

The New Richmond Exempted Village Board of Education met in regular session at 6:00 p.m. on May 19, 2011, at Market Street School, 212 Market Street, New Richmond, Ohio 45157, with the following members present:

David Painter, President  
Sharon Stark, Vice-President  
Ben Bird  
Fred Heflin  
Kevin Walriven

Adam C. Bird, Superintendent, and Teresa S. Napier, Chief Financial Officer, were also present.

2011-115 Moved by Mr. Heflin, seconded by Mr. Walriven, to enter into executive session for the purpose of consideration of the appointment, employment, dismissal, promotion, demotion or compensation of a public employee; in accordance with Ohio Revised Code 121.22(1). Roll call: Mr. Painter, yea; Mrs. Stark, yea; Mr. Bird, yea; Mr. Walriven, yea; Mr. Heflin, yea. Motion carried.

Mr. Painter declared the regular meeting moved into executive session at 6:01 p.m.

Mr. Painter declared the executive session adjourned and the regular meeting reconvened at 8:10 p.m.

2011-116 Moved by Mr. Heflin, seconded by Mr. Walriven, to deny the NREA grievance of Jessica Isaacs with the following relevant facts and circumstances:

1. Timelines were missed as defined in the contract
2. The Board does not believe a violation of the contract occurred.

Roll call: Mr. Painter, yea; Mrs. Stark, yea; Mr. Bird, yea; Mr. Walriven, yea; Mr. Heflin, yea. Motion carried.

Mr. Bird presented the following additions and corrections to the agenda:

Add: 2011-118 C. Acceptance of Donations  
5. One (1) Gemeinhardt flute to Locust Corner Elementary School from Paige McConnell, approximate value \$100.00.

Add: 2011-119 I. Five Year Forecast  
It is recommended that the Board of Education approve the five year financial forecast for fiscal years 2011, 2012, 2013, 2014 and 2015 and directs the Treasurer to file it with the Ohio Department of Education.

Change: 2011-124 C. Approval of Elementary Math Textbooks  
It is recommended that the Board of Education approve adoption of the *EnVisions* math series textbooks, published by Pearson Scott Foresman © 2011-12 for use at the elementary level.

Add: 2011-127 A. Acceptance of Resignations

4. Ross Gross, classified employee, effective close of business June 30, 2011

Change: 2011-127 C. Employment of Personnel

1. Administrator

Terry Miller, Principal, New Richmond Elementary School, two year, 260 day administrative contract, \$91,000.00 annual salary

Add: 2011-127 C. Employment of Personnel

2. Supplementals (2010-2011 School Year)

Curtis Massey, Outdoor Education-6<sup>th</sup> Grade Supervisor, \$86 stipend/night  
John Bagley, Outdoor Education-6<sup>th</sup> Grade Supervisor, \$86 stipend/night

Add: 2011-128 Approval of Leave of Absence Request

It is recommended that the Board of Education approve the unpaid leave of absence request submitted by Stacy Knoechel, *certified employee*, for the 2011/2012 and 2012/2013 school years.

Add: 2011-129 A. Rescission of Action

It is recommended that the Board of Education rescind action item 2011.93.2: Acceptance of the resignation of Kathryn Heybruch, classified employee, for the purpose of retirement, effective close of business June 15, 2011.

Add: 2011-129 B. Acceptance of Resignation

It is recommended that the Board of Education accept the resignation of Kathryn Heybruch, *classified employee*, for the purpose of retirement, effective close of business May 20, 2011.

2011-117 Moved by Mrs. Stark, seconded by Mr. Walriven, to approve the agenda as amended. Roll call: Mr. Painter, yea; Mr. Bird, yea; Mr. Heflin, yea; Mr. Walriven, yea; Mrs. Stark, yea. Motion carried.

## COMMITTEE REPORTS

The Finance Committee met and discussed balancing the budget and no provisions for repairs.  
The Policy Committee met and approved the policies on the agenda.

## PUBLIC PARTICIPATION

Steve Hack addressed the Board regarding the property tax.  
Sue Griffin addressed the Board regarding Teacher Support.  
Earl Neltner addressed the Board regarding Finances.  
Kevin Wolfe addressed the Board regarding Boys Basketball.

2011-118 Moved by Mr. Heflin, seconded by Mr. Bird, to approve the following:

- A. Approve the minutes of the April 1, 2011 special meeting and the April 21, 2011 regular meeting.
- B. Approve the financial report which includes: receipts, cash position, expenditures and investments for the month ending April 30, 2011.
- C. Approve acceptance of the following donations:
  - 1. \$25 to NRHS Faculty Scholarship fund from Jim Robinson
  - 2. \$25 to NRHS Faculty Scholarship fund from Richard Mahan
  - 3. One (1) Vito clarinet to Monroe Elementary School from Dawn Donley, approximate value - \$100
  - 4. \$1,500 from Beechmont Ford to New Richmond High School Athletic Department for the purchase of track relay shirts
  - 5. One (1) Gemeinhardt flute to Locust Corner Elementary School from Paige McConnell, approximate value \$100
- D. Approve the disposal of the following items:

<u>Quantity</u>	<u>Description</u>	<u>Inventory Control</u>
One (1)	IBM computer monitor S/N 8850977 from Food Service Department	00462
One (1)	IBM computer monitor S/N 23-TMDBT from Food Service Department	03785
One (1)	IBM computer monitor S/N 8850977 from Food Service Department	
One (1)	Samsung Monitor S/N PN17JS from the Food Service Department	
One (1)	Conn trumpet S/N P36737 from New Richmond High School Marching Band	
One (1)	Conn trumpet S/N 6K722949 from New Richmond High School Marching Band	
One (1)	Kohlert Clarinet, S/N 51208 from New Richmond High School Marching Band	
One (1)	Getzen Clarinet S/N 33111 from New Richmond High School Marching Band	
One (1)	Conn Clarinet S/N 746225 from New Richmond High School Marching Band	
One (1)	Conn Clarinet S/N 576 from New Richmond High School Marching Band	
One (1)	Bundy Clarinet S/N86001 from New Richmond High School Marching Band	
One (1)	Conn French horn S/N 677 from New Richmond High School Marching Band	

Market Street School

6:00 p.m.

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<u>Quantity</u>	<u>Description</u>	<u>Inventory Control</u>
One (1)	Buescher Alto Saxophone S/N 194221 from New Richmond High School Marching Band	
One (1)	Bundy Alto Saxophone S/N 1037300 from New Richmond High School Marching Band	
One (1)	Cucsnon Bori Saxophone S/N 6220 from New Richmond High School Marching Band	
One (1)	Conn Trombone S/N GF870724 from New Richmond High School Marching Band	
One (1)	Conn Trombone S/N 706392 from New Richmond High School Marching Band	
One (1)	Conn Trombone S/N 26136 from New Richmond High School Marching Band	
One (1)	Yamaha Tuba S/N 4287 from New Richmond High School Marching Band	
One (1)	Goetzen Tuba S/N 51975 from New Richmond High School Marching Band	
One (1)	Marching Bbaritone S/N 12866 from New Richmond High School Marching Band	
One (1)	Monitor Optiquest S/N cf00500174	02149
One (1)	Monitor IBM 6540-00N S/N 23-60509	03847
One (1)	Hub 3COM Dual Speed S/N7p1f076906	03407
One (1)	Laptop IBM 380ED S/N 1s26355au78kcn10	Old # 5736
One (1)	Laptop IBM 380ED S/N 1s26355au78kbp93	Old # 5735
One (1)	Laptop IBM 380ED S/N 1s26355au78hzl42	Old # 5733
One (1)	Computer Apple iMAC S/N XB8376VXDFN	02306
One (1)	Computer Apple iMAC S/N XB8376VLDFN	02309
One (1)	Computer Dell Optiplex 240 S/N 1z8pr11	02685
One (1)	Computer Dell Optiplex 240 S/N 9w0pr11	02472
One (1)	Computer Dell Optiplex 240 S/N cx0pr11	02486
One (1)	Computer Dell Optiplex 240 S/N dt0pr11	02465
One (1)	Computer Dell Optiplex 240 S/N 6w0pr11	02474
One (1)	Computer Dell Optiplex 240 S/N 6H9PR11	02681
One (1)	Computer Dell Optiplex 240 S/N cv0pr11	02488
One (1)	Computer IBM Net Vista S/N 1s830551ukcm4xzd	02351
One (1)	Computer IBM Net Vista S/N 1s830551ukcm4xvd	02376
One (1)	Computer IBM Net Vista S/N 1s679025uka50nxz	05887
One (1)	Computer IBM Net Vista S/N 1s679021uka0c19p	05601
One (1)	Computer IBM Net Vista S/N 1s679021uka84kd5	05578
One (1)	Computer IBM Net Vista S/N 1s679021uka69lrg	05542
One (1)	Computer IBM Net Vista S/N 1s679021uka0b62k	05659
One (1)	Computer IBM Net Vista S/N 1s679025uka50la2	05885
One (1)	Computer IBM Net Vista S/N 1s679021uka69txy	05543
One (1)	Computer IBM Net Vista S/N 1s679021uka4p65y	05643
One (1)	Computer IBM Net Vista S/N 1s679021uka69vrX	05573
One (1)	Computer IBM Net Vista S/N 1s679021uka69pax	05590
One (1)	Computer IBM Net Vista S/N 1s679021uka11bbf	05671
One (1)	Computer IBM Net Vista S/N 1s679021uka69npw	05599

Market Street School

6:00 p.m.

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<u>Quantity</u>	<u>Description</u>	<u>Inventory Control</u>
One (1)	Computer IBM Net Vista S/N 1s679021uka11ffl	05604
One (1)	Computer Dell Optiplex 240 S/N 9vdpr11	02478
One (1)	Computer Dell Optiplex 240 S/N1h9pr11	02692
One (1)	Computer Dell Optiplex 240 S/N jtdpr11	02477
One (1)	Computer Dell Optiplex 240 S/N 6v0pr11	02489
One (1)	Computer Dell Optiplex 240 S/N bf9pr11	02679
One (1)	Computer Dell Optiplex 240 S/N 2z8pr11	02678
One (1)	Computer Dell Optiplex 240 S/N gv0pr11	02481
One (1)	Computer Dell Optiplex 240 S/N 5z8pr11	02673
One (1)	Computer Dell Optiplex 240 S/N 8w0pr11	02467
One (1)	Computer Dell Optiplex 240 S/N 3v0pr11	02473
One (1)	Computer Dell Optiplex 240 S/N ht0pr11	02479
One (1)	Computer Dell Optiplex 240 S/N 9y8pr11	02728
One (1)	Computer Dell Optiplex 240 S/N dw0pr11	02468
One (1)	Computer Dell Optiplex 240 S/N 1w0pr11	02484
One (1)	Computer Dell Optiplex 240 S/N 1g9pr11	02686
One (1)	Computer Dell Optiplex 240 S/N 2vdpr11	02476
One (1)	Computer Dell Optiplex 240 S/N cy8pr11	02684
One (1)	Computer Dell Optiplex 240 S/N 7vdpr11	02487
One (1)	Computer Dell Optiplex 240 S/N gx0pr11	02485
One (1)	Computer Dell Optiplex 240 S/N hw0pr11	02466
One (1)	Computer Dell Optiplex 240 S/Ngg9pr11	02690
One (1)	Computer Dell Optiplex 240 S/N 9v0pr11	02482
One (1)	Computer Dell Optiplex 240 S/N 5vdpr11	02469
One (1)	Computer Dell Optiplex 240 S/N 249pr11	02677
One (1)	Computer Dell Optiplex 240 S/N 1x0pr11	02471
One (1)	Computer Dell Optiplex 240 S/N g39pr11	02688
One (1)	Computer Dell Optiplex 240 S/N 1v0pr11	NO TAG
One (1)	Computer Dell Optiplex 240 S/N 4q0pr11	02475
One (1)	Computer Dell Optiplex 240 S/N4w0pr11	02483
One (1)	Computer Dell Optiplex 50 S/N 5cmnh11	04642
One (1)	Computer IBM Net Vista S/N 1s679021uka69ptv	05582
One (1)	Computer IBM Net Vista S/N 1s679021uka4p70n	05676
One (1)	Computer IBM Net Vista S/N 1s679021uka69vrw	05526
One (1)	Computer IBM Net Vista S/N 1s679021uka70cbv	05679
One (1)	Computer IBM Net Vista S/N 1s679021uka70cpk	05636
One (1)	Computer IBM Net Vista S/N 1s679021uka70cft	05656
One (1)	Computer IBM Net Vista S/N 1s679021uka4p70v	05544
One (1)	Computer IBM Net Vista S/N 1s679021uka70cpy	05639
One (1)	Computer IBM Net Vista S/N 1s679021uka69wab	05516
One (1)	Computer IBM Net Vista S/N 1s679021uka69kwy	05587
One (1)	Computer IBM Net Vista S/N 1s679021uka0c17v	05555
One (1)	Computer IBM Net Vista S/N 1s679021uka69pbm	05549
One (1)	Computer IBM Net Vista S/N 1s679025uka50lx5	05886
One (1)	Computer IBM Net Vista S/N 1s679021uka69lpx	05624
One (1)	Computer IBM Net Vista S/N 1s679021uklarb0p	05605
One (1)	Computer IBM Net Vista S/N 1s679021uka87fyd	05641

Market Street School  
One (1) Computer IBM Net Vista S/N 1s679021uka4p32t

6:00 p.m.

May 19, 2011  
05515

<u>Quantity</u>	<u>Description</u>	<u>Inventory Control</u>
One (1)	Computer IBM Net Vista S/N 1s679021uka0a90c	05640
One (1)	Computer IBM Net Vista S/N 1s679021uka0a90x	05584
One (1)	Computer IBM Net Vista S/N 1s679021uka10wtm	05568
One (1)	Computer IBM Net Vista S/N 1s679021uka0b69l	05540
One (1)	Computer IBM Net Vista S/N 1s679021uka69vyf	05602
One (1)	Computer IBM Net Vista S/N 1s679021uka70cfn	05489
One (1)	Computer IBM Net Vista S/N 1s679021uka69tgl	05638
One (1)	Computer IBM Net Vista S/N 1s679021uka69llr	05644
One (1)	Computer IBM Net Vista S/N 1s679021uka87nxt	05572
One (1)	Computer IBM Net Vista S/N 1s818734ukcfx0r6	04541
One (1)	Computer Dell Optiplex GX250 32wxv01	05212
One (1)	Computer Dell Optiplex GX260 4p1lv11	02739
One (1)	Computer Dell Optiplex GX260 2q1lv11	02729
One (1)	Computer Dell Optiplex G1 1cqwb	02271
One (1)	Computer IBM S/N 1s679021uka0d13l	05594
One (1)	Computer IBM S/N 1s679021uka70dtg	05598
One (1)	Computer IBM S/N 1s679021uka4n94n	05581
One (1)	Computer IBM S/N 1s679021uka87dwp	05709
One (1)	Computer IBM S/N 1s679021uka70dgl	05513
One (1)	Computer IBM S/N 1s809011ukctn1lg	05101
One (1)	Computer IBM S/N 1s809011ukcvk9lm	05079
One (1)	Computer IBM S/N 1s809011ukcxa8mp	05059
One (1)	Computer IBM S/N 1s809011ukcxb0lk	05299
One (1)	Computer IBM S/N 1s809011ukcxa8ma	05058
One (1)	Computer IBM S/N 1s809011ukcxa9py	05063

E. Transfer of Funds

WHEREAS, as of May 1, 2011 an unexpended balance in the treasury to the credit of the Capital Maintenance Fund (0019005) 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 \$59,050.00 from the Capital Maintenance Fund (001-9005) to the Computer Tech Textbooks & Inst Materials Fund (001-9001).

