Motion carried.

2004-158 Moved by Mr. Zimmerman, seconded by Mr. Heflin, to approve participation in the Ohio Schools County Risk Sharing Authority for property, fleet and liability insurance coverage.

Property	\$75,404
Auto PD	8,800
B&M	6,817
Excess	11,453
GL	14,412
E&O	6,171
Auto Liability	20,621
Prior Acts	-0-
TOTAL	<u>\$143,678</u>

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

2004-159 Moved by Mr. Shepherd, seconded by Mr. Zimmerman, to enter into a contract with Clark, Schaefer, Hackett and Company, Certified Public Accountants, to provide services for the year ending June 30, 2004. Services include conversion of the District's financial statements from the cash basis to conform with generally accepted accounting principles in accordance with the model described in GASB 34 at an estimated cost of \$9,000. Roll call: Mr. Hawkins, yea; Mr. Heflin, yea; Mr. Painter, yea; Mr. Zimmerman, yea; Mr. Shepherd, yea. Motion carried.

2004-160 Moved by Mr. Zimmerman, seconded by Mr. Heflin, to approve FY 2005 membership and service fees to HCCA for the following services:

Membership	\$ 5,000.00
Financial	8,859.84
Student	13,591.80
EMIS	<u>2,139.45</u>
TOTAL	\$32,108.09

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

2004-161 Moved by Mr. Shepherd, seconded by Mr. Zimmerman, to approve membership to The Alliance for Adequate School Funding for the 2004/2005 school year with membership dues of \$2,950. Roll call: Mr. Hawkins, nay; Mr. Heflin, nay; Mr. Painter, nay; Mr. Zimmerman, nay; Mr. Shepherd, nay. Motion denied.

2004-162 Moved by Mr. Heflin, seconded by Mr. Painter, to establish lunch prices for the 2004/2005 school year as follows:

Breakfast	\$1.00	7 th -12 th Lunch	\$2.25
Milk	\$.50	Adult Lunch	\$2.75
K-6 Lunch	\$2.00		

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

2004-163 Moved by Mr. Heflin, seconded by Mr. Shepherd, to approve the following resolution:

WHEREAS, it has been determined that the Board must make replace the food service equipment at New Richmond Elementary School, located at 1141 Bethel-New Richmond Road, New Richmond, Clermont County, Ohio 45157, at a cost which will exceed twenty-five thousand dollars; and,

WHEREAS, it is necessary that the work be done in the most expeditious manner possible consistent with proper Board of Health requirements, in order to provide adequate food service facilities at the aforementioned school which are presently inadequate, and in which it is impossible for the food service staff to properly prepare and serve school meals; therefore,

BE IT RESOLVED that this Board, finding urgent necessity exists, hereby waives the procedure outlined by statute 3313.46 and 153.54 in respect to advertising for bids, therefore the board will dispense will all advertising and bidding procedures as defined by Ohio Revised Code.

Market Street School 7:00 p.m. June 29, 2004
Roll call: Mr. Hawkins, yea; Mr. Zimmerman, yea; Mr. Painter, yea; Mr. Shepherd, yea; Mr. Heflin, yea. Motion carried.

2004-164 Moved by Mr. Zimmerman, seconded by Mr. Painter, to approve the following student fees for the 2004/2005 school year:

Grades K-6	\$20
Grades 7-12	\$25

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

2004-165 Moved by Mr. Heflin, seconded by Mr. Shepherd, to adopt the following policy and policy revisions:

WEB PAGE DEVELOPMENT ACCEPTABLE USE POLICY	POLICY NUMBER 1.29
-----------------------------------------------	--------------------

The New Richmond Exempted Village School District's web site provides information to the world about school curriculum, instruction, school-authorized activities and other general information relating to our schools and our District's mission. The pages also serve as a link to educational resources on the Internet for students and staff to access. Creators of web pages need to familiarize themselves with and adhere to the following policies and responsibilities. Failure to follow these policies or responsibilities may result in the loss of authorizing privileges or other disciplinary measures.

Subject Matter

All subject matter on Web pages should relate to curriculum instruction, school-authorized activities, general information that is appropriate and of interest to others, or it should relate to the School District, or the schools within the District. Therefore, staff may not publish personal home pages as part of the District Web Sites or home pages for other individuals or organizations not directly affiliated with the District. Staff or student work may be published only as it relates to a class project, course, or other school-related activity.

Quality

- All web page work must be free of spelling and grammatical errors.
- Documents may not contain objectionable material or point (link) directly to objectionable material.
- Regarding the question of quality or propriety of Web page material, appearance, or content, the judgment of the Superintendent and/or the Superintendent's designee will prevail.

Ownership and Retention

All Web pages on the District's server(s) are property of the school district.

Guidelines for Teacher/Class Page Content

Teacher web pages may include the following elements:

- Classroom goals and objectives
- Homework assignments
- Grading policy
- Links to curriculum related web sites
- Information about the class as a whole such as special projects, field trips, goals, etc.
- Examples of student work (used only with student/parent permission). Reasonable care should be taken to ensure that the content is owned solely by the student. Plagiarism in any form is not permitted.
- Personal information related to teaching assignment
- Original teaching materials
- Link to a possible class page
- Date when page was last updated
- Name and email of teacher (All email links must be an “@nrschools.org” address.)
- “Borrowed” material (graphics, etc.) can be posted only with the written (email or otherwise) permission of the author, which should be stated on the page. (This does not include free graphics available on the Internet or in clip art collections.)

