

Market Street School

7:30 p.m.

November 19, 2007

The New Richmond Exempted Village Board of Education met in regular session at 7:30 p.m. on November 19, 2007, at Market Street School, 212 Market Street, New Richmond, Ohio 45157, with the following members present:

David Painter, President
Ralph Shepherd, Vice-President
Kim Hayden
Kevin Walriven
David Hawkins

Thomas D. Durbin, Superintendent, and Teresa S. Napier, Chief Financial Officer, were also present.

Mr. Durbin had the following additions and changes to the agenda;

11. Employment of Personnel

Delete A. Classified Employee

Amber Barger, bus assistant, 188 days, one-year limited contract pro-rated, zero years experience, salary step 1, effective November 20, 2007

2008-75 Moved by Mr. Shepherd, seconded by Mrs. Hayden, to approve the agenda as amended. Roll call: Mr. Painter, yea; Mr. Walriven, yea Mr. Hawkins, yea. Motion carried.

PUBLIC PARTICIPATION

Mr. Cliff Penn addressed the Board of Education regarding a communication he received from Mr. Pete Japikse, Pupil Transportation Office, Ohio Department of Education.

Mr. Joe Middeler addressed the Board of Education regarding the open windows at the high school on the coldest day of the year.

2008-76 Moved by Mr. Walriven, seconded by Mr. Hawkins, to approve the minutes of the October 6, 2007 special meeting; October 22, 2007 regular meeting and October 30, 2007 facilities committee meeting. Roll call: Mr. Painter, yea; Mr. Shepherd, yea; Mrs. Hayden, yea; Mr. Hawkins, yea; Mr. Walriven, yea. Motion carried.

2008-77 Moved by Mr. Shepherd, seconded by Mr. Hawkins, to approve the financial report for the month ending October 31, 2007:

- Receipts
- Cash Position
- Expenditures
- Investments

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Roll call: Mr. Painter, yea; Mrs. Hayden, yea; Mr. Walriven, yea; Mr. Hawkins, yea; Mr. Shepherd, yea. Motion carried.

2008-78 Moved by Mr. Hawkins, seconded by Mr. Walriven, to approve acceptance of the following:

1. \$50 to NRHS Troubadours from the Liars Club
2. \$90 to NRHS Troubadours from an anonymous donor
3. \$100 to NRHS Athletics for boys basketball trip from Mary Beth and Joe McCabe
4. \$100 to NRHS Troubadours from Cindi Crawford
5. \$100 to NRHS Troubadours from Shirley and Champ Smith
6. \$500 to NRHS Troubadours from an anonymous donor
7. \$2,000 to NRHS Troubadours from Bernard Laboratories

Roll call: Mr. Painter, yea; Mr. Shepherd, yea; Mrs. Hayden, yea; Mr. Walriven, yea; Mr. Hawkins, yea. Motion carried.

2008-79 Moved by Mr. Hawkins, seconded by Mr. Walriven, to approve change orders:

<u>Vendor</u>	<u>CO No.</u>	<u>Description</u>	<u>Amount</u>
Quality Mechanicals	5	Reroute Room 208's condensate lines; extend exterior condensate lines	\$1,522.00
TOTAL			\$1,522.00

Roll call: Mr. Painter, yea; Mr. Shepherd, yea; Mrs. Hayden, yea; Mr. Walriven, yea; Mr. Hawkins, yea. Motion carried.

2008-80 Moved by Mr. Shepherd, 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) and preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment in accordance with Ohio Revised Code 121.22 (4).

Mr. Painter declared the [regular](#) meeting moved into executive session at 8:19 p.m.

Mr. Painter declared the executive session adjourned and the [regular](#) meeting reconvened at 9:42 p.m.

2008-81 Moved by Mrs. Hayden, seconded by Mr. Shepherd, to approve the creation of the position of Assistant Transportation Supervisor and the correlating job description:

Title: Assistant Transportation Supervisor

Reports To: Transportation Supervisor

Employment Status: Full-time

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FLSA Status:

Exempt

QUALIFICATIONS:

1. High school diploma or general education degree (GED).
2. Five (5) years experience in school transportation or systems preferred.
3. Actively pursue CDL and proper endorsements for schools bus drivers.
4. Must pass physical examination.
5. Must pass drug and alcohol testing.
6. Must pass criminal background check.

GENERAL DESCRIPTION:

Under transportation supervisor's direction, assists with the development and administration of the District's transportation program; assists with supervision of transportation personnel; and assists with the development and administration of District's transportation maintenance program.

ESSENTIAL FUNCTIONS:

1. Assists with the implementation and enforcement of, and abides by all Board of Education policies, guidelines, administrative rules and regulations and negotiated agreements.
2. Assists with the development and administration of the transportation program to meet requirements of daily instructional program and extracurricular activities.
3. Assists with the preparation and revision of bus routes and schedules for all public and non-public schools in district for daily transport, field trips, and extracurricular activities.
4. Assists with the supervision of transportation department personnel (e.g., schedules, assigns, and reviews work; evaluates performance; recommends oral, written reprimand, and suspension or removal; authorizes and schedules leaves of absence; interviews applicants for employment and makes recommendations; adjusts grievances, etc.).
5. Assists with the verification that each driver and bus assistant is qualified and certified each year and aids new drivers in obtaining certification.
6. Assists with the preparation of transportation department budget requests; authorizes purchases in accordance with budgetary restraints.
7. Assists with the preparation of preventive maintenance plans for buses and equipment, and maintains transportation safety standards in conformance with federal, state, and insurance regulations.
8. Assists with the planning and coordination of district transportation safety programs (e.g., fire prevention and protection, emergency weather alerts, bus safety inspections, bus evacuation drills, etc.).