NOW THEREFORE BE IT RESOLVED that the sum of \$59,050.00 be and is hereby transferred/reallocated from the Capital Maintenance Fund (001-9005) to the Computer Tech Textbooks & Inst Materials Fund (001-9001).

F. Transfer of Funds

WHEREAS, as of May 1, 2011 an unexpended balance in the treasury to the credit of the Capital Maintenance Fund (001-9005) which sum is not encumbered by any unliquidated and outstanding obligations or encumbrances, and;

Market Street School 6:00 p.m. May 19, 2011  
 WHEREAS, the Board of Education has determined that it is necessary to transfer the sum of \$70,000 from the Capital Maintenance Fund (001-9005) to the Custodial Non-Restricted Fund (001-9505).

NOW THEREFORE BE IT RESOLVED that the sum of \$70,000.00 be and is hereby transferred/reallocated from the Capital Maintenance Fund (001-9005) to Custodial Non-Restricted Fund (001-9505).

G. Approve following supplemental appropriations:

Fund		Amount
001-9001	Computer Tech Textbooks & Inst Materials Fund	\$59,050.00
001-9005	Capital Maintenance Fund	\$70,000.00
001-9505	Custodial Non-Restricted Fund	(\$129,050.00)

H. Approve the following amended appropriations:

Fund		Amount
572-9011	Title I 2010-2011	\$587,650.49
590-9011	Improving Tchr Quality Title Ii-A 2011	\$165,758.98
533-9011	STIM Title II-Tech Fy11	\$1,897.77
584-9011	Safe/Drug Free Sch Title IV-A 2011	\$3,361.46

I. Approve the five year financial forecast for fiscal years 2011, 2012, 2013, 2014 and 2015 and directs the Treasurer to file it with the Ohio Department of Education.

Roll call: Mr. Walriven, yea; Mr. Painter, yea; Mrs. Stark, yea; Mr. Bird, yea; Mr. Heflin, yea. Motion carried.

2011-119 Moved by Mrs. Stark, seconded by Mr. Bird, to approve membership to the Ohio High School Athletic Association for the 2011-2012 school year. Roll call: Mr. Walriven, yea; Mr. Painter, yea; Mr. Heflin, yea; Mr. Bird, yea; Mrs. Stark, yea. Motion carried.

2011-120 Moved by Mr. Walriven, seconded by Mr. Heflin, to approve the 2011 Graduation Candidates:

- |                          |                           |
|--------------------------|---------------------------|
| Sarah Faye Abellanida    | Micah Taylor Brondhaver   |
| Jonathan Tyler Adams     | Keri Marie Broyles        |
| Jordan Mackenzie Adams   | Joshua Jeremy Brunk       |
| Corey Christopher Altman | Veronica Corine Burnam    |
| Samuel Greg Anderson     | Trisha Renee' Jean Burton |
| Anita Rae Appelmann      | Evert Leon Byus Jr.       |
| Penny Lane Arnett        | Shane Michael Campbell    |
| Kaleigh Rebecca Autzen   | Amanda Rose Casella       |
| Natasha Marie Bailey     | William Alexander Chesney |
| Jacob Ryder Peace Baker  | Cheyenne Rose Cochran     |
| Terry Jay Battle         | Jerry Lee Cramer II       |
| Tyler Paul Behymer       | Victoria Diane Crooker    |
| Madeline Gayle Bennett   | Samantha Nicole Curless   |
| Gabrielle Marie Benton   | Eric James Curso          |
| Steven Michael Binder    | Kathryn Michelle Curtis   |

Market Street School  
Matthew Jacob Bishop  
Lindsey Kaitlin Blankenship  
Kelli Diane Bosse  
Nicholas Clayton Bowling

6:00 p.m.  
Kaitlyn Rose Davis  
Stephanie Marie Dorothy Day  
Cody William Deller  
Miles Hassan Derkson

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Market Street School

6:00 p.m.

May 19, 2011

Cariann Marie Difazio  
Zachary Clark Dixon  
Mickie Ray Doane  
Daniel David Dooley  
Kalynn Dunham  
Leanna Rachel Duprez  
Taylor Allan Eckart  
Kaylee Ann Marie Edgell  
Tyler Monroe Ellis  
Nathan Robert Emmich  
Steven Tyler Erbe  
Austin Christopher Everson  
Dakota Coleman Felts  
Raisa Brienne Finch  
Benjamin Allan Fitzgerrel  
Tyler Andrew Flood  
Alex Wayne Forsee  
Joanna Lynn Forsee  
Janet Reno Frayne  
Cody Lee Fuhrman  
Nicholas Blade Richard Gabbard  
Kelly Nicole Gatch  
Zachery Steven Gelter  
Michael Anthony Gilbert  
Marshall Jordan Godwin  
Eric Tyler Gohs  
Myla Dominique Gordo  
Tyler Nichole Gould  
Joshua Oma Greene  
Taylor Andrew Gregory-Sweet  
Cassandra Susan Grooms  
Emily Jane Grooms  
Destiny Rae Hackney  
Timothy James Hall  
Samantha Michelle Hamilton  
Eleanora Nicole Hardin  
Jessica Jean Hartigan  
Donald Lewis Hawkins Jr.  
Kaley Elizabeth Hays  
Scott Craig Heater  
Rebecka Leann Hedge  
Molly Elizabeth Heiden  
Kyle Andrew Helton  
Jeffrey Michael Hensley  
Jeremy Lee Huddleston  
Nathan Alan Humfleet  
Richard John Alexander Jetter III  
Nathan Jeremy Kirtley  
Dustin William Lambert

Jay Clarence Lawson  
Kaila Michelle Lee  
Nicole Elizabeth Leen  
Kallie Charlene Long  
Krista Rose Loose  
Megan Kristine Louis  
Devan Eva Macke  
Marty Clifford Allen Mahaffey II  
James Ian Martin  
Johnathon Richard Isaac Martin  
Joseph Scott Mattingly  
Nicholas Allen Matzet  
Kayla Marie Maupin  
Joseph Patrick McCabe II  
Taylor Christian McCollum  
Julie Ann Marie Meadows  
Michael Shane Meder II  
Robyn Lee Morgan  
Brian Shawn Douglas Murphy  
Tanna Marie Murphy  
Garrett Clayton Myers  
Katherine Randle Neal  
Zachery Tyler Neal  
Gregory Thomas Nelson  
Jesse Lee Noble  
Joshua Levi Noble  
Kelsie Marie Ober  
Delmas Gerald Pack III  
Tyler Justin Parker  
Alexandra Marie Parritt  
Blake Christian Payne  
Tiffani Nicole Paynter  
Vance Lee Perkins  
Cody James Piper  
Heather Marie Radenheimer  
Cainin David Ramey  
Joshua Donald Lee Raver  
Heidi Gayle Richards  
Brandi Nicole Riley  
Zachary Aaron Ritter  
Casey Paul Rockholt  
William Lee Rogers  
Derek Layne Rosenow  
Jessie James Rust  
Samanthia Lynn Scarff  
Brooke Alexandra Scharber  
Amanda Jo Schmidt  
Joshua Tyler Sells  
Jordan Anna Shook

Elsie Jean Silman	Ashley Nicole Vanover
Jacob David Singleton	Cinda Rena Verdin
Zachary Michael Slone	Jessie Adam James Walls
Emily Sue Smiddy	Austin William Warden
Trevor Allen Smith	Courtney Patricia Gabriel Watkins
Kurtis Donald Stevens	Chelsey Marie Webb
Megan Dawn Stewart	Kortney Denise Weber
David Michael Stigler	Nicholas Leon West
Isaac Lloyd Stroud	Casey Lee White
Brittney Hope Strunk	Dustin Michael White
Carrie Louise Swinford	Jacob Michael White
Rebekah Jordan Taylor	David Paul Whittaker
Courtney Renay Tebelman	Tara Renae Wilder
Jessica Rena Thacker	Faith Emily Williams
Anthony Nicholas Tharpe	Nicholas Andrew Williams
Luke Patrick Tons	Kelly Nicole Wolf
Megan Elizabeth Tucker	Kimberly Ann Workman
Trenton Ray Turner	Robert Allen Workman
Justin Earl Underwood	Alexis Brooke Zimmer

Roll call: Mr. Painter, yea; Mrs. Stark, yea; Mr. Bird, yea; Mr. Heflin, yea; Mr. Walriven, yea.  
Motion carried.

- 2011-121 Moved by Mts. Stark, seconded by Mr. Heflin, to approve the following as the official beginning and ending times of the school day:

All Elementary Buildings:	8:45 AM – 3:30 PM
New Richmond Middle School:	7:45 AM – 2:25 PM
New Richmond High School:	7:40 AM – 2:20 PM

Roll call: Mr. Walriven, yea; Mr. Painter, yea; Mr. Bird, yea; Mr. Heflin, yea; Mrs. Stark, yea.  
Motion carried.

- 2011-122 Moved by Mr. Heflin, seconded by Mr. Bird, to establish lunch prices for the 2011-2012 school year as follows:

<u>K-6</u>		<u>7-12</u>	
Breakfast	\$1.25	Breakfast	\$1.50
Lunch	\$2.25	Lunch	\$2.50
Milk	\$ .50	Milk	\$ .50
Adult Lunch	\$3.00	Adult Lunch	\$3.00

Roll call: Mr. Walriven, yea; Mr. Painter, yea; Mrs. Stark, yea; Mr. Bird, yea; Mr. Heflin, yea.  
Motion carried.

- 2011-123 Moved by Mrs. Stark, seconded by Mr. Walriven, to enter into a contract agreement with Child Focus for preschool services for the period August 1, 2011 through May 30, 2012 ten (10) months for a monthly sum of \$3,500, not to exceed a total sum of \$35,000. Roll call: Mr. Painter, yea; Mr. Bird, yea; Mr. Heflin, yea; Mr. Walriven, yea; Mrs. Stark, yea. Motion carried.

2011-124 Moved by Mrs. Stark seconded by Mr. Bird, to approve the following:

A. Approve the 2012-2013 school year calendar:

<b>July 2012</b>						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**JULY 2012**  
4<sup>th</sup> Independence Day

<b>January 2013</b>						
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**JANUARY 2013**  
1<sup>st</sup> New Year's Day  
2<sup>nd</sup> Teacher Workday – No School  
3<sup>rd</sup> Return to School  
21<sup>st</sup> Martin Luther King Day – No School

<b>August 2012</b>						
	1	2	3	4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**AUGUST 2012**  
16<sup>th</sup> District/Building Staff Meetings  
17<sup>th</sup> Teacher Workday  
20<sup>th</sup> First Day for Students

<b>February 2013</b>						
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

**FEBRUARY 2013**  
– Interim Reports  
– K-12 P/T Conferences  
– 7-12 P/T Conferences  
– K-6 P/T Conferences  
15<sup>th</sup> Parent Teacher Comp Day  
18<sup>th</sup> Presidents' Day – No School

<b>September 2012</b>						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**SEPTEMBER 2012**  
3<sup>rd</sup> Labor Day – No School  
– Interim Reports  
– K-12 P/T Conferences  
– 7-12 P/T Conferences  
– K-6 P/T Conferences

<b>March 2013</b>						
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**MARCH 2013**  
– End of 3<sup>rd</sup> Quarter  
25<sup>th</sup>-29<sup>th</sup> Spring Break – No school

<b>October 2012</b>						
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**OCTOBER 2012**  
– End of 1<sup>st</sup> Quarter

<b>April 2013</b>						
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**APRIL 2013**  
– Interim Reports

<b>November 2012</b>						
	1	2	3			
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**NOVEMBER 2012**  
6<sup>th</sup> Staff Development day – No school  
– Interim Reports  
21<sup>st</sup> Parent Teacher Comp Day  
22<sup>nd</sup> & 23<sup>rd</sup> Thanksgiving – No School

<b>May 2013</b>						
	1	2	3	4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**MAY 2013**  
23<sup>rd</sup> Last day for students  
23<sup>rd</sup> – End of 4<sup>th</sup> Quarter  
24<sup>th</sup> Teacher Workday  
27<sup>th</sup> Memorial Day

<b>December 2012</b>						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**DECEMBER 2012**  
– End of 2<sup>nd</sup> Quarter  
24<sup>th</sup> – 1<sup>st</sup> Christmas Break – No School

<b>June 2013</b>						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**JUNE 2013**

	T	S			S	T
Instructional Days	178	178	1 <sup>st</sup> Qtr:	1 <sup>st</sup> semester		
Inservice	5		2 <sup>nd</sup> Qtr:	P/T Comp Day		
Parent-Teacher Days	2	2	3 <sup>rd</sup> Qtr:	2 <sup>nd</sup> semester		
TOTAL	185	180	4 <sup>th</sup> Qtr:	P/T Comp Day		
					180	185

Make-up days in the following order: **May, 24, 28, 29, 30 and 31, 2013**

- B. Approve the Elementary Schools’ handbook as presented.
- C. Approve adoption of the EnVisions math series textbooks, published by Pearson Scott Foresman © 2011-12 for use at the elementary level.
- D. Approve the following new and revised polices for adoption:

**0160 - MEETINGS**

**0161 Parliamentary Authority**

The parliamentary authority governing the Board of Education shall be the most recent edition of Robert's Rules of Order, Newly Revised, in all cases in which it is not inconsistent with statute, administrative code, or these bylaws or the rules of order of this Board.

**0162 Quorum**

Three (3) members present in person at a meeting shall constitute a quorum, and no business shall be conducted in the absence of a quorum. R.C. 3313.18

**0163 Presiding Officer**

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice-President shall act instead; if neither person is available, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

**0164 Notice of Meetings**

- A. A schedule of the time and place of (all) (each) regular meeting(s) shall be published annually in the official newspaper(s) and posted at the District office and each school.
- B. Notice of the time, place, and purpose of each special meeting shall be given to the news media twenty-four (24) hours in advance of the meeting, except that when an emergency requires the immediate official action of the Board, the member(s) calling the meeting shall immediately notify the media requesting such notice of the time, place, and purpose of the meeting. R.C. 121.22

- C. Notice of meetings at which the specific type of public business is to be discussed shall be sent to all persons requesting such notice.
- D. The Treasurer shall notify all Board members of each Board meeting no later than two (2) days in advance of the meeting. Such notice shall include the time, place, and purpose of the meeting.

R.C. 3313.16

0165.1 **Regular Meetings**

Regular meetings of the Board shall be public and held at least once every month. R.C. 121.22, 3313.15

- A. It shall be the responsibility of the Superintendent, in cooperation with the Board President, to prepare an agenda of the items of business to come before the Board at each regular meeting.
- B. The agenda of the regular monthly meeting or special meetings shall be accompanied by a report from the Superintendent on information relating to the District with such recommendations as s/he shall make.

Each agenda shall contain the following statement:

"This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the regularly scheduled meeting as indicated on the agenda."

