

The New Richmond Exempted Village Board of Education met in [regular](#) session on [September 20, 2004, 7:00 p.m.](#) at [Market Street School, 212 Market Street](#), New Richmond, Ohio 45157, with the following members present:

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

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

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

2005-36 Employment of Personnel

- Change A. Certified Employee (2004-2005 school year)
- Karen McCann, Monroe Elementary School, full-time, one-year limited contract, BA, 138.5 semester hours, zero years experience, salary step zero, effective August 24, 2004
- Add E. Supplementals (2004-2005 school year)
- John Cline, NRMS 7<sup>th</sup> Grade Boys Basketball Coach, Pay Level 8
- Change H. Site Managers (2004-2005 School Year)  
\$20 per Hour Upon Submission of a Timesheet
- Sharon Benjamin
- I. Saturday School Monitors (2004-2005 school year)  
\$20 per Hour Upon Submission of a Timesheet
1. Susan Kelly
  2. Judith Meyer
  3. Mollie Moll
  4. David Smith
  5. Rena Snouffer
- J. Intervention Tutors (2004-2005 school year)  
\$20 per Hour, Upon Submission of a Timesheet
- Seth Morrison, effective July 1, 2004

Add: K. Intervention Tutors (2004-2005 school year)  
\$20 per Hour, Upon Submission of a Timesheet

Valerie Woebkenberg

Add L. Rate Of Pay (2004-2005 School Year)

It is recommended that the Board establish \$3.25 as the hourly rate of pay for work-study student workers.

Re-Letter M. Student Workers (2004-2005 School Year)  
(Effective August 25, 2004, \$3.25 per hour, Upon Submission of a Timesheet, Not to Exceed 2 hours/day)

- |                      |                      |
|----------------------|----------------------|
| 1. Heather Bailey    | 11. Curtis Holaway   |
| 2. Shawn Burkhardy   | 12. Arielle Jacobs   |
| 3. Josh Calligeri    | 13. Cacara Jacobs    |
| 4. Sara Catron       | 14. Josh Johnson     |
| 5. Amber Cooper      | 15. Ryan Kilgore     |
| 6. Bruce Curfman     | 16. Eric Lyle        |
| 7. Adam Estrada      | 17. David McDaniel   |
| 8. Zachary Gastright | 18. Israel Rodriguez |
| 9. Aaron Gulette     | 19. Tammy Snider     |
| 10. Jody Hall        | 20. Rebecca Wickham  |

Re-Letter N. Ticket Sellers (2004-2005 school year)  
\$20 per Event, Upon Submission of a Timesheet

1. Judith Bennett
2. Wayne Endicott
3. Susan Griffin
4. Seth Morrison

2005-29 Moved by Mr. Shepherd, seconded by Mr. Painter, to approve the agenda as amended. Roll call: Mr. Hawkins, yea; Mr. Heflin, yea; Mr. Zimmerman, yea; Mr. Painter, yea; Mr. Shepherd, yea. Motion carried.

## **PUBLIC PARTICIPATION**

Mr. Moore presented an award from the Ohio School Board Association for "Fair and Balanced School Reporting" to Mollie Williamson, Community Press Newspapers.

Mr. Moore announced that, on October 7, 2004, the Ohio School Board Association is presenting an award to Mr. Shepherd for 10 years of service as a School Board Member.

Mr. Tom Fernandez, Steed Hammond Paul, discussed the proposed Fine Arts addition to the High School.

2005-30 Moved by Mr. Heflin, seconded by Mr. Shepherd, to approve the following;

- A. Approve the minutes of the August 16, 2004 Regular Meeting.
- B. Approve the financial report for the month ending August 31, 2004 as per attached.
  - Receipts
  - Cash Position
  - Expenditures
  - Investments
- C. Disposal of Equipment
  - One Fax Machine ICN 5185 from the Transportation Department
  - One Computer Hard Drive ICN 01986 from the Transportation Department
  - One Metal Casing of an Outdoor Sign from NRE
  - Two Metal Computer Desks, ICN's 04301 and 04284 from NRE
  - One Metal Cabinet, ICN 04232 from NRE
  - One Tan Metal Cabinet ICN 04753 from NRE
  - One Peavey WMA150 Sound System, S/N 00-06858086 from Monroe Elementary
  - One HP Deskjet 950C Printer, ICN 00223 from the Superintendent's Office
  - One IBM 6541-02N 66C1777 Monitor, ICN 00373 from the Technology Department
  - One IBM 6542-103 88AA841 Monitor, ICN 01726 from the Technology Department
  - One Optiquet Q51 S/N 707004600868, ICN 03207 from the Technology Department
  - One Lexmark 2390+, S/N 11-4F456, ICN 00101 from the Technology Department
  - One Apple Docking Station, ICN 03146 from the Technology Department
  - One HP Deskjet 690C, ICN 03189 from the Technology Department
  - One 540 Printer, ICN 03572 from the Technology Department
  - One 672C Printer, ICN 03228 from the Technology Department
  - One 540 Printer, ICN 03313 from the Technology Department
  - One 520 Printer, ICN 04419 from the Technology Department
  - One 540 Printer, ICN 04397 from the Technology Department
  - One Seattle Tower, ICN 01547 from the Technology Department
  - One Seattle Tower, ICN 01403 from the Technology Department
  - One Seattle Tower, ICN 02153 from the Technology Department
  - One Seattle Tower, ICN 04365 from the Technology Department
  - One Seattle Tower, ICN 04439 from the Technology Department
  - One Seattle Tower, ICN 03348 from the Technology Department
  - One Seattle Tower, ICN 01027 from the Technology Department
  - One Seattle Tower, ICN 03307 from the Technology Department
  - One Seattle Tower, ICN 03106 from the Technology Department
  - One Seattle Tower, ICN 03144 from the Technology Department
  - One Seattle Tower, ICN 02213 from the Technology Department
  - One Seattle Tower, ICN 04439 from the Technology Department
  - One Seattle Tower, ICN 03137 from the Technology Department