Safeguards

- Student photographs may be published with parent permission, but never identify photos with the student’s name, address, phone number, or other personal information. A student’s name and photo shall not appear on the same page.
- Documents may not include a student’s phone number, address, email address, or names of other family members or friends.
- Web page documents may not include any information, which indicates the physical location of a student at any given time, other than attendance at a particular school, or participation in activities.

Avoid

- Resumes and personal messages
- Non-job related personal information
- Personal opinions about school policy or related controversial issues

Policy Violations

- Appropriate disciplinary action will ensue should staff violation of these guidelines occur

Market Street School

7:00 p.m.

June 29,

2004

- It is important to note that criminal and civil penalties may attach to violations in certain circumstances

Disclaimer

The New Richmond Exempted Village School District disclaims any responsibility for violations of this policy. The individual will bear liability for any damage caused as a result of failing to adhere to the policy provisions.

I agree to abide by this District Web Page Acceptable Use Policy.

Name

Building

Signature

Date

ACCEPTABLE USE POLICY

POLICY NUMBER 3.22

The purpose of the New Richmond School District's computer network is to support and facilitate the research and education of its students and teachers by providing access to resources and the opportunity for collaboration.

The Internet provides a connection to computer systems from all over the world. The New Richmond School District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure materials that is not consistent with the educational goals of the District. The New Richmond School District cannot control what might be available on other systems. Some information is controversial and sometimes offensive. The New Richmond School District does not condone the use of such materials and will automatically cancel the accounts of those who access this kind of material.

In order for the purpose of the computer network to be achieved, established rules and procedures must be followed. The items are listed and explained below. To receive a computer network account, this agreement must be signed by the designated parties as given on the contract on the back page of this policy. Before signing this agreement, please READ THE ENTIRE POLICY. You will be responsible for abiding by these rules.

RULES

A. Acceptable Use Standards: Acceptable uses for the internet and other On-Line services will include, but not be limited to the following:

1. Research/Education: the use of the network must be in support of education and/or research, and must be consistent with the educational and research goals of the New Richmond School District, and authorized by the proper authority.

Market Street School 7:00 p.m. June 29, 2004

2. General Public: Distribution of information to the general public, whereby such information is made available under School District guidelines and policies for release of information.
 3. Incidental Communication: Incidental communication among School District employees and professional colleagues which facilitates work assignments and professional discussion in a work-related field of knowledge.
- B. Unacceptable Use Standards: Unacceptable uses for the Internet and other On-Line services will include, but not be limited to, the following:
1. Personal Use: Personal use (other than that which is approved by the Superintendent/Designee) not related to the conduct of work on behalf of the New Richmond School District or other organizations as set forth in agreements or contracts with the School District. (Interactive game playing prohibited.)
 2. Unlawful Access: Efforts to gain unlawful access to information or computer and communication resources.
 3. Malicious Code: Intentional introduction of, or experimentation with, malicious code, such as computer worms or viruses.
 4. No School Affiliation: Illegal, fraudulent, or malicious activity; political activity; commercial activity; religious promotion; or activity on behalf of organizations or individuals having no affiliation with the New Richmond School District.
 5. Copyright/Patent Violations: Transmission of materials in violation of applicable copyright laws or patents.
 6. Work Interference: Sending of messages likely to result in loss of recipients' work or systems, and any other types of use that could cause congestion of the network or otherwise interfere with the work of others.
 7. Obscene/Profane: Generating, receiving, viewing, storing, transmitting or other use of data or other matter which is abusive, profane, or offensive to a reasonable person.
 8. Sending or receiving any other material in violation of any U.S. or state regulation is prohibited. (This includes, but is not limited to: copyrighted material, threatening or obscene material, hate mail, chain mail, harassment, discriminatory remarks, and other antisocial behavior.)
- C. Vandalism will result in cancellation of all privileges. Vandalism includes the attempt to harm or destroy: data of another user, network software, or hardware.
- D. Installation of software onto the network or onto individual workstations by students is prohibited. Downloading software from the network or individual workstations is prohibited.

Market Street School 7:00 p.m. June 29, 2004

- E. As stated previously, accessing inappropriate materials is prohibited. Any staff member who accidentally accesses inappropriate material must immediately log out of the site and report the source of the questionable material to the network administrator.
- F. When assigned an account:
 - 1. Select a password that is unique and that others will not be able to readily guess. A password that includes some numbers is more difficult for others to guess.
 - 2. **DO NOT TELL OTHERS YOUR PASSWORD.** You are responsible for ALL transactions involving your account. Change your password frequently, especially if you think someone might know it.
- G. All staff files and messages stored on the file server or other school owned computer equipment are property of the New Richmond School District and may be subject to periodic inspection. The New Richmond School District may make or cause to be made random internal audits of Internet or On-Line use and may monitor use of any time. There is no individual right to privacy on the School District's computer system and passwords do not guarantee confidentiality.
- H. Accounts shall be used only by the authorized user of the account for authorized purposes. You are ultimately responsible for all of the activity under your accounts.
- I. Miscellaneous Procedures:
 - 1. Access: The New Richmond School District may register each of its user's names before any outside service is accessed.
 - 2. Remote Access: Any employee may access a school account from a remote location other than the site designated for that account (e.g., telecommuting or checking e-mail while away from the building) only with approval of the employee's supervisor, and only for school-related reasons.
 - 3. Anti-Virus Scan: Any files retrieved from all outside sources, including the Internet, must be scanned by the user or the user's supervisor with anti-virus software before first use.
 - 4. Compliance Review: Violations of the Internet policy and procedures will be evaluated on a case-by-case basis by the School District. Violations may result in disciplinary action, and may include referral of a case to the appropriate authorities for civil or criminal prosecution.