- C. The agenda for each regular meeting shall be mailed or delivered to each Board member so as to provide proper time for the member to study the agenda. Generally, the agenda should be mailed no later than two (2) days prior to the meeting, or delivered so as to provide time for the study of the agenda by the member. The agenda for a special meeting shall be delivered at least twenty-four (24) hours before the meeting, consistent with provisions calling for special meetings.
- D. The Board shall transact business according to the agenda prepared by the Superintendent and submitted to all Board members in advance of the meeting. The order of business may be altered and items added at any meeting by a majority vote of the members present.

E. **Consent Agenda**

The Board shall use a consent agenda to keep routine matters within a reasonable time frame.

The following routine business items may be included in a single resolution for consideration by the Board:

1. minutes of prior meetings
2. bills for payment
3. hiring of personnel
4. resolutions that require annual adoption, such as bank signatories, Ohio High School Athletic Association membership, etc.
5. resignations and leaves

A member of the Board may request any item be removed from the consent resolution. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion.

#### 0165.2 **Special Meetings**

Special meetings of the Board shall be public. R.C. 121.22

- A. Special meetings shall be called by the President or the Treasurer or by two (2) members of the Board by serving a written notice of the time, place, and purpose of such meeting upon each Board member at least two (2) days in advance of the meeting. R.C. 3313.26
- B. The agenda as presented shall be followed unless altered by the presiding officer or a majority of those present and voting.

#### 0165.3 **Recess**

The Board may adjourn or recess at any time. The adjourned meeting, when reconvened, shall take up its agenda at the point where the motion to adjourn or recess was acted upon.

#### 0166 **Executive Session**

The Board and its committees and subcommittees reserve the right to meet privately in executive session solely to discuss one (1) or more of the following issues exempted from public sessions:

- A. consideration of the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee, official, or student
- B. investigation of charges or complaints against a public employee, official, licensee, or student unless such employee, official, licensee or student requests a public meeting; except that consideration of the discipline of a Board member for conduct related to the performance of his/her duties or his/her removal from office shall not be held in executive session

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- C. consideration of the purchase of property or sale of property at competitive bidding, if premature disclosure or information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest
- D. discussion, with the Board's legal counsel, of disputes involving the Board that are the subject of pending or imminent court action
- E. preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of employment
- F. matters required to be confidential by Federal law or rules or State statutes
- G. specialized details of security arrangements where disclosure might reveal information that could be used for the purpose of committing or avoiding prosecution for a violation of law

No official action may be taken in executive session. R.C. 121.22

Collective bargaining meetings between employers and employee organizations are private and not subject to R.C. 121.22. R.C. 4117.21

An executive session will be held only at a regular or special meeting. After the meeting is convened, any member may make a motion for an executive session, and must state the purpose or purposes of the session by citing one (1) or more of the reasons set forth above. If the session is to discuss a personnel matter listed in paragraph A above, the particular subject for which the session has been called must be identified in the motion. The motion does not need to name the person. Upon receiving a second to the motion and a majority roll-call vote of those present and voting, the chairperson shall declare the Board in executive session.

In keeping with the confidential nature of executive sessions, no member of the Board, committee or subcommittee shall disclose the content of discussions that take place during such sessions.

All members of the Board, committee or subcommittee are entitled to attend executive sessions. The Board, committee or subcommittee may invite any other person to attend an executive session.

0167 **Voting**

All motions shall require for adoption a majority vote of those present and voting, except as provided by statute, these bylaws, or parliamentary authority. (See listing of exceptions below.) Upon the demand of any member of the Board, the vote shall be recorded by roll call.

Pursuant to R.C. 121.22, a motion to go into executive session requires a majority vote of a quorum and must be adopted by roll call vote.

In situations in which a specific number of affirmative votes are required and abstentions have been recorded, the motion shall fail if the specified number of affirmative votes have not been cast. In situations in which a tie vote occurs and abstentions have been recorded, the motion shall fail for lack of a majority.

All actions requiring a vote can be conducted by voice vote or show of hands, unless a roll-call vote is requested or required. A Board member must be physically present at the meeting to vote. Each vote and abstention shall be recorded. Proxy voting is prohibited. R.C. 3313.18

<u>Item</u>	<u>Number Needed</u>	<u>R.C. Reference</u>
<u>Statutory Exceptions:</u>		
Administrator; employment when Superintendent nominates	Majority of Full Board	3313.18 3319.02
Administrator; reemployment when Superintendent refuses to appoint	Full Board	3319.02
Board Member; declaration that reasons for a Member's absence for ninety (90) days are insufficient to continue membership	2/3 of remaining Board Members	3313.11
Board Member; filling a vacant Board seat	Majority of remaining Board Members	3313.11
Bonds; declaring necessity to issue	Majority of Full Board	133.01(U) 133.18
Competitive Bid; waive due to item being available only from a single source	2/3 of Full Board	3313.46(B)(2)
Competitive Bid; waive due to project involving an energy conservation measure	2/3 of Full Board	3313.46(B)(3)
Employee; employment of any employee	Majority of Full Board	3313.18
Expulsion of Student; affirm, reverse, vacate or modify (or reinstate student)	Majority of Full Board	3313.66(E)

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Item	Number Needed	R.C. Reference
Fact-Finding; Rejection of findings and recommendation of fact-finder under statutory impasse procedure	3/5 of Full Board	4117.14(c)(6)
Officer; election or Appointment of	Majority of Full Board	3313.18
Payment of debt or claim	Majority of Full Board	3313.18
Purchase of real or personal property	Majority of Full Board	3313.18
Sale of real or personal property	Majority of Full Board	3313.18
Superintendent Pro Tempore; appointment when Superintendent is incapacitated in such a manner that s/he is unable to perform duties	Majority of Full Board	3319.011
Superintendent Pro Tempore; determination that incapacity of Superintendent is removed	Majority of Full Board	3319.011
Superintendent Pro Tempore; removal for cause	2/3 of Full Board	3319.011
Suspension of Student; affirm, reverse, vacate or modify (or reinstate a student)	Majority of Full Board	3313.66(E)
Tax; Levying tax in excess of 10-mill limitation (not an emergency)	2/3 of Full Board	5705.21
Teachers, Continuing Contract; rejection of Superintendent's recommendation for reemployment of teacher eligible for Continuing Contract	3/4 of Full Board	3319.11(B)(1)

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Item	Number Needed	R.C. Reference
Teacher, Extended Limited Contract; Rejection of Superintendent's recommendation for Extended Limited Contact when Board rejected continuing contract	3/4 of Full Board	3319.11(C)(3)
Teacher; Employment when Superintendent appoints	Majority of Full Board	3313.18
Teacher; Reemployment when Superintendent refuses to appoint	3/4 of Full Board	3319.07
Textbook; Adoption of	Majority of Full Board	3313.18 and 3329.08
Transfer of Funds; (authorized by 5705.15); Resolution declaring necessity of	Majority of Full Board	5705.16
Transfer of Funds (as specified in 5705.14)	2/3 of Full Board	5705.14
Treasurer Pro Tempore; appointment when Treasurer is incapacitated in such a manner that s/he is unable to perform duties	Majority of Full Board	3313.23
Treasurer Pro Tempore; determination that incapacity of Treasurer is removed	Majority of Full Board	3313.23
Treasurer Pro Tempore; removal for cause	2/3 of Full Board	3313.23

2/3 = 4 MEMBERS OF A FIVE – PERSON BOARD  
2/3 = 5 MEMBERS OF A SEVEN – PERSON BOARD

3/4 = 4 MEMBERS OF A FIVE – PERSON BOARD  
3/4 = 6 MEMBERS OF A SEVEN – PERSON BOARD

3/5 = 3 MEMBERS OF A FIVE – PERSON BOARD  
3/5 = 5 MEMBERS OF A SEVEN – PERSON BOARD

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0167.1 **Use of Electronic Mail**

Since E-mail is a form of communication that could conflict with the Sunshine Law, it will be used only for the purposes of communicating:

- A. messages between Board members or between a Board member and employee(s) which do not involve deliberating or rendering a decision on matters pending before the Board;
- B. possible agenda items between the Superintendent and the Board President;
- C. times, dates, and places of regular or special Board meetings;
- D. a Board meeting agenda or public record information concerning items on the agenda;
- E. requests for public record information from a member of the administration, school staff, or community pertaining to District operations;
- F. responses to questions posed by members of the public, administrators, or school staff.

Under no circumstances shall Board members use E-mail to discuss among themselves Board business that is only to be discussed in an open meeting of the Board, is part of an executive session, or could be considered an invasion of privacy if the message were to be monitored by another party.

There should be no expectation of privacy for any messages sent by E-mail. Messages that have been deleted may still be accessible on the hard drive, if the space has not been occupied by other messages. Messages, deleted or otherwise, may be subject to disclosure under the Public Records Act, unless an exemption would apply.

0168 **Minutes**

The Treasurer shall keep reasonably comprehensive minutes of all its meetings showing the time and place, the members present, the subjects considered, a summary of the deliberations sufficient enough for the public to understand the basis for the Board's actions, the actions taken, the vote of each member on roll-call votes, and any other information required to be shown in the minutes by law, which shall be available to the public. (R.C.121.22, 149.43, 3313.26) Minutes of executive sessions shall reflect the general subject matter of discussions. R.C. 121.22

The Treasurer shall provide each Board member with a copy of the minutes of the last meeting no later than two (2) days before the next regular meeting.

The minutes of Board meetings shall be considered at the next succeeding meeting where they shall be read (unless waived by law), corrected, and approved. The approved minutes shall be signed by the Treasurer and the President.

The approved minutes shall be filed in the Treasurer's office in a prescribed minute book as a permanent record of official Board proceedings.

R.C. 149.43, 3313.26

0169.1 **Public Participation at Board Meetings**

The Board of Education recognizes the value to school governance of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

Any person or group wishing to place an item on the agenda shall register their intent with the Superintendent no later than seven (7) days prior to the meeting and include:

- A. name and address of the participant;
- B. group affiliation, if and when appropriate;
- C. topic to be addressed.

Such requests shall be subject to the approval of the Superintendent and the Board President.

In order to permit the fair and orderly expression of such comment, the Board shall provide a period for public participation at every regular meeting of the Board and publish rules to govern such participation in Board meetings.

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the order of business at the discretion of the presiding officer.
- B. Anyone having a legitimate interest in the actions of the Board may participate during the public portion of a meeting.
- C. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.
- D. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name

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- E. Each statement made by a participant shall be limited to three (3) minutes duration, unless extended by the presiding officer.
- F. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- G. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- H. Tape or video recordings are permitted. The person operating the recorder should contact the Superintendent prior to the Board meeting to review possible placement of the equipment, and must agree to abide by the following conditions:
  - 1. No obstructions are created between the Board and the audience.
  - 2. No interviews are conducted in the meeting room while the Board is in session.
  - 3. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session and not disrupt the meeting.
- I. The presiding officer may:
  - 1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
  - 2. request any individual to leave the meeting when that person does not observe reasonable decorum;
  - 3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
  - 4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
  - 5. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
- J. The portion of the meeting during which the participation of the public is invited shall be limited to thirty (30), unless extended by a vote of the Board.

**0169.2 Open Meetings/Sunshine Law**

The Sunshine Law applies to the Board, and to any committee or subcommittee created by the Board or required by law or rule.

A “meeting” to which the Sunshine Law applies is any prearranged discussion of the public business of the Board, committee or subcommittee by a majority of its members, including, but not limited to, regular and special meetings, work sessions, retreats, planning meetings, and study groups. A series of prearranged meetings attended by a minority of the Board to discuss the public business, without giving proper notice, is a violation of the Sunshine Law. A majority of members may gather at social or other events, but may not discuss public business.

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**1613 - STUDENT SUPERVISION AND WELFARE**

Administrators shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities and are expected to establish and maintain professional staff/student boundaries that are consistent with their legal, professional and ethical duty of care for students.

The Superintendent shall maintain and enforce the following standards:

- A. Each administrator shall report immediately to the Superintendent any accident, safety hazard, or other potentially harmful condition or situation s/he detects.
- B. Each administrator shall immediately report to the Superintendent any knowledge of threats or violence by students.
- C. An administrator shall not send students on any personal errands.
- D. An administrator shall not associate or fraternize with students at any time in a manner that may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity that could be considered abusive or sexually suggestive or involve harmful substances such as illegal drugs, alcohol or tobacco. Any sexual or other inappropriate conduct with a student by any administrator will subject the offender to potential criminal prosecution and disciplinary action by the Board up to and including termination of employment.
- E. If a student approaches an administrator to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc., the administrator may attempt to assist the student by facilitating contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student’s stated problem.

However, under no circumstances should an administrator attempt, unless properly licensed and authorized to do so to counsel, assess, diagnose, or treat the student's problem or behavior, nor should such administrator inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.

- F. An administrator shall not transport students in a private vehicle without the approval of the Superintendent.
- G. A student shall not be required to perform work or services that may be detrimental to his/her health.
- H. Administrators shall only engage in electronic communication with students via email, texting, social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., when such communication is directly related to curricular matters or co-curricular/extracurricular events or activities with prior approval of the principal.
- I. Administrators are prohibited from electronically transmitting any personally identifiable image of a student(s), including video, photographs, streaming video, etc. via email, text message, or through the use of social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., unless such transmission has been made as part of a pre-approved curricular matter or co-curricular/extracurricular event or activity such as a school-sponsored publication or production in accordance with Policy 5722.

Since most information concerning a child in school, other than directory information described in Policy 8330, is confidential under Federal and State laws, any administrator who shares confidential information with another person not authorized to receive the information may be subject to discipline and /or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Board Policy 8462, each administrator shall report to the proper legal authorities, immediately, any sign of suspected child abuse or neglect.

R.C. 2907.03

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## **2120 - SCHOOL IMPROVEMENT**

The Board of Education supports the concept of school improvement as established by the State Board of Education and will seek to create and/or maintain effective schools as defined by State guidelines.

In addition to adopting a Mission Statement and Educational Philosophy for the District, the Board shall create, as needed, policies which support the School Improvement Process.

District and school-level/building leadership teams are responsible for quality planning, implementation, and ongoing monitoring and reporting for all components for improving instructional practice and student performance.

The Superintendent shall provide leadership to District staff in the improvement process in the following core areas:

- A. data and the decision-making process
- B. focused goal setting process
- C. instruction and the learning process
- D. community engagement process
- E. resource management process
- F. Board development and governance process

The Improvement Process shall consist of the following stages:

- A. use data to identify areas of greatest need
- B. develop a plan to address those areas of need that is built around a limited number of focused goals and strategies to significantly improve instructional practice and student performance
- C. implement the plan with integrity, and
- D. monitor and evaluate the effectiveness of the improvement process in changing instructional practice and impacting student performance

The District shall utilize guidance, technical assistance, and resources provided by ODE as may be appropriate and available.

In order to enhance school improvement, the Superintendent is authorized to waive any policy that has been enacted in order to comply with the following Federal statutes/regulations and to request waivers from these laws/regulations from the Superintendent of Public Instruction:

Titles I, II, IV, VI, and Part C of Title VII of the ESEA Act of 1965

The Carl Perkins Vocational and Applied Technology Education Act

The General Education Provisions Act

Parts of Education Department General Administrative Regulations

In requesting such waivers, the Superintendent is to abide by the procedures established by the State Department of Education.

