

Large Meeting Room
111 South Broad Street
Lancaster, Ohio
June 19, 2012

The Board of Education of the Lancaster City School District, Fairfield County, Ohio met in a Regular Board Meeting on June 19, 2012 in the Large Meeting Room located at 111 South Broad Street. The meeting was called to order at 4:30 p.m. by Ms. Amy Eyman, President and the roll being called, the following members were present:

Ms. Kathy Kittredge Mr. Gary Mauller
Ms. A. Lise Ricketts Mr. Thomas Shaffer
Ms. Amy Eyman

PLEDGE OF ALLEGIANCE – Led by Board

12-90 APPROVAL OF MINUTES

Mr. Mauller moved to approve the minutes as presented:

Special Board Meeting held on May 17, 2012
Special Board Meeting held on May 21, 2012
Regular Board Meeting held on May 22, 2012
Special Board Meeting held on May 29, 2012
Special Board Meeting held on June 4, 2012
Special Board Meeting held on June 5, 2012
Special Board Meeting held on June 8, 2012

Mr. Shaffer seconded the resolution, and the roll being called on its adoption, the vote resulted as follows:

Ms. Kittredge Yea Mr. Mauller Yea
Ms. Ricketts Yea Mr. Shaffer Yea
Ms. Eyman Yea

Thereupon the President declared such motion duly adopted.

12-91 ADOPTION OF AGENDA

Ms. Ricketts moved to approve the Agenda with the following correction/additions:

Page 2/48	A.5.m.	+Resolution to create stipends for lead mentor positions.
Page 47	B.2.c.	Spelling correction of last name should be Agosta.
Page 44	A.2.b.1.	Change Sarah Wise from 50% to 100% of Department Chair – Language Arts General Sherman \$2739.12.
Page 48	A.5.k.	+add as Head Mentors: Mary Jo Wooten and Beth Wigton
Page 211	D.9.	Hand Carried Sponsorship Agreement with Lancaster Digital Academy

Ms. Kittredge seconded the resolution, and the roll being called on its adoption, the vote resulted as follows:

Ms. Kittredge	Yea	Mr. Mauller	Yea
Ms. Ricketts	Yea	Mr. Shaffer	Yea
Ms. Eyman			

Thereupon the President declared such motion duly adopted.

QUESTIONS FROM THE AUDIENCE – PUBLIC PARTICIPATION

LEGISLATIVE UPDATE

Ms. Ricketts reported the legislature was on vacation until last week. She gave updates on SM12, (MBR), SM316 and HB555.

UNFINISHED BUSINESS

COMMUNICATIONS

Ms. Eyman mentioned that the Board of Education will be waiving 1st and 2nd reading of the policy amending public participation at Board of Education Meeting. Mr. Walker added that the policy will be available on our website. It will be in effect at the July Board meeting.

BOARD STANDING COMMITTEES

1. Communications – June 5, 2012

Recommend the approval of Discovery Education United Streaming for July 1, 2012 through June 30, 2013 at a cost of \$16,015. Motion by Julie Taylor. Second by Roger Quay. This service provides curricular videos to teachers. Recommend Scott Burke for LSN extra work up to 90 hours from July 1, 2012 – June 30, 2013 at curriculum rate. Motion by Rob Walker. Second by Jennifer Walker. Mr. Burke will help cover for Kyle Lewis for vacations or as needed throughout the year. Recommend the renewal purchase of Microsoft EES license not to exceed \$27,941.76. Motion by Jenny LaRue. Second by Scott Matchett. This license has enabled over 775 computers to have upgrade Windows and over 945 installs of the latest version of Microsoft Office. Under the previous licensing model, this would have cost the district \$125,485.00 LSN Update – Kevin Snyder and Kyle Lewis, Kevin informed the committee that the LSN is expected to end the year in a \$14,500 deficit as is typical. Meeting Dates for 2012-2013. Motion by Jennifer Walker. Second by Aundrea Cordle. Adjournment until our next Communications Committee Meeting on Tuesday, August 7, 2012 @ 4:00 p.m. in the Conference Room at Stanbery.

2. Finance – No Report

3. Personnel – June 18, 2012

Teacher evaluation Development Committee Report – Members of the Teacher Evaluation Committee attended information sessions concerning Student Learning Objectives and the Ohio Teacher Evaluation System during May. All building administrators will practice Ohio Teacher Evaluation with at least 3 teachers next year. All but a few of these administrators attended credentialing training last week; the remainder will attend later this year. 2ND Year Resident Educator Program – The committee voted to recommend to the Board the approval of a resolution to create stipends for lead mentors to coordinate the 2nd year Resident Educator cohort mentor program.

4. Policy – June 4, 2012

It was mentioned to the committee that Joyce Harvey regrets that she will be resigning from the committee due to time commitment. Policies presented for the first reading at the June Board of Education meeting were distributed.

These policies are as follows:

File: BDDH (KD) – Public Participation at Board Meetings – After discussion and clarification the policy was revised and approved as presented.

File: KD (BDDH) – Public Participation at Board Meetings – After discussion and clarification the policy was revised and approved as presented.

File: EBCE – Protection for Reporting Safety and Fraud Violations – Approved as presented.

File: EBCE-R – Protection for Reporting Safety and Fraud Violations – Approved as presented.

File: EBCE-E-1 -- Protection for Reporting Safety and Fraud Violations – Approved as presented.

File: EBCE-E-2 -- Protection for Reporting Safety and Fraud Violations – Approved as presented.

File: IGDB – Student Publications – Approved as presented

File: JF – Student Rights and Responsibilities – Approved as presented.

File: JFCF – Hazing and Bullying – Approved as presented.

File: JFCF-R -- Hazing and Bullying – Approved as presented.

5. Program – June 11, 2012

Recommendation for Approval: Revised Lancaster High School Program of Studies – Sharon Weaver, LHS Guidance Counselor: A handout was distributed showing minor changes in the Program of Studies for Lancaster High School for the 2012-2013 school year. The Ag Science and Ag Business descriptions were rewritten to be more descriptive and a better reflection of what's being taught. Course 343P-Practical Personal Finance was added for seniors for math in the practical curriculum. Another change was the reworded criteria for receiving honors diplomas. Recommendation for Approval: Health Textbook Adoption for Lancaster High School – Jenny O'Hare, Director of Instructional Services: Student and teacher editions of Prentice Hall Health © 2010 were available for review. Trent Ball, health teacher at LHS, and Dave Agosta, Dean of Students, studied the textbooks and recommended the purchase. There will be class sets (120 student editions) purchased, with supplemental teacher material provided at no extra cost to the District. Recommendation for Approval: Marketing Education Program Course of Study, Grade 12 - Jenny O'Hare: Copies of the Marketing Education Course of Study were distributed. Jenny discussed the Marketing Education Philosophy and its ultimate objective of students' success in professional growth. Based on information from the National Marketing Education Standards and the National Curriculum Framework, courses in marketing education provide students with essential skills necessary to succeed in the workplace. Recommendation for Approval: Personal Finance Course of Study, Grade 10 – Jenny O'Hare: Copies of the Personal Finance Course of Study, Grade 10 were distributed. The Personal Finance Philosophy was discussed. The course is designed to help students become financially responsible, conscientious members of society. An Ohio Revised Code requires integration of economics and financial literacy within the public high school curriculum. Contracts – Jenny O'Hare: Amy Payn: Pending Title I and II approval, Amy would be hired to work with teachers on the OIP, perform data analysis and provide professional development on Teacher-Based Teams and Common Core. Sue Lockwood & Kathy Duffy for August PD Institute: The majority of the August 14-15, 2012 PD Institute presenters are from within, but Sue and Kathy will be contracted to present, "Number & Number Sense." Sue and Kathy are forming a corporation, thus only one contract will be required. This contract will go to the board in July. Financial Literacy, Jr. High – Jenny O'Hare: Beginning with the 2012-2013 school year, students in both grades 7 and 8 will be taught financial literacy and college and career readiness skills. Handouts were distributed highlighting the areas of concentration for both grades. Donation of Financial Literacy Software from Park National Bank – Rob Walker, Superintendent of Lancaster City Schools: Rob met with vendors from Everfi who have developed a financial literacy software that is available to our district through a donation by Park National Bank. Nate Conrad was sent the software for his review. It is web-based and students will be able to access the program at school or at home. The content is aligned with state standards and we can visit Everfi's website at www.everfi.com. The Program Committee expresses its appreciation to Rob Walker for his contribution to the Committee and wishes Rob much success in his new capacity as Superintendent of Pickerington Schools!

