

The Board of Education of the Lancaster City School District, Fairfield County, Ohio met in a Regular Board Meeting on December 18, 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

PRESENTATION – BoardDocs – Dennis Rohlfing, Implementation Specialist  
Kiosk Demonstration

PLEDGE OF ALLEGIANCE – Led by students of Sanderson Elementary School

12-164 APPROVAL OF MINUTES

Ms. Kittredge moved to approve the minutes as presented:

Regular Board Meeting held on November 27, 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.

12-165 ADOPTION OF AGENDA

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

Page 16            A.a.1.            + Substitute Teacher – **Benton, Megan**  
Page 62    Δ Music Course of Study – documents scanned  
Page 63    Δ Program of Studies – documents scanned  
Page 68A     + Student Travel Athletics – **LHS Varsity Swim Team travel to Canton, Ohio.**  
Executive Session                                +**To consider investigation of charges or complaints against a student.**

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.

PUBLIC PARTICIPATION – Related to Agenda Items

LEGISLATIVE UPDATE

Ms. Ricketts reported both the Ohio House and Senate finished up on Dec. 13, 2012. HB555 – Report Cards was approved. ODE Restraint and Seclusion Policy Update: State Board of Education heard a presentation on the draft restraint and seclusion policy. No formal action took place. HB543 – Youth Suicide Prevention: Legislation passed to incorporate youth suicide awareness and prevention training into school district in-service training requirements.

UNFINISHED BUSINESS

COMMUNICATIONS

Building Planning Process – Tony Schorr, Schorr Architects, Inc.

BOARD STANDING COMMITTEES – One of the co-chairpersons reported on the following:

- 1. Communications – No Report**
- 2. Finance – December 13, 2012**
- 3. Personnel – December 17, 2012**
- 4. Policy – December 3, 2012**
- 5. Program – December 10, 2012**
- 6. Support Services – No Report**

TREASURER’S REPORT

No Report

SUPERINTENDENT’S REPORT

Building Report (Thomas Ewing Junior High) – Steve Poston, Principal  
Lancaster City Schools’ Holiday Contributions  
Proposed 2013-2014 School Calendar

PERSONNEL

12-166 EMPLOYMENTS

Ms. Ricketts moved to approve the following:

CERTIFIED STAFF EMPLOYMENT AND SALARY ADJUSTMENTS

CERTIFIED EMPLOYMENTS

SUBSTITUTE TEACHERS

Employ the following people as Substitute Teachers for the 2012-2013 school year pending receipt of appropriate licensure, official transcripts and background checks:

Name

Rife, Casey  
Waits, Jerry  
Schmitter, Emma  
**+Benton, Megan**

SUPPLEMENTAL CONTRACTS

ATHLETIC

<u>Name</u>	<u>Position</u>	<u>Exp.</u>	<u>Ratio</u>	<u>Amount</u>
Conn, Corey	H.S. JV Boys Basketball Coach	3	.13	\$2225.53 (50% of \$4451.07)
Swinehart, Drew	H.S. Asst. Boys Basketball Coach	0	Volunteer	

COMMUNITY

<u>Name</u>	<u>Position</u>	<u>Exp.</u>	<u>Ratio</u>	<u>Amount</u>
McKnight, Chad	H.S. JV Boys Basketball Coach	6	.14	\$2396.73 (50% of \$4793.46)

CLASSIFIED EMPLOYMENTS

REGULAR – CUSTODIAN

Employ the following person as a Custodian pending return of employment packets, satisfactory background checks as noted:

Name: Dean, Robert  
Location: General Sherman  
Hours: 8  
Step: 0  
Effective Date: 12/19/12  
New/Replacement: Replacement  
Funding: General

LONG – TERM SUBSTITUTE EDUCATIONAL ASSISTANTS/AIDES

Employ the following person as a Long–Term Substitute Educational Assistants/Aides pending return of employment packets, satisfactory background checks and appropriate licensure as noted:

Name: Legg, Connie  
Location: Cedar Heights  
Hours: 7  
Step: 4  
Effective Date: 12/19/12  
Status: Replacement  
Funding: Title VIB

SUBSTITUTE EDUCATIONAL ASSISTANT/AIDE

Employ the following people as Substitute Educational Assistants/Aides for the 2012-2013 school year pending return of employment packets, satisfactory background checks as noted:

Name

Jordan, Cynthia  
Doyle, Marilyn  
Buskirk, Rusty

SUBSTITUTE SECRETARIES

Employ the following people as Substitute Secretaries for the 2012-2013 school year pending return of employment packets, satisfactory background check as noted:

Name

Smith, Terri  
Jordan, Cynthia  
Dietz, Trudy

CHANGE IN ASSIGNMENTS/HOURS

<u>Name</u>	<u>Position</u>	<u>To</u>	<u>Effective Date</u>
Venrick, Tim	Env. Tech – South	Mng. Custodian	12/19/2012

STAFF SEPARATIONS

CERTIFIED

RETIREMENTS

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Rockwood, Deborah	Social Worker	5/31/13

CLASSIFIED

RESIGNATIONS

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Buskirk, Rusty	Educational Asst. at South Elem.	12/21/2012

LEAVE OF ABSENCE

Teresa Mayes is requesting an unpaid leave of absences effective December 7, 2012 through May 31, 2013.

Cheryl Anderson is requesting unpaid leave of absence effective January 3, 2013.

OTHER PERSONNEL MATTERS

Resolution to approve payment to Steven Carnahan for designing the Lancaster Golden Gales Marching Band Color Guard Show. From general funds not to exceed \$1,500.00 (salary and board benefits) for the 2012-2013 school year. Funds being provided by donation through Lancaster Band Boosters.