Goals 2000 - Educate America Act  
The Ohio Improvement Process (OIP)

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**2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. Therefore, the Board of Education will not discriminate nor tolerate harassment in its educational programs or activities for any reasons, including on the basis of religion, race, color, national origin, gender, disability, military status, ancestry, age or genetic information. Additionally, it will not discriminate in its employment policies and practices.

The Board is committed to providing an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

In order to achieve the aforesaid goal, the Board directs the Superintendent to:

A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based upon race, color, gender, disability, religion, national origin, ancestry, or culture; ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society;

B. Staff Training

develop an ongoing program of in-service training for school personnel designed to identify and solve problems of race, color, gender, religious, national origin, cultural, or other bias in all aspects of the program;

C. Student Access

review current and proposed programs, activities, facilities, and practices to verify that all students have equal access thereto and are not segregated on the basis of race, color, creed, gender, disability, or national origin in any duty, work, play, classroom, or school practice, except as may be permitted under State and Federal laws and regulations;

D. District Support

verify that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

verify that tests, procedures, and guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner



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Pursuant to Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board

of Education does not discriminate in admission or access to, or participation in, or treatment, or employment in, its programs or activities. As such, the Board's policies and practices will not discriminate against employees and students with disabilities, will provide equal opportunity for employment, and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

As used in this policy and the implementing administrative guidelines, "an individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

With respect to employment, a qualified person with a disability means a disabled person who, with reasonable accommodation, can perform the essential functions of the job in question.

With respect to public preschool, elementary and secondary educational services, a qualified person with a disability means a disabled person:

- A. who is of an age during which nondisabled persons are provided educational services;
- B. who is of any age during which it is mandatory under Ohio law to provide educational services to disabled persons; or
- C. to whom the State is required to provide a free appropriate public education pursuant to the Individuals with Disabilities Education Improvement Act (IDEIA).

With respect to vocational education services, a qualified person with a disability means a disabled person who meets the academic and technical standards requisite to admission or participation in the vocational program or activity.

The Director of Staff and Pupil Services is the District's Section 504 Compliance Officer/ADA Coordinator ("Compliance Officer"). The Compliance Officer is responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act ("ADA"). A copy of the Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as amended, including copies of their implementing regulations, may be obtained from the Compliance Officer. The Compliance Officer can be reached at:

212 Market Street  
513-553-2616  
513-553-6431 (fax)

The Compliance Officer will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted grievance procedure, and will attempt to resolve the grievances.

The Compliance Officer will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

#### Employment Practices

##### **Discrimination Prohibited**

In accordance with Section 504/ADA, no qualified individual with a disability shall, on the basis of disability, be subjected to discrimination in employment under any of the District's programs or activities. Further, the Board will take positive steps to employ and advance in employment qualified individuals with disabilities. The Board will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

##### **Reasonable Accommodation**

The Board will provide reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities.

#### Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

The District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto. Programs and activities will be designed and scheduled so that the location and nature of the facility or area will not deny a student with a disability the opportunity to participate on the same basis as students without disabilities. The District will meet its obligations through such means as redesign of equipment, reassignment of classes or other services to accessible buildings, assignment of aides to beneficiaries, alteration of existing facilities and/or construction of new facilities, or any other method that results in making its programs and activities accessible to persons with disabilities. In choosing among available methods for meeting its obligations, the District will give priority to those methods that serve persons with disabilities in the most integrated setting appropriate.

#### Education



Section 504, regardless of the nature or severity of their disabilities. The Board recognizes and acknowledges that students may be disabled and eligible for services under Section 504 even though they do not qualify for or require special education and/or related services pursuant the IDEA. Students eligible for services under the IDEA will be served under existing special education programs.

If a student has a physical or mental impairment that significantly limits his/her learning, but does not require specially designed instruction to benefit educationally, the student will be eligible for reasonable, but more than standard, accommodations and/or modifications of the regular classroom or curriculum in order to have the same access to an education as students without disabilities. Such accommodations and/or modifications will be provided pursuant to a Section 504 Accommodation Plan (Form 2260.01A F13). Parents/guardians/custodians ("parents") are invited and encouraged to participate fully in the evaluation process and development of a Section 504 Plan.

If a student has a physical or mental impairment, but it does not significantly limit his/her learning, the student will not be entitled to a Section 504 Accommodation Plan, but s/he may still be eligible for a "Classroom Accommodation/Checklist" (Form 2260.01A F14).

The Board is committed to educating (or providing for the education of) each qualified person with a disability who resides within the District with persons who are not disabled to the maximum extent appropriate to the needs of the person with disabilities. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. If the District places a person in a setting other than the regular educational environment, it shall take into account the proximity of the alternate setting to the person's home.

The District will provide non-academic extracurricular services and activities in such a manner as is necessary to afford qualified persons with disabilities an equal opportunity for participation in such services and activities. Nonacademic and extracurricular services and activities may include counseling services, physical recreational athletics, transportation, health services, recreational activities, special interests groups or clubs sponsored by the District, referrals to agencies that provide assistance to persons with disabilities, and employment of students. In providing or arranging for the provision of meals and recess periods, and nonacademic and extracurricular services and activities, including those listed above, the District will verify that persons with disabilities participate with persons without disabilities in such services and activities to the maximum extent appropriate to the needs of the person with a disability in question.

Notice of the Board's policy on nondiscrimination in employment and education practices and the identity of the District's Section 504/ADA Compliance Officer will be posted throughout the District, and published in the District's recruitment statements or general information publications.

The Board directs the Superintendent to prepare administrative guidelines for facilitating the prompt, fair and appropriate identification, referral, evaluation and placement of students with disabilities who qualify for accommodations under Section 504.

The Board will provide in-service training and consultation to staff on the education of persons with disabilities, as necessary and appropriate.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. The Board will further establish and implement a system of procedural safeguards in accordance with Section 504, including the right to an impartial due process hearing.

29 C.F.R. Part 1630

34 C.F.R. Part 104

29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended,

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990

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## **2280 - PRE-SCHOOL PROGRAM**

The Board of Education recognizes a need to provide a preschool program to eligible children residing in its District and has obtained a license to operate a preschool program.

The preschool program shall be located in a facility that accommodates the enrollment of the program, supports the growth and development of children according to program objectives, and meets the requirements of statute.

A child is eligible for entrance into preschool if s/he attains the age of three (3) on or before August 1<sup>st</sup> of the year in which s/he applies for entrance and has not yet obtained the age at which s/he will be admitted in kindergarten. Children participating in the preschool program shall have been immunized in accordance with the requirements of the State Board of Education to prevent the spread of communicable disease.

Parents of children enrolled in the program shall be permitted access to the school during its hours of operation, in accordance with District procedures, to contact their children, evaluate the care provided by the program, the premises, or for other purposes approved by the director. Upon entering the premises, parents shall report to the school office.

### **Tuition and Fees**

Tuition and fees may be charged to parents of preschool students, according a schedule adopted by the Board.

### **Transportation**

Transportation may be provided for preschool students. Transportation shall be provided to disabled students as required by law.

Preschool program fieldtrips shall be planned in accordance with Policy 2340 and AG 2340A, AG 2340B, AG 2340C, AG 2340D, AG 2340E, and AG 2340F. Overnight trips will not be approved.

The Superintendent shall establish written guidelines for the preschool program addressing the following:

- A. staff (AG 2280)
- B. cumulative records and student information (AG 2280.01)
- C. program and curriculum (AG 2280.02)
- D. health and safety requirements (AG 2280.03)
- E. admission and attendance (AG 2280.04)
- F. behavior management and discipline (AG 2280.05)
- G. management of communicable diseases (AG 2280.03)
- H. facility (AG 2280.06)
- I. food services (AG 2280.07)
- J. equipment and supplies (AG 2280.08)

R.C. 3313.646, 3301.53

A.C. 3301-37-07

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## **2370 - EDUCATIONAL OPTIONS**

The Board of Education recognizes the need to provide alternative means by which students achieve the goals of the District.

Educational options are learning experiences or activities that are designed to extend, enhance, supplement, or serve as an alternative to classroom instruction.

The Superintendent shall prepare a plan of educational options for use in meeting a variety of student needs. Such options will include the District's Credit Flexibility Plan and may include, but not be limited to, distance learning, on-line coursework, tutorial programs, independent study, correspondence courses, educational travel, project portfolios, internships, mentorship programs, summer school, and early college entrance.

Prior approval of the educational option application (Form 2370 F1) by the Superintendent shall be required before a student participates in one (1) of the available educational options. Prior permission of a parent or guardian shall also be required before a student under age eighteen (18) participates in one (1) of the available educational options.

Participation in an educational option shall be in accordance with an instructional and performance plan which will be developed based on the individual student's needs. The instructional plan will include:

- A. instructional and performance objectives that align with District's curriculum requirements;
- B. a description of the criteria and method for assessing student performance;
- C. an outline of specific instructional activities, materials and learning environments.

Participation must be subject to the oversight of a credentialed teacher who will review the instructional plan which may include providing, or supervising, or reviewing instruction or learning experiences, and the evaluation student performance.

Credit for approved educational options shall be assigned according to student performance relative to stated objectives of the approved instructional and performance plan and in accordance with District policy and established administrative guidelines.

The District shall communicate information and procedures related to credit flexibility and educational options available in the District to students, parents, and interested stakeholders.

The Superintendent shall develop the administrative guidelines necessary to implement this policy.

A.C. 3301-35-06(G)

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## **2412 - HOMEBOUND INSTRUCTION PROGRAM**

The Board of Education may provide individual instruction to students who are unable to attend classes because of accident, illness, or disability.

Documentation of the medical condition shall be done through a physician licensed to practice in this State who shall:

- A. certify the existence of a of the medical condition requiring homebound instruction;
- B. state the probable duration of the confinement.

Applications must be approved by the Superintendent.

Prior to a student on an IEP being placed in the homebound instruction program under this policy, the IEP team shall meet. The program of homebound instruction for students with disabilities shall be in accordance with the terms of the student's IEP.

Market Street School

6:00 p.m.

May 19, 2011

Teachers providing homebound instruction shall hold an Ohio teaching license appropriate for the level of instruction for which the assignment is made. The amount of instructional time shall be limited to five (5) hours per week for non-disabled students, and shall be in accordance with the revised IEP for students with disabilities.

Instruction will not be provided when:

- A. the instructor's presence in the place of a student's confinement presents a hazard to his/her health;
- B. a parent or other adult in authority is not at home with the student during the hours of instruction;
- C. the condition of the student is such as to preclude his/her benefit from such instruction.

R.C. 3323.12

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#### **2461 - RECORDING OF IEP TEAM MEETINGS**

The recording of IEP Team meetings is prohibited unless it is necessary in order for a parent to understand the IEP process and/or his/her child's IEP, or otherwise necessary to implement other parental rights under the IDEA, Section 504 of the Rehabilitation Act of 1973 as amended, and/or the Americans with Disabilities Act, as amended.

- A. If a parent believes that audio recording an IEP Team meeting is necessary, s/he should notify Director of Staff and Pupil Services in writing, preferably at least two (2) school days before the IEP Team meeting, of his/her desire to audio record the meeting and the reason the recording is required. Director of Staff and Pupil Services will notify the parent at least one (1) school day before the meeting if s/he intends to deny the parent's request to record the meeting.
- B. If the District representative denies the request, s/he will state in writing the reasons for the denial. Authorized exceptions to the general prohibition against the audio recording of IEP Team meetings will typically involve situations when a parent or other IEP Team member has a disability recognized under Section 504/ADA or some other language barrier that would preclude the individual's ability to understand and/or meaningfully participate in the IEP process. The District representative may ask for documentation of the existence of any such disability or language barrier. If a parent is permitted to audio record the meeting, s/he must use his/her own recording device and tapes, and the District will similarly record the meeting.

Video recording an IEP Team meeting is strictly prohibited.

If the District audio records an IEP Team meeting, the resulting recording shall become a part of the student's educational record and will be maintained in accordance with State and Federal law.

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#### **3122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

The Board of Education does not discriminate on the basis of race, color, religion, national origin, gender, disability, military status, ancestry, age, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities.

The Superintendent shall appoint a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act is provided to staff members and the general public. Any sections of the District's collectively-bargained, negotiated agreements dealing with hiring, promotion, and tenure need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts.

R.C. 4112.01, 4112.02

A.C. 3301-35-03(A)

42U.S.C., 2000ff, et seq., The Genetic Information Nondiscrimination Act

42 U.S.C., 2000e, et seq., Civil Rights Act of 1964

42 U.S.C., 12112, Americans with Disabilities Act of 1990

29 U.S.C. 701 et seq., Rehabilitation Act of 1973

20 U.S.C. 1681 et seq., Title IX

29 C.F.R. Part 1635

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### **3213 - STUDENT SUPERVISION AND WELFARE**

Professional staff members shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities and are expected to establish and maintain professional staff/student boundaries that are consistent with their legal, professional and ethical duty of care for students.

The Superintendent shall maintain and enforce the following standards:

- A. A professional staff member shall report immediately to a building administrator any accident, safety hazard, or other potentially harmful condition or situation s/he detects.
- B. A professional staff member shall provide proper instruction in safety matters as presented in assigned course guides.
- C. Each professional staff member shall immediately report to a building administrator knowledge of threats of violence by students.
- D. A professional staff member shall not send students on any personal errands.
- E. A professional staff member shall not associate or fraternize with students at any time in a manner that may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity that could be considered abusive or



- F. If a student approaches a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc., the staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's stated problem. However, under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should such staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.
- G. A professional staff member shall not transport students in a private vehicle without the approval of the principal.
- H. A student shall not be required to perform work or services that may be detrimental to his/her health.
- I. Staff members shall only engage in electronic communication with students via email, texting, social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., when such communication is directly related to curricular matters or co-curricular/extracurricular events or activities with prior approval of the principal.
- J. Staff members are prohibited from electronically transmitting any personally identifiable image of a student(s), including video, photographs, streaming video, etc. via email, text message, or through the use of social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace Skype, blogs, etc., unless such transmission has been made as part of a pre-approved curricular matter or co-curricular/extracurricular event or activity such as a school-sponsored publication or production in accordance with Policy 5722.

Since most information concerning a child in school, other than directory information described in Policy 8330, is confidential under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Board Policy 8462, each professional staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse or neglect.

R.C. 2907.03

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### **3215 - USE OF TOBACCO BY PROFESSIONAL STAFF**

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing non-smoking and a tobacco-free environment is consistent with the responsibilities of teachers and staff to be our positive role models for students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any and other lighted smoking devices for burning tobacco or any other substances.

In order to protect students and staff who choose not to smoke or use tobacco from an environment noxious to them, and because the Board does not condone smoking or the use of tobacco, the Board prohibits the use of tobacco or tobacco substitute products by professional staff members at all times within any enclosed facility owned or leased or contracted for by the Board, and in areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds and any school-related event, except at designated times and in designated areas as defined in statute and by Ohio's Smoke-Free Workplace Program.