NETIQUETTE

- A. You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to:
 - 1. Be polite.

Market Street School 7:00 p.m. June 29, 2004

2. Use appropriate language — do not swear or use vulgar language.
3. Keep messages brief.
4. Do not use the network in such a way as to disrupt the use of other network users.
5. Report all problems immediately to the network administrator.
6. Immediately report the receipt of messages or files of questionable content or origin.

PRIVILEGE

- A. Use of the network is a privilege, not a right. Inappropriate use will result in a cancellation of this privilege. Network administrators will determine what is inappropriate and their decision is final. Network administrators may cancel an account at any time.
- B. Accounts may be granted up to one academic year, provided that the Acceptable Use Policy contract is signed by all parties. All student accounts will be terminated at the end of each school year and may be renewed by completing another contract.

GUIDELINES FOR ACCEPTABLE USE

Staff, students, or community members who are specifically authorized to use the District's computers or on-line services shall comply with the following guidelines and procedures.

- Use appropriate language. Do not use profanity, obscenity or other language, which may be offensive to other users. Illegal activities are strictly forbidden.
- Do not reveal your personal home address or phone number or those of other students or colleagues.
- Note that electronic mail (email) is not guaranteed to be private. **Systems managers** have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
- Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
- The network should not be used in such a way that it disrupts the use of the network by others.
- All communications and information accessible via the network should, be assumed to be **property of the District**.
- Rules and regulations of on-line etiquette are subject to change by the administration.
- The user in whose name an on-line service account is issued is responsible for its proper use at all times. Users shall keep personal passwords, home addresses and telephone numbers private. They shall use this system only under their own account information issued by the District.

Market Street School 7:00 p.m. June 29, 2004

- The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communications for improper use.
- Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
- Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion or political beliefs.
- Copyrighted material may not be placed on the system without the author's permission.
- Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
- Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
- Users are expected to keep messages brief and use appropriate language.
- Users shall report any security problem or misuse of the network to the teacher or the principal or immediate supervisor.

STUDENT RESPONSIBILITY

- To gain access to the Internet, all students must obtain the permission of a parent or guardian.
- The student and parent or guardian must sign and return the appropriate form before access will be permitted.
- Students must use computers in a responsible way.
- Students will never give out personal or family information such as phone numbers, credit card numbers, or home addresses via the Internet.
- Transmission of obscene materials, sending or receiving offensive messages or pictures from any source is prohibited.

MINIMUM CONSEQUENCES OF UNACCEPTABLE USE

Violation of this policy will result in the following:

- First Offense: Removal of Internet privileges for 30 days and appropriate administrative action.

- Second Offense: Removal of Internet privileges for the remainder of the school year and appropriate administrative action.

COMPUTER NETWORK STAFF AGREEMENT FORM	POLICY NUMBER 3.22.01
------------------------------------------	-----------------------

New Richmond Exempted Village School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Use of the information obtained via the district's network/Internet is at user's own risk. The New Richmond Exempted Village School District specifically denies any responsibility for the accuracy or quality of information obtained through its Internet connection.

Full Name (Please Print): _____

Building: _____ Room Number: _____

As a user of the New Richmond Exempted Village Schools computer network, I hereby agree to comply with the New Richmond Schools Network/Internet Code of Conduct and will access information over the network in a responsible fashion while honoring all relevant laws and restrictions. I understand that I will be held liable for any violation of the rules and any violation will cause my access privileges to be revoked and disciplinary action and/or appropriate legal action to be taken.

Check One:

I **grant** permission for my picture or work to be published on the New Richmond Exempted Village School District's Web Page (www.nrschools.org)

I **do not grant** permission for my picture or work to appear on the New Richmond Exempted Village School District's Web Page (www.nrschools.org)

Staff Signature

Date

ACCEPTABLE USE OF COMPUTERS, INTERNET, AND ELECTRONIC MAIL POLICY	POLICY NUMBER 4.21
----------------------------------------------------------------------	--------------------

The New Richmond School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of the School District and the Data Acquisition Site that provides Internet access to the School District. Upon reviewing, signing, and returning this policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the policy. If a

Market Street School 7:00 p.m. June 29, 2004

student is under 18 years of age, he/she must have his/her parents or guardians read and sign the policy. The School District cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the School as directed, or, if under 18, does not return the policy as directed with the signatures of the student and his/her parents or guardians.

Personal Responsibility

By signing this policy, students agree not only to follow the rules in the policy, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his/her property.

Term of The Permitted Use

A student who submits to the school, as directed, a properly signed policy and follows the policy to which he/she has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new policy each year during which they are students in the School District before they are given an access account.