6. Support Services – June 13, 2012

Asphalt Bids - There were six pavement improvement / asphalt bids that were received and opened on Tuesday, June 12. The low bid was provided by B & C Blacktop in the amount of \$201,700. They have been vetted by the architect's office and the architect has worked with this company before with good results. A motion was made by Dennis Neff, seconded by Maureen Beck, and the committee voted unanimously to recommend this low bidder for the asphalt improvements to the Board of Education for approval. Sabo/Limbach service agreement renewal - The committee discussed the current contract for electric usage monitoring and consortium participation with Sabo/Limbach. The committee was informed that the renewal contract will be for \$1732 per year which is an increase of \$52. The savings that we have seen in the first six months of the contract with AEP Retail, which is the only alternative vendor that the consortium could use instead of AEP, has been \$1441.26. We anticipated that savings would be higher but the PUCO and AEP agreement on the capacity charges that took place in December of 2011 was retroactive back to September and increased our cost per kilowatt hour. The consortium will begin shopping our electric usage out to other companies starting in October. A motion was made by Dennis Neff and seconded by Steve Wigton. The committee voted unanimously to recommend this agreement to the Board of Education. Update on leasing at 111 S. Broad St. – The committee was informed that starting in June all the leasable space at 111 S. Broad Street will be leased out. MEC bus purchasing – The committee talked about MEC bus purchasing program that was used last year. Greg Kelley talked about all the options that were available for the buses that we were not aware of prior to participating in this program last year. The district saved approximately \$2,000 dollars per bus using the MEC bus purchasing program. Upgrades that we had installed were items such as security features that ensure that the driver of the bus walks the aisle to check for sleeping students or forgotten items prior to exiting the bus, using heavier gauge metal side panels and a larger capacity fuel tank for less re-fueling time. A motion was made by Rob Walker and seconded by Tim Dufner. The committee voted unanimously to recommend this agreement to the Board of Education. Other – The committee reviewed pictures of the soccer field. It was mentioned that the soccer field and football field look outstanding. The current mowing team, Buckeye State Lawn, is doing an excellent job of communicating with us and keeping our property looking well kempt. A committee member mentioned that the flooring in the weight room at Fulton Field looks really good and is much safer for our athletes that use the facility. The committee also talked about a request that the district had received about using the roof at 111 S. Broad Street for shooting off indoor type fireworks during the art walk. After hearing that the district insurance would not cover the district in any way if fireworks are on the premises, the committee agreed to decline the request.

TREASURER'S REPORT

No Report

SUPERINTENDENT'S REPORT

Building Report – Career Tech Program – Anthony Knickerbocker, Assistant Principal
Elementary Building Update

STAFF EMPLOYMENTS AND SALARY ADJUSTMENTS

CONFIRMATION OF STAFF EMPLOYMENTS AND SALARY ADJUSTMENTS

12-92 EMPLOYMENTS

Ms. Kittredge moved to approve the following:

ADMINISTRATIVE/EXEMPT SALARY ADJUSTMENS

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Beck, Maureen	MA+30, Step 3	MA+45, Step 3	5/12/2012

CERTIFIED EMPLOYMENTS

Employ the following people as regular teachers for the 2012-2013 school year pending receipt of appropriate licensure, official transcripts and background checks.

Name: Fiore, Ashley
Position: Intervention Spec. Mild/Moderate
School: East/Sanderson
Salary: BA+15, Step 0
Status: Replacement
Fund: General

Name: Pettit, Kimberly
Position: Intervention Spec./MD
School: Tarhe
Salary: BA, Step 0
Status: Replacement
Fund: General

Name: Lewis, Tracey
Position: 1st Grade Teacher
School: Medill Elementary
Salary: MA, Step 1
Status: Replacement
Fund: General

Name: Rittmeyer, Douglas
Position: Guidance Counselor
School: Thomas Ewing
Salary: MA, Step 3
Status: Replacement
Fund: General

Name: Allen, Deborah
Position: Kindergarten Teacher
School: West Elementary
Salary: BA, Step 1
Status: New
Fund: General

Name: Flowers, Elizabeth
Position: 1st Grade Teacher
School: West Elementary
Salary: BA, Step 0
Status: Replacement
Fund: General

Name: McMahon, Samantha
Position: 5th Grade Teacher
School: Sanderson Elementary
Salary: BA (5Y), Step 0
Status: Replacement
Fund: General

Name: Grove, Betsy
Position: Physical Ed Teacher
School: Medill/Sanderson
Salary: BA, Step 4
Status: Replacement
Fund: General

Name: Kim, Erica
Position: Kindergarten Teacher
School: Medill
Salary: MA, Step 1
Status: Replacement
Fund: General

Name: Shafer, Stephanie
Position: Intervention Specialist MD
School: Thomas Ewing Jr.H
Salary: BA (5Y), Step 0
Status: Replacement
Fund: General

Name: Green, Rachael
Position: Title I Teacher
School: Tarhe Elementary
Salary: MA, Step 1
Status: Replacement
Fund: General

Name: VanBuskirk, Corenne
Position: 1st Grade Teacher
School: Sanderson
Salary: BA (5Y), Step 0
Status: New – Enrollment Increase
Fund: General

Name: Thomas, Rachel
Position: 8th Grade Science Teacher
School: General Sherman
Salary: BA (5Y), Step 0
Status: Replacement
Fund: General

Name: Nelson, Emily
Position: 1st Grade Teacher
School: South
Salary: BA, Step 0
Status: Replacement
Fund: General

Name: Hesterman, Kyle
Position: 6th Grade Science Teacher
School: Thomas Ewing
Salary: BA, Step 1
Status: Replacement
Fund: General

LONG-TERM SUBSTITUTES – 2012-2013 SCHOOL YEAR

Employ the following people as long term substitutes for the 2012-2013 school year pending receipt of appropriate licensure, official transcripts and background checks.