R.C. 3313.20, 3313.47, 3313.751, 3794 et seq.  
20 U.S.C. 6081 et seq., 20 U.S.C. 7182  
A.C. 3701-52

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### **3430.03 - CALL TO ACTIVE DUTY LEAVE**

Once per calendar year, an eligible staff member may take leave for up to ten (10) days or eight (80) hours, whichever is less, if all of the following conditions are satisfied:

- A. The Board of Education has employed the staff member for at least twelve (12) consecutive months and for at least 1,250 hours in the twelve (12) months immediately preceding commencement of the leave.
- B. The staff member is the parent, spouse, or a person who has or had legal custody of a person who is a member of the uniformed services and who is called into active duty in the uniformed services for a period longer than thirty (30) days, or is injured, wounded, or hospitalized while serving on active duty in the uniformed services.
- C. The staff member gives notice to the Board that s/he intends to take leave pursuant to this policy at least fourteen (14) days prior to taking the leave if the leave is being taken because of a call to active duty or at least two (2) days prior to taking the leave if the leave is being taken because of an injury, wound, or hospitalization. If the staff member receives notice from a representative of the uniformed services that the injury, wound, or hospitalization is of a critical or life-threatening nature, the staff member may take the leave under this policy without providing prior notice to the Board.

- D. In non-medical situations, the dates on which the staff member takes leave pursuant to this policy occur no more than two (2) weeks prior to or one (1) week after the deployment date of the employee's spouse, child, ward, or former ward.
- E. The staff member does not have any other leave available for his/her use except sick leave or disability leave.

A staff member seeking to take leave pursuant to this policy must provide certification for the appropriate military authority to verify that the staff member satisfies the criteria described in paragraphs B, C, and D above.

“Active Duty” means full-time duty in the active military service of the United States or active duty pursuant to an executive order of the President of the United States, an act of the Congress of the United States, or a proclamation of the Governor. “Active Duty” does not include active duty of training, initial active duty for training, or the period of time for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any duty unless such period is contemporaneous with an active duty period.

“Uniformed Services” means the armed forces, the Ohio organized militia when engaged in full-time National Guard duty, the commissioned corps of the public health service, and any other category of persons designated by the President of the United States in time of war or emergency.

While the leave provided by this policy is unpaid, the Board will continue to provide benefits to the staff member during the period of time the staff member is on this leave. For purposes of this policy, benefits” is defined as employment benefits, other than salary or wages, the Board regularly provides or makes available to employees, including, but not limited to, medical insurance, disability insurance, life insurance, pension plans, and retirement plans. The staff member is responsible for the same proportion of the cost of the benefits as s/he regularly pays during periods of time when s/he is not on leave.

Upon the completion of the leave taken pursuant to this policy, the Board will restore the staff member to the position s/he held prior to taking that leave or a position with equivalent seniority, benefits, pay, and other terms and conditions of employment.

The Board will not interfere with, restrain, or deny the exercise or attempted exercise of a right established under this policy. Further, the Board will not discharge, fine, suspend, expel, discipline, or discriminate against a staff member with respect to any term or condition of employment because of the staff member's actual or potential exercise, or support for another employee's exercise, of any right established under this policy. Nothing herein shall prevent the Board from taking an employment action that is independent of the exercise of a right under this policy. Finally, the Board will not deprive an employee who takes leave pursuant to this policy of any benefit that accrued before the date that leave commences.

R.C. 5906.01-.03

Market Street School

6:00 p.m.

May 19, 2011

The Board of Education does not discriminate on the basis of race, color, religion, national origin, gender, disability, military status, ancestry, age genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities.

The Superintendent shall appoint a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act is provided to staff members and the general public. Any sections of the District's collectively-bargained, negotiated agreements dealing with hiring and promotion need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts.

R.C. 4112.01, 4112.02

A.C. 3301-35-03(A)

42 U.S.C. 2000ff et se., The Genetic Information Nondiscrimination Act

42 U.S.C., 2000e, et seq., Civil Rights Act of 1964

42 U.S.C., 12112, Americans with Disabilities Act of 1990

29 U.S.C. 701 et seq., Rehabilitation Act of 1973

20 U.S.C. 1681 et seq., Title IX

29 C.F.R. Part 1635

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#### **4213 - STUDENT SUPERVISION AND WELFARE**

Classified staff members shall maintain a standard of care for the supervision, control, and protection of students commensurate with assigned duties and responsibilities, and are expected to establish and maintain professional staff/student boundaries that are consistent with their legal, professional and ethical duty of care for students.

The Superintendent shall maintain and enforce the following standards:

- A. Each classified staff member shall report immediately to a building administrator any accident, safety hazard, or other potentially harmful condition or situation s/he detects.
- B. Each classified staff member shall immediately report to a building administrator any knowledge of threats of violence by students.
- C. A classified staff member shall not send students on any personal errands.
- D. A classified staff member shall not associate or fraternize with students at any time in a manner that may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity that could be considered abusive or sexually suggestive or involve harmful substances such as illegal drugs, alcohol or tobacco. Any sexual or other inappropriate conduct with a student by any staff member



physical health, and/or family relationships, etc., the classified staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's stated problem. However, under no circumstances should a classified staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should such classified staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.

- F. A classified staff member shall not transport students in a private vehicle without the approval of a building administrator.
- G. A student shall not be required to perform work or services that may be detrimental to his/her health.
- H. Classified staff members shall not engage students in electronic communication via email, texting, social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., when such communication is directly related to curricular matters or co-curricular/extracurricular events or activities with prior approval of the student's principal.
- I. Classified staff members are prohibited from electronically transmitting any personally identifiable image of a student(s), including video, photographs, streaming video, etc. via email, text message, or through the use of social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace Skype, blogs, etc.

Since most information concerning a child in school, other than directory information described in Policy 8330, is confidential under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Board Policy 8462, each classified staff member shall report to the proper legal authorities, immediately, any sign of suspected child abuse or neglect.

R.C. 2907.03

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#### **4215 - USE OF TOBACCO BY CLASSIFIED STAFF**

In order to protect students and staff who choose not to smoke or use tobacco from an environment noxious to them, and because the Board does not condone smoking or the use of tobacco, the Board prohibits the use of tobacco or tobacco substitute products by classified staff members at all times within any enclosed facility owned or leased or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds and any school-related event, except at designated times and in designated areas as defined in statute and by Ohio's Smoke-Free Workplace Program.

R.C. 3313.20, 3313.47, 3313.751, 3794 et seq.  
20 U.S.C. 6081 et seq., 20 U.S.C. 7182  
A.C. 3701-52

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#### **4430.03 - CALL TO ACTIVE DUTY LEAVE**

Once per calendar year, an eligible staff member may take leave for up to ten (10) days or eight (80) hours, whichever is less, if all of the following conditions are satisfied:

- A. The Board of Education has employed the staff member for at least twelve (12) consecutive months and for at least 1,250 hours in the twelve (12) months immediately preceding commencement of the leave.
- B. The staff member is the parent, spouse, or a person who has or had legal custody of a person who is a member of the uniformed services and who is called into active duty in the uniformed services for a period longer than thirty (30) days, or is injured, wounded, or hospitalized while serving on active duty in the uniformed services.
- C. The staff member gives notice to the Board that s/he intends to take leave pursuant to this policy at least fourteen (14) days prior to taking the leave if the leave is being taken because of a call to active duty or at least two (2) days prior to taking the leave if the leave is being taken because of an injury, wound, or hospitalization. If the staff member receives notice from a representative of the uniformed services that the injury, wound, or hospitalization is of a critical or life-threatening nature, the staff member may take the leave under this policy without providing prior notice to the Board.
- D. In non-medical situations, the dates on which the staff member takes leave pursuant to this policy occur no more than two (2) weeks prior to or one (1) week after the deployment date of the employee's spouse, child, ward, or former ward.
- E. The staff member does not have any other leave available for his/her use except sick leave or disability leave.

A staff member seeking to take leave pursuant to this policy must provide certification for the appropriate military authority to verify that the staff member satisfies the criteria described in paragraphs B, C, and D above.

“Active Duty” means full-time duty in the active military service of the United States or active duty pursuant to an executive order of the President of the United States, an act of the Congress of the United States, or a proclamation of the Governor. “Active Duty” does not include active duty of training, initial active duty for training, or the period of time for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any duty unless such period is contemporaneous with an active duty period.

“Uniformed Services” means the armed forces, the Ohio organized militia when engaged in full-time National Guard duty, the commissioned corps of the public health service, and any other category of persons designated by the President of the United States in time of war or emergency.

While the leave provided by this policy is unpaid, the Board will continue to provide benefits to the staff member during the period of time the staff member is on this leave. For purposes of this policy, "benefits" is defined as employment benefits, other than salary or wages, that the Board regularly provides or makes available to employees, including, but not limited to, medical insurance, disability insurance, life insurance, pension plans, and retirement plans. The staff member is responsible for the same proportion of the cost of the benefits as s/he regularly pays during periods of time when s/he is not on leave.

Upon the completion of the leave taken pursuant to this policy, the Board will restore the staff member to the position s/he held prior to taking that leave or a position with equivalent seniority, benefits, pay, and other terms and conditions of employment.

The Board will not interfere with, restrain, or deny the exercise or attempted exercise of a right established under this policy. Further, the Board will not discharge, fine, suspend, expel, discipline, or discriminate against a staff member with respect to any term or condition of employment because of the staff member's actual or potential exercise, or support for another employee's exercise, of any right established under this policy. Nothing herein shall prevent the Board from taking an employment action that is independent of the exercise of a right under this policy. Finally, the Board will not deprive an employee who takes leave pursuant to this policy of any benefit that accrued before the date that leave commences.

R.C. 5906.01-.03

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#### **5111.01 - HOMELESS STUDENTS**

Children who meet the Federal definition of "homeless" will be provided a free and appropriate public education in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actually living. The district shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and include those who meet any of the following criteria:

- A. share the housing of other persons due to loss of housing, economic hardship, or similar reason
- B. live in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations
- C. live in emergency or transitional shelters
- D. are abandoned in hospitals
- E. are awaiting for foster care placement

- F. Have a primary night time residence that is a public or private place not designed for or ordinary used as a regular sleeping accommodation for human beings, or
- G. live in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting

Additionally, pursuant to Federal and State law, migratory children who are living in circumstances described in A-G above are also considered homeless.

Homeless preschool-aged children and their families shall be provided equal access to the educational services for which they are eligible, including preschool programs administered by the School District.

The District shall remove barriers to the enrollment and retention of homeless students in schools in the District. Homeless students shall be enrolled immediately, even if they do not have the necessary enrollment documentation such as immunization and health records, proof of residency or guardianship, birth certificate, school records, and other documentation.

Homeless students will be provided services comparable to other students in the District including:

- A. transportation services;
- B. educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;
- C. programs in vocational and technical education;
- D. programs for gifted and talented students;
- E. school nutrition programs;
- F. before- and after-school programs.

Homeless students have the right to remain in their school of origin of the local attendance area school, according to the child's best interest. The school of origin is the school that the student attended when permanently housed or last enrolled. The local attendance area school is any public school that non-homeless students who live in the attendance area in which the student is actually living are eligible to attend.

Homeless students have the right to dispute their school assignment, if their assignment is other than their school of origin. In determining the best interest of the student, the District shall to the extent feasible, keep the student in the school of origin, except when doing so is contrary to the wishes of the homeless student's parent or guardian or the unaccompanied youth. If the student is sent to a school other than the school of origin or a school requested by the parent or guardian, a written explanation, including a statement regarding the right to appeal, will be provided to the homeless student's parent or guardian or the unaccompanied youth.

The Board of Education requires that these rights and the dispute process be communicated to the parent or guardian of the homeless student or unaccompanied youth.

In addition to notifying the parent or guardian of the homeless student or unaccompanied youth of the rights described above, the District shall post public notice of educational rights of children and youth experiencing homelessness in each school.

At the request of the parent or guardian, or in the case of an unaccompanied youth, the local homeless liaison, transportation shall be provided for a homeless student to and from the school of origin as follows:

- A. If the homeless student continues to live in the School District in which the school of origin is located, transportation will be provided in accordance with District policy/administrative guidelines.
- B. If the homeless student moves to an area served by another district, though continuing his/her education at the school of origin, the district of origin and the district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin. If the districts cannot agree upon such a method, the responsibility and costs must be shared equally.

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths.

The homeless liaison will assist, to the extent feasible, the homeless students and their parent(s) or guardian(s) or unaccompanied homeless students in their efforts to provide documentation to meet State and local requirements for entry into school.

All records for homeless students shall be maintained so that they are available in a timely fashion and can be transferred promptly as necessary.

No Board policy, administrative procedure, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance or school success of homeless children.

42 U.S.C. 11431 et seq. (McKinney – Vento Homeless Act)

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## **5111.02 - EDUCATIONAL OPPORTUNITY FOR MILITARY CHILDREN**

Children of an active duty member of the United States armed services shall be entitled to all of the rights and protections afforded under the Interstate Compact on Educational Opportunity for Military Children (Compact).

The intent of this policy is to minimize the potential challenges to educational success for children of military families because of frequent moves and deployment of their parents by:

- A. facilitating the timely enrollment and placement of children of military families in educational and other school programs and activities;
- B. facilitating the on-time graduation of children of military families; and
- C. providing for the uniform collection and sharing of information between and among schools and military families.

The Superintendent shall maintain guidelines for implementation of this policy which are consistent with the Compact and State law.

The guidelines shall apply to children of military families within the state as well as between member states.

R.C. 3301.60

Interstate Compact on Educational Opportunity for Military Children

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## **5200 – ATTENDANCE**

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Repeated infractions of Board policy on attendance may result in suspension or expulsion.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday

- G. out-of-state travel (up to a maximum of four (4) days per school year) to participate in a District-approved enrichment or extracurricular activity

Any classroom assignment missed due to the absence shall be completed by the student.

- H. such good cause as may be acceptable to the Superintendent
- I. medically necessary leave for a pregnant student in accordance with Policy 5751
- J. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for his/her parents or guardians. Such excuse should not exceed five (5) days and may at the discretion of the Superintendent be renewed for five (5) additional days. At no time, however, shall such excuse cause a student to be absent from school for a period of more than ten (10) consecutive days.

At the discretion of the Superintendent or his/her designee, a student may be excused for more than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

A student will be considered habitually truant if the student is absent without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year.

A student will be considered chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or for fifteen (15) or more school days in one (1) year.

Legitimate excuses for the absence of a student who is otherwise habitually or chronically truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C 3321.04; or

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C. the student has received an age and schooling certificate.

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If a student is habitually truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board's policy.

If a student is chronically truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court.

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:

- A. assign the student to a truancy intervention program
- B. provide counseling to the student
- C. request or require the student's parent to attend a parental involvement program
- D. request or require a parent to attend a truancy prevention mediation program
- E. notify the Registrar of Motor Vehicles of the student's absences
- F. take appropriate legal action
- G. assignment to an alternative school (Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.)

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

The Superintendent shall develop administrative guidelines that:

- A. establish proper procedures so the student and his/her parents are provided the opportunity to challenge the attendance record prior to notification and that such notification complies with R.C. 3321.13 (B)(2);
- B. establish a school session which is in conformity with the requirements of the rules of the State Board;
- C. govern the keeping of attendance records in accordance with the rules of the State Board;
- D. identify the habitually truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;

- E. provide students whose absence has been excused an opportunity to make up work they missed and receive credit for the work, if completed;
- F. refer for evaluation any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence to determine eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, or other appropriate accommodation.