Acceptable Uses

1. Education Purposes Only: The School District is providing access to its computer networks and the Internet for only educational purposes. If students have any doubt about whether a contemplated activity is educational, they may consult with the person(s) designated by the school to help decide if a use is appropriate.
2. Unacceptable Uses of Network: Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
 - a. Uses that violate the law or encourage others to violate the law: Students may not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit, or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; or download or transmit confidential, trade secret information, or copyrighted materials. Students should assume that all materials are protected unless there is explicit permission on the materials to use them.
 - b. Uses that cause harm to others or damage to their property: For example, students may not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients; upload a worm, virus, trojan horse, time bomb, or other harmful form of programming or vandalism; participate in hacking activities or any form of unauthorized access to other computers, networks, or information systems.
 - c. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet: For example, students may not disclose or share passwords with others or impersonate another user.

Market Street School 7:00 p.m. June 29, 2004

- d. Uses that are commercial transactions: Students and other users may not sell or buy anything over the Internet. Students should not give others private information about themselves or others, including credit card numbers and social security numbers.
3. Netiquette: All users must abide by rules of network etiquette, which include the following:
 - a. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 - b. Avoid language and uses which may be offensive to other users. Students may not use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
 - c. Students should not assume that a sender of e-mail is giving his/her permission to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission.
 - d. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

Internet Safety

1. General Warning: Individual Responsibility of Parents and Users: All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school aged pupils. Every user must take responsibility for his/her use of the computer network and Internet and stay away from these sites.

If a student finds that other users are visiting offensive or harmful sites, he/she should report such use to the person designated by the school.

2. Personal Safety: Be safe. In using the computer network and Internet, students should not reveal personal information such as their home addresses or telephone numbers. Students should not use their real last name or any other information which might allow a person to locate them without first obtaining the permission of a supervising teacher. Students should not arrange a face-to-face meeting with someone they meet on the computer network or Internet without their parent's permission (if they are under 18). Regardless of his/her age, a student should never agree to meet a person he/she has only communicated with on the Internet in a secluded place or in a private setting.
3. Hacking and Other Illegal Activities: It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or

Market Street School 7:00 p.m. June 29, 2004
pornographic materials, or which violates any other applicable law or municipal ordinance,
is strictly prohibited.

4. Confidentiality of Student Information: Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or Administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.
5. Active Restriction Measures: The school, either by itself or in combination with the data acquisition site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are: (1) obscene; (2) child pornography; or, (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school Administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term harmful to minors is defined by the Communications Act of 1934 (47 USC sections 254[h][7]), as meaning any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated, normal or perverted sexual acts, or lewd exhibition or the genitals; and, (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Privacy

Network and Internet access is provided as a tool for student education. The School District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Failure To Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy shall, at a minimum, have his/her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District. A user violates this Policy by his/her own action or

Market Street School

7:00 p.m.

June 29,

2004

by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he/she permits another to use his/her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

Warranties/Indemnification

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his/her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for their use. Further, the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the data acquisition site that provides the computer and Internet access opportunity to the School District, and all of their Administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his/her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the School District's network.

Updates

Users, and if appropriate, the user's parent(s)/guardian(s), may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parent[s] or guardian[s]) or such new Policy must be signed if the user wishes to continue to receive service. If after providing account information, some or all of the information changes, the user must notify the person designated by the School to receive such information.

Guidelines for Acceptable Use

Staff, students, or community members who are specifically authorized to use the District's computers or on-line services shall comply with the following guidelines and procedures.

- Use appropriate language. Do not use profanity, obscenity or other language, which may be offensive to other users. Illegal activities are strictly forbidden.
- Do not reveal your personal home address or phone number or those of other students or colleagues.

- Note that electronic mail (email) is not guaranteed to be private. Systems managers have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
- Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.

Market Street School 7:00 p.m. June 29, 2004

- The network should not be used in such a way that it disrupts the use of the network by others.
- All communications and information accessible via the network should, be assumed to be property of the District.
- Rules and regulations of on-line etiquette are subject to change by the administration.
- The user in whose name an on-line service account is issued is responsible for its proper use at all times. Users shall keep personal passwords, home addresses and telephone numbers private. They shall use this system only under their own account information issued by the District.
- The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communications for improper use.
- Users shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board policy.
- Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion or political beliefs.
- Copyrighted material may not be placed on the system without the author's permission.
- Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
- Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
- Users are expected to keep messages brief and use appropriate language.
- Users shall report any security problem or misuse of the network to the teacher or the principal or immediate supervisor.

Student Responsibility

- To gain access to the Internet, all students must obtain the permission of a parent or guardian.
- The student and parent or guardian must sign and return the appropriate form before access will be permitted.
- Students will never give out personal or family information such as phone numbers, credit card numbers, or home addresses via the Internet.
- Transmission of obscene materials, sending or receiving offensive messages or pictures from any source is prohibited.

Minimum Consequences of Unacceptable Use

Violation of this policy will result in the following:

- First Offense: Removal of Internet privileges for 30 days and appropriate administrative action.

Market Street School 7:00 p.m. June 29, 2004

- Second Offense: Removal of Internet privileges for the remainder of the school year and appropriate administrative action.