Name: Bogart, Emily
Position: 3rd Grade Teacher
School: Medill
Salary: BA, Step 0
Status: Leave of absence
Fund: General

Name: Limbert, Jennifer
Position: Math/Science Teacher
School: General Sherman/Thomas Ewing
Salary: BA, Step 1
Status: Teacher on Special Assignment
Fund: General

THREE YEAR CONTRACT – EFFECTIVE 2012-2013 SCHOOL YEAR

<u>Name</u>	<u>Degree</u>	<u>Step</u>
Kirby, Jamie	MA	4

SUPPLEMENTAL CONTRACTS – CERTIFIED STAFF: EFFECTIVE 2012-2013
SCHOOL YEAR

CURRICULUM

<u>Name</u>	<u>Position</u>	<u>Exp</u>	<u>Ratio</u>	<u>Amount</u>
Wise, Sarah	Language Arts Department Chair-GS 50%	5	.08	\$2,396.73
Greathouse, Sandy	Math Department Chair-GS 50%	5	.08	\$1,369.56
Jones, Sherry	Math Department Chair-GS 50%	5	.08	\$1,369.56
Kobella, Sara	Science Department Chair-GS	5	.08	\$2,739.12
Parsons, Jason	Social Studies Department Chair-GS	3	.08	\$2,739.12
Garrett, Keith	Student Council-TE 50%	1	.03	\$ 513.59
Lenert, Lindsay	Student Council-TE 50%	1	.03	\$ 513.59
Kolbe, Amanda	Math Department Chair-TE	2	.07	\$2,396.73
Tripp, Teresa	Language Arts Department Chair-TE	1	.07	\$2,396.73

ATHLETIC

<u>Name</u>	<u>Position</u>	<u>Exp</u>	<u>Ratio</u>	<u>Amount</u>
Capretta, Jennifer	Special Olympics Bowling	6	.11	\$3,766.29
Capretta, Jennifer	Special Olympics Track	6	.11	\$3,766.29
Capretta, Jennifer	Special Olympics Swimming	6	.11	\$3,766.29
Truex, Luke	Varsity Boys' Basketball	7	.25	\$8,559.75

COMMUNITY MEMBER

<u>Name</u>	<u>Position</u>	<u>Exp</u>	<u>Ratio</u>	<u>Amount</u>
Capretta, Dominic	Special Olympics Powerlifting	6	.11	\$3,766.29
Kunke, Kacie	H.S. Volleyball		Volunteer	

SUPPLEMENTAL CONTRACTS (2011-2012)

ATHLETIC

<u>Name</u>	<u>Position</u>	<u>Exp</u>	<u>Ratio</u>	<u>Amount</u>
Boster, Jessica	Player Dev. boys/girls Tennis	0	.06	\$1027.17 (split contract – ½ of \$2054.34)
Ishida, Rod	Player Dev. boys/girls Tennis	38	.10	\$1711.95 (split contract – ½ of \$3423.90)

EXTENDED DAYS CONTRACTS 2012-2013 SCHOOL YEAR

<u>Name</u>	<u>Program</u>	<u>Days</u>
Rittmeyer, Douglas	Guidance Counselor	15
Simons, Allyson	Guidance Counselor	15

CERTIFIED SALARY ADJUSTMENTS

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Bennett, Holly	BA (5Y), Step 3	MA, Step 3	05/12/2012
Campbell, Jacob	MA+30, Step 7	MA+45, Step 7	03/17/2012
Chevalier, Sarah	MA+15, Step 8	MA+30, Step 8	03/17/2012
Cupeles, Cindy	MA, Step 13	MA+15, Step 13	12/31/2011
Hites, Joe	BA (5Y), 12	MA, Step 12	05/19/2012
Hoy, Angela	BA (5Y), Step 9	MA, Step 9	05/12/2012
Lockwood, Julie	MA+15, Step 3	MA+30, Step 3	05/12/2012
Swartz, Kory	BA, Step 4	MA, Step 4	05/12/2012
Taylor, Brooke	BA+15, Step 2	MA, Step 2	05/12/2012

CLASSIFIED STAFF EMPLOYMENTS

SUBSTITUTE – CUSTODIANS

Employ the following people as substitute custodians for as needed summer help effective June 11, 2012 to August 17, 2012.

Name

Fisher, Jeff
Shuttleworth, Lloyd
Weaver, Eric
Westfall, Hayley

STAFF SEPARATIONS

ADMINISTRATIVE

RETIREMENT

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Greathouse, Jack	Principal	Lancaster High School	8/01/2012

RESIGNATIONS

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Wigton, Steve	Director of Human Resources	Central Office	8/01/2012

CERTIFIED

RESIGNATIONS

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Ricket, Allison	7 th Grade Lang. Arts	General Sherman	8/19/2012
Grove, Betsy	.5 Physical Ed	General Sherman/Thomas Ewing	8/19/2012
Ensign, Ashley	Math/Science	General Sherman	8/19/2012

LEAVE OF ABSENCE

Tracey Lewis is requesting an unpaid leave of absence for August 20, 2012 through October 8, 2012.

Ashley Ensign is requesting an unpaid leave of absence for Tuesday, June 5, 2012, Daily rate and benefits will be deducted from employee's salary during that time for a total of \$243.40.

Kimberly **Agosta** is requesting a leave of absence for the 2012-2013 school year.

CLASSIFIED

LEAVE OF ABSENCES

Tracey Wright is requesting an unpaid leave of absence for one half day Friday, May 25, 2012. Daily rate and benefits will be deducted from employee's salary during that time for a total of \$69.28.

Donna Bevinger is requesting an unpaid leave of absence Wednesday, October 10, 2012, and Monday, October 15, 2012. Daily rate and benefits will be deducted from employee's salary during that time for a total of \$306.81.

OTHER MATTERS

Resolution to employ Scott Burke for up to 90 hours at curriculum rate from July 1, 2012 through June 30, 2013 to do work for the LSN after hours paid from the (019) LSN funds not to exceed \$2,516 including benefits.

Resolution to abolish the 9 month classified secretary position in the Human Resources Office.

Resolution to create a 12 month exempt Office Manager position in the Human Resources Office to begin August 1, 2012.

Resolution to employ Mike Graham as Duty Alternative to be paid out of the CIP funds at Thomas Ewing Jr. High. Resolution for the 2012-2013 school year not to exceed \$4,021 including benefits.

Resolution to employ Jason Parsons for After School Bus Duty to be paid from General Sherman Jr. H CIP funds for 2012-2013 school year not to exceed \$3,834 including benefits.

Resolution to increase Speech Pathologist position from .6 FTE to 1.0 FTE beginning 2012-2013 school year.

Resolution to create two Dean of Student Services positions beginning 2012-2013 school year to replace two supervisor positions contracted through Fairfield County ESC.

Resolution to employ the following people for 2011-2012 Summer School at Lancaster High School paid at Curriculum Rate from general funds:

<u>Name</u>	<u>Position</u>
Baxter, Austin	Economics Summer School Instructor
Marvin, Kelli	U.S. History/World Studies
Holland, Harold	Science Int. 1 /Int. 2 Summer School Instructor

Resolution to employ the following people for 2011-2012 Summer OGT Camp paid at Curriculum rate from general funds:

<u>Name</u>	<u>Position</u>
Kinniard, Josh	Test Administrator
Barath, Anthony	Summer School Substitute Coordinator (correction)

Resolution to employ the following people as Technology Integration Coaches at Lancaster High School to be paid at curriculum rate from Title II-D grant funds not to exceed 15.5 hours:

<u>Name</u>	<u>Position</u>
Henderson, Ashlin	Rooker, Denise
Rysz, Justin	Gillispie, Matthew
Burke, Scott	Smith, Dan
Marvin, Kelli	Lawrence, Jackie

+Resolution to employ Holly Tipple, **Mary Jo Wooten and Beth Wigton as a Resident Educator Mentors** for the 2011-2012 school year to be paid from General funds.

Authorize Administration to accept resignations and make necessary employments.

+Resolution to create stipends for lead mentor positions to coordinate the second year Resident Educator mentor program.

Ms. Ricketts seconded the resolution, and the roll being called on its adoption, the vote resulted as follows:

Ms. Kittredge	Yea	Mr. Mauller	Yea
Ms. Ricketts	Yea	Mr. Shaffer	Yea
		Ms. Eyman	Yea

Thereupon the President declared such motion duly adopted.

12-93 BUSINESS AND FINANCE

Mr. Mauller moved to approve the following:

MONTHLY FINANCIAL REPORT FOR MAY 2012

Be it resolved that the Board of Education approve the financial report for MAY 2012.