- One Seattle Tower, ICN 03224 from the Technology Department
- One Seattle Tower, ICN 03211 from the Technology Department
- One Seattle Tower, ICN 03227 from the Technology Department
- One Seattle Tower, ICN 03107 from the Technology Department
- One Seattle Tower, ICN 02216 from the Technology Department
- One Seattle Tower, ICN 03146 from the Technology Department
- One Seattle Tower, ICN 04434 from the Technology Department
- One Seattle Tower, ICN 04450 from the Technology Department
- One Seattle Tower, ICN 00677 from the Technology Department
- One Seattle Tower, ICN 00675 from the Technology Department
- One Seattle Tower, ICN 01359 from the Technology Department
- One Seattle Tower, ICN 00765 from the Technology Department
- One Seattle Tower, ICN 03086 from the Technology Department
- One Seattle Tower, ICN 02121 from the Technology Department
- One Seattle Tower, ICN 03333 from the Technology Department
- One Seattle Tower, ICN 01373 from the Technology Department
- One Seattle Tower, ICN 00772 from the Technology Department
- One Seattle Tower, ICN 01909 from the Technology Department
- One Seattle Tower, ICN 00679 from the Technology Department
- One Seattle Tower, ICN 01198 from the Technology Department
- One Seattle Tower, ICN 00774 from the Technology Department
- One Seattle Tower, ICN 04366 from the Technology Department
- One Seattle Tower, ICN 01592 from the Technology Department
- One Seattle Tower, ICN 01658 from the Technology Department
- One Seattle Tower, ICN 03582 from the Technology Department
- One Seattle Tower, ICN 00185 from the Technology Department
- One Seattle Tower, ICN 01906 from the Technology Department
- One Seattle Tower, ICN 03201 from the Technology Department
- One Seattle Tower, ICN 00195 from the Technology Department
- One Seattle Tower, ICN 02212 from the Technology Department
- One Seattle Tower, ICN 03336 from the Technology Department
- One Seattle Tower, ICN 04447 from the Technology Department
- One Seattle Tower, ICN 03309 from the Technology Department
- One Seattle Tower, ICN 03108 from the Technology Department
- One Seattle Tower, ICN 04404 from the Technology Department
- One Seattle Tower, ICN 03105 from the Technology Department
- One Seattle Tower, ICN 03258 from the Technology Department
- One Seattle Tower, ICN 04453 from the Technology Department
- One Seattle Tower, ICN 04444 from the Technology Department
- One Seattle Tower, ICN 04406 from the Technology Department
- One Seattle Tower, ICN 03109 from the Technology Department
- One Seattle Tower, ICN 04446 from the Technology Department
- One Seattle Tower, ICN 02050 from the Technology Department
- One Seattle Tower, ICN 02211 from the Technology Department
- One Seattle Tower, ICN 03308 from the Technology Department
- One Seattle Tower, ICN 01830 from the Technology Department

Market Street School

7:00 p.m.

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- One Seattle Tower, ICN 01637 from the Technology Department
- One Seattle Tower, ICN 03188 from the Technology Department
- One Seattle Tower, ICN 03214 from the Technology Department

- One Seattle Tower, ICN 03127 from the Technology Department
- One Seattle Tower, ICN 03250 from the Technology Department
- One Seattle Tower, ICN 04436 from the Technology Department
- One Seattle Tower, ICN 02200 from the Technology Department
- One Seattle Tower, ICN 01376 from the Technology Department
- One Seattle Tower, ICN 00087 from the Technology Department
- One Seattle Tower, ICN 04435 from the Technology Department
- One Seattle Tower, ICN 03319 from the Technology Department
- One Seattle Tower, ICN 03085 from the Technology Department
- One Seattle Tower, ICN 01358 from the Technology Department
- One Seattle Tower, ICN 04440 from the Technology Department
- One Seattle Tower, ICN 02209 from the Technology Department
- One Seattle Tower, ICN 03085 from the Technology Department
- One Seattle Tower, ICN 01358 from the Technology Department
- One Seattle Tower, ICN 04440 from the Technology Department
- One Seattle Tower, ICN 02209 from the Technology Department
- One Seattle Tower, ICN 01594 from the Technology Department
- One Seattle Tower, ICN 01649 from the Technology Department
- One Seattle Tower, ICN 02535 from the Technology Department
- One Seattle Tower, ICN 00194 from the Technology Department
- One Seattle Tower, ICN 02217 from the Technology Department
- One Seattle Tower, ICN 01808 from the Technology Department
- One Seattle Tower, ICN 00128 from the Technology Department
- One Seattle Tower, ICN 03087 from the Technology Department
- One Seattle Tower, ICN 02210 from the Technology Department
- One Seattle Tower, ICN 03184 from the Technology Department
- One Seattle Tower, ICN 03315 from the Technology Department
- One Seattle Tower, ICN 02203 from the Technology Department
- One Seattle Tower, ICN 03213 from the Technology Department
- One Seattle Tower, ICN 01926 from the Technology Department
- One Seattle Tower, ICN 03129 from the Technology Department
- One Seattle Tower, ICN 01505 from the Technology Department
- One Seattle Tower, ICN 00197 from the Technology Department
- One Seattle Tower, ICN 04482 from the Technology Department
- One Seattle Tower, ICN 01958 from the Technology Department
- One Seattle Tower, ICN 00182 from the Technology Department
- One Seattle Tower, ICN 03187 from the Technology Department
- One Seattle Tower, ICN 03306 from the Technology Department
- One Seattle Tower, ICN 02202 from the Technology Department
- One Seattle Tower, ICN 00091 from the Technology Department

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- One Seattle Tower, ICN 03325 from the Technology Department
- One Seattle Tower, ICN 03176 from the Technology Department
- One HP Deskjet 540, ICN 01385 from the Technology Department
- One 540 Printer, ICN 03157 from the Technology Department
- One 690C Printer, ICN 02539 from the Technology Department
- One 540 Printer, ICN 00159 from the Technology Department
- One 540 Printer, ICN 01375 from the Technology Department
- One Apple Skywriter, ICN 03147 from the Technology Department

D.        Accept the following donations

- Outdoor Sign Face to New Richmond Elementary School from NRE PTO, \$1,900 value
- \$149 to the NRE Sixth Grade Scholarship Fund from NRE PTO
- \$50 to NRHS Troubadours from Geni's Styling Salon
- \$100 to NRHS Troubadours from Jim and Judy Hudson
- \$100 to NRHS Troubadours from Jack Tucker
- \$50 to NRHS Troubadours from Ralph and Joyce Campbell
- \$50 NRHS Troubadours from M.A.C. Paran Consulting
- \$550 TO NRHS Troubadours from Steed Hammond Paul
- \$100 to NRHS Troubadours from H.C. Nutting Company
- \$5,500 to NRHS Troubadours from Cinergy
- \$100 to NRHS Troubadours from McDonald's
- \$203.52 to NRHS Marching Band from Rivertown IGA's Circus Event
- \$80 to NRHS Cheerleaders from New Richmond Lions Sports Foundation
- \$200 to NRMS Football program from Ron Singleton Homes
- One Hundred Seventy-Five 2" Binders to NRMS from Marketing Support Systems
- Ten Thousand Sheets of Paper to NRMS from Marketing Support Systems

E.        Transfer of Funds

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

WHEREAS, the Board of Education has determined that it is necessary to transfer the sum of \$1,800.00 from the general fund (001-0000) to the high school textbooks and instructional materials fund (001-9002).

NOW THEREFORE BE IT RESOLVED that the sum of \$1,800.00 be and is hereby transferred from the general fund (001-0000) to the high school textbooks and instructional materials fund (001-9002) of the school district.

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

WHEREAS, the Board of Education has determined that it is necessary to transfer the sum of \$6,625.00 from the general fund (001-0000) to the middle school fund (001-9303).

NOW THEREFORE BE IT RESOLVED that the sum of \$6,625.00 be and is hereby transferred from the general fund (001-0000) to the middle school fund (001-9303) of the school district.

3. WHEREAS, the New Richmond Exempted Village School District Board of Education has determined that it is necessary to transfer the sum of \$2,304.62 from the special education part B IDEA 2004 fund (516-9004) to the special education part B IDEA 2005 fund (516-9005).

NOW THEREFORE BE IT RESOLVED that the sum of \$2,304.62 be and is hereby transferred from the special education part B IDEA 2004 fund (516-9004) to the special education part B IDEA 2005 fund (516-9005) of the school district.