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

- 2004-166 Moved by Mr. Heflin, seconded by Mr. Zimmerman, 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) in accordance with Ohio Revised Code 121.22 (G)(3). Roll call: Mr. Hawkins, yea; Mr. Shepherd, yea; Mr. Painter, yea; Mr. Zimmerman, yea; Mr. Heflin, yea. Motion carried.

Mr. Hawkins declared the [regular](#) meeting moved into executive session at 8:31 p.m.

Mr. Hawkins declared the executive session adjourned and the [regular](#) meeting reconvened at 10:20 p.m.

- 2004-167 Moved by Mr. Zimmerman, seconded by Mr. Heflin, to adopt the job description for the position District Technology Assistant:

Title: District Technology Assistant

Reports To: Technology Coordinator

FLSA Status: Non-Exempt

QUALIFICATIONS:

- High School diploma or equivalent
- Novice skill level in computer applications
- Effective communications skills
- Demonstrated ability to learn new computer skills
- Must pass criminal background check

GENERAL DESCRIPTION:

Under general supervision, support the district technology department in all aspects of technology to include but not limited to assisting the Technology Coordinator to fulfill the requirements of a technical support enhancement project.

ESSENTIAL FUNCTIONS:

- Using TrackIt! Software, create the following:
 - Using our database of submitted and completed work orders, compile a solutions database for our technical staff and teachers.
 - Create a solutions database of district supported proprietary software:
 - Gradequick version 7
 - Edline

Market Street School 7:00 p.m. June 29, 2004

- Harcourt Reading software (multiple titles)
 - Communicate (email client)
 - TLC Math
 - Various other curriculum based software titles
 - Using TrackIt! Purchasing Component, build Technology Department Purchasing Database
 - Using TrackIt! Inventory component, build the inventory database
 - Perform auditing sweeps of software inventory and remove all illegal software.
 - Using TrackIt! Library component, create a database of available resources such as: district equipment available for loan to teachers, training materials, online courses available, workshops and training available to teachers (both within district and outside sources), create database to begin tracking teacher staff development and training history, create library of available books available from district, county, and SOITA libraries.
- Assist District Technology Coordinator in creating the coursework for the proposed A+ Essentials Course.
 - Assist Technology Coordinator to provide training for all technical staff and teachers on using the TrackIt! resources for improved technical support and asset management.
 - Serve as the District Webmaster to maintain the district website.
 - Serve as backup to District EMIS Coordinator
 - Prepare requisitions for technology supplies and maintain financial database
 - Track technology inventory

OTHER DUTIES AND RESPONSIBILITIES:

- Attends staff meetings, workshops, seminars, and professional meetings related to duties
- Performs other duties as assigned by Technology Coordinator

KNOWLEDGE, SKILLS, AND ABILITIES:

- **Knowledge of:** Board policies and procedures; building policies and procedures; computer hardware and software; public relations; orientation and inservice procedures
- **Skill in:** computers; network components, software applications
- **Ability to:** Interpret policies, procedures, and regulations; operate computers; check for viruses; install computer hardware and software; prepare work orders; communicate effectively; support district network

EQUIPMENT OPERATED:

Computers, printers, network systems, switches, hubs, routers, and print servers

PERFORMANCE EVALUATION:

Per the New Richmond Exempted Village Board Policy Manual

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 by the Governing Board.

Market Street School

7:00 p.m.

June 29,

2004

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

2004-168 Moved by Mr. Shepherd, seconded by Mr. Hawkins, to approve the following:

A. Accept the following resignations:

1. Judith K. Henderson, certified employee, effective June 30, 2004, for the purpose of retirement
2. Deborah Hendrixson, certified employee, effective August 22, 2004
3. W. Bradley Greenwell, certified employee, effective August 22, 2004

B. Approve the request for an unpaid leave of absence from the following:

1. Sondra Clark, certified employee, for the 2004/2005 school year
2. Kristen Hocz, certified employee, for the remainder of the 2004/2005 school year upon the expiration of her Family Medical Leave

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

2004-169 Moved by Mr. Heflin, seconded by Mr. Painter, to employ the following pending certification, and submission of successful criminal background check and a negative TB test:

A. Certified Employees (2004-2005 School Year)

1. John Wright – NRMS Instrumental Music Teacher, full-time, one-year limited contract, MA, 207 semester hours, nine years experience, salary step (9)
2. Sarah Mizelle – NRE Music Teacher, full-time, one-year limited contract, BA+150, 158 semester hours, zero year experience, salary step zero (0)
3. Carol Ann Coulter – NRHS Guidance Counselor, full-time, one-year limited contract, BA+150, 174 semester hours, seven (7) years experience, salary step seven (7)
4. Seth Morrison – NRHS Social Studies Teacher, full-time, one-year limited contract, BA, semester hours pending, zero (0) years experience, salary step zero
5. Elaine Ellis – Special Education Teacher, Monroe, full-time, one-year limited contract, MA+30, 176 semester hours, four (4) years experience, salary step 4
6. Michelle Senter-Dunn – NRHS Language Arts Teacher, full-time, one-year limited contract, BA+150, 158 semester hours, eight (8) years experience, salary step 8
7. Tricia Tallman – NRHS Language Arts Teacher, full-time, one-year limited contract, BA+150, 151 semester hours, zero (0) years experience, salary step zero