RESOLUTION TO APPROVE FY12 APPROPRIATION AMENDMENT

**FY2012 AMENDED APPROPRIATION RESOLUTION
CITY, EXEMPTED VILLAGE, JOINT VOCATIONAL OR LOCAL BOARD OF
EDUCATION**

Rev. Code Sec. 5705.38

The Board of Education of the Lancaster City School District, Fairfield County, Ohio, met in regular session on the 19th Day of June at 111 South Broad Street with the following members present:

Ms. Amy Eyman
Ms. Lise Ricketts
Ms. Kathy Kittredge
Mr. Gary Mauller
Mr. Tom Shaffer

Mr. Mauller moved the adoption of the following Resolution:

BE IT RESOLVED by the Board of Education of the Lancaster City School District, Fairfield County, Ohio, that to provide for the current expenses and other expenditures of said Board of Education, during the fiscal year, ending June 30, 2012 the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made and during said fiscal year, as follows, viz:

Fund	Appropriation
001 - GENERAL FUND	\$ 53,926,555 (+\$800,000)
018 - PUBLIC SCHOOL SUPPORT	191,056 (+\$27,953)
019 - OTHER GRANT	98,382 (+\$4,529)
020 - PRESCHOOL TUITION	79,273 (+\$30,000)

200 - STUDENT MANAGED STUDENT ACTIVITY **191,772** (-\$38,547)

300 - DISTRICT MANAGED STUDENT ACTIVITY **385,292** (-\$30,504)

401 - AUXILIARY SERVICES **896,418** (-\$40,964)

533 - TITLE II-D **123,953** (+\$15,223)

572 - TITLE I **2,879,674** (+\$7,570)

590 - IMPROVING TEACHER QUALITY TITLE II-A **487,459** (+\$11,409)

599 - MISCELLANEOUS FEDERAL GRANTS **8,022** (-\$3,978)

RESOLUTION TO APPROVE FY2013 TEMPORARY APPROPRIATION
FY2013 TEMPORARY APPROPRIATION RESOLUTION
CITY, EXEMPTED VILLAGE, JOINT VOCATIONAL OR LOCAL BOARD OF
EDUCATION

Rev. Code Sec. 5705.38

The Board of Education of the Lancaster City School District, Fairfield County, Ohio, met in regular session on the 19th Day of June, 2012 at the 111 S Broad Street Large Meeting Room with the following members present:

Ms. Amy Eyman
Ms. Lise Ricketts
Ms. Kathy Kittredge
Mr. Gary Mauller
Mr. Tom Shaffer

Mr. Mauller moved the adoption of the following Resolution:

BE IT RESOLVED by the Board of Education of the Lancaster City School District, Fairfield County, Ohio, that to provide for the current expenses and other expenditures of said Board of Education, during the fiscal year, ending June 30, 2013 the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made and during said fiscal year, as follows, viz:

Fund	Appropriation
001 - GENERAL FUND	\$ 53,000,000
003 - PERMANENT IMPROVEMENT	1,000,000
006 - FOOD SERVICE	2,700,000
007 - SPECIAL TRUST	3,000
008 - ENDOWMENT	2,000
018 - PUBLIC SCHOOL SUPPORT	150,000
019 - OTHER GRANT	75,000
020 - PRESCHOOL TUITION	70,000
024 - EMPLOYEE BENEFITS SELF-INSURANCE FUND	7,700,000
200 - STUDENT MANAGED STUDENT ACTIVITY	175,000
300 - DISTRICT MANAGED STUDENT ACTIVITY	400,000
401 - AUXILIARY SERVICES	900,000
439 - PUBLIC PRESCHOOL	125,000
451 - ONenet CONNECTIVITY	21,000

504 - ED JOBS				100,000
506 - RESIDENT EDUCATOR PROGRAM				4,500
516 - PART B - IDEA				1,220,000
524 - PERKINS GRANT				112,500
533 - TITLE II-D				5,000
572 - TITLE I				2,100,000
587 - EARLY CHILDHOOD SPECIAL EDUCATION - IDEA				17,000
590 - IMPROVING TEACHER QUALITY TITLE II-A				341,000
			TOTAL ALL FUNDS	\$70,221,000

RESOLUTION TO APPROVE AUTHORIZATION OF TREASURER
TO ADVANCE FUNDS

Resolution to approve the authorization for Treasurer to reserve the right to add/change appropriation amendment/advances/transfers for the fiscal year end to be in compliance.

RESOLUTION TO APPROVE FIVE-YEAR FORECAST FOR
LANCASTER DIGITAL ACADEMY

Be it resolved the Board of Education for Lancaster City Schools approve the five-year forecast for the Lancaster Digital Academy.

RESOLUTION TO APPROVE FIVE-YEAR FORECAST FOR
LANCASTER FAIRFIELD COMMUNITY SCHOOL

Be it resolved the Board of Education for Lancaster City Schools approve the five-year forecast for the Lancaster Fairfield Community School.

RESOLUTION TO ACCEPT ALL BIDS AND AWARD THE LOWEST BEST BID FOR ASPHALT REPAIR AT LANCASTER CITY SCHOOLS

Resolution to accept the following bids for asphalt repair at Lancaster City Schools submitted on June 12, 2012, in meeting requirements of public bid.

CONTRACTOR	BID BOND	ADD. #1	ADD. #2	BASE BID	ALTERNATE NO. 1	ALTERNATE NO. 2
B&C Blacktop Sealing, Inc.	X	X	X	\$148,700	\$43,000	\$10,000
Chemcote, Inc.	X	X	X	\$200,220	\$46,500	\$16,000
Cox Paving						
Heiberger Paving, Inc.	X	X	X	\$209,861	\$35,171	\$17,516
KMC Paving, Inc.	X	X		\$143,180	\$28,300	\$12,500
M&D Blacktop	X	X	X	\$219,865	\$39,950	\$11,895
Spires Paving	X	X	X	\$181,154	\$38,142	\$9,818

Be it resolved that the Lancaster City Schools’ Board of Education enter into a contract with **B & C Blacktop Sealing, Inc.**, for the lowest best bid of **\$201,700.00** for asphalt repair at Lancaster City Schools.

RESOLUTION TO ADVERTISE AND RECEIVE BIDS FOR THE PURCHASE OF THREE (3) 80 PASSENGER SCHOOL BUSES

WHEREAS, the Lancaster Board of Education wishes to advertise and receive bids for the purchase of three (3) – minimum 80-Passenger Conventional (type) school buses,

THEREFORE, BE IT RESOLVED the Lancaster Board of Education wishes to participate and authorize the Metropolitan Educational Council (MEC) to advertise and receive bids on said Board’s behalf as per the specifications submitted for the cooperative purchase of three (3) – conventional (type) school buses

Motion _____ 2nd _____
 Aye _____ Nay _____

ADVERTISE AND RECEIVE PROPOSALS FOR OCCUPATIONAL THERAPY SERVICES

Resolution to authorize the Treasurer of Lancaster City Schools to advertise a Request for Proposal for Occupational Therapy Services for the district. Advertisement dates to run on the following dates:

June 21, 2012 and June 28, 2012

Proposals deadline: July 6, 2012 at 12:00 p.m.

APPROVE EES MICROSOFT SOFTWARE AND SERVICES PURCHASE

Be it resolved that the Lancaster Board of Education authorizes the Superintendent to purchase EES (Enrollment for Education Solutions) Microsoft Software and Services for Lancaster City Schools not to exceed \$28,000.00.

LEASE AGREEMENTS

LEASE AGREEMENT WITH FAIRFIELD COUNTY FAMILY AND CHILDREN FIRST COUNCIL

It is hereby recommended that the Board of Education enter into a lease agreement with Fairfield County Family and Children First Council for approximately 120 square feet of space (Suite 115) in the Board owned building at 111 South Broad Street. This lease is effective June 1, 2012 through December 31, 2012.