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.

12-167 BUSINESS AND FINANCE

Ms. Kittredge moved to approve the following:

MONTHLY FINANCIAL REPORT FOR NOVEMBER 2012

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

APPOINT PRESIDENT PRO-TEMPO RARE AND VICE PRESIDENT PRO-TEMPO RARE

Resolution to appoint Amy Eyman as President Pro-Tempo rare and Lise Ricketts Vice President Pro-Tempo rare for the January Reorganizational Meeting until the new officers of the Board are elected for the calendar year 2013.

CONTRACTUAL AGREEMENTS

SUSAN NOLAN (PROFESSIONAL DEVELOPMENT) – REPLACES PREVIOUS CONTRACT RES. #12-146

Be it resolved the Lancaster Board of Education approves the contract with consultant Susan Nolan to provide professional development for the 2012-2013 school year on the National Reading Panel’s Research and Recommendations. Ms. Nolan’s services will be provided to Cedar Heights and Tallmadge at \$1,000.00 per day for four days plus expense not to exceed \$500.00 for the duration of the contract. Total cost to Lancaster City Schools will not exceed \$4,500.00. Funding will be through Title 1.

CONTRACT WITH LEXIA (WEB BASED READING PROGRAMMING)

Be it resolved the Lancaster Board of Education approves the contract with LEXIA to provide web based reading programming for students with special needs and professional development for the teachers implementing the program. Cost to be paid for through VIB funds.

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	Absent
	Ms. Eyman	Yea	

Thereupon the President declared such motion duly adopted.

12-168 CURRICULUM/INSTRUCTION

Mr. Mauller moved to approve the following:

APPROVE MUSIC K-12 COURSE OF STUDY

Be it resolved the Lancaster Board of Education approves the Lancaster City Schools’ Music Course of Study, Grade K -12. (On file in Instructional Services Department)

APPROVE THE LANCASTER HIGH SCHOOL PROGRAM OF STUDIES FOR THE 2013-2014 SCHOOL YEAR

Be it resolved that the Lancaster Board of Education approves the Lancaster High School Program of Studies for the 2013-2014 school year. (On file in the Instructional Services Department)

STUDENT TRAVELS

LANCASTER HIGH SCHOOL BROADCASTING/MULTI-MEDIA/JOURNALISM – OVERNIGHT TRIP

Overnight Ohio ETECH Conference – Chad Sinnott, Bruce Evans, Dain Michelsen, and Scott Burke respectfully requests permission to allow select students to attend the Ohio ETECH Conference in Columbus, OH from February 11<sup>th</sup> – February 13, 2013. (Itinerary on file in December agenda)

**LANCASTER HIGH SCHOOL SWIM TEAM – CANTON, OHIO – OVERNIGHT TRIP**

The Lancaster Athletic Department respectfully requests permission to allow qualifying members of the Varsity swim team to travel to Canton, Ohio, during their regular schedule. (Itinerary on file in December's agenda)

**OUT OF STATE TRAVELS**

**SKILLSUSA OHIO FIELD TRIP – OVERNIGHT TRIP**

The SkillsUSA officers respectfully requests permission to allow Ashley Rutter to attend the SkillsUSA Ohio Regional Officers Training held in Washington D.C., January 13 -18, 2013. (Itinerary on file in December's agenda.)

**OTHER**

**DONATIONS**

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

**Lancaster City Schools:**

Acceptance of monetary donation for service provided by Steven Carnahan which is outside of his contracted responsibilities.

Donation was made by: Lancaster Band Boosters, Inc.  
1312 Granville Pike  
P.O. Box 217  
Lancaster, OH 43130

Check Donation: \$1,500.00

**FUNDRAISING ACTIVITIES**

Lancaster High School Bowling: Thunder Alley  
Bowling Discount Cards

Lancaster High School Swim Team: Krispie Kreme Donuts at Lancaster High School  
Basketball Games.

West Elementary Principal's Account: Great American Chocolate Fundraiser

# Resolution to Approve the Proposed 2013-2014 School Calendar

AUGUST '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

August 19 – General, Building and Staff Inservice  
 August 20 – Teacher Work Day  
 August 21 – First Day of School for Students (Grades K-9 Only Attend)  
 August 21 – Students Dismissed (Only Grades 10,11,12) – Frosh Fest  
 September 2 – All Schools Dismissed - Labor Day  
 September 10 – Late Arrival – Pending ODE Approval  
 September 26 – Interim Reports Sent to Parents

FEBRUARY '14						
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 '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					

October 10 – Teacher Inservice Day  
 October 10 – All Schools Dismissed - Fairfield County Fair  
 October 11 – All Schools Dismissed - Fairfield County Fair  
 October 18 – All Schools Dismissed - Central OEA Day  
 October 25 – End of Grading Period  
 November 8 – Elementary Students Dismissed – Parent/Teacher Conf.  
 November 13 – Late Arrival – Pending ODE Approval  
 November 27 - All Students Dismissed - Parent/Teacher Conferences  
 November 28 & 29 - All Schools Dismissed -Thanksgiving Holiday

MARCH '14						
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 '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 5 – Interim Reports Sent to Parents  
 December 12 – Late Arrival – Pending ODE Approval  
 December 23 - January 3 – All Schools Dismissed - Holiday Vacation  
 January 14 – Late Arrival – Pending ODE Approval  
 January 17 - End of Grading Period/First Semester  
 January 20 – All Schools Dismissed - Martin Luther King Day  
 February 12 – Late Arrival – Pending ODE Approval  
 February 17 - All Schools Dismissed - Presidents' Day  