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9. Assists with the projection and recommendation of future equipment and personnel needs based on survey of resident students, distances, and grade levels.
10. Receives and resolves complaints and requests from public.
11. Assists with the establishment of procedures for determining road conditions and advises Superintendent regarding road hazards due to inclement weather to assist with school closing decisions.
12. Arranges for substitute drivers.
13. Assists with preparation and maintenance of various transportation related records and documents (e.g., maps, fuel usage, maintenance records, inventory records, personnel records, correspondence, etc.) for local, state, and federal reports.
14. Assists with the preparation, distribution, and collection of necessary bulletins and records.
15. Assists with the investigation of all bus-related accidents.
16. Assists with the resolution of student passenger discipline problems and parental complaints.
17. Assists with the development of knowledge of current developments in transportation field.
18. Assists with preparation of bid specifications for department vehicles and equipment.
19. Assists with the evaluation of all transportation policies, guidelines, and regulations.
20. Assists with the establishment of transportation procedures for non-public students.
21. Assists with the determination of road-worthiness of all district vehicles.
22. Assists with the purchasing of all needed supplies and equipment.
23. Assists with the development of the annual driver safety training program with minimum of six (6) hours inservice training session throughout school year.
24. Assists with making sure all regular drivers receive annual first aid and CPR training.
25. Assists with the supervision of mechanics to ensure safety procedures are followed.
26. Assists with the submission of payroll information to Treasurer's office.
27. Assists with the supervision of the department's driver training and schedules/assigns training or re-training.
28. Maintains required certificate(s) and/or license(s).
29. Demonstrates regular and predictable attendance.
30. Serves as transportation supervisor when designated by the Superintendent.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attends staff meetings and workshops and/or seminars related to duties.

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2. Makes Board of Education policies, guidelines, and regulations.
3. Annually reviews all Board of Education policies, guidelines, and regulations.
4. Verifies payroll.
5. Attends public meetings and regularly scheduled Board of Education meetings as requested.
6. Performs other related duties as required or assigned by supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: Board policies and procedures; state transportation statutes and regulations; bus routing; scheduling; training; supervision; transportation safety programs; bus maintenance and preventive maintenance; budgets; requisitions; appropriations; bid specification; student discipline code; public relations; required reports.

Skill in: computer; school bus; school vans.

Ability to: interpret policies, rules, and regulations; develop bus routes; schedule; train; supervise; administer safety programs; develop a preventive maintenance program; administer budgets; administer student discipline code; communicate effectively; prepare reports; maintain records.

EQUIPMENT OPERATED:

Computer, school bus, school van.

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

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

1. Noisy operations or activities.
2. Compressed gases.
3. Acetylene.
4. Oxygen.
5. Flammable and combustible liquids.
6. General requirements for use, care, and limitations of personal protective equipment.
7. Eye and face protection due to potential exposure to flying objects, impact, and other hazards.
8. Medical and First Aid.

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- 9. Portable Fire Extinguishers.
- 10. Air contaminants.
- 11. Human blood or other potentially infectious materials.

GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE

The employee:

- 1. Works in or around crowds.
- 2. Has contact with potentially violent or emotionally distraught persons.
- 3. Has exposure to potentially vicious animals.

- 4. Has exposure to hot, cold, wet, humid or windy weather conditions.
- 5. Has exposure to hazardous driving conditions.

TERMS OF EMPLOYMENT:

Per New Richmond Exempted Village Board Policy.

PERFORMANCE EVALUATION:

Per New Richmond Exempted Village Board Policy.

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

Superintendent or Designee

Date

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

Employee

Date

Roll call: Mr. Painter, yea; Mr. Walriven, yea; Mr. Hawkins, yea; Mr. Shepherd, yea; Mrs. Hayden, yea. Motion carried.

2008-82

Moved by Mr. Shepherd, seconded by Mrs. Hayden, to approve the following:

- A. Accept resignations from the following:

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1. Lorrie Seiger, *classified employee*, effective close of business October 26, 2007
2. Mary Reid, *classified employee*, effective close of business December 31, 2007, for the purpose of retirement

B. Employ the following:

1. Certified Substitutes (2007-2008 School Year)

- a. Lois Buncher
- b. Nancy Clark
- c. Jonathan Patch
- d. Laura Schilling
- e. Lee Smith
- f. Jennifer Tarvin
- g. Summer Tyler

- h. Robert Vance
- i. James Wessell

2. Classified Substitutes (2007-2008 School Year)

- a. Karen McCaffrey
- b. Regina Mikles
- c. Eileen Retzlaff
- d. Davonna Schweickart

3. Supplementals (2007-2008 School Year)

	<u>Name</u>	<u>Position</u>	<u>Pay Level</u>
1.	Brian Benzinger	Varsity Head Baseball Coach	11
2.	Carla Corbin	Varsity Head Softball Coach	11
3.	Rylan Shebesta	Varsity Boys Tennis Head Coach	6
4.	Jamie Utendorf	National Honor Society Advisor	3

4. Volunteer Coaches

1. Doug Tussey, Varsity Girls Softball

5. Student Workers

(2007-2008 School Year, \$3.25 per hour, Upon Submission of a Timesheet)

1. Natalie Hodapp

Roll call: Mr. Painter, yea; Mr. Walriven, yea; Mr. Hawkins, yea; Mrs. Hayden, yea; Mr. Shepherd, yea. Motion carried.

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[2008-83](#) Moved by Mr. Walriven, seconded by Mr. Hawkins, to adjourn the [regular](#) meeting. Roll call:
all yeas.

Mr. Painter declared the [regular](#) meeting adjourned at 9:50 p.m.

David L. Painter, President

Teresa S. Napier, Chief Financial Officer