RENEW LEASE AGREEMENT WITH NEW HORIZONS YOUTH & FAMILY CENTER

It is hereby recommended that the Board of Education renew the lease agreement with New Horizons Youth and Family Center for approximately 747 square feet of space (Suite 101) in the Board owned building at 111 South Broad Street. This lease will be effective July 1, 2012 through June 30, 2013.

CONTRACTUAL AGREEMENTS

SABO/LIMBACH (UTILITY BILL AUDITING) – CONTINUAL

It is hereby resolved to continue the agreement with Sabo/Limbach for utility bill auditing for Lancaster City Schools for 1 year. Cost not to exceed \$3,000.00.

RENEW CONTRACTUAL AGREEMENT WITH DISCOVERY EDUCATION INC FOR VIDEO STREAMING SERVICES

Be it resolved that the Lancaster Board of Education approve the renewal of the contractual agreement with Discovery Education, Inc. for video streaming services for the 2012-2013 school year. Valid July 1, 2012 through June 30, 2013. Cost not to exceed \$16,015.00

THE AMERICAN RED CROSS (USE OF FACILITIES AS EMERGENCY SHELTERS)

Resolution to renew the agreement with the America Red Cross for use of facilities as emergency shelters during disasters. This agreement ends 30 days after written notice by either party.

AARON PRENTICE (ATHLETIC TRAINIER)

Be it resolved to enter into a contractual agreement between Lancaster City Schools and Aaron Prentice to provide athletic training services to Lancaster City Schools' athletes effective August 1, 2012. Payment will be made according to contract provisions and shall be paid from the general fund, not to exceed \$37,152.00.

CAMPBELL SPEECH SERVICES (SPEECH SERVICES FOR STUDENTS ATTENDING EAGLEWINGS ACADEMY 2011-2012 SCHOOL YEAR)

Be it resolved to enter into an Agreement between Lancaster City Schools and Campbell Speech Services to provide speech services for students attending Eagles Wings Academy for the 2011-2012 school year. Said services are contingent upon grant funding and are to be paid for through the 2011-2012 general funds.

CAMPBELL SPEECH SERVICES (SPEECH SERVICES FOR STUDENTS ATTENDING EAGLE WINGS ACADEMY FOR THE 2012-2013 SCHOOL YEAR)

Be it resolved to enter into an Agreement between Lancaster City Schools and Campbell Speech Services to provide speech services for students attending Eagle Wings Academy for the 2012-2013 school year. Said services are contingent upon grant funding and are to be paid for through the 2012-2013 general funds.

NEW HORIZONS YOUTH AND FAMILY CENTER (MEDICAID COUNSELING PROGRAM)

Be it resolved to enter into an agreement between Lancaster City Schools and New Horizons to provide Medicaid Counseling Program for the 2012-2013 school year. Said services are contingent upon Medicaid Funding. The district is not responsible for billing or payment of Medicaid counseling services.

NEW HORIZONS YOUTH AND FAMILY CENTER (TEEN SCREEN SERVICES)

Be it resolved to enter into an agreement between Lancaster City Schools and New Horizons to provide Teen Screen services for the 2012-2013 school year. Said services are paid for through general funds.

FAIRFIELD MEDICAL CENTER (PHYSICAL THERAPY SERVICES)

Be it resolved to enter into an Agreement between Lancaster City Schools and Fairfield Medical Center to provide Physical Therapy services for the 2012-2013 school year. Said services are contingent upon grant funding and are to be paid for through the 2012-2013 general funds.

INTERAGENCY AGREEMENT (SERVICE DELIVERY & TRANSITION FOR YOUNG CHILDREN & FAMILIES)

Be it resolved to enter into an Agreement between Lancaster City Schools and Lancaster – Fairfield County Community Action, MRDD, and other Fairfield County Local School Districts to provide services for Help Me Grow, Early Head Start and Head Start for the 2012-2013 school year. The intent of the agreement is to ensure that families of children with disabilities and/or developmental delays are well as those at risk of developing delays will be provided seamless transition.

FAIRFIELD COUNTY EDUCATION SERVICE CENTER (PRESCHOOL, HEARING IMPAIRED CLASSROOM SERVICES)

Be it resolved to enter into an agreement between Lancaster City Schools and Fairfield County Board of Education to provide preschool, hearing impaired classroom services and all related services for special education student(s) for the 2012-2013 school year. Services will be paid through the 2012-2013 school year with General Funds.

FAIRFIELD COUNTY EDUCATION SERVICE CENTER (VIRTUAL HIGH SCHOOL TEACHER)

Be it resolved that the Lancaster Board of Education enters into a contractual agreement with Fairfield County Education Service Center to employ a Virtual High School Teacher to be assigned to Lancaster City Schools for the period August 1, 2012, through June 30, 2013.

AMY PAYN (DATA ANALYSIS AND PROFESSIONAL DEVELOPMENT)

Be it resolved that the Lancaster city Schools provides reimbursement for Amy Payn to provide data analysis and professional development for common core standards and support the for the Ohio Improvement Process for the 2012-2013 school year. Lancaster City Schools will agree to pay \$40 per hour for said services. Total compensation is not to exceed \$12,000 (300 hours), funded through Title I and TITLE II, pending FY13 approval.

Mr. Shaffer seconded the resolution, and the roll being called on its adoption, the vote resulted as follows:

Ms. Kittredge	Yea	Mr. Mauller	Yea
Ms. Ricketts	Yea	Mr. Shaffer	Yea
Ms. Eyman			

Thereupon the President declared such motion duly adopted.

12-94 CURRICULUM/INSTRUCTION

Ms. Ricketts moved to approve the following:

MARKETING EDUCATION PROGRAM GRADE 12 – COURSE OF STUDY

Be it resolved that the Lancaster Board of Education approve the Lancaster High School Marketing Education Program Grade 12 Course of Study, to begin implementation the 2012-2013 school year. (located in Instructional Services office)

PERSONAL FINANCE GRADE 10 – COURSE OF STUDY

Be it resolved that the Lancaster Board of Education approves the Lancaster High School Personal Finance Grade 10 Course of Study, to begin implementation the 2012-2013 school year.

APPROVE REVISION TO THE LANCASTER HIGH SCHOOL PROGRAM OF STUDIES

Be it resolved that the Lancaster Board of Education approves the following revisions to the Lancaster High School Program of Studies for the 2012-2013 school year. (Copies of the program of studies available in the Instructional Services office)

HEALTH TEXTBOOKS FOR LANCASTER HIGH SCHOOL

Be it resolved that the Lancaster Board of Education approves the textbook adoption form Pearson Education for *Prentice Hall Health*©2010, to begin implementation the beginning of the 2012-2013 school year. Total cost to the district to purchase books or the 120 students and teachers’ edition and resource package not to exceed \$8,600.00.

Mr. Mauller seconded the resolution, and the roll being called on its adoption, the vote resulted as follows:

Ms. Kittredge	Yea	Mr. Mauller	Yea
Ms. Ricketts	Yea	Mr. Shaffer	Yea
Ms. Eyman		Yea	

Thereupon the President declared such motion duly adopted.

CONSENT AGENDA

12-95 OTHER

Mr. Mauller moved to approve the following:

DONATIONS

Be it resolved the Lancaster Board of Education accepts the following donations made to:

Lancaster City Schools – Medill Elementary

Acceptance of: Check 32707
To offset cost of iPads for Medill Elementary

Donation was made by: Medill Elementary PTO
1151 James Road
Lancaster, OH 43130

Total Value: \$5,955.25

FUNDRAISING ACTIVITIES

CEDAR HEIGHTS ELEMENTARY – CEDAR CELEBRATION

Back to School Celebration – Purchase ticket for celebration. Dunk Tank - \$5.00, Face Painting, Prizes. Each student receives 2 free tickets, additional tickets 2 for \$1.00. To run from August 28th p.m. To raise money for future family activities.