4. WHEREAS, the New Richmond Exempted Village School District Board of Education has determined that it is necessary to transfer the sum of \$1,582.24 from the public preschool 2004 fund (439-9004) to the public preschool 2005 fund (439-9005).

NOW THEREFORE BE IT RESOLVED that the sum of \$1,582.24 be and is hereby transferred from the public preschool 2004 fund (439-9004) to the public preschool 2005 fund (439-9005) of the school district.

- F. Establish the following student activity fund number 200-9685.

Authority: Sections 3313.062

Purpose: To account for monies collected in order to give art students an opportunity to enrich their lives with art

Classification: Governmental Fund Type, Special Revenue Fund

- G. Approve the appropriations for FY 2005:

APPROPRIATION RECAP SHEET  
ALL FUNDS TYPES

GOVERNMENTAL FUND TYPES

Fund Class/Name	Fund Number / SCC	Total Appropriation
General Fund Class	001	\$ 27,396,793.00
Special Revenue Class		
Public School Support	018	\$ 33,580.52

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Underground Storage Tank Fund	031	\$	7,405.44	
District Manage Activity	300	\$	321,421.76	
Management Information System	432	\$	10,442.25	
Public School Preschool	439	\$	128,210.91	
Disadvantaged Pupil Impact Aid	447	\$	51,480.00	
Summer Intervention	460	\$	42,595.77	
Miscellaneous State Grant Fund	499	\$	2,377.80	
Title VI-B Sp Ed Ast State-hep	516	\$	593,488.93	
Chap 1 – Fin Assist-disadv Child	572	\$	563,002.60	
Chap 2 – Consolidation-fed Pgms	573	\$	10,019.02	
Title VI Drug Free School Grant Fund	584	\$	28,149.85	
Reducing Class Size	590	\$	197,597.78	
Miscellaneous Fed. Grant Fund	599	\$	14,903.65	
Total Special Revenue Class		\$	2,004,676.28	

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Debt Service Fund Class			
Bond Retirement	002	\$	243,482.50
Capital Projects Funds			
Permanent Improvement	003	\$	2,215,800.21
Schoolnet Equip/Infrastructure	450	\$	.00
Inter. Video Distance	458	\$	0.00
Total Capital Project Fund Class		\$	2,215,800.21

PROPRIETARY FUND TYPES

Enterprise Funds			
Food Service	006	\$	830,806.00
Uniform School Supplies	009	\$	20,010.00
County Preschool	011	\$	66,823.87
Total Enterprise Fund Class		\$	917,639.87
Internal Service Fund Class			
Rotary-internal Services	014	\$	2,139.13
Computer Network Class 'A' Site	025	\$	.00
Total Internal Service Fund Class		\$	2,139.13

FIDUCIARY FUND TYPES

Trust Fund Class			
Special Trust	007	\$	70,281.98
Endowment	008	\$	.00
Total Trust Fund Class		\$	70,281.98
Agency Fund			
District Agency	022	\$	1,622,748.66
Student Managed Activity	200	\$	69,018.58
Total Agency Fund		\$	1,691,767.24
Total Appropriations - All Fund Types		\$	34,542,580.21

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

2005-31 Moved by Mr. Shepherd, seconded by Mr. Hawkins, to approve the following changes orders:

A.	Rieck Mechanical	\$ 1,740.00
B.	Rieck Mechanical	597.00
C.	Whalen Inc.	5,007.51
D.	Whalen Inc.	747.96
E.	Whalen Inc.	<u>31,107.58</u>
	TOTAL	\$39,200.05

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

2005-32 Moved by Mr. Shepherd, seconded by Mr. Zimmerman, to approve travel participation for students and staff members of the NRHS Troubadours to Carnegie Hall, New York City, New York. Roll call: Mr. Hawkins, yea; Mr. Heflin, yea; Mr. Painter, yea; Mr. Zimmerman, yea; Mr. Shepherd, yea. Motion carried.

2005-33 Moved by Mr. Heflin, seconded by Mr. Shepherd, to enter into executive session for the purposes of considering the following: the appointment, employment, dismissal, promotion, demotion or compensation of a public employee, in accordance with Ohio Revised Code 121.22 (G)(1) in accordance with Ohio Revised Code 121.22 (G)(3). Roll call: Mr. Hawkins, yea; Mr. Zimmerman, yea; Mr. Painter, yea; Mr. Shepherd, yea; Mr. Heflin, yea. Motion carried.

Mr. Hawkins declared the [regular](#) meeting moved into executive session at 8:50 p.m.

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

2005-34 Moved by Mr. Zimmerman, seconded by Mr. Heflin, to adopt the following policy and policy revisions as presented:

***New Policy - Board Policy Manual***

CREDIT CARDS POLICY POLICY	NO.	5.28
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The Board recognizes the efficiency and convenience afforded the day-to-day operation of the District through the use of credit cards under the supervision of the Treasurer. However, credit cards are not to be used to circumvent the general purchasing procedures required by State law and Board policies.

The Board authorizes the use of credit cards in the following manner.

**Credit Cards**

1. All credit cards issued to and in the name of the District shall be held and supervised by the Treasurer and used only for approved District-related activities, and may not be used for any personal expenses.

2. Credit cards may be used for District-related transportation reservations and expenses, conference registrations and hotel reservation guarantees for the Board and staff.
3. If monies are budgeted and deposited with the Treasurer, credit cards may be used by school employees for student trips and competitions for safety and security reasons.
4. With prior approval of the Treasurer, credit cards may be used by school employees for school-related purchases from a vendor who does not accept purchase orders or vouchers.
5. Tips are not permitted to be paid credit cards.
6. The Treasurer keeps a record of all credit card use.
7. Receipts and appropriate form(s) are to be turned in with the credit card to the Treasurer within five business days upon completion of approved use. Failure to turn in receipts and appropriate form(s) to the Treasurer within five business days may result in the charges being deemed unrelated or unsubstantiated. The user is responsible for any unsubstantiated or unrelated purchases.

Credit cards may be used for the following purposes:

1. School business travel, meetings, lodging and meals for out of District meetings or seminars are subject to the reimbursement limits established by the Board.
2. Gratuities are permissible only when card use is for group purchases and the tip is a mandatory gratuity and automatically added to the bill.
3. Purchases from vendors that require a credit card as form of payment do not supercede the requirement of pre-approval of a purchase order for the purchase. The use of the Board's credit card for electronic commerce must be pre-approved by the submission of a purchase order prior to purchase and the order will be placed by the Treasurer's office.
4. The use of the Board's credit card over the Internet must be safeguarded at all times. All vendors must be pre-approved for use and must show sufficient proof of being a legitimate business entity. All purchases over the Internet are the sole responsibility of the Board's authorized buyer in the event of business fraud. All Internet purchases must be placed by the Treasurer's office.
5. The person using the credit card should take along the appropriate tax exempt form so that sales tax is not charged. For out of state purchases, if the use of a tax exempt form is not possible, the expenditure is allowed.

