

Market Street School

7:00 p.m.

March 18,

2003

The New Richmond Exempted Village Board of Education met in [regular](#) session on [March 18, 2003, 6:58](#) p.m. at [Market Street School, 212 Market Street](#), New Richmond, Ohio 45157, with the following members present:

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

Ms. Teresa Napier, Chief Financial Officer, was also present.

2003-189 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. Zimmerman, yea; Mr. Shepherd, yea; Mr. Adamson, yea; Mr. Heflin, yea. Motion carried.

Mr. Zimmerman declared the [regular](#) meeting moved into executive session at 7:01 p.m.

Mr. Zimmerman declared the executive session adjourned and the [regular](#) meeting reconvened at 7:22 p.m.

2003-190 Moved by Mr. Heflin, seconded by Mr. Adamson, to accept the resignation of Superintendent Loren Wilson effective close of business March 17, 2003. Roll call: Mr. Shepherd, yea; Mr. Zimmerman, yea; Mr. Adamson, yea; Mr. Heflin, yea. Motion carried.

2003-191 Moved by Mr. Shepherd, seconded by Mr. Adamson adopt a resolution appointing an Administrator as Superintendent and request a temporary license:

Be it hereby resolved by the New Richmond Exempted Village School District Board of Education as follows:

1. Charles Moore, principal of Locust Corner Elementary School, is hereby reassigned to the position of superintendent of schools.
2. Pursuant to that reassignment, Mr. Moore's wages shall be increased, on a pro rata basis, to \$106,590.69, effective open of business March 18, 2003.
3. Mr. Moore is hereby directed, as are all appropriate district personnel, to take the necessary steps to request, on behalf of the Board, a temporary superintendent's license for Mr. Moore for the remainder of the 2002-03 school year, pursuant to Ohio Revised Code Section 3319.225.
4. The Board President is hereby authorized to execute any and all documents necessary for the attainment of the aforementioned temporary license.

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

2003-192 Moved by Mr. Adamson, seconded by Mr. Shepherd, to fix the bond for the Superintendent at the sum of \$20,000.00 (twenty thousand dollars) and that the Superintendent be authorized and directed to provide bond satisfactory to the Board of Education. Roll call: Mr. Heflin, yea; Mr. Zimmerman, yea; Mr. Shepherd, yea; Mr. Adamson, yea. Motion carried.

2003-193 Moved by Mr. Adamson, seconded by Mr. Shepherd, to accept the Superintendent's Bond in the amount of \$20,000.00 (twenty thousand dollars) with the Ohio Casualty Group, C.W. Lovins Insurance as agent, be approved. Roll call: Mr. Zimmerman, yea; Mr. Heflin, yea; Mr. Shepherd, yea; Mr. Adamson, yea. Motion carried.

BOARD MEMBERS' REPORTS/BOARD COMMITTEE REPORTS

Mr. Adamson, Instruction, Curriculum, and Technology, reported on the Foreign Language Curriculum and textbooks.

Mr. Heflin, US Grant Career Center Representative, reported on the informational meeting on April 10th regarding school finance with Mr. Dick Maxwell, who is an expert on Ohio School Finance.

PUBLIC PARTICIPATION

Mrs. Mary Alexander addressed the Board of Education regarding concerns about light from the pop machines in front of the Transportation Building.

Mrs. Carla Nelson addressed the Board of Education regarding the Board of Education Policy for expulsion of students selling drugs not being consistently administered across the student body.

Mr. Oberclaus addressed the Board of Education about the condition of Franklin-Laurel Road especially as to the disrepair, lack of shoulders, narrowness of the road, and lack of room for buses to pass each other or another vehicle and also the noise from the drivers in the mornings when neighbors are sleeping.

Mrs. Oberclaus addressed the Board of Education about the Youth in Government Program and why New Richmond Schools did not respond to the invitation to participate.

PRESENTATIONS

Mrs. Janice Block, Food Service Director, discussed the program "You Light Up My Life" that encourages the students' self-esteem.

Mrs. Joyce Richardson, Director of Curriculum and Staff Development, presented the Foreign Language Course of Study and textbooks to be adopted. She also discussed the planning of an alternative school.

2003-194 Moved by Mr. Shepherd, seconded by Mr. Zimmerman, to approve the following:

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A. The minutes of the February 3, 2003 Special Meeting, the February 19, 2003 Special Meeting, the February 22, 2003 Special Meeting and the February 18, 2003 Regular Meeting. Roll call: Mr. Heflin, yea; Mr. Adamson, yea; Mr. Zimmerman, yea; Mr. Shepherd, yea. Motion carried.