Pumpkin Walk – To support family activities. We will have a Pumpkin Walk for a family activities. To be held on August 28th, 2012.

LANCASTER JR. HIGH CHEER – GENERAL SHERMAN, THOMAS EWING

Summer Bake Sale – selling homemade baked goods for \$1.00 & up. Place TBA. To be held from July – August 2012. To support general cheer account for uniforms and supplies.

Sherman and Ewing Game Day T-shirts: Battle of the Jr. High's for Basketball and Football. T-shirts sold for \$10 for both schools. August 2012-January 2013. Proceeds to benefit cheerleading supplies and competition fees.

Magical Day of Giving Tickets for River Valley Mall – 1 Day Special Discount Day. \$5.00 per ticket. To be held from September – October 2012. Proceeds to benefit competition fees and other cheerleading supplies.

Christmas Poinsettia Sale – selling of holiday Poinsettia flowers. Prices from \$5.00 - \$25.00. To be held from October – December 2012. Proceeds to benefit competition fees and other cheerleading supplies.

LANCASTER BAND BOOSTERS

Fundraising Proposals for the 2012-2013 school year:

Purpose for which money raised is to be used: monies used in these fundraisers will either go into students personal band accounts to help pay for fees, supplies, etc., or they will go into the general fund of the band boosters.

LOCAL RESTAURANTS PROCEED NIGHTS

One restaurant a month will be selected (ex. Max & Erma's, BW3's) and a portion of the money people eat during that night will be donated to the band. (year long activity)

BAND BOOSTERS GOLF OUTING

Held at Pleasant Valley Golf Course to raise money for band scholarships. Estimated profit of \$1799.00

CHEESE/SAUSAGE, PASTRY AND CANDLE FUNDRAISER

This will be done with Crowne Fundraising company. (September 17-28) Each item sold is approximately \$7 - \$15.

CHINESE AUCTION

(November 10th) Auction that is held at the Eagles and brings in approximately \$3,000.

GIFT WRAPPING

Wrap gifts at The River Valley Mall (November/December). All money earned is through donations and makes approximately \$750.

DISCOUNT CARDS

Sell Discount Cards that will have discounts for local businesses. The fundraiser will take place in January or February with estimated profit of \$5,000 - \$6,000.

TAG DAY

Students and parents will stand in front of local businesses and collect donation for a tag supporting the band. This will take place September 8th, 2012 with estimated profit of \$500.00.

MAX & ERMA'S PANCAKE BREAKFAST

Parents and students will serve pancake breakfast and tickets will be sold in advance and at the door. This will take place in the winter months with estimated profits of \$250.00.

COOKIE DOUGH FUNDRAISER

This fundraiser will be done with Crowne Fundraising Company. (April 29 – May 10) This fundraiser will also include the 6th and 7th grade band students of Thomas Ewing and General Sherman and money that those students raise will be put into the Jr. Highs Activity Account. Each item is approximately \$7 - \$12.

INVITATIONAL, CHINESE AUCTION GOLF OUTING AND GENERAL DONTATIONS

Sponsor Letter to support Lancaster Band Boosters, Inc., letter to be sent out for various ways to support the Lancaster Band Boosters, Inc., and the Lancaster Instrumental Music Program: Lancaster Band of Gold, Lancaster Band Booster Scholarship Golf Outing, Lucky Chinese Ticket Auction and Lancaster Band Corporate Sponsorship. (Copy of letter on file in June agenda or in Lancaster Band Booster).

CHARLES F. SMITH MEMORIAL GOLF OUTING – AUGUST 26, 2012

The Charles F. Smith Memorial Golf Outing is being held on Sunday, August 26, 2012 at Pleasant Valley Golf Course. Charlie was an active member and a great supporter of the Lancaster Band Boosters well after his children graduated. The Band Boosters would like to honor Charlie's many years of service to the boosters by starting the Charles F. Smith Memorial Scholarship Fund. All proceeds from this event will go directly into the scholarship fund.

All fundraisers will be run through the Lancaster Band Boosters, including money collected and bills paid.

LANCASTER HIGH SCHOOL DRAMA CLUB

Selling Cookie Dough through Great American Fundraisers. Cost per tub is approx.. \$9.70 presale, customers cost will be \$15.00. Will be held from November 19 – December 12, 2012. Proceeds to be used to promote drama club activities and help with performances of LHS Major Productions.

LANCASTER BOYS GOLF BOOSTER CLUB

LHS hosts an invitational each year at the Lancaster County Club. The booster club offers hole sponsorships for approximately \$100 - \$200/hole. Local businesses and individuals are approached via letter and personal contact, to sponsor a hole, in exchange for a sign at the hole, and the signage recognizing their contributions. There is also a higher level of sponsorship which offers a round of golf for four at Lancaster Country Club. This is a major fundraiser for the golf program. To be held from July 2012 – December 2012. Proceeds to be used for supplementing school provided funds for the Jr. High, JV and Varsity programs. The booster club provides t-shirts, hats, LCC fees and Valley View fees. This year we are also buying umbrellas and bad weather shirts.

LANCASTER GOLDEN GALES SOCCER BOOSTER CLUB

The LHS Soccer Boosters would like to hold a fundraiser to help offset the cost of the Crew games this year. The JV and V boys soccer teams will play at the Crew Stadium on October 13, 2012. The teams have a total of 225 tickets that they must sell as part of the agreement to play at the Crew Stadium. Our total cost to play at the stadium is \$4,500.00. In the past we have sold the tickets, at a reduced price, and to hold a raffle to offset the difference. Our goal is to sell the tickets at \$15.00 each, to help insure the sale of all the tickets, and then sell raffle tickets at \$5.00 each. The raffle would be for cash prizes: 1st place \$500, 2nd place \$300, 3rd place \$150 and 4th place \$50. Students will not sell raffle tickets – parents to sell. To be held from July 2012 – October 2012. Proceeds to offset cost to play at Crew Stadium with the intent to sell the Crew tickets at a reduced rate.

LANCASTER HIGH SCHOOL SWIM TEAM BOOSTERS

Assist with 4th of July Parade set up. This will/can include the help of students but with adult supervision. To be held on July 4th, 2012 starting at 7:45 a.m. Proceeds to help offset travel expenses, food and awards.

STUDENT TRAVELS

OVERNIGHT TRAVELS

LANCASTER HIGH SCHOOL “BAND OF GOLD” CAMP

Mr. Pickenpaugh would like to request that the Lancaster High School “Band of Gold” be permitted to leave Lancaster, OH for band camp at Rio Grande University. The tentative plans for camp are to leave Sunday July 29, 2012 and to return to Lancaster on Friday, August 3, 2012. Transportation: To be provided via school transportation. One school van will be driven to camp and left at camp throughout the week. One or two school busses will pick up students at the end of camp who do not have a parent taking them home. Rooming: Students room together in the dorms. Dorm floors have apparent chaperones of the band and counselors supplied by the University. Emergency Information: The University requires that students attending camp fill out a Band Camp/University Medical Form. Forms will be at camp. Permission Slips: Each student will be required to have a signed permission slip in order to attend camp as well as other marching band functions throughout the season. Cost: Camp is paid for by the students and Band Boosters. The cost for transportation down will be paid for by Lancaster High School. Cost of the transportation back will be paid for by the Lancaster City Schools Board of Education.

(Itinerary and list of students on file in the July agenda.)