Market Street School 7:00 p.m. June 29, 2004

8. Monica Davis – NRHS Spanish Teacher, full-time, one-year limited contract, MA, 156 semester hours, three (3) years experience, salary step three
9. Logan Minning – NRHS Science Teacher, full-time, one-year limited contract, MA, semester hours pending, zero (0) years experience, salary step zero
10. Maryann Dalton – NRHS Business Teacher, full-time, one-year limited contract, BA+150, semester hours pending, two (2) years experience, salary step two
11. Shelby Pride – NRMS Language Arts Teacher, full-time, one-year limited contract, BA, 128 semester hours, zero (0) years experience, salary step 0
12. John Weeks, Monroe Elementary Physical Education Teacher, full-time, one-year limited contract, BA+150, 150 semester hours, two years experience, salary step two
13. Desree Bare, New Richmond Elementary Second Grade Teacher, full-time, one-year limited contract, BA, 138 semester hours, zero years experience, salary step 0

B. Classified Employees (2004-2005 School Year)

1. Robert Curlin – NRHS Custodian, third shift, full-time, one-year limited contract, zero (0) years experience, salary step one (1)
2. Angela Biesenbender – Bus Driver, 188 days per year, two-year limited contract, pro-rated, one (1) year experience, bus driver salary step two (2), hours to be determined
3. Robert Bradford – LCE Custodian, full-time, second shift, one-year limited contract, one (1) year experience, salary step two (2)
4. Marilyn Sedgwick, Cook, Monroe Elementary School, 2-1/2 hours per day, one-year limited contract, six (6) years experience, salary step two (2)

C. Extended Time (2004-2005 School Year)

1. Carol Ann Coulter, NRHS Guidance/20 days
2. Julie Fetchak, Technology/10 days
3. Patricia Hill, NRHS/10 days
4. Terry Miller, NRMS/10 days

D. Grade Level Meetings

June 8, 9, and 10 2004, /\$100 per day, upon submission of a timesheet

1. Sheryl Berger, Monroe
2. Sherie Davis, NRMS
3. Ruth Ann Maus, NRE
4. Diana Redden-Glass, LCE

Market Street School 7:00 p.m. June 29, 2004
5. Karen Walters, NRE

E. Supplemental Positions

1. John Wright, HS Assistant Band Director, Pay Level 4
2. Todd Wells, District Athletic Trainer, \$5,000 Stipend
3. Leonard Byrd, Head Custodian, Monroe Elementary, \$800 Stipend
4. James Haas, Head Custodian, NRHS, \$800 Stipend
5. Alvin Curlin, Head Custodian, LCE, \$800 Stipend
6. Timothy Slye, Head Custodian, NRE, \$800 Stipend
7. John Wendell, Head Custodian, NRMS, \$800 Stipend
8. Martin Borchers, Head Custodian, Market Street, \$800 Stipend
9. William Wildey, Head Maintenance, \$1,350 Stipend
10. Bonnie Whittaker, Head Cook, ME, \$1,000 Stipend
11. Pamela Senior, Head Cook, NRE, \$1,000 Stipend
12. Joyce Longhauser, Head Cook, LCE, \$1,000 Stipend
13. Brenda Young, Head Cook, NRMS, \$1,000 Stipend
14. Melody Tolin, Head Cook, NRHS, \$1,250 Stipend

F. Lay-Coaches

1. Doug Ast, – Freshmen Boys Basketball Coach, Pay Level 9
2. Eugene Blom, – Varsity Girls Basketball Coach, Pay Level 12

G. Balridge Training (Teacher/Student Partnerships)

\$100 per day, June 15, 16 & 17, 2004, /upon submission of a timesheet

1. Christina Amspaugh, Monroe
2. J. Patrick Crowley, NRHS
3. Lisa Mays, LCE
4. Patricia Piper, Monroe
5. Richard Mahan, NRHS
6. Paige McConnell, LCE
7. Terri Wahl, NRHS
8. Katherine Wilson, LCE

H. District Lead Mentor Teacher (2003/2004 School Year)

(Authorization for employment and payment, upon submission of a time sheet, \$18 per hour, not to exceed \$1,200)

Mollie Moll

I. OhioReads Grant Coordinators (2003/2004 School Year)

(Authorization for employment and Payment - \$1,732.34 Stipend of the \$2,000 Grant)

1. Cynthia Banfield, LCE

2. Kathy S. Greeson, ME
3. Lisa Cornell, NRE

J. New Driver Trainer

Market Street School 7:00 p.m. June 29, 2004
July 1–July 15, 2004, Not to Exceed 4 Hours/Day, Upon Submission of a Timesheet

Tami Loyd,

- K. Woodworking
\$180 for Fabrication of Valedictorian Picture Frame

John Kinsinger

- L. Classified Substitutes (2004/2005 School Year)