Upon returning from an approved business trip, an employee shall submit all original itemized invoices and original credit card charge receipts to the Treasurer's office. Credit card statements will not suffice as invoices. Credit card statements will be mailed directly to the Treasurer's office. Any late fees assessed to the District due to an employee failing to submit invoices and credit card receipts on a timely basis are the responsibility of the employee. Receipts for meals must include the names of all individuals for whom meals were provided and the purpose of the meeting.

The use of the Board's credit card is prohibited for the following items:

1. the purchase of personal goods or service for an administrator, an administrator's spouse, children or anyone employed or not employed by the Board and attend a District business function;
2. payment of any fines, penalties or personal liabilities incurred by the administrator or anyone else.
3. alcoholic beverages or tobacco;
4. fuel for use in a personal vehicle;
5. entertainment expenses, including pay-per-view movie charges and/or
6. cash advances.

Persons using a Board's credit card for personal, non-authorized purposes or undocumented expenditures shall be held personally responsible for those expenditures. Abuse of the credit card is subject to disciplinary procedures, including termination.

The use of a Board credit card does not supercede the required completion of a professional leave form when applicable. These procedures also dictate the reimbursement procedures of the Board of Education.

**Policy Revisions - Board Policy Manual**

<b>USE OF SCHOOL FACILITIES-BUILDING AND EQUIPMENT</b>	<b>POLICY NO. 8.03</b>
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The New Richmond Board of Education believes that the school facilities of this District should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools.

The Board may permit the use of school facilities and equipment when such permission has been requested in writing by a responsible organization and has been approved by the Superintendent or his/her designee. No facilities or equipment may be used until all forms have been completed.

In weighing competing interests for the use of facilities, the Board will give priority in the following order:

1. School activities and programs.
2. Other school support groups.
3. District non-profit organizations.
4. Out-of-district non-profit organizations.
5. Commercial groups or individuals.

All requests for use of school buildings and their facilities shall be made directly to the respective Building Principals. Requests for the use of the building at 212 Market Street shall be made to the Superintendent.

Indoor equipment will not be rented for outdoor use. A custodian employed by the district, and assigned by the Building Principal, must open and close any school building used or rented by a group, and at the discretion of the Building Principal, may be required to be on duty for the entire time that the building is open.

The State law provides for the use of public schools for polling places. Rent shall not be charged for the use of such rooms, but the Board of Elections may pay such reasonable expenses which the public authorities having charge of the rooms may incur, (e.g., custodial services, heat and light) made necessary by the Board's use of such rooms.

In accordance with such regulations, the New Richmond Board of Education charges only for custodial services in excess of those hours necessary beyond the regular operation of the schools.

Any non-profit organization using public school buildings (and/or equipment) must agree to restore to the original condition any damaged property. Any equipment which is lost must be replaced with the like equipment. All facilities and equipment are expected to receive proper treatment and be left in good condition. An additional charge will be made if facilities and equipment are mistreated or need additional cleaning.

Legal References: ORC §§3313.75 to 3313.79

<b>USE OF SCHOOL FACILITIES-REGULATIONS</b>
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<b>POLICY NO. 8.03.01</b>
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### Liability Insurance

All groups or individuals will be required to furnish proof of liability insurance (at least one million dollars). The original Certificate of Insurance must be attached to the Facility Use Application with the District named as loss payee.

### Application Process

Application forms are available in all school offices and in the Board of Education's/Superintendent's Offices. The application for a permit to use a school building or facilities shall be filed with the school Principal or his/her designee, at least fourteen (14) calendar days prior to the date of the proposed use. If no other facility conflicts exist, then the Principal may sign the application giving pre-approval, and forward the application to the Superintendent's office for final approval at least ten (10) calendar days in advance of anticipated use.

The Superintendent or his/her designee shall notify the applicant, Building Principal, and Treasurer of the final approval or disapproval of the request. The Building Principal or his/her designee will arrange for any special custodial staff and the Director of Food Services will arrange for food service staff, at least three (3) days in advance of the requested date.

### CATEGORY OF GROUPS ELIGIBLE TO USE FACILITIES

Persons applying to use New Richmond school buildings and/or grounds will be classified into one (1) of five (5) categories:

1. School Activities and Programs

The facilities of the New Richmond Exempted Village School District will be made available first and without charge to school groups and activities which are a part of the district's curricular, co-curricular, or extra-curricular programs. Liability insurance for these groups is provided by the Board of Education.

2. School Support Organizations

New Richmond Exempted Village School District facilities may be available to organizations sanctioned by the Board of Education whose exclusive purpose is to support the programs of the New Richmond Exempted Village Schools. These organizations may be subject to reimburse the district for expenses incurred by the district in connection with the organization's use of the facility (custodial services, food service personnel, etc.). (Example: PTO, Booster clubs, Athletic Department recognized/supported youth groups, etc.). Liability insurance may be made available by the Board of Education on an annual basis for these groups.

3. District Non-Profit Groups

New Richmond Exempted Village School District facilities may be available on a rental basis, in accordance with the fee schedule adopted by the Board of Education, to organizations whose primary purpose is to serve the school district, when a worthwhile educational, civic or charitable purpose is served. (Example: churches, service clubs, etc.) A deposit may be required prior to approval.

4. Out-of-District Non-Profit Groups

New Richmond Exempted Village School District facilities may be available on a rental basis, in accordance with the fee schedule adopted by the Board of Education, to organizations whose primary purpose is to serve the school district and surrounding area, when a worthwhile educational, civic or charitable purpose is served. (Example: churches, service clubs, etc.) A deposit may be required prior to approval.

5. Commercial Groups or Individuals

New Richmond Exempted Village School District facilities may be available on a rental basis, in accordance with the fee schedule adopted by the Board of Education, to organizations operated for private gain when a worthwhile educational, civic or charitable purpose will be served; and to individuals on a limited basis, primarily wedding, anniversary, and retirement receptions. A deposit of \$250.00 will be required before approval.

Non-School Groups

The following groups may use school facilities without charge (except additional personnel costs, if incurred):

- a. Local police, fire and rescue departments when conducting staff training.

- b. Township or village meetings of general importance when no fee is charged.
- c. Clermont County Board of Election, using buildings as polling places.
- d. District employee organizations.
- e. District officially recognized partners (e.g., Family & Children First, N.A.C., C.I.C., Renaissance New Richmond, New Richmond Business Association, Kiwanis, Youth Athletic Associations, Boys and Girls Club).

#### Use of Kitchens

The use of kitchens will be granted only when a regular food service worker is present. This applies to the use of these facilities for serving of light refreshments or dinners. A fee will be paid by the organization for the services of the food service employee(s) in attendance (minimum time is two [2] hours at \$25 per hour per employee) and for the use of the kitchen.

#### Custodial Service

A custodian shall be on duty to open and close school buildings for groups using the buildings. A custodian or regular school employee may be required to be on duty for the entire time the building is used by the group. Custodial overtime (minimum of two [2] hours at \$25 per hour per employee) shall be charged if the event keeps the custodian from accomplishing his/her normal duties, if additional custodians are brought in or if the event is during hours that the building is normally closed (to be determined by the Building Principal or his/her designee).