APPROVE PRESCHOOL CALENDAR FOR THE 2012-2013 SCHOOL YEAR

See next page

AUGUST '12						
S	M	T	W	Th	F	S
			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 20 – General, Building and Staff In-service
 August 21 – Teacher Work Day
 August 22 – 29 Home Visits / Staggered Entrance
 August 30 First Day of Preschool
 August 31- Tuition Due for Sep.
 September 3 – All Schools Dismissed – Labor Day
 September 11 – Screening Day – No AM Preschool School
 September 21 – Staff In-service – No PM Preschool School
 September 27 – Tuition Due for October
 September 28 – Screening Day – No PM Preschool School
 September 28 – Parent Education Class – PM (Child care available)

FEBRUARY '13						
S	M	T	W	Th	F	S
					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		

SEPTEMBER '12						
S	M	T	W	Th	F	S
						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						

October 11 – Screening Day – No Preschool School
 October 11 – All Schools Dismissed - Fairfield County Fair
 October 12 – All Schools Dismissed - Fairfield County Fair
 October 19 – All Schools Dismissed - Central OEA Day
 October 26 – Tuition Due for November
 November 9 – Students Dismissed – Parent/Teacher Conf.
 November 14 – Screening Day – No PM Preschool School
 November 21 - All Students Dismissed
 November 22 & 23 - All Schools Dismissed - Thanksgiving Holiday
 November 30 – Tuition Due for December

MARCH '13						
S	M	T	W	Th	F	S
					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 '12						
S	M	T	W	Th	F	S
	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 13 – Screening Day – No Preschool School
 December 21 – Tuition Due for January
 December 24 – January 2 - All Schools Dismissed - Holiday Vacation
 January 15 – Screening Day – No Preschool School
 January 21 - All Schools Dismissed - Martin Luther King Day
 January 25 – Tuition Due for February
 February 13 – Screening Day – No AM Preschool School
 February 18 - All Schools Dismissed - Presidents' Day
 February 22 – Tuition Due for March

APRIL '13						
S	M	T	W	Th	F	S
	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 '12						
S	M	T	W	Th	F	S
				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	

March 22 – Screening Day – No PM Preschool School
 March 22 – Parent Education Class – PM (Child care available)
 March 28 – Tuition Due for April
 March 29 - April 5 – All Schools Dismissed – Good Friday/Spring Break/
 April 19 - Screening Day – No Preschool School
 April 25 – Tuition Due for May
 April 26 - Staff In-service – No Preschool School

May '13						
S	M	T	W	Th	F	S
			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 '12						
S	M	T	W	Th	F	S
						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 2 – Screening Day – No Preschool School
 May 10 – Parent / Teacher Conferences – No School
 May 17 – Parent / Teacher Conferences – No School
 May 27 – All Schools Dismissed - Memorial Day
 May 31 – Last Day of School for Students
 June 3 – Staff Records Day

JUNE '13						
S	M	T	W	Th	F	S
						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						

JANUARY '13						
S	M	T	W	Th	F	S
		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		

TIME SCHEDULE:

LHS (9-10-11-12) 7:44 AM – 2:38 PM
 Junior High (6-7-8) 7:43 AM – 2:40 PM
 Elementary (K-5) 8:55 AM – 3:30 PM
 Preschool (PS) 9:00 AM – 11:45 AM – 12:30 – 3:15 PM

No School
Teachers Only

JULY '13						
S	M	T	W	Th	F	S
	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			

Board Meeting Dates: 8/21, 9/25, 10/23, 11/27, 12/18, 1/8/2013

EMERGENCY MAKE-UP DAYS: April 5, 4, 3, 2, 1, 2013

NEW JOB DESCRIPTION (DEAN OF STUDENTS SERVICES)

Be it resolved that the Lancaster City Schools Board of Education hereby approves the Job Description for a Dean of Student Services.

Said Job

QUALIFICATIONS:

1. Master's degree (M.A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience
2. Appropriate state of Ohio license
3. Alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate
4. Required Knowledge, Skills, and Abilities:
 - Ability to work effectively with others
 - Ability to communicate ideas and directives clearly and effectively both orally and in writing
 - Effective, active listening skills
 - Organizational and problem solving skills
 - Knowledge and/or training in the area of special education
 - Knowledge of IDEA requirements, and Section 504.
 - Knowledge of public school law, policies, and practices
 - Knowledge of the development of functional behavioral assessments and behavior plans.
 - Knowledge of intervention strategies and multiple intelligence
 - Knowledge of curriculum/instruction and developmentally appropriate practice
 - Knowledge and skill in reducing student absenteeism
 - Excellent motivational skills
 - Basic first aid and CPR
5. Additional Working Conditions:
 - Occasional exposure to blood, bodily fluids and tissue
 - Occasional operation of a vehicle in inclement weather conditions, i.e., must be prepared to come to work on all scheduled workdays except calamity days
 - Occasional interaction among unruly children
 - Frequent travel
 - Occasional evening/weekend work
 - Repetitive hand motion, e.g., typing on keyboard
 - Occasional exposure to inclement outdoor weather conditions
 - Occasional exposure to loud noises
 - Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop
 - Occasional requirement to lift, carry, push, and pull various items up to a maximum of 50 pounds.

REPORTS TO: Director of Student Services and Principal

JOB GOAL: Establish a safe, structured learning environment for all students; establish a sound and fair relationship with all students; assist the principal and/or assistant principal (high school level) in all aspects of running the building; coordinate student services which include but are not limited to: special education, section 504, discipline, attendance, coordination of transitions, intervention, etc.

RESPONSIBILITIES:

1. Ensure safety of students
2. Assist in the formulation of a philosophy and objectives for the instructional program
3. Maintains liaison and active participation with educational leaders in curriculum at the state, regional, and national levels
4. Study and evaluate, and, as appropriate, recommend adoption of new textbooks, materials, and programs
5. Coordinate health/safety procedures including tornado and fire drills
6. Act as liaison with juvenile court system regarding student attendance issues
7. Contribute to school publications
8. Participate in community events/activities
9. Participate in the development and review of the total school program
10. Participate in building administrative team meetings
11. Make contacts with the public with tact and diplomacy
12. Maintain respect at all times for confidential information, e.g., Board of Education executive session discussions, personnel information, lawsuit information
13. Interact in a positive manner with staff, students and parents
14. Promote good public relations by personal appearance, attitude and conversation
15. Attend meetings and in-services as required
16. Evaluate Staff as determined by the building principal
17. Other Duties and Responsibilities:
 - Assist with the arrangement of all field trips
 - Assist with residency and custody issues for admissions and withdrawals
 - Assist with orientation of students to school
 - Assist with substitute teachers and in-house coverage
 - Assist with end-of-year inventories
 - Assist with student bus problems
 - Assist in organizing student assemblies
 - Assist with the scheduling and supervision of semester and final exams
 - Assist with chaperones and security for co curricular events
 - Assist with the development, implementation and coordination of "at-risk" programs.
 - Assist with the coordination of school connected organizations
 - Assist with building maintenance requests
 - Assist with the coordination of all student funding activities
 - Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
 - Instill in students the belief in and practice of ethical principles and democratic values
18. Attend to special education supervisory duties.
 - Act as District Representative in the IEP/ETR process.
 - Follow the Child Find Protocol for students suspected disability.
 - Coordinate efforts and services with other special education services, such as other special education supervisors in the immediate area, full-time work-study coordinators, school psychologists, speech therapists, and supervisors in other programs for the handicapped.
 - Receive and provide referrals to and consultation with outside service agencies.
 - Recommend appropriate classroom management strategies for behavior management.
 - Formulate recommendations for student's Individual Education Plan designed to provide full and appropriate service in the least restrictive environment.
 - Assist with educational staff to develop individualized learning or implementing behavioral plans for students.
 - Assist classroom teachers through class scheduling, providing observations, provide behavior management support, data collection, and IEP goal implementation and creation.
 - Facilitate parent conferences, development of the IEP/ETR and periodic reviews to ensure that appropriate special education is being provided for all handicapped students
 - Keep all necessary reports current and timely as may be required by the State of Ohio, Board of Education or administrative staff
 - Implement the 504 policies and procedures.
 - Provide in-service to special education personnel, parents, tutors, aides, administrators and general education personnel regarding the education of handicapped students
 - Assist the building principal in recruiting and selecting teachers needed for special education committees and in-services
 - Assist the Director with planning/facilitating programs for special education, examples may include: RTI model, inclusionary practices etc.
 - Continue to monitor and to assess present programming and make recommendations for additions of new programs, modification of existing one and the discontinuing of other.
 - Act as liaison between special education teachers and administrators, classroom teachers, and the Department of Student Services
 - Make recommendations to the Director of Student Services regarding supplies or programs needed for special education students
 - Attend meetings, workshops, and in-services as required by Director of Student Services or Superintendent (At least one special education Law up-date each year)
19. Respond to routine questions and requests in an appropriate manner
20. Perform other duties as assigned by Principal and Superintendent