Whenever any student of compulsory school age has ten (10) consecutive days or a total of fifteen (15) days of unexcused absence from school during any semester, s/he will be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive absence.

R.C. 3313.664, 3321.01 et seq., 3321.13(B)(2), 3321.19, 3321.191, 3321.22

R.C. 3321.38, 3331.05

A.C. 3301-35-03(G), 3301-47-01, 3301-69-02

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## **5512 - USE OF TOBACCO**

The Board of Education is committed to providing students, staff, and visitors with an indoor tobacco and smoke-free environment. The negative health effects of tobacco use for both the users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive roll models for our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

Students who violate this policy shall be subject to disciplinary action in accordance with Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board.

## **5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board of Education encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal and psychological abuse, and violence within a dating relationship. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from schools, and those occurring off school property if the student or employee is at any schools-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

### Definition:

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student or group of students more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive education environment for the other student(s);
- B. violence within a dating relationship.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's education, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a

student or a group of students exhibits toward another particular student or group of students more than once and the behavior both causes mental and physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

### Reporting/Investigation

Any student or student(s) parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against building staff members should be filed with the building principal. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying can be verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate, remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

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This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

#### Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

#### Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate actions, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

#### Reporting Requirement

At least semi-annually, the superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site. The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

#### Immunity

A School District employee, student or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such

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immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

#### Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

#### Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence with a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general will be age and content appropriate.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

To the extent that State or Federal funds are appropriated for these purposes, the District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by schools staff in these training programs shall apply toward mandated continuing education requirement.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting, investigative procedures, as well as intervention strategies and disciplinary procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667

State Board of Education Model Policy (2007)

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#### **5751 - PARENTAL STATUS OF STUDENTS**

No student, whether married or unmarried, who is otherwise eligible to attend school in the District shall be denied an educational program solely because of pregnancy, childbirth, pregnancy-related disabilities, or actual or potential parenthood.

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The Board of Education reserves the right to require as a prerequisite for attendance in the regular classes of the schools and the co-curricular and extra-curricular programs of the schools that each pregnant student present to the Superintendent her physician's written statement that such activity will not be injurious to her health nor jeopardize her pregnancy.

A pregnant student will be considered on an excused absence for so long a period as is deemed medically necessary by the student's physician. At the conclusion of the absence, the student shall be reinstated to the status she held when the absence began.

R.C. 2151.85, 2505.073, 3321.01 et seq.

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#### **7434 - USE OF TOBACCO ON SCHOOL PREMISES**

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes an/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, or clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board does not condone smoking and/or the use of tobacco, the Board prohibits the use of tobacco or tobacco substitute products within any enclosed facility owned or leased or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds and any school-related event, except at designated times and in designated areas as defined in statute and by Ohio's Smoke-Free Workplace Program.

The Superintendent shall require the posting of signs as required by R.C. 3794.06 and as specified by the Ohio Department of Health.

R.C. 2923.12, 3313.20, 3313.47, 3313.751, 3794 et seq.  
20 U.S.C. 6081 et seq., 20 U.S.C. 7182  
U.S.D.O.E. Memorandum, 1995  
A.C. 3701-52

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#### **7540 - COMPUTER TECHNOLOGY AND NETWORKS**

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency within the school system.

The Superintendent shall develop and implement a written District Technology Plan (DTP). Procedures for the proper acquisition of technology shall be set forth in the DTP. The DTP shall also provide guidance to staff and students about making safe, appropriate and ethical use of the District's network(s), as well as inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an inappropriate, illegal, or unethical manner.

Further safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of District policy, and learning appropriate responses if they are victims of cyberbullying.

Social media shall be defined as internet-based applications (such as Facebook, MySpace, Twitter, et cetera) that turn communication into interactive dialogue between users. The Board prohibits any access and use of social media by students and staff members from the District's network.

The Superintendent shall review the DTP and report any changes, amendments or revisions to the Board annually.

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#### **7540.03 - STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The District's Internet system has a limited educational purpose. The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network).

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The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Board's policy on instructional materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access through the Board's Internet connection, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Technology Coordinator may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents assume risks by consenting to allow their child to participate in the use of the Internet. Parents of minors are responsible for setting and conveying the standards that

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their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information and,
- C. the consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Technology Coordinator as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Network.

P.L. 106-554, Children's Internet Protection Act of 2000  
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)  
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,  
as amended (2003)  
18 U.S.C. 1460  
18 U.S.C. 2246

#### **7540.04 - STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet service to its staff. The District's Internet system has a limited educational purpose. The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord

with its limited educational purpose. Staff use of the District's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and any applicable employment contracts and collective bargaining agreements. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network).

The Board encourages staff to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The Internet is a global information and communication network that provides an incredible opportunity to bring previously unimaginable education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access, through the Board's Internet connection, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures, may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

The Superintendent or Technology Coordinator may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. The Superintendent or Technology Coordinator may also disable the technology protection measures to enable access for bona fide research or other lawful purposes.

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media and other forms of electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online; and,
- C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by students or staff online.

Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above.

The disclosure of personally identifiable information about students online is prohibited.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.



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- B. verifying that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning, and the name and address of the manufacturer or responsible party;
- C. maintaining a current file of MSDSs for every hazardous material present on District property;
- D. designing and implementing a written communication program which:
  - 1. lists hazardous materials present on District property,
  - 2. details the methods used to inform staff and students of the hazards, and
  - 3. describes the methods used to inform contractors and their employees of any hazardous substances to which they may be exposed and of any corrective measures to be employed;
- E. conducting a training program for all District employees to include such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment, and the District's plan for communication, labeling, etc.

In fulfilling these responsibilities, the THP Officer may enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazard.

#### **APPLICATION OF PESTICIDES**

Any staff member or contractor who applies pesticides on District property shall meet the requirements of AG 8431A in addition to the requirements established by the law.

Written notification shall be provided each year, prior to any pesticide application when school is in session, to those parents, adult students, and employees requesting prior notification of scheduled pesticide applications:

- A. that a pesticide is to be applied;
- B. the type of pesticide and its potential side effects;
- C. the location of the application; and
- D. the date of the application

The method and type of prior notifications and signage shall be determined by the District (AG 8431A).

If circumstances arise that prevent prior notification from being provided, regarding such emergency application of pesticides to control organisms that pose an immediate health threat, the District shall provide notice as soon as possible. In addition to the information specified above, the notice shall provide the reasons why advance notice was not provided.

#### **ASBESTOS**

In its efforts to comply with Asbestos Hazard Emergency Response Act (AHERA), the Ohio Occupational Safety and Health Act (OSHA), and the Ohio Public Employment Risk Reduction Act (PERRA) the Board recognizes its responsibility to:

- A. inspect all District buildings for the existence of asbestos or asbestos-containing materials;
- B. take appropriate actions based on the inspections;
- C. establish a program for dealing with friable asbestos, if found;
- D. maintain a program of periodic surveillance and inspection of facilities or equipment containing asbestos;
- E. comply with EPA regulations governing the transportation and disposal of asbestos and asbestos-containing materials.

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The Superintendent shall appoint a person to develop and implement the District's Asbestos-Management Program. Said individual will be responsible for the District's proper compliance with Federal and State laws and the appropriate instruction of staff and students.

The Superintendent shall also verify that, when conducting asbestos abatement projects, each contractor employed by the District is licensed pursuant to the Ohio Department of Health Regulations.

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury, or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

A.C. 3701-34-06

40 C.F.R. 763.92

Asbestos Hazard Emergency Response Act of 1986 (AHERA)

15 U.S.C. 2601, 20 U.S.C. 4022, 20 U.S.C. 4014, 20 U.S.C. 4011 et seq.

Asbestos School Hazard Abatement Act of 1984

Asbestos School Hazard Abatement Reauthorization Act of 1990, 20 U.S.C. 4011

Public Employee Risk Reduction Act (PERRA) R.C. 4167.01 et seq.

R.C. 921.01 et seq.

A.C. 901:5-11 et seq.

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## **8450 - CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

The Board of Education recognizes that control of the spread of communicable disease through casual contact is essential to the well-being of the school community and to the efficient District operation.

For purposes of this policy, "casual-contact communicable disease" shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Ohio Department of Public Health.

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

If a student exhibits symptoms of a casual-contact communicable disease, the principal will isolate the student in the building and contact the parents/guardians. Protocols established by the County Health Department shall be followed.

The Superintendent shall develop administrative guidelines for the control of communicable disease which shall include:

- A. instruction of teaching staff members in the detection of these common diseases and measures for their prevention and control;



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The Board shall provide a Federal food service program for students during summer intervention programs that are mandated under Federal law. If the Board determines that it is unable to provide a Federal food service program during the summer, for financial reasons, the Board will communicate that decision to its residents in a manner it determines to be appropriate.

During all times while the food service program is operating and students are being served food, at least one (1) employee shall be present in the area in which the food is being consumed who has received instruction in methods to prevent choking and demonstrated an ability to perform the Heimlich maneuver.

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with administrative guidelines established by the Superintendent. Lunches may be made available, free of charge, to senior citizens who are serving as volunteers to the District.

The Board will approve the prices set for school breakfasts, lunches, and milk. A la carte food prices are determined by the food service supervisor and do not require Board approval.

All students are expected to eat lunch at school and will not leave school grounds during the lunch hour except when permission has been granted by the principal. However, students will be permitted to bring their lunches from home and to purchase milk and incidental items.

The operation and supervision of the food-service program shall be the responsibility of the Director of School Food Services. In accordance with Federal law, the Director of School Food Services shall take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year, which are conducted by the State or local governmental agency responsible for food safety inspections. The report of the most recent inspection will be posted in a publicly visible location, and a copy of the report will be available upon request.

A periodic review of the food-service accounts shall be made by the Treasurer. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods may accrue to the food-service program.

In accordance with the nutritional standards adopted by the Board, the placement of vending machines in any classroom where students are provided instruction, unless the classroom is also used to serve meals to students, is prohibited.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours. The District shall serve only nutritious food in accordance with the nutritional standards adopted by the Board. Foods and beverages in competition with the District's food-service program may only be sold in accordance with Board Policy 8550.

The Superintendent is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually.

R.C. 3313.81, 3313.811-815

A.C. 3301-91

### **8550 - COMPETITIVE FOOD SALES**

The Food And Nutrition Services Department will comply with the provisions set forth in Federal law regarding sale of competitive food and foods of minimal nutritional value.

Only the Food and Nutrition Services Department shall sell food and beverages in District schools during regular school hours.

The food and beverages to be sold must be in accordance with the District's approved nutrition standards and the District's wellness policy (Policy 8510) and guidelines (AG 8500)).

Title 7 C.F.R. 210.11  
F.S. 100.41(2), 1001.42(14), 1006.06  
F.A.C 7.0411

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### **9160 - PUBLIC ATTENDANCE AT SCHOOL EVENTS**

The Board of Education welcomes and encourages members of the community to attend athletic and other public events held by the schools in the District. Due to the need to maintain order and preserve the facilities of the District during the conduct of such events, the Board retains the right to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators are expected to call law enforcement officials if a person violated posted regulations or does not leave school property when reasonably requested. In accordance with Board Policy 7440 and AG 7440B, administrators may use metal detectors and other devices to protect the safety and well-being of participants and visitors.

No alcoholic beverage or other controlled substance may be possessed, consumed, or distributed at any function sponsored by the District or at any function occurring on Board property.

Raffles and similar forms of fund-raising by District-related organizations may be permitted by the Superintendent in accordance with Policy 9211 - District Support Organizations and Policy 9700 - Relations with Special Interest Groups.

If a student or adult is asked to leave or is removed from a school event, no admission fees shall be refunded.

Individuals with disabilities shall have an equal opportunity to purchase tickets for events that have been sanctioned or approved by the Board in accordance with the provisions of the American with Disabilities Act, as amended.

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Further, in accordance with the provisions of the Americans with Disabilities, Act, as amended, the Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the district's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go. (See also AB 9160B)

Smoking and/or the use of tobacco and/or tobacco substitute products is prohibited at any time within any enclosed facility owned or leased or contracted for by the Board, and in areas

directly or indirectly under the control of the Board immediately adjacent to locations or ingress or egress to such facilities. Such prohibition also applies to school grounds and any school-related event, except at designated times and in designated areas as defined in statute and by Ohio's Smoke Free Workplace Program.

The Board is aware of the increasing desire of many parents and other members of an audience to use "camcorders" and other audio/visual devices at school events.

Such recordings can be made by parents or other members of the audience without restriction if the performance is not of copyrighted material. However, if the performance is of copyrighted material, recording can be made if the appropriate license authorizing such recordings has been secured in advance by the District. If the performance is of copyrighted material and the necessary license has not been secured in advance by the District, the audience shall be advised before the performance begins that audio and /or video recordings that will be re-broadcast or distribute in any way, such as posting on the internet, are prohibited.

The Board authorizes the Superintendent to establish rules and procedures governing the use of nondistrict audio/visual recording equipment at any District-sponsored event or activity. Such rules are to be distributed in such a manner that members of the audience who wish to record the event are aware of the rules early enough to make proper arrangements to obtain their recordings without causing delay or disruption to an activity.

Any person or organization seeking to film students or a school activity which is not a public event must obtain prior permission from the Superintendent.

All notices, signs, schedules, and other communications about school events must contain the following statement:

"In accordance with State and Federal law, the District will provide reasonable accommodations to persons with disabilities who wish to attend and/or participate in school events. Such individuals should notify the Superintendent if they require a reasonable accommodation."

R.C. 955.43, 1716.02, 1716.03

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Roll call: Mr. Walriven, yea; Mr. Painter, yea; Mr. Heflin, yea; Mr. Bird, yea; Mrs. Stark, yea.  
Motion carried.

2011-125 Moved by Mr. Heflin, seconded by Mr. Bird, that, pursuant to Article 2, Section 2.09 of the Master Contract between the New Richmond Education Association and the New Richmond

Market Street School 6:00 p.m. May 19, 2011  
Exempted Village School District Board of Education, the Board of Education approve the Summary of Tentative Agreement between New Richmond Education Association and the New Richmond Exempted Village School District Board of Education, effective July 1, 2011 through June 30, 2014:

**SUMMARY OF TENTATIVE AGREEMENT BETWEEN THE  
NEW RICHMOND EDUCATION ASSOCIATION  
AND THE  
NEW RICHMOND BOARD OF EDUCATION  
Prepared for Ratification on MAY 19, 2011**

*The following is a summary of changes for ratification purposes only.  
Any provision not spoken to will remain current contract language.*

**ARTICLE 3 - ASSOCIATION RIGHTS**

**CHANGE**

**3.11**

**PAY PERIODS/ DIRECT DEPOSIT**

- 3.1101 ~~Bargaining unit members will be paid in twenty six (26) pays. In years in which twenty seven (27) pays occur, the bargaining unit members shall be paid in twenty seven (27) equal pays. For the 2011-12 school year, bargaining unit members shall be paid in twenty-five (25) pays with the first pay taking place on September 2, 2011. For the 2012-2013 school year and thereafter, bargaining unit members shall be paid in twenty-four (24) pays on the 15<sup>th</sup> and last day of each month.~~

**When a regular payday occurs within a weekend/vacation period, the pay shall be advanced to the last workday prior to the weekend or beginning of the vacation period.**

- 3.1102 The District shall make electronic transfer available to employees through the distribution of authorization forms at the beginning of each school year. All bargaining unit members will have their payroll check deposited by electronic transfer to no more than two (2) financial institutions of his/her choice.