#### Use of Stadium and Athletic Fields

The availability of these facilities is very limited due to their use by school groups. In addition to the facilities use charge, a minimum of three (3) hours of custodial overtime (\$25 per hour per custodian) plus an additional field maintenance fee of \$100 will be assessed. An additional fee of \$75 per hour will be charged for use of stadium lights. Usage of stadium fields may include limited amounts of scheduled usage of practice facilities and will be assessed as follows: \$1,700 without field lighting usage and \$2,000 with field lighting usage (fee schedule attached). This fee includes a minimum of three (3) hours of custodial services. Any additional hours of custodial services will be billed at the rate of \$50 per hour per custodian.

Due to the high cost of field maintenance and league expectations related to field conditions, the Athletic Director or Superintendent reserves the right to cancel any activity scheduled on a stadium field due to inclement weather. When at all possible, Sunday will be used as a first option (rain date) for events canceled on Saturday. The second option would be to move any activity to the practice fields. Field maintenance fees would then be waived.

#### Use of Track Facilities

The rules and fees for usage of the track facilities are the same as that for using the athletic stadium.

District Rules

Each Building Principal will develop guidelines for the use of that building (entrance doors to use, restroom facilities, floor plans, etc.). The following district rules shall be a part of each building's guidelines:

1. The renter of a facility shall assume all liability for damages which may occur in or about the building while the renter has control and use of the building. Failure to reimburse the Board for damage to property will result in loss of facility use.
2. The renter of the facility agrees to indemnify and HOLD HARMLESS the New Richmond Board of Education and their agents and employees from all liability, claims, demands, damages, or costs, for, or arising out of injury or alleged injury to any and all members of the group whether it be caused by the negligence of indemnitor or New Richmond Exempted Village School District Board of Education or either party's agents or employees or otherwise.

In addition (and not in lieu of the foregoing), groups or individuals desiring to use the New Richmond Exempted Village School District facilities are required to show evidence that they are adequately insured against claims for personal injuries and/or property damage which may arise as a result of their activities on the school premises, and are required to attach a certificate of insurance to the Facilities Agreement Form. The failure of the Board or district to require such certificate shall in no way relieve the originator and/or the group and its members using the facilities from any liability to third parties or from their agreement to indemnify the Board and district.

3. An employee of the Board of Education may be required to be on duty whenever a school building or facility is used by an organization or group.
4. Only the New Richmond Board of Education may pay Board employees for services in connection with the use of school facilities.
5. All charges for lease, supervision, custodians, and other personnel will be billed by the Treasurer and are payable within thirty (30) days. No group liable for charges will be permitted use of a facility if payment has not been made. Failure to make payment will result in the group being denied future consideration.
6. Permission to use the school facilities is not transferable from one location to another or to a different date.
7. If an admission tax is to be collected or if fees are to be paid to any agency or group, the organization renting the facilities must assume all responsibilities and must meet all obligations.
8. School authorities reserve the right to revoke authorization of facility use at any time.
9. School activities will be given preference in scheduling facilities. Priority in facility scheduling will then be groups from category 2 through category 5, respectively.
10. There shall be proper supervision for the accommodation and control of patrons attending any activity.

Activities must be orderly and lawful. Reasonable security arrangements appropriate for the use must be made.

11. Additional fees may be charged for special equipment, video projectors, public address systems, lighting systems, music risers, etc. and for the salary of personnel assigned to operate such equipment.
12. The Board of Education or its administrative representatives shall have free access to all facilities at all times.
13. Fire and safety regulations of the Board of Education, the local fire department, and the State of Ohio must be followed at all times.
14. No fireworks, explosives, or flammables of any nature shall be permitted in or about school facilities.
15. Flammable decorative materials are prohibited.
16. There shall be no smoking in any school building. Enforcement is the responsibility of the group using the building.
17. There shall be no alcoholic beverages or intoxicating drugs brought into or consumed in the buildings or on school grounds. Persons under the influence of alcohol or an intoxicating drug shall not be permitted on the premises and shall be subject to arrest if they come onto the premises.
18. No commercial or political advertising material of any nature shall be distributed on school property.
19. No modification may be made to facilities (wiring, heating, etc.).
20. The renter shall vacate the facility by 9:00 pm, unless exception is noted in the lease.
21. Persons must be at least twenty-one (21) years of age to rent any facility.
22. Scheduled activities will be canceled when the school district is closed due to inclement weather. Cancellations will be made with as much warning as possible.  
  
Weather closing on Fridays may cause weekend cancellations. Scheduled users must contact the building administrator on Friday between 9:00 am and 3:00 pm to check on weekend activity. If no contact is made, the user must assume the activity is cancelled.
23. The Superintendent/designee reserves the right to deny access to facilities or to waive fees.
24. Renter must notify Building Principal twenty-four (24) hours in advance if rental is cancelled or of any changes in rental times. Failure to notify Building Principal in time to cancel custodian opening building will result in group being charged a minimum of one (1) hour of custodial overtime.



Market Street School

7:00 p.m.

September 20,

2004

(Name of Group or Person renting facility) \_\_\_\_\_ agrees to indemnify and HOLD HARMLESS the New Richmond Exempted Village Schools Board of Education and their agents and employees from all liability, claims, demands, damages, or costs, for, or arising out of injury or alleged injury to any and all members of the group whether it be caused by the negligence of indemnitor or New Richmond Exempted Village School Board of Education or either party's agents or employees, or otherwise. Failure to notify school officials of event/activity cancellation may result in an assessment of fees.

Name of Person, Address and Phone Number, responsible for all arrangements:

\_\_\_\_\_ (H#) \_\_\_\_\_ (W#) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Renter must notify Building Administrator 24 hours in advance if rental is cancelled or of any changes in rental times. Failure to notify Building Administrator in time to cancel custodian opening building will result in group being charged a minimum of 1 hour of custodial overtime.

**SECTION 2:** (To be completed by Building Administrator)

Recommend Approval  Recommend disapproval Group Category \_\_\_\_\_

Custodial Services Needed:  Yes  No # Hours \_\_\_\_\_

Kitchen Supervision Needed:  Yes  No # Hours \_\_\_\_\_

**Approximate Cost Total:** \_\_\_\_\_ **Other Fees:** \_\_\_\_\_

Additional Services Needed: \_\_\_\_\_

Additional Information: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 3:** (To be completed by the Superintendent/Designee)

Facility Use Approved  Disapproved

Additional Information: \_\_\_\_\_

**SECTION 4: Actual Costs:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

Forward Billing Information to Treasurer's Office Upon Completion of Event, Including the Actual Costs.

White-Central Office Yellow-Building Administrator Pink-Treasurer Golden Rod-Sponsor

**FACILITY FEE SCHEDULE POLICY****NO.****8.04**

The New Richmond Board of Education encourages the public to use school facilities. Fees charged are to cover utilities and service. Following is the rental fee schedule for the use of school facilities by outside groups. A deposit is required to be paid one (1) week in advance of the use of the facilities, as described, and the balance is to be paid upon receipt of the statement from the Treasurer of the Board of Education.

This policy authorizes the Treasurer to pay personnel on the first authorized pay day following the activity. All fees are to be paid directly to the Treasurer of the Board of Education.

The following fee schedule is for each performance up to approximately four (4) hours. Rehearsals will be billed at half the appropriate fee.