EQUIPMENT USED:

This position requires the use of a computer, printer, various office machines, and safety equipment.

POTENTIAL EXPOSURES:

May include usage of chemicals, electrical equipment, mechanical/construction equipment, and training for universal cleaning procedures for blood borne pathogens and asbestos removal.

PHYSICAL DEMAND/REQUIREMENTS:

Mobility, strength (ability to lift or carry up to 50 pounds), dexterity and normal visual and hearing functions.

ANNUAL WORK SCHEDULE: 10 Month Contract

FLSA STATUS: Exempt

SALARY: As determined by the Lancaster Board of Education – Handbook of Benefit Program for Certified Administrative Personnel

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay fringe benefits, job training classification, referral, and other aspects of employments, on the basis of race, color, religion, sex or national origin.

DISABILITY

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provides qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years old or older from discrimination on the basis of age in hiring, promotion, discharge, compensation, terms, or privileges of employment

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

In addition to the protection of Title VII of the Civil rights Act of 1964, as amended, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color, national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing service under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receives Federal assistance.

INDIVIDUALS WITH DISIBILITIES

Section 501, 504, and 505 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance in the federal government. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

4/12

RENEWAL OF MEMBERSHIP WITH COALITION OF RURAL AND APPALACHIAN SCHOOLS (CORAS)

Resolution to approve continued membership in **Coalition of Rural and Appalachian Schools** for the 2012-2013 school year.

WHEREAS the Lancaster Board of Education recognizes the value of continuing our long standing relationship with the public school systems of southeast Ohio.

THEREFORE, be it resolved the Lancaster Board of Education join the Coalition effective for the 2012-2013 school year and authorize the expenditure of \$325.00.

APPOINT A SUPERINTENDENT OF LANCASTER CITY SCHOOLS

WHEREAS, the board of education of the Lancaster School District, Fairfield County, Ohio, is empowered and required to appoint a qualified person to act as superintendent of the public schools in the district; and

WHEREAS, the board has determined that Mr. Steven M. Wigton is fully qualified as outlined in File: CBA of Lancaster Board Policy and is willing and able to perform the duties of superintendent; and

BE IT RESOLVED, by the board of education of Lancaster City School District, Fairfield County, Ohio, pursuant to RC 3319.01, that;

Section 1. Steven M. Wigton is appointed superintendent of the Lancaster City School District for a term of three (3) years commencing August 1, 2012 and ending July 31, 2015.

Section 2. The superintendent shall be paid an annual salary of \$115,000, which amount may be increased by mutual agreement during the term of appointment by amending the contract of employment.

Section 3. The superintendent will receive 25 days of vacation leave during each twelve-month period ending July 31 of the contract term.

Section 4. The board hereby authorizes and directs the treasurer to execute the contract of employment and incorporated herein by reference on behalf of the board, and, together with the president of the board and the superintendent, executes the certificate required by RC 5705.412.

Section 5. It is hereby found and determined that all formal actions of the board of education concerning and relating to the adoption of this resolution were adopted in an open meeting of the board, and that all deliberations of the board and of any of its committees that resulted in such formal action were in meetings open to the public, when required by law, in full compliance with the law.

DESIGNATE EMPLOYEES THAT COMPLETED THE DISTRICT'S MEDICATION TRAINING COURSE

Be it resolved the Lancaster City Schools' Board of Education hereby designates the following employees who have successfully completed the district's medication training course for Lancaster City Schools, or who have a medical professional license to administer medication to students at school and school sponsored events.

Dawn Gerds

Terry Oehrtman

**Will be covered by their medical license and liability insurance. Cannot be covered by our district insurance because medication administration is within their medical licensing and scope of work.

APPROVE SPONSORSHIP AGREEMENT BETWEEN THE LANCASTER DIGITAL ACADEMY AND LANCASTER CITY SCHOOLS FOR THE 2012-2013 SCHOOL YEAR (HAND CARRIED)

It is hereby resolved to approve the sponsorship agreement between the Lancaster Digital Academy and Lancaster City Schools for the 2012-2013 school year. (On file in EITS office and in June agenda).

WAIVE THE FIRST AND SECOND READINGS AND APPROVE THE THIRD AND FINAL READING OF NEW POLICY DIB

BDDH (Also KD)	Public Participation at Board Meetings
KD (Also BDDH)	Public Participation at Board Meetings
JFCF	Hazing and Bullying (Harassment, Intimidation and Dating Violence)
JFCF-R	Hazing and Bullying (Harassment, Intimidation and Dating Violence)

APPROVE THIRD AND FINAL READING ON THE FOLLOWING NEW/REVISED POLICIES

EBCE	Protection for Reporting Safety and Fraud Violations (Whistleblower)
EBCE-R	Protection for Reporting Safety and Fraud Violations (Whistleblower)
EBCE-E-1	Protection for Reporting Safety and Fraud Violations (Whistleblower) Example Language regarding the Auditor of State's fraud reporting system.
EBCE-E-2	Protection for Reporting Safety and Fraud Violations (Whistleblower) Acknowledgement of receipt of Auditor of State fraud reporting-system information
IGDB	Student Publications
JF	Student Rights and responsibilities

Ms. Kittredge seconded the resolution, and the roll being called on its adoption, the vote resulted as follows:

Ms. Kittredge	Yea	Mr. Mauller	Yea
Ms. Ricketts	Yea	Mr. Shaffer	Yea
Ms. Eyman Yea			

Thereupon the President declared such motion duly adopted.

12-96 EXECUTIVE SESSION

Ms. Ricketts moved at 5:40 p.m. to enter into Executive Session for the Purpose to Discuss a Personnel Matter.

Ms. Kittredge seconded the motion, and the roll call on its adoption, the vote resulted as follows:

Ms. Kittredge	Yea	Mr. Mauller	Yea
Ms. Ricketts	Yea	Mr. Shaffer	Yea
Ms. Eyman Yea			

The President declared at 6:14 p.m. to return to Regular Session.

12-97 ADJOURN – JUNE 19, 2012

Ms. Kittredge moved at 6:15 p.m. to adjourn. The next meeting is a Regular Board Meeting in the Large Meeting Room at 111 South Broad Street on Tuesday, July 17, 2012 at 5:30 p.m.

Mr. Mauller seconded the resolution, and the roll being called on its adoption, the vote resulted as follows:

Ms. Kittredge	Yea	Mr. Mauller	Yea
Ms. Ricketts	Yea	Mr. Shaffer	Yea
Ms. Eyman	Yea		

Thereupon the President declared the meeting adjourned.

Amy Eyman President

ATTEST:

Julie L. Taylor Treasurer