1. Jim Abbott	16. Beth Fulton	31. Ruth Nelson
2. Sherri Abbott	17. Julie Gould	32. Betty Nort
3. Nikki Allen	18. Laura Hampton	33. Heather Payne
4. Ron Bird	19. Geraldine Johnson	34. Robin Pelcha
5. Ron Block	20. Toni Johnson	35. Diana Porter
6. Alma Boggs	21. Helen Jones	36. Rebecca Putman
7. Martin Borchers	22. Bruce King	37. R.H. Ross
8. Ralph Childers	23. Deborah McCoy	38. Angela Rothwell
9. Anthony Corwin	24. Robert McInturf	39. Marilyn Sedgewick
10. Candace Cyrus	25. Nancy McMillin	40. Bridgette Smith
11. Melissa Darnell	26. Joyce Montgomery	41. Imogene Sponcil
12. William Darnell	27. Lanita Morelock	42. Shirley Theaderman
13. Tamela Dodson	28. Estle Morris	43. Lisa Vespie
14. Mary Fender	29. Johnda Morris	44. Teresa Wagoner
15. Julie Fetchak	30. Carl Mullins	45. Sharlene Webb

- M. Certified Substitutes (2004/2005 School Year)

1. Jose Abirached	19. Marlene Hamilton	37. Mel Peterson
2. Desiree Bare	20. Fred Hannah	38. Dale Poling
3. Sara Bloom	21. Erika Hauke	39. Erika Powell
4. Ruth Bramsen	22. Melinda Hawkins	40. Jeffrey Pulliam
5. Sonya Coppedge	23. Danny Hinson	41. Emily Shreve
6. Linda Curless	24. Teresa Holman	42. Betty Smith
7. Michael Dailey	25. Lisa Imbus	43. Alisha Sparks
8. Bonnie Dannenberg	26. Melody Keeton	44. Janet Stewart
9. Carl Dannenberg	27. John Kesselring	45. Steve Strosniders
10. Sue Dennedy	28. William Kick	46. David Thomas
11. David Dixon	29. J. Dale McKinney	47. Bonita Wqalmsley
12. Maureen Dufour	30. Mischell Knoechel	48. Marcie Ware
13. Sandra Farmer	31. William Lockwood	49. Julia White
14. Tina Ferguson	32. Sue McInturf	50. Roberta Windle
15. Sue Fischer	33. Joseph Middeler	51. Deborah Wiseman
16. John Gillespie	34. Jo Miller	52. Stanly Wyent
17. Stephanie Graves	35. John Miller	53. Roger Yeardeley
18. Debbie Grindstaff	36. Ursula Miller	54. Molly Zeek

- N. Mentors (2003-2004 School Year)

1. Wayne Endicott, – David Brandon (Mentee)
2. Deen Klotter – Christina Amspaugh, (Mentee)

Market Street School 7:00 p.m. June 29, 2004

3. Wm. Christopher Zimmerman – Carla Tussey (Mentee)
4. William Harris – Jeffrey Zink (Mentee)
5. Laani Wuest – Nicole Parker (Mentee)

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

2004-170 Moved by Mr. Painter, seconded by Mr. Zimmerman, to amend the current Superintendent’s Contract Agreement and to approve the Superintendent’s Contract Agreement for Charles D. Moore commencing August 1, 2005 and ending July 31, 2008. Roll call: Mr. Hawkins, yea; Mr. Heflin, yea; Mr. Shepherd, yea; Mr. Zimmerman, yea; Mr. Painter, yea. Motion carried.

2004-171 Moved by Mr. Heflin, seconded by Mr. Painter, to amend the current Treasurer’s Contract Agreement and to approve the Treasurer’s Contract Agreement for Teresa Napier commencing at the organizational meeting January 2006 and ending at the organizational meeting January 2010. Roll call: Mr. Hawkins, yea; Mr. Shepherd, yea; Mr. Zimmerman, yea; Mr. Painter, yea; Mr. Heflin, yea. Motion carried.

2004-172 Moved by Mr. Zimmerman, seconded by Mr. Heflin, to adopt the Classified Salary Schedules effective July 1, 2004:

SUPERINTENDENT’S SECRETARY

Step	Place	2005 Year 3	2006 Year 4	2007 Year 5
1	1	\$16.66	\$17.16	\$17.68
2	2	\$16.88	\$17.39	\$17.91
3	3	\$17.10	\$17.61	\$18.14
4	4	\$17.32	\$17.84	\$18.37
5	5	\$17.54	\$18.06	\$18.61
6	6	\$17.76	\$18.29	\$18.84
7	7	\$17.98	\$18.51	\$19.07
8	8	\$18.19	\$18.74	\$19.30
9	9	\$18.41	\$18.96	\$19.53
10	10	\$18.63	\$19.19	\$19.77
10	11	\$18.85	\$19.42	\$20.00
10	12	\$19.07	\$19.64	\$20.23
10	13	\$19.29	\$19.87	\$20.46
10	14	\$19.51	\$20.09	\$20.69
15	15	\$19.72	\$20.32	\$20.92
15	16	\$19.94	\$20.54	\$21.16
15	17	\$20.16	\$20.77	\$21.39
15	18	\$20.16	\$20.77	\$21.39
15	19	\$20.16	\$20.77	\$21.39
20	20	\$20.49	\$21.10	\$21.74