	#3 DISTRICT NON-PROFIT	#4 OUT-OF DISTRICT NON-PROFIT	#5 COMMERCIAL
Auditorium	\$25/hr.	\$50/hr.	\$100/hr.
Gymnasium(s) – High, Middle or Elementary	\$25	\$50	\$100
Multi-Purpose (Wrestling) Gymnasium – High School	\$25	\$45	\$55
Cafeteria	\$25	\$50	\$100
Kitchen	\$25	\$50	\$100
Classroom	\$25	\$50	\$100
Commons	\$25	\$50	\$100
Library	\$25	\$50	\$100
Stadium*	\$1,000	\$1,700 w/o lights \$2,000 with lights	\$1,700 and \$2,000
Athletic Fields	\$25	\$50	\$100

\*Additional custodial rates may apply per policy.

The use of all school facilities must be scheduled through the respective building Principals, and in case of the athletic facilities, through the Superintendent/Designee. A contract will be issued specifying the facilities to be used and the approximate cost. A deposit will be due one (1) week prior to the use of the facilities to cover custodial services.

All sponsoring non-profit service or organizations are responsible to see that all school policies regarding the use of school facilities are adhered to, and will be responsible for furnishing supervisory personnel, including crowd and traffic control when necessary.

Any damage to school property that results from the activity must be paid for by the sponsoring organization.

Liability insurance is necessary. The sponsoring organization is responsible for furnishing insurance in accordance with the Board of Education instructions.

No fee adjustment or waiver may be granted without authorization from the Board of Education or its designee.

Legal References: ORC §§3313.75 to 3313.79

Cross Reference: Use of School Facilities (Building and Equipment)

### **Personnel Policy Manual**

<b>ADMINISTRATIVE CONTRACTS-REGULATIONS</b>
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<b>POLICY NO. 1.26</b>
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1. The Board of Education shall, at the July Board meeting, establish each administrator's salary based on the recommendation of the Superintendent of Schools. The Superintendent's recommendation shall be based primarily on performance, but will also include consideration for degrees held, size of student body, size of staff, length of service, comparison to neighboring school districts, state and national salary averages for comparative positions, and finally, length of contract and number of vacation days. Administrators covered by this policy include the Superintendent (except where contract supercedes), Assistant Superintendent, Chief Financial Officer (except where contract supercedes), Director of Administrative Services, Director of Staff and Pupil Services, Director of Curriculum and Professional Development, Director of Food Services, Technology Coordinator, Principals, Assistant Principals and Director of Transportation.
2. Administrators will receive twenty-six (26) paychecks per year, or twenty-seven (27) in years applicable.
3. Term life insurance in the amount of three (3) times the administrator's salary to a maximum of \$250,000 shall be provided by the Board of Education.
4. Administrators will be allowed to accumulate 360 sick leave days.
5. Severance pay will be one-fourth of accumulated sick leave, not to exceed ninety (90) days X daily rate at time of retirement. Administrators who retire when they are first eligible under STRS and SERS rules are eligible for super severance (one-half [ $\frac{1}{2}$ ] of the accumulated sick leave pay not to exceed one hundred fifteen [115] days). Daily rate is defined as the higher of administrative salary plus pick up of the pickup divided by the number of contract days or the daily rate of teachers with thirty (30) years of service and Masters +30 educational level. For non-certified administrators employed after October 1, 2004 super-severance daily rate is defined as the administrative salary plus pickup of the pickup divided by the number of contract days.

Payment of super severance shall be made in two (2) equal installments as follows:

- a. The first payment shall be made within fifteen (15) days of the Treasurer's receipt of written confirmation from STRS or SERS that the administrator is retired and receiving STRS or SERS benefits.
  - b. The second payment shall be made the following January.
6. Administrators will be employed on a two hundred twenty-three (223) day contract.
- NOTE:** Administrators are required to work on snow/calamity days when school is not in session.
7. Professional growth for administrators is encouraged. The Board of Education will pay for the following each contract year subject to appropriation limits set annually by the Board:
- a. Conference and workshop registration
  - b. Meals
  - c. Lodging (actual cost of room)
  - d. Membership fees for one state and one national organization each year
8. Administrators will be compensated for the use of their private vehicles for official school business. All actual expenses for taxicabs, eligible mileage reimbursement, etc., which must be requested on the approved form supplied by the Treasurer's office staff, will be paid at the IRS rate.
9. Administrators will be eligible for reimbursement for successful completion (minimum grade of C or P in a pass/fail course) of prior approved college and university courses per contract year as follows:
- A maximum of 9 semester credit hours or 12 quarter credit hours at the rate of \$75 per semester hour and \$50 per quarter hour.
10. Administrators are eligible for the following fringe benefits:
- a. Personal leave — three (3) days per contract year. Prior approval must be obtained from the Superintendent.
  - b. Medical, dental and prescription insurance with the Board paying 92.5% of the monthly premiums and the employee paying 7.5%. Each administrator is eligible for one medical, dental and prescription policy per family unless otherwise specified in the administrator's employment contract.
  - c. Attendance incentive — a quarterly attendance incentive of \$70 per quarter shall be paid to administrators who do not use any sick, personal or unpaid leave during the quarter. The four quarters per year shall be as follows: September 1 – November 30; December 1 – February 28(9); March 1 – May 31; June 1 – August 31.

- d. Attendance of children of administrators — school aged children of administrators who are not residents of the New Richmond Exempted Village School District shall be eligible to attend the New Richmond Schools without payment of tuition charges, provided the administrator or supervisor files an application with the Superintendent by August 1 preceding each school year indicating that the administrator wishes his/her child(ren) to attend New Richmond Schools and the Superintendent determines that there is space available for the child to attend the New Richmond Schools.
11. The Board of Education will pay the full retirement contribution for all administrators to STRS/SERS on a tax deferred basis.
12. The Board of Education will pay directly to vendors an amount not to exceed \$3,000 for documented expenses incurred by an administrator in establishing permanent residency in the New Richmond Exempted Village School District within the first twelve (12) months of his/her initial term of employment.

Legal References: ORC 339.10

<b>EXEMPT EMPLOYEES-NON-ADMINISTRATIVE</b>
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<b>POLICY NO. 3.31</b>
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1. Exempt employees include Assistants to the Treasurer, Secretaries, Chief Mechanic-Transportation, LAN Support Technician and Systems Engineer.
2. Exempt employees will receive twenty-six (26) paychecks per year, or twenty-seven (27) in years when applicable.
3. Full-time exempt employees will be employed on a 260 day contract. Part-time exempt employees' length of contract and hours per day shall be assigned by the Superintendent. (Part-time is defined as employed less than 260 days OR less than 8 hours per day.)

NOTE: Exempt employees are required to work on snow/calamity days when school is not in session.

4. Exempt employees will be compensated for the use of their private vehicles for official school business. All actual expenses for taxicabs, eligible mileage reimbursement, etc., which must be requested on the approved form supplied by the Treasurer's office staff, at the rate adopted by the Board of Education.
5. Exempt employees will be eligible for reimbursement for successful completion (minimum grade of C or P in a pass/fail course) of prior approved college and university courses per contract year as follows:

A maximum of nine (9) semester credit hours or twelve (12) quarter credit hours at the rate of \$100 per semester hour and \$75 per quarter hour.