- 3.1103 The employee's salary shall be paid by electronic transfer to a financial institution not later than 8:00 a.m. each pay date. Remittance will be emailed upon request of the bargaining unit member.

**CHANGE**

**3.12**

**FAIR SHARE FEE**

- 3.1201 When the Association attains ninety percent (90%) of those eligible to be Association members as members, the Board will automatically deduct from the pay of members of the bargaining unit who elect not to become or to remain members of the Association a fair share fee for the Association's representation of such non-members during the term of this Contract. Effective July 1, 2005, all new hires will be subject to the fair share fee provisions of the contract. **For the 2011/2012, 2012/2013 and 2013/2014**

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**school years the 90% provision shall be suspended. Only new hires will be subjected to the fair share fee provision of the contract.**

- 3.1202 Notice of the amount of the annual fair share fee, which shall be equal to one hundred percent (100%) of the unified dues of the Association, shall be transmitted by the Association to the Board Treasurer on or about September 15 of each year for the purpose of determining amounts to be payroll deducted, and the Board agrees to promptly transmit all amounts deducted to the Association.
- 3.1203 Payroll deduction of such annual fair share fees shall commence on the first pay date which occurs on or after January 15th annually. In the case of bargaining unit members hired new after the beginning of the school year, the payroll deduction shall commence on the first pay date on or after: sixty (60) days employment in a bargaining unit position or January 15th.
- 3.1204 The Board further agrees to accompany such transmittal with a list of the names of the bargaining unit members for whom all such fair share fee deductions were made, the period covered, and the amounts deducted for each.
- 3.1205 The Association represents to the Board that an internal rebate procedure has been established in accordance with Section 4117.09(C) of the Revised Code and that a procedure for challenging the amount of the representation fee has been established and will be given to each member of the bargaining unit who does not join the Association and that such procedure and notice shall be in compliance with all applicable state and federal laws and the Constitutions of the United States and the State of Ohio.
- 3.1206 Upon timely demand, non-members may apply to the Association for an advance reduction/rebate of the fair share fee pursuant to the internal procedure adopted by the Association.

#### **ARTICLE 5 - EMPLOYMENT/WORKING CONDITIONS**

*CHANGE*

5.07

##### **ONE PLANNING PERIOD PER DAY**

- 5.0701 A. All members of the bargaining unit shall be provided with a daily planning period. Such periods may be used for planning, preparing for the teacher's assignments, and to work with students who may have problems in specific grades of learning and/or parent conferences. Both parties acknowledge that on days when the start of school is delayed or school is released early, or on days when the normal school schedule is adjusted, the member may not receive his/her planning time for that day. The administration should make reasonable efforts to insure that the same planning time is not impacted each time.
- B. The daily planning period for teachers in grades K-6 shall be a minimum of thirty-five (35) minutes and the total plan time for the week shall be a minimum of two hundred (200) minutes.

- C. In addition, ~~forty (40)~~ **twenty-five (25)** minutes shall be provided at the start of the workday, including but not limited to, teacher collaborating, office hours, teaming, staff development, tutoring, computer grade reporting, parent conferences, faculty meetings and/or any other duties assigned by the administration. The administration shall schedule at least one (1) day a week during this time for grade and/or subject area meetings.

- 5.0702 Administrators may assign students to the computer lab without teacher supervision if there is other appropriate supervision available. However, there may be times due to extenuating circumstances that teachers are required to remain with their classes in computer lab.
- 5.0703 Before preparing the schedules for each new school year administrators shall seek input from teachers about the schedule to insure that continuous daily plan time for each teacher is built into the schedule.
- 5.0704 Teachers at the high school will be assigned no more than three (3) teacher preparations per day unless additional preparations are required to provide teachers for unassigned course offerings.

### **ARTICLE 8 - PROFESSIONAL DEVELOPMENT PROGRAM**

The Board recognizes the need for all administrators, counselors, classroom teachers and educational support personnel to maintain a high level of competency within their professional responsibility. To this end, the Board agrees to support additional course work under the following provisions:

- 8.01 Reimbursement of one hundred dollars (\$100.00) per semester hour or seventy-five dollars (\$75.00) per quarter hour shall be paid by the Board to staff members who successfully complete (B average or "pass" in a course graded on a pass/fail basis) additional training to a maximum of a collective total of nine (9) semester hours or twelve (12) quarter hours earned within a fiscal year. The amount paid pursuant to this paragraph shall not exceed the total expenditure established by the Board for this purpose for the fiscal year.
- 8.02 Prior approval from the Superintendent's office must be obtained before the staff member enrolls in the desired academic course.
  - 8.0201 Requests must be submitted at least four (4) days prior to the final registration date of said course.
  - 8.0202 Only course offerings from a four (4) year accredited college or university or extension thereof will be approved. Accreditation must be through one of the six regional accreditation agencies, the American Council of Education or National Program of Non-Collegiate Sponsored instructions.

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8.0203 Only a course or courses related to education or teaching assignment may be approved by the Superintendent or his/her designee.

8.0204 All requests must be submitted on the appropriate form.

8.03 Reimbursement shall be made within thirty (30) days following the submission of evidence of successful completion to the office of the Superintendent, except for second semester, third quarter and summer session classes. Documentation for reimbursement must be filed with the Superintendent's office within a year from the approval of the coursework in order to be reimbursed.

8.04 Reimbursement for credits earned during the second semester, third quarter and summer sessions are contingent upon the staff member returning for another year of service.

*NEW*

8.05 **Reimbursement shall be suspended and frozen for the three years of the contract.**

*CHANGE*

**8.06 PROFESSIONAL DEVELOPMENT INPUT**

~~8.0501~~

**8.0601** The Board and the Association believe that they should work cooperatively with each other to increase student learning through greater staff development. To that end, the parties will work cooperatively through the Education Task Force, whose mission shall be to provide recommendations to the Superintendent to achieve that goal.

~~8.0502~~

**8.0602** The task force will consist of one representative from each building appointed by the Association. The Task Force will generate a master list of education and professional development materials currently available in the school district. After compiling those items, the Task Force will develop and conduct a needs assessment, which will include, but not be limited to, better use of the common plan time, setting dates for grade level and department level meetings each semester, grade band meetings, vertical alignment and gathering input from staff for planning and district-wide professional development.

~~8.0503~~

**8.0603** Upon reviewing all of the information, the Task Force will make a recommendation to the Superintendent.

**ARTICLE 9 - COMPENSATION & FRINGE BENEFITS**

*CHANGE*

9.01 **BASE SALARIES & INDEX**

9.0101 ~~Effective July 1, 2008-2011 and for the remainder of the 2008-2009 school year the Board shall implement the salary schedule attached hereto and designated "Appendix A-1" calling for a base of \$34,181, a 2.25% increase over the salary for 2007-2008.~~

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- 9.0102 ~~Effective July 1, 2009 and for the remainder of the 2009-2010 school year the Board shall implement the salary schedule attached hereto and designated "Appendix A 2" calling for a base of \$34,950, a 2.25% increase over the salary for 2008-2009.~~
- 9.0103 Effective July 1, ~~2010~~ **2011** and for the ~~remainder of the 2010-2011~~ **duration of the contract** school year the Board shall implement the salary schedule attached hereto and designated Appendix ~~A-3~~ **A-1** calling for a base of ~~\$35,736, a 2.25% increase over the salary for 2009-2010.~~ **Step movement is frozen on the salary schedule for the three years of the contract. Column movement is not frozen during the three year contract.**

*CHANGE*

9.03

**SUPPLEMENTAL SALARY AND SUPPLEMENTAL REVIEW PROCESS**

- 9.0301 The supplemental salary schedule attached hereto and designated as "Appendix B" shall be implemented by the Board **for the duration of the contract.** ~~with an increase at each level or position of 2.25% for 2008-2009, 2.25% for 2009-2010, and 2.25% for 2010-2011.~~
- 9.0302 Supplemental pay which is seasonal will be paid by separate checks in two (2) installments with one-half (½) being paid mid-point of the season in the payroll period following the mid-point of the season and one-half (½) in the payroll period following completion of the season. Supplemental pay for non-seasonal positions shall be paid in eighteen (18) installments.
- 9.0303 A. A supplemental committee shall be established to collect data during the ~~2008-2009~~ **three school years of the contract** relating to supplemental positions within the school district. The committee shall consist of at least one administrator appointed by the Superintendent, the athletic director, representatives from a high school and middle school sport, an elementary non-sport and a high school non-sport, all of which will be appointed by the Association.
- B. The committee shall have an objective procedure for considering all facets of an extracurricular position, including, but not limited to, duration (number of weeks), time spent (both during teacher day and after teacher day), weekend activities, holiday and vacation activities, planning, number of students involved, number of staff members involved, finances, safety and health, attendance at events, pressure for results and number of events/performances.
- C. The resulting process should be as straightforward and clear-cut as possible and amendable to justification in terms of the recommended category for any changes in pay level.
- D. The committee shall provide a written report and recommendations to the Superintendent by August 1, ~~2009~~ **of each year.** The Board of Education will consider recommendations and, if implemented, the

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implementation will take place for the ~~2010-2011 school year.~~  
**2013/2014 school year.**

- 9.0304 Additional pay may be established for newly created academic or extracurricular duties which extend beyond the normal teaching assignment. The salary for said positions shall be an issue for bargaining during the next contract.

*CHANGE*

9.04 **HEALTH INSURANCE**

9.0401 **Health, Prescription Drug & Dental**

The Board shall continue to provide the health, prescription drug and dental insurance coverage available through the Clermont County Health Consortium or equivalent coverage.

- A. The Board shall pay for full-time employees ~~ninety-two and one-half~~ **ninety** percent (~~92.5%~~) (**90%**) of the premium cost for said benefits with the employee contribution ~~seven and one-half percent (7.5%)~~ **ten (10%)** toward the premium cost for said benefits. The employee contribution shall be paid on a twenty-four (24) pay contribution/deduction schedule. New hires after July 1, 2008 shall not be offered the HMO plan.
- B. Teachers contracted to work at least fifty percent (50%) of the regular workday and regular work year for teachers will receive health insurance/major medical, prescription drug insurance and dental insurance with the Board contributing an amount equal to the proportion of time worked by the employee in the part-time position. For example, an employee who works fifty percent (50%) of the regular employee contract year shall receive a Board contribution toward benefits of fifty percent (50%).
- C. If a husband and wife are both employed by the Board or by a school district within the consortium, the Board shall be obligated to provide only one (1) family health insurance plan/major medical plan or two (2) single plans at one hundred percent (100%) contribution.
- D. The Board shall be obligated to provide only one (1) dental plan to a family where both a husband and wife are employed by the Board except that those families currently receiving two (2) dental plans where the husband and wife are both employed by the Board or within the consortium shall continue to do so.
- E. Employees hired after September 1, 1993 can enroll in either plan and will have a prescription drug card should they so choose.

9.0402 **Payment in Lieu of Health Insurance**

Teachers electing to discontinue hospitalization/surgical or dental insurance through the Board provided carriers, and who are not receiving any portion of

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 their benefits paid by the Board, will be paid a monthly bonus for doing so at  
 the following rates:

	<u>Family Plan</u>	<u>Single Plan</u>
Hosp/Surg/MM	\$ 90	\$40
Dental	<u>10</u>	<u>10</u>
TOTAL	\$100/month	\$50/month

9.0403 Section 125

The Board shall offer a Section 125 plan for the sole purpose of tax relief for the employees' contributions toward insurance benefits.

**ARTICLE 10 - CONCLUSION**

*CHANGE*

10.01 **REOPENER**

At the request of either party made after February 1, ~~2011~~ **2014**, negotiations shall reopen for a successor agreement.

*CHANGE*

10.02 **DURATION OF CONTRACT**

This Contract shall expire on June 30, ~~2011~~ **2014** unless otherwise extended.

IN WITNESS WHEREOF, the Board and the Association have caused this Agreement to be executed by their duly authorized representatives at New Richmond, Ohio, this \_\_\_\_\_ day of \_\_\_\_\_, ~~2008~~. **2011**.

**APPENDIX A-3 A-1**

**NEW RICHMOND EXEMPTED VILLAGE SCHOOL DISTRICT  
 TEACHER SALARY SCHEDULE**

**EFFECTIVE JULY 1, ~~2010~~ 2011 & July 1, 2012 & July 1, 2013**

**BASE = \$35,736**

<b>STEP</b>	<b>BA</b>	<b>BA+150</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>
0	35,736 1.0000	37,451 1.0480	38,988 1.0910	41,096 1.1500	42,883 1.2000
1	37,344 1.0450	39,167 1.0960	41,061 1.1490	43,366 1.2135	45,313 1.2680
2	38,952 1.0900	40,882 1.1440	43,133 1.2070	45,635 1.2770	47,743 1.3360
3	40,560 1.1350	42,597 1.1920	45,206 1.2650	47,904 1.3405	50,173 1.4040
4	42,204	44,348 1.2410	47,314 1.3240	50,173 1.4040	52,603 1.4720

## Market Street School

6:00 p.m.

May 19, 2011

	1.1810				
5	43,848 1.2270	46,099 1.2900	49,423 1.3830	52,443 1.4675	55,033 1.5400
6	45,492 1.2730	47,851 1.3390	51,531 1.4420	54,712 1.5310	57,463 1.6080
7	47,172 1.3200	49,637 1.3890	53,640 1.5010	56,981 1.5945	59,894 1.6760
8	48,851 1.3670	51,424 1.4390	55,748 1.5600	59,250 1.6580	62,324 1.7440
9	50,531 1.4140	53,211 1.4890	57,857 1.6190	61,520 1.7215	64,754 1.8120
10	52,246 1.4620	55,033 1.5400	59,965 1.6780	63,789 1.7850	67,184 1.8800

<b>STEP</b>	<b>BA</b>	<b>BA+150</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>
11	53,961 1.5100	56,856 1.5910	62,073 1.7370	66,058 1.8485	69,614 1.9480
12	55,677 1.5580	58,679 1.6420	64,182 1.7960	68,327 1.9120	72,044 2.0160
13	57,392 1.6060	60,501 1.6930	66,290 1.8550	70,596 1.9755	74,474 2.0840
14	59,107 1.6540	62,359 1.7450	68,399 1.9140	72,866 2.0390	76,904 2.1520
17	60,751 1.7000	64,218 1.7970	70,543 1.9740	75,135 2.1025	79,334 2.2200
22	62,359 1.7450	66,076 1.8490	72,687 2.0340	77,404 2.1660	81,764 2.2880

**APPENDIX B****SUPPLEMENTAL SALARIES**

<i>AREA/POSITION</i>	<i>2008-2009 PAY LEVEL</i>	<i>2009-2010 PAY LEVEL</i>	<i>2010-2011 20011-2014 PAY LEVEL</i>
<i>ACADEMIC/ADMINISTRATIVE</i>			
Activity Clerks - Guiding Level (5)	<del>\$409.00 Stipend</del>	<del>\$418.00 Stipend</del>	\$427.00 Stipend
Detention Monitor/Intervention Tutor	<del>\$ 20.45/hour</del>	<del>\$ 20.91/hour</del>	\$ 21.38/hour
District Art Show (6)	<del>\$ 76.69 Stipend</del>	<del>\$ 78.42 Stipend</del>	\$ 80.18 Stipend
Outdoor Education - 6 <sup>th</sup> Grade Supervisor	<del>\$ 82.00 Stipend/ Night</del>	<del>\$ 84.00 Stipend/ Night</del>	\$ 86.00 Stipend/ Night
<i>ATHLETIC</i>			
Athletic Director - NRHS (1)	<del>\$12,270</del>	<del>\$12,546</del>	\$12,828
Athletic Director - NRMS (1)	<del>\$ 5,113</del>	<del>\$ 5,228</del>	\$ 5,346

**LEVEL 12 - \$5,727**

Head Coach, Varsity Boys &amp; Girls Basketball (2)

Head Coach, Varsity Football (1)

**LEVEL 11 - \$5,044**

Head Coach, Varsity Volleyball (1)

Head Coach, Varsity Baseball (1)

Head Coach, Varsity Softball (1)

Head Coach, Varsity Wrestling (1)

Head Coach, Varsity Boys &amp; Girls Soccer (2)

Market Street School  
HS Drama Director (1)

6:00 p.m.