TREASURER’S ASSISTANT

Step	Place	2005 Year 3	2006 Year 4	2007 Year 5
1	1	\$16.55	\$17.05	\$17.56

Market Street School 7:00 p.m. June 29, 2004

2	2	\$16.77	\$17.28	\$17.79
3	3	\$16.99	\$17.50	\$18.03
4	4	\$17.21	\$17.73	\$18.26
5	5	\$17.43	\$17.95	\$18.49
6	6	\$17.65	\$18.18	\$18.72
7	7	\$17.87	\$18.40	\$18.95
8	8	\$18.08	\$18.63	\$19.19
9	9	\$18.30	\$18.85	\$19.42
10	10	\$18.52	\$19.08	\$19.65
10	11	\$18.74	\$19.30	\$19.88
10	12	\$18.96	\$19.53	\$20.11
10	13	\$19.18	\$19.75	\$20.35
10	14	\$19.40	\$19.98	\$20.58
15	15	\$19.61	\$20.20	\$20.81
15	16	\$19.83	\$20.43	\$21.04
15	17	\$20.05	\$20.65	\$21.27
15	18	\$20.05	\$20.65	\$21.27
15	19	\$20.05	\$20.65	\$21.27
20	20	\$20.38	\$20.99	\$21.62

CENTRAL OFFICE SECRETARY AND
BUILDING PRINCIPAL SECRETARY

Step	Place	2005 Year 3	2006 Year 4	2007 Year 5
1	1	\$13.28	\$13.67	\$14.09
2	2	\$13.74	\$14.15	\$14.57
3	3	\$14.24	\$14.67	\$15.11
4	4	\$14.73	\$15.17	\$15.63
5	5	\$15.21	\$15.67	\$16.14
6	6	\$15.69	\$16.16	\$16.65
7	7	\$16.19	\$16.68	\$17.18
8	8	\$16.69	\$17.19	\$17.70
9	9	\$17.16	\$17.67	\$18.20
10	10	\$17.68	\$18.21	\$18.76
10	11	\$17.87	\$18.40	\$18.95
10	12	\$17.98	\$18.51	\$19.07
10	13	\$18.07	\$18.62	\$19.17
10	14	\$18.17	\$18.72	\$19.28
15	15	\$18.67	\$19.23	\$19.81
15	16	\$18.67	\$19.23	\$19.81
15	17	\$18.67	\$19.23	\$19.81

CENTRAL OFFICE SECRETARY AND
BUILDING PRINCIPAL SECRETARY (Cont'd)

Step	Place	2005 Year 3	2006 Year 4	2007 Year 5
15	18	\$18.67	\$19.23	\$19.81
15	19	\$18.67	\$19.23	\$19.81
20	20	\$18.67	\$19.23	\$19.81

BUILDING SECRETARY

Step	Place	2005 Year 3	2006 Year 4	2007 Year 5
1	1	\$12.93	\$13.31	\$13.71
2	2	\$13.10	\$13.49	\$13.90
3	3	\$13.29	\$13.69	\$14.10
4	4	\$13.46	\$13.87	\$14.28
5	5	\$13.64	\$14.05	\$14.47
6	6	\$13.80	\$14.22	\$14.64
7	7	\$13.99	\$14.41	\$14.84
8	8	\$14.16	\$14.59	\$15.02
9	9	\$14.34	\$14.77	\$15.21
10	10	\$14.52	\$14.96	\$15.41
10	11	\$14.52	\$14.96	\$15.41
10	12	\$14.52	\$14.96	\$15.41
10	13	\$14.52	\$14.96	\$15.41
10	14	\$14.59	\$15.03	\$15.48
15	15	\$14.75	\$15.19	\$15.65
15	16	\$15.02	\$15.48	\$15.94
15	17	\$15.02	\$15.48	\$15.94
15	18	\$15.02	\$15.48	\$15.94
15	19	\$15.02	\$15.48	\$15.94
20	20	\$15.02	\$15.48	\$15.94

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

2004-173 Moved by Mr. Shepherd, seconded by Mr. Painter, to approve classified salaries effective July 1, 2004:

Chris Evans	\$16.18 per hour
Tanya Carter	\$18.75 per hour
Carter Replacement	\$15.39 per hour
Julie Fetchak	\$11.09 per hour Instructional Assistant Salary step four

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

Market Street School

7:00 p.m.

June 29,

2004

2004-174 Moved by Mr. Heflin, seconded by Mr. Zimmerman, to approve administrative salaries effective August 1, 2004:

<u>Administrators</u>	<u>2004-2005 Salary</u>	
Charles Moore	\$115,000	plus \$12,000 paid into an annuity
Teresa Napier	\$93,000	plus \$5,000 paid into an annuity
Diana Spinnati	\$98,000	
Greg Hackett	\$90,000	
Monti Mallow	\$88,000	
Adam Bird	\$85,000	
Mark Bailey	\$84,000	
Nichole Jiran	\$81,000	
Julie Renner	\$81,000	
Jodi Davidson	\$68,000	
Matthew Prichard	\$65,000	
John Horn	\$57,000	
Sharon Stark*	\$53,000	
Janice Block	\$44,000	

* Sharon Stark from a 223-day contract to 260-day contract.

Roll call: Hr. Hawkins, yea; Mr. Shepherd, yea; Mr. Painter, nay; Mr. Zimmerman, yea; Mr. Heflin, yea. Motion carried.

2004-175 Moved by Mr. Painter, seconded by Mr. Zimmerman, to adjourn the [regular](#) meeting. Roll call: all yeas.

Mr. Hawkins declared the [regular](#) meeting adjourned at 10:30 p.m.

David S. Hawkins, President

Teresa S. Napier, Chief Financial Officer