6. Exempt employees employed on a 260 contract are eligible for the following fringe benefits:
- a. Medical, dental and prescription insurance with the Board paying 92.5% of the monthly premiums and the employee paying 7.5%. Each exempt employee is eligible for one medical, dental and prescription policy per family unless otherwise specified in the employee's employment contract.
  - b. Term life insurance in the amount of thirty-seven thousand, five hundred dollars (\$37,500) shall be provided by the Board of Education.
  - c. Exempt employees will be allowed to accumulate three hundred sixty (360) sick leave days.
  - d. Attendance incentive - a quarterly attendance incentive of \$70 per quarter shall be paid to exempt employees who do not use any sick, personal or unpaid leave during the quarter. The four quarters per year shall be as follows: September 1 – November 30; December 1 – February 28(9); March 1 – May 31; June 1 – August 31.
  - e. Exempt employees shall be provided three (3) personal days per school year in accordance with the following provisions. Personal leave may not be used in lieu of sick leave or to extend a vacation period, and it may not be taken one (1) work day before or after holidays, Christmas or spring break, or scheduled work days when students are not in attendance. If any emergency occurs on a prohibited day, the exempt employee having an emergency may request personal leave and the request shall state the specific reasons for personal leave. The leave request shall be filed and approved by the exempt employee's immediate supervisor before it can be taken.

Personal leave may be granted for, but not limited to, the following:

1. Accidents involving the employee, his/her immediate family or property of either.
2. Court appearances at litigant or witness.
3. Travel conditions which make reporting for work impossible.
4. Other similar emergencies that cannot be given attention outside the regular work day.
5. Observance of religious holiday requiring total absence from work.
6. Graduation exercises for the employee, spouse, or child.
7. Personal business that cannot be conducted outside the regular work day. Personal leave shall not be granted to seek employment or use as vacation days.
8. Employees will not use personal leave to attend meetings or conventions with his/her spouse or others.

An exempt employee requesting to use personal leave shall submit a personal leave request to the exempt employee's immediate supervisor at least five (5) days prior to the date for which personal leave is being requested, except in an emergency situation.

- f. The following holidays have been established as paid holidays for full-time 260 day employees:

New Year's Day	Labor Day
Martin Luther King Day	Veterans Day
Presidents Day	Thanksgiving Day
Good Friday	Days after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day

In the event any of the above listed holidays fall on a Saturday, the Friday immediately preceding the holiday shall be observed as the holiday. In the event any of the above listed holidays fall on a Sunday, the Monday immediately succeeding the holiday shall be observed as the holiday.

When a regular full-time and regular part-time exempt employee is required to work on the day the holiday is celebrated, those exempt employees will receive his/her regular hourly rate of pay for the actual hours worked in addition to his/her holiday pay.

- g. A work day for full-time exempt employees is defined as 8 hours including a 30 minute paid lunch.
- h. Exempt employees will be eligible for vacation after the first full year of employment. Those employed for eleven (11) or more months will receive vacation with pay in accordance with state law or the negotiated agreement.

Paid vacations are granted to full-time exempt employees scheduled to work and who are in a pay status more than eleven (11) months in a school year.

After one (1) year of service	2 weeks
After ten (10) years of service	3 weeks
After eighteen (18) years of service	4 weeks

Vacation credit or eligibility is not granted to exempt employees for the time spent in less than eleven (11) month service.

The amount of pay received during vacation days shall be based on the exempt employee's regular hourly rate of pay at the time the vacation days are taken.

Service with the State of Ohio and/or any of its political subdivisions will be counted to determine total service for vacation purposes.

Holidays are not charged against an employee's vacation leave.

Vacation credits are earned on a July 1 through June 30<sup>th</sup> basis.

Exempt employees are required to submit their request for vacation approval to their Supervisor unless otherwise waived by the appropriate Supervisor, at least two (2)

Market Street School                      7:00 p.m.                      September 20,                      2004  
weeks prior to the time the planned vacation is to start. Approval considerations include, but are not limited to, available substitutes, other

approved vacation requests, and the requirements of the District. Exempt employees are encouraged to take their vacations at times that will least disrupt operations.

When two (2) or more exempt employees submit their vacation requests to their Supervisor on the same day for vacations that are for the same or similar time period, the Supervisor will give preference to the employee with the greatest amount of continuous service with the District.

Upon separation from employment, a full-time exempt employee shall receive compensation at his/her current rate of pay for any accrued and used vacation leave to his/her credit at the time of separation. This is not to exceed the one (1) immediate preceding year and the prorated portion of unused accrued vacation leave for the current year. In case of death, such accrued and unused vacation leave shall be paid to the deceased employee's estate.

- i. At the time of retirement, a prescribed formula will be used to calculate the severance amount of pay from the exempt employee's unused sick leave and daily rate of pay. This severance pay will be granted to exempt employees in accordance with State law.

To be eligible to convert accumulated and unused sick leave, an exempt employee must:

1. Have been employed by the District continuously for a period of at least ten (10) years immediately preceding the date of retirement, or with the State or any of its political subdivisions;
2. Have accrued sick leave pursuant to the laws of the State of Ohio;
3. Be eligible to immediately receive retirement pension benefits from the School Employees Retirement System upon termination of active employment with the District;
4. Make application for severance pay with the Treasurer within ninety (90) days from his/her last date of employment.

All accumulated and unused sick leave days up to a maximum of two hundred twenty (220) days may be converted on the basis of four (4) sick leave days equals one (1) paid severance day. The maximum number of paid severance days shall be fifty-five (55).

Payment for accumulated and unused sick leave on the basis set forth in this Section shall be considered to eliminate all sick leave days. Payment shall be based on the employee's normal daily rate of pay at the time of termination/ retirement. Pay made under this Section shall be paid fifty percent (50%) in the year of retirement and fifty percent (50%) in the following calendar year.

Market Street School 7:00 p.m. September 20, 2004

- j. Attendance of children of exempt employees — school aged children of administrators who are not residents of the New Richmond Exempted Village School District shall be eligible to attend the New Richmond Schools without

payment of tuition charges, provided the administrator or supervisor files an application with the Superintendent by August 1 preceding each school year indicating that the administrator wishes his/her children to attend New Richmond Schools and the Superintendent determines that there is space available for the child to attend the New Richmond Schools.

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

- 2005-35 Moved by Mr. Shepherd, seconded by Mr. Hawkins, to accept the resignation(s) of the following:

- Paul Zimmerman, *Board of Education*, effective October 19, 2004
- Cynthia Brittingham, *certified employee*, effective September 1, 2004
- Christen Davis, *certified employee*, effective August 18, 2004
- Chris Evans, *classified employee*, effective August 27, 2004
- Larry Hunt, *classified employee*, effective September 1, 2004, for the purpose of disability retirement
- Allison Ball, NRMS Yearbook Co-Advisor

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

- 2005-36 Moved by Mr. Heflin, seconded by Mr. Zimmerman, to employ the following, pending certification, and submission of successful criminal background check and a negative TB test:

A. Certified Employee (2004-2005 school year)

Karen McCann, Monroe Elementary School, full-time, one-year limited contract, BA, 138.5 semester hours, zero years experience, salary step zero, effective August 24, 2004

B. Classified Employee (2004-2005 school year)

Todd Bee, Mechanic, full-time, one-year limited contract, nine years experience, salary step 4, effective August 30, 2004

C. Certified Substitutes (2004-2005 School Year)

- |                        |  |
|------------------------|--|
| 1. Stephen Castleberry | 7. Ellen Lucas                         |
| 2. Christina Collett   | 8. Kirk MacKenzie                      |
| 3. Lisa Marie Deck     | 9. Janet Pogue                         |
| 4. Juana Ervin         | 10. Carla Reeves                       |
| 5. Robert Geis         | 11. Jane Stine, effective July 1, 2004 |
| 6. Jennifer Longhauser | 12. Robert Wells                       |

D. Classified Substitutes (2004-2005 School Year)

Market Street School

7:00 p.m.