May 19, 2011

**LEVEL 10 - \$4,363**

Head Coach, Varsity Boys & Girls Swimming (2)  
Head Coach, Varsity Boys & Girls Track (2)  
Assistant, HS Boys & Girls Basketball (2)  
Assistant Varsity Coach, Football (1)  
JV Football Coach (2)

**LEVEL 9 - \$3,817**

Head Coach, Cross Country (1)  
Varsity Cheerleading Advisor (1)  
Assistant Coach, HS Wrestling (1)  
Assistant Coach, Boys & Girls Soccer (2)  
Assistant Coach, Softball (1)  
Assistant Coach, HS Volleyball (1)  
Assistant Coach, HS Baseball (1)  
Freshmen Coach, Football (2)  
Freshman Coach, Boys & Girls Basketball (2)  
HS Newspaper Advisor (1)  
HS Yearbook Advisor (1)

**LEVEL 8 - \$3,273**

Head Coach, Varsity Golf (1)  
Head Coach, Varsity Boys & Girls Tennis (2)  
Assistant Coach, HS Boys & Girls Track (1)  
Coach, MS Basketball (4)  
Coach, MS Wrestling (1)  
Coach, MS Boys & Girls Track & Field (2)  
HS Student Council Advisor (1)

**LEVEL 7 - \$2,728**

JV Cheerleading Advisor (1)  
Coach, MS Football (2)  
HS Marching Band Director (1)  
HS Instrumental Music Director (1)  
HS Vocal Music Director (1)

**LEVEL 6 - \$2,182**

HS Academic Team Advisor (1)  
Head Coach, MS Swimming (1)  
Head Coach, MS Volleyball (2)  
Head Coach, MS Cross Country (1)  
Assistant Coach, MS Football (2)  
Assistant Director HS Drama (1)  
MS Vocal Music Director (1)  
MS Instrumental Music Director (1)  
Elementary Music Director (3)

**LEVEL 5 - \$1,909**

Market Street School 6:00 p.m.  
MS Cheerleading Advisor – winter (1)  
Assistant Coach, MS Boys & Girls Track & Field (1)

May 19, 2011

**LEVEL 4 - \$1,636**

Assistant Coach, MS Swimming (1)  
Assistant Director, HS Marching Band (1)  
Student Council Advisor, MS (1)  
Prom Coordinator (1)

**LEVEL 3 - \$1,226**

MS Cheerleading Advisor – fall (1)  
HS Pep Band Director (1)  
Senior Class Advisor (1)  
Junior Class Advisor (1)  
Freshman Class Advisor (1)  
Sophomore Class Advisor (1)  
MS Musical/Theater Director (1)  
Elementary Student Council Advisor (3)

**LEVEL 2 - \$818**

National Honor Society Advisor (1)  
Ecology Club Advisor (1)  
S.A.D.D. Advisor (1)  
Mock Trial Advisor (1)  
MS Yearbook Advisor (1)  
Elementary Yearbook Advisor (3)

**LEVEL 1 - \$419**

HS Theatrical Music Conductor (Orchestra) (1)

Roll call: Mr. Walriven, yea; Mr. Painter, yea; Mrs. Stark, yea; Mr. Bird, yea; Mr. Heflin, yea.  
Motion carried.

2011-126 Moved by Mrs. Stark, seconded by Mr. Bird, to enter into executive session for the purpose of consideration of the appointment, employment, dismissal, promotion, demotion or compensation of a public employee; in accordance with Ohio Revised Code 121.22(1). Roll call: Mr. Walriven, yea; Mr. Painter, yea; Mr. Heflin, yea; Mr. Bird, yea; Mrs. Stark, yea. Motion carried.

Mr. Painter declared the regular meeting moved into executive session at 9:46 p.m.

Mr. Painter declared the executive session adjourned and the regular meeting reconvened at 9:54 p.m.

2011-127 Moved by Mr. Walriven, seconded by Mr. Bird, to approve the following:

A. Accept the following resignations:

1. Patricia Harrmann, *classified employee*, effective close of business May 31, 2011, for the purpose of retirement
2. Jaime Kipfer, *certified employee*, effective close of business, August 6, 2011



Market Street School		6:00 p.m.	May 19,	2011
L. Pitzer	MS	Wrestling Coach		8
James Robinson	HS	Student Council Advisor		8
Phillip Heflin	HS	Varsity Golf Head Coach		8
Rylan Shebesta	HS	Varsity Boys Tennis Head Coach		8

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Pay Level</u>
Teresa Flamm	HS	Varsity Girls Tennis Head Coach	8
Ron Bird	MS	7 <sup>th</sup> Grade Football Head Coach	7
Richard Mahan	MS	8 <sup>th</sup> Grade Football Head Coach	7
Michael McKinley	HS	Marching Band Director	7
Heidi Neito	HS	JV Cheerleading Advisor	7
Michael McKinley	HS	Instrumental Music Director	7
Doug Heflin	HS	Vocal Music Director	7
Eric Grippa	MS	7 <sup>th</sup> Grade Football Assistant Coach	6
Christopher Sheldon	MS	8 <sup>th</sup> Grade Football Assistant Coach	6
Richard Mahan	MS	Swimming Head Coach	6
Andrea Schultz	MS	7 <sup>th</sup> Grade Volleyball Coach	6
Lana Gilday	MS	8 <sup>th</sup> Grade Volleyball Coach	6
Kelsey Bender	MS	Cross Country Coach	6
Douglas Heflin	HS	Drama Assistant Director	6
Paige McConnell	LCE	Music Director	6
Sarah Lindsey	Monroe	Music Director	6
Sarah Swango	NRE	Music Director	6
Susan Griffin	HS	Academic Team Advisor	6
John Wright	MS	Instrumental Music Director	6
J. Thomas Gilfillen	MS	Vocal Music Director	6
Corinne Doyle	MS	Cheerleading Advisor – Winter	5
Scott Bowman	MS	Boys & Girls Track & Field Assistant Coach	5
Chelsey Nofte	MS	Boys & Girls Track & Field Assistant Coach	5
Rebecca Lewis	MS	Swimming Assistant Coach	4
John Wright	HS	Marching Band Assistant Director	4
Jessica Isaacs	MS	Student Council Advisor	4
Logan Minning		Prom Coordinator	4
Michael McKinley	HS	Pep Band Director	3
Teresa Flamm	HS	Senior Class Advisor	3
Logan Minning	HS	Junior Class Advisor	3
Nicole Parker	HS	Freshman Class Advisor	3
Malissa Cornette	HS	Sophomore Class Advisor	3
Corinne Doyle	MS	Cheerleading Advisor - Fall	3
Erin Parker	LCE	Student Council Advisor	3
Adrian Hawk	Monroe	Student Council Advisor	3
Joyce Montgomery & Karen Cahall	NRE	Student Council Advisor	3
J. Thomas Gilfillen	MS	Musical/Theater Director	3
Heather Fritsch	MS	Yearbook Advisor	2

(1/2)

Market Street School		6:00 p.m.	May 19, 2011
Kelsey Bender (1/2)	MS	Yearbook Advisor	2
	HS	Ecology Club Advisor	2
Sharon Nehls		SADD Advisor	2
	HS	Mock Trial Advisor	2
Jaime Kipfer	HS	National Honor Society Advisor	2

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Pay Level</u>
Kelly Gabriel	LCE	Yearbook Advisor	2
Jennifer Huelsmann	Monroe	Yearbook Advisor	2
Joyce Montgomery	NRE	Yearbook Advisor	2
M. McKinley	HS	Theatrical Music Conductor (Orchestra)	1
D. Foote		Athletic Director/Dean of Students	12,828
S. Curfman		Athletic Director	5,346
Pamela Klein		Substitute Teacher Caller	3,250
Amy Hauserman		District Art Show	80.18
Stacy Gibbons		District Art Show	80.18
Jessica Isaacs		District Art Show	80.18
Tim Cook		District Art Show	80.18
Adrian Hawk		District Art Show	80.18
Amy Cholkas		District Art Show	80.18
Brenda Barnes		Outdoor Education – 6 <sup>th</sup> Grade Supervisor	\$86/night
Gregory Chandler		Outdoor Education – 6 <sup>th</sup> Grade Supervisor	\$86/night
Tim Cook		Outdoor Education – 6 <sup>th</sup> Grade Supervisor	\$86/night
Jeff Durm		Outdoor Education – 6 <sup>th</sup> Grade Supervisor	\$86/night
Megan Ehlers		Outdoor Education – 6 <sup>th</sup> Grade Supervisor	\$86/night
Allison Ellis		Outdoor Education – 6 <sup>th</sup> Grade Supervisor	\$86/night
Janice Fender		Outdoor Education – 6 <sup>th</sup> Grade Supervisor	\$86/night
Elizabeth Florea		Outdoor Education – 6 <sup>th</sup> Grade Supervisor	\$86/night
Kelly Gabriel		Outdoor Education – 6 <sup>th</sup> Grade Supervisor	\$86/night
Connie Hammer		Outdoor Education – 6 <sup>th</sup> Grade Supervisor	\$86/night
Michele Jackson		Outdoor Education – 6 <sup>th</sup> Grade Supervisor	\$86/night
Todd Jackson		Outdoor Education – 6 <sup>th</sup> Grade Supervisor	\$86/night
Lauren Lindsley		Outdoor Education – 6 <sup>th</sup> Grade Supervisor	\$86/night
Rita McCartney		Outdoor Education – 6 <sup>th</sup> Grade Supervisor	\$86/night
Chris Schlaak		Outdoor Education – 6 <sup>th</sup> Grade Supervisor	\$86/night
Rena Snouffer		Outdoor Education – 6 <sup>th</sup> Grade Supervisor	\$86/night

<u>Extended Time</u>		<u>Days</u>
Cynthia Groman	Psychologist	20
Douglas Foote	Athletic Director	20
Carolann Coulter	Guidance	20
James Reaker	Guidance	20
Jessica Schweitzer	Media	10
Terry Miller	Guidance	10
Sharon Benjamin	Tech Assistant	10
Cynthia Banfield	Guidance	10
Kimberly Sherden	Guidance	10
Tracy Hamilton	Tech Assistant	10
Bridgette Smith	Central Office Secretary	5

## C. Employ the following:

1. Terry Miller, Principal, New Richmond Elementary School, two year, 260 day administrative contract, \$91,000.00 annual salary
2. Supplementals (2010-2011 School Year)
  - a. Camp Joy – Wednesday, May 4, and Thursday May 5, 2011, as verified by Kronos entry

<u>Name</u>	<u>Position</u>	<u>Pay Level</u>
Brenda Barnes	Outdoor Education-6 <sup>th</sup> Grade Supervisor	\$86 stipend/night
Gregory Chandler	Outdoor Education-6 <sup>th</sup> Grade Supervisor	\$86 stipend/night
Tim Cook	Outdoor Education-6 <sup>th</sup> Grade Supervisor	\$86 stipend/night
Jeff Durm	Outdoor Education-6 <sup>th</sup> Grade Supervisor	\$86 stipend/night
Megan Ehlers	Outdoor Education-6 <sup>th</sup> Grade Supervisor	\$86 stipend/night
Allison Ellis	Outdoor Education-6 <sup>th</sup> Grade Supervisor	\$86 stipend/night
Janice Fender	Outdoor Education-6 <sup>th</sup> Grade Supervisor	\$86 stipend/night
Elizabeth Florea	Outdoor Education-6 <sup>th</sup> Grade Supervisor	\$86 stipend/night
Kelly Gabriel	Outdoor Education-6 <sup>th</sup> Grade Supervisor	\$86 stipend/night
Connie Hammer	Outdoor Education-6 <sup>th</sup> Grade Supervisor	\$86 stipend/night
Michele Jackson	Outdoor Education-6 <sup>th</sup> Grade Supervisor	\$86 stipend/night
Todd Jackson	Outdoor Education-6 <sup>th</sup> Grade Supervisor	\$86 stipend/night
Lauren Linsdley	Outdoor Education-6 <sup>th</sup> Grade Supervisor	\$86 stipend/night
Curtis Massey	Outdoor Education-6 <sup>th</sup> Grade Supervisor	\$86 stipend/night
Rita McCartney	Outdoor Education-6 <sup>th</sup> Grade Supervisor	\$86 stipend/night
Chris Schlaak	Outdoor Education-6 <sup>th</sup> Grade Supervisor	\$86 stipend/night
Rena Snouffer	Outdoor Education-6 <sup>th</sup> Grade Supervisor	\$86 stipend/night
John Bagley	Outdoor Education-6 <sup>th</sup> Grade Supervisor	\$86 stipend/night

Roll call: Mr. Painter, yea; Mrs. Stark, yea; Mr. Heflin, yea; Mr. Bird, yea; Mr. Walriven, yea.  
Motion carried.

2011-128 Moved by Mr. Heflin, seconded by Mr. Walriven, to approve the unpaid leave of absence request submitted by Stacy Knoechel, *certified employee*, for the 2011-2012 and 2012-2013 school years. Roll call: Mr. Painter, abstain; Mrs. Stark, yea; Mr. Bird, yea; Mr. Walriven, yea; Mr. Heflin, yea. Motion carried.

2011-129 Moved by Mr. Bird, seconded by Mrs. Stark, to approve the following:

- A. Rescind action item 2011.93.2: Acceptance of the resignation of Kathryn Heybruch, classified employee, for the purpose of retirement, effective close of business June 15, 2011.
- B. Accept the resignation of Kathryn Heybruch, *classified employee*, for the purpose of retirement, effective close of business May 20, 2011.

Market Street School 6:00 p.m. May 19, 2011  
Roll call: Mr. Walriven, yea; Mr. Painter, yea; Mr. Heflin, yea; Mrs. Stark, yea; Mr. Bird, yea.  
Motion carried.

2011-130 Moved by Mrs. Stark, seconded by Mr. Walriven to adjourn the regular meeting. Roll call: all yeas.

Mr. Painter declared the regular meeting adjourned at 9:57 p.m.

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David L. Painter, President

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Teresa S. Napier, Chief Financial Officer