B. It is recommended that the Board of Education approve the financial report for the month ending February 28, 2003:

- Receipts
- Cash Position
- Expenditures
- Investments

C. Approval of Title One Carryover

Whereas, it is considered necessary and desirable to establish a Title One Carryover Fund in the New Richmond Exempted Village School District, Clermont County, Ohio to be used for the purpose of expending Title One funds from fiscal year 2002:

Be it therefore resolved, subject to approval of the bureau of inspection and supervision of public offices, that a fund known as the Title One Carryover Fund (572-9902) of the New Richmond Exempted Village School District, separate and distinct from all other funds of such district, shall and the same is hereby established and created, to be used for the purpose above stated.

Be it further resolved that a copy of this resolution shall be certified by the treasurer of the bureau of inspection and supervision of public offices, with the request that such bureau approve the creation of such fund, and on such approval being obtained or made, the treasurer is further instructed to enter such fund on the records as one of the funds of this school district, created pursuant to the provisions of RC Section 5705.12.

D. Resolution to Transfer Funds

Whereas, there is presently an unexpended balance in the amount of \$73,867.62 in the treasury to the credit of the Title One (572-9002) 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 \$73,867.62 from the Title One fund (572-9002) to the Title One Carryover fund (572-9902).

Now therefore be it resolved that the sum of \$73,867.62 be and is hereby transferred.

E. Resolution to Transfer Funds

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Whereas, there is presently an unexpended balance in the amount of \$2,115,095.00 in the treasury to the credit of the Contingency - Real Estate Devaluation Fund(022-9997) 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 return the sum of \$2,115,095.00 from the Contingency - Real Estate Devaluation Fund to the general fund.

Now therefore be it resolved that the sum of \$2,115,095.00 be and is hereby transferred from the Contingency - Real Estate Devaluation Fund to the general fund of the school district.

F. Resolution to Transfer Funds

Whereas, there is presently an unexpended balance in the amount of \$2,265,095.00 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 \$2,265,095.00 from the general fund to the following funds:

001-9005	Capital Improvements and Maintenance	\$100,000.00
001-9505	Custodial Supplies	\$ 50,000.00
003-0000	Permanent Improvement	<u>\$2,115,095.00</u>
	(Devaluation Taxes Received and Contingency Fund)	
Total		\$2,265,095.00

Now therefore be it resolved that the total sum of \$2,265,095.00 be and is hereby transferred from the general fund as so noted above.

G. Approval of Supplemental Appropriations

It is recommended that the Board of Education approve the following supplemental appropriations:

001-0000	General Fund	\$2,265,095.00
001-9005	Capital Improvements and Maintenance	\$100,000.00
001-9505	Custodial Supplies	\$50,000.00
003-0000	Permanent Improvement Fund	\$2,115,095.00
459-9007	Ohio Reads Grant-Locust Corner Elementary	\$2,000.00
300-9137	High School Troubadours/Mixed Chorus	\$68,520.89
516-9001	Title VIB	\$4,079.87
516-9002	Title VIB	\$1,617.18
572-9902	Title One Carryover Budget	\$73,867.62

H. It is recommended that the Board of Education authorize payments to the following vendors:

Clark Detroit Diesel	\$1,728.49
KW Heating & Air	\$1,372.00
DeBra Company	\$4,234.74
Fujitec Inc.	\$1,391.80
Hamilton/Clermont Data Center	\$7,831.25

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Kleingers & Associates	\$1,250.00
Pacific Triangle / Bon Appetit	\$5,624.65
Steed Hammond Paul	\$1,256.17
Zimmer Company	\$4,068.29
Total	\$28,757.39

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

2003-195 Moved by Mr. Adamson, seconded by Mr. Shepherd, to accept the following donations:

- \$15 to NRMS Yearbook from Hunter Custom Homes
- \$25 to NRMS Yearbook from New Richmond Auto Sales
- \$35 to NRMS Yearbook from Schultz Woodworking and Laminate Solutions
- \$25 to NRMS Yearbook from New Richmond National Bank
- \$70 to Locust Corner Elementary Camp Joy Tuition from New Richmond Community Service Club
- \$70 to Monroe Elementary Camp Joy Tuition from New Richmond Community Service Club
- \$100 to Susan Jane Girbert Scholarship Fund from Edward and Vicki Zoller
- \$92.40 to Locust Corner School from Target's *Take Charge of Education*

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

2003-196 Moved by Mr. Heflin, seconded by Mr. Adamson, to dispose of the following:

- One HP DeskJet 695c Printer Inventory Control Nos. 01982 and/or 5922 from New Richmond Middle School
- One IBM 6642-103 Monitor, s/n 66421068892602, Inventory Control Nos.: 02013 and 01749 from New Richmond Elementary
- One IBM 6586-45H PC 350-P90, s/n 23CK562, Inventory Control No. 04499 from New Richmond Elementary
- One Apple StyleWriter II M2003, s/n CC510EX4C89, Inventory Control No. 00576
- One IBM Monitor 8518 001, s/n 23V1591, Inventory Control Nos.: 00573 and 04381 from New Richmond Elementary
- One IBM Monitor 9655-001, s/n 35-09176 from New Richmond Elementary
- One IBM Monitor 9655-001, s/n 35-09472, Inventory Control No. 02579 from New Richmond Elementary
- One IBM Monitor 9655-001, s/n 35-14440, Inventory Control No. 02583 from New Richmond Elementary
- One Seattle Tower Computer NRS 6050 from New Richmond Elementary
- One Mac Centris 610 floppy/cdrom/port replicator, s/n F231BK08CW3, Inventory Control Nos.: 004401 and 00371
- One Mac Personal Laser Writer 320, s/n CA4378HHIGJ, Inventory Control No. 04923 and 00372 from New Richmond Elementary

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- One Apple 15" Monitor, s/n CJ4346VA39X, Inventory Control Nos.: 04922 and 00370 from New Richmond Elementary
- One Mac M1642 LC575, s/n MY4332Zh4RT, Inventory Control Nos.: 01585 and 01584 from New Richmond Elementary
- One CTX VL500 Monitor, s/n 1G791406934, Inventory Control No. 01122 from New Richmond Elementary
- One IBM 6542-203 G40 Monitor, s/n 1S654210388AA828, Inventory Control No. 01134
- One IBM 9655-001 Monitor s/n 35-9173, Inventory Control No. 01136 from New Richmond Elementary

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

2003-197 Moved by Mr. Shepherd, seconded by Mr. Heflin, to approve membership for 2003 in the Education Tax Policy Institute (ETPI) and approve payment of \$3,000 for ETPI consulting services. Roll call: Mr. Zimmerman, yea; Mr. Adamson, yea; Mr. Heflin, yea; Mr. Shepherd, yea. Motion carried.

2003-198 Moved by Mr. Heflin, seconded by Mr. Adamson, to adopt revisions to the calendar for the 2004/2005 school year:

AUGUST

23 District/Bldg. Staff Meetings
24 Teacher Workday
25 First Day for Students

SEPTEMBER

6 Labor Day - No School

OCTOBER

8 District Staff Development - No School

NOVEMBER

11 Veterans Day
24 Parent /Teachers Comp Day
25, 26 Thanksgiving - No School

DECEMBER

22-31 Christmas Break - No School

JANUARY

3 School resumes
14 Teacher work Day - No School
17 Martin Luther King Day - No School

FEBRUARY

18 Teacher Comp Day - No School
21 Presidents' Day - No School

MARCH

25-31 Spring Break - No School

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APRIL

1

Spring Break - No School

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School Resumes

MAY

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Memorial Day - No School

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JUNE

2 Last Day for Students
3 Teacher Work Day

Make up Days: June 6, 7, 8, 9 &
10

Instructional Days	178
P/T Days	2
No Student Days	5
Total	185

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

2003-199 Moved by Mr. Heflin, seconded by Mr. Adamson, to rescind the following action items:

- No. 2002-26, Adoption of OSBA Policy Manual Sections, A, B, C, E & F, dated August 6, 2001
- No 2002-73, Adoption of OSBA Policy Manual Sections G & H, dated September 17, 2001
- No. 2003-169, Adoption of OSBA Policy Manual Sections I, J, K & L, Dated January 21, 2003

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

2003-200 Moved by Mr. Adamson, seconded by Mr. Heflin, to adopt Foreign Language Curriculum and Textbooks for grades 9-12 as presented. Roll call: Mr. Shepherd, yea; Mr. Zimmerman, yea; Mr. Heflin, yea; Mr. Adamson, yea. Motion carried.

2003-201 Moved by Mr. Shepherd, 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); and property in accordance with ORC 121.22 (G)(2). Roll call: Mr. Adamson, yea; Mr. Heflin, yea; Mr. Zimmerman, yea; Mr. Heflin, yea. Motion carried.

Mr. Zimmerman declared the [regular](#) meeting moved into executive session at 8:37 p.m.

Mr. Zimmerman declared the executive session adjourned and the [regular](#) meeting reconvened at 10:00 p.m.

2003-202 Moved by Mr. Heflin, seconded by Mr. Adamson, to employ the following, pending certification and submission of successful criminal background check and a negative TB test:

- A. Susan Fischer, Summer School Principal, \$3,000 stipend
- B. Steve Hartley, JV Girls Fastpitch Softball Lay Coach

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D. Certified Substitutes

Maureen Dufour

E. Classified Substitutes

1. Rebecca Lewis
2. Greg Findley, effective 2/19/03
3. Mary Fender
4. Laura Benzinger

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

2003-203 Moved by Mr. Adamson, seconded by Mr. Zimmerman, to employ Marge Shepherd as a Classified Substitute for school year 2002-2003. Roll call: Mr. Heflin, yea; Mr. Shepherd, abstain; Mr. Zimmerman, yea; Mr. Adamson, yea. Motion carried.

2003-204 Moved by Mr. Shephed, seconded by Mr. Adamson, to create the position of Assistant Superintendent and adopt associated job description:

Title: Assistant Superintendent

Reports To: Superintendent

Employment Status: Full-time

FLSA Status: Exempt

QUALIFICATIONS:

1. Master's degree in education.
2. Must possess a valid Ohio local or assistant superintendent's certificate and/or license.
3. Three (3) or more years experience as a public school administrator.
4. Three (3) or more years experience as a public school teacher.
5. Must possess a valid Ohio driver's license.
6. Must pass criminal background check.

GENERAL DESCRIPTION:

Under administrative direction, assists the superintendent with curriculum and courses of study development; supervises department chairpersons; writes and administers grants; and assists with employee contract negotiations.

ESSENTIAL FUNCTIONS:

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1. Assists the chief executive and administrative officer of the board with all executive and administrative powers and duties in connection with conduct of the school which are required by statute to be exercised directly by the board as requested.
2. Attends all meetings of the board and is granted the privilege of taking part in its deliberation but not of voting, as required.
3. Assists the superintendent in recommending to the board an administrative organization and plan for the efficient operation of the school system.
4. Assists in developing, recommending, and maintaining accountability for district planning and evaluation (management goals and objectives).
5. Develops an effective operation of curriculum, special courses and activities that will provide a complete and adequate system of instruction and care for all students.
6. Maintains programs based on the needs of the community and on developments of education.
7. In cooperation with appropriate committees of teachers, principals, and supervisors, selects and recommends for adoption to the superintendent all textbooks, equipment, and supplies used in the school.
8. Sees that all policies of the board are enforced and shall make any supplemental guidelines not contrary to the policies of the board as necessary for the proper conduct and management of the school.
9. Writes and administers Eisenhower, Professional Development Block, Title VI, and Federal Programs.
10. Acts as the district's testing coordinator.
11. Coordinates department chairpersons' activities.
12. Coordinates entry year program.
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. 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.
15. Ensures that all reports required by law or requested by the board are properly prepared and filed as assigned.
16. Assists with contract negotiations with employees of the district; and complies with the conditions of all negotiated agreements during the term of the agreements.

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17. Represents the superintendent on all commissions, councils, committees, and in all phases of district operations as assigned.
18. Works cooperatively with the building principals and the treasurer in order to better meet district priorities and needs in support of all students.
19. Coordinates the district's inservice and staff development programs.
20. 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.
21. Visits buildings and classrooms as often as practicable, carefully observing methods of instruction and student discipline; suggests improvements and provides for improving school management.
22. Supervises Title I coordinator and gifted coordinator.
23. Keeps the superintendent informed regarding all state instructional mandates, regulations, requirements, etc.
24. Maintains required certificate(s) and/or license(s).
25. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attends staff meetings, inservices, workshops, seminars, and professional conferences.
2. Performs other related duties as required or assigned by supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: board policies and procedures; supervision; personnel and program evaluation procedures; public relations; educational plans; budgets; staffing patterns; purchasing; courses of study; textbook selection; instructional methods and strategies; federal and state funding; grant programs; title I regulations; gifted program requirements; testing programs.

Skill in: computer; leadership; planning; development.

Ability to: interpret local, state, and federal policies, regulations, and procedures; supervise; evaluate; discipline; plan and develop educational plans; communicate effectively; prepare reports; maintain records; develop staff morale and loyalty to the district; develop cooperative relationships with staff and community; access worksites;

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work cooperatively with all collective bargaining organizations; write grants.

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. 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.

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.

 or Designee

 Date

Superintendent

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

 Employee

 Date

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

2003-205 Moved by Mr. Zimmerman, seconded by Mr. Shepherd, to adjourn the regular meeting. Roll call: all yeas.

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Mr. Zimmerman declared the [regular](#) meeting adjourned at 10:05 p.m.

Paul J. Zimmerman, President

Teresa S. Napier, Chief Financial

Officer