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2004

1. Harry Forste
2. Melissa Irwin
3. Susan Lutz
4. Shannon Meyer, effective August 26, 2004

E. Supplementals (2004-2005 School Year)

	<u>Name</u>	<u>Position</u>	<u>Pay Level</u>
1.	Cynthia Banfield	LCE CARE Team Advisor	Pay Level 4
2.	Bridget Bell	NRE CARE Team Advisor	Pay level 4
3.	Sheryl Berger	ME IAT	Pay Level 2
4.	Marcia Besso	ME IAT	Pay Level 2
5.	Mary Biggs	Co-District Mentor Coordinator	Pay Level 3
6.	Kristin Bruck	ME Yearbook Advisor	Pay Level 1
7.	John Cline	NRMS 7th Gr. Boys Basketball Coach	Pay Level 8
8.	Patricia Conrad	NRE Language Arts Department Chair	Pay Level 7
9.	Julie Croxton	ME IAT	Pay Level 2
10.	Megan Ehlers	ME Student Council Advisor	Pay Level 2
11.	Megan Ehlers	ME Social Studies Department Chair	Pay Level 7
12.	Kimberly Fultz	NRE Yearbook Advisor	Pay Level 1
13.	Kimberly Fultz	NRE Student Council Advisor	Pay Level 2
14.	Cynthia Groman	District IAT	Pay Level 2
15.	Constance Hammer	NRE Science Department Chair	Pay Level 7
16.	Jamie Jeffers	ME Music Director	Pay Level 6
17.	Deen Klotter	ME Science Department Chair	Pay Level 7
18.	Terry Miller	NRMS CARE Team Advisor	Pay Level 4
19.	Mollie Moll	Co-District Mentor Coordinator	Pay Level 3
20.	Andrea Shultz	NRMS Yearbook Advisor	Pay Level 2
21.	Sally Smieszny	ME District Art Show	\$75 Stipend
22.	Rena Snouffer	NRE Math Department Chair	Pay Level 7
23.	Carole Snider	ME IAT	Pay Level 2
24.	Carole Snider	ME CARE Team Advisor	Pay Level 4
25.	Carole Snider	Teen Counseling Advisor	Pay Level 6
26.	Carole Snider	K-12 Guidance Department Chair	Pay Level 6
27.	Mary Kay Thede	ME Math Department Chair	Pay Level 7
28.	Valerie Woebkenberg	ME Language Arts Department Chair	Pay Level 7

F. Grade Level Meeting

August 16, 17 & 18, 2004, \$100 per Day Upon Submission of a Timesheet

1. Janet Gemma
2. Beverly Smith

G. Food Preparation for Meetings

August 16, 17 & 18, 2004 Not to Exceed 3 Hours per Day, Upon Submission of a Timesheet, Regular Hourly Wage

1. Bonnie Whittaker

H. Site Managers (2004-/2005 School Year)

Market Street School 7:00 p.m.  
\$20 per Hour Upon Submission of a Timesheet

September 20, 2004

1. Sharon Benjamin

I. Saturday School Monitors (2004-2005 School Year)  
\$20 per Hour Upon Submission of a Timesheet

1. Susan Kelly
2. Judith Meyer
3. Mollie Moll
4. David Smith
5. Rena Snouffer

J. Intervention Tutors (2004-2005 School Year)  
\$20 per Hour, Upon Submission of a Timesheet

1. Seth Morrison, effective July 1, 2004

K. Intervention Tutors (2004-2005 School Year)  
\$20 per Hour, Upon Submission of a Timesheet

- |                      |                       |                         |
|----------------------|-----------------------|-------------------------|
| 1. John Bagley       | 30. Kimberly Fultz    | 59. Kathryn Paul        |
| 2. Cynthia Banfield  | 31. Kelly Gabriel     | 60. Patricia Piper      |
| 3. Desree Bare       | 32. Janet Gemma       | 61. Michele Reaker      |
| 4. Brenda Barnes     | 33. Susan Godsey      | 62. Diana Redden-Glass  |
| 5. Kimberly Barth    | 34. Elizabeth Groen   | 63. Lori Richards       |
| 6. Shannon Beckett   | 35. Cynthia Groman    | 64. Janalene Sandlin    |
| 7. Bridget Bell      | 36. Janet Grooms      | 65. Christopher Schlaak |
| 8. Sheryl Berger     | 37. Constance Hammer  | 66. Melanie Shoemaker   |
| 9. Marcia Besso      | 38. Diane Harrison    | 67. Cathy Singleton     |
| 10. Jane Bevins      | 39. Barbara Holman    | 68. Amy Smiddy          |
| 11. Mary Biggs       | 40. Michele Jackson   | 69. Sally Smieszny      |
| 12. Patricia Block   | 41. V. Todd Jackson   | 70. Beverley Smith      |
| 13. Kristine Bruck   | 42. Jamie Jeffers     | 71. David Smith         |
| 14. Karen Cahall     | 43. Susan Kelly       | 72. Rena Snouffer       |
| 15. Gregory Chandler | 44. Dianne Kirchmayer | 73. Cathy Stapleton     |
| 16. Amy Cholkas      | 45. Deen Klotter      | 74. Susan Stoffel       |
| 17. Patricia Conrad  | 46. Melinda Marsh     | 75. Mary Kay Thede      |
| 18. Timothy Cook     | 47. Ruth Ann Maus     | 76. Christine Transier  |
| 19. Regina Crawford  | 48. Lisa Mays         | 77. Karen Walters       |
| 20. Misty Cresap     | 49. Karen McCann      | 78. Julie Webb          |
| 21. Julie Croxton    | 50. Paige McConnell   | 79. James Weeks         |
| 22. Lura Daniels     | 51. Beverly Maxey     | 80. Rose Wiebell        |
| 23. Kelly Dunham     | 52. Judith Meyer      | 81. Melissa Wildey      |
| 24. Megan Ehlers     | 53. Sarah Mizelle     | 82. Katherine Wilson    |
| 25. Elaine Ellis     | 54. Mollie Moll       | 83. Julie Winkelman     |
| 26. Bonnie Faubion   | 55. Leisa Moore       | 84. Rebecca Wilson      |
| 27. Janice Fender    | 56. Sherry Northcutt  | 85. Valerie Wobkenberg  |



Market Street School

7:00 p.m.

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2004

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Teresa S. Napier, Chief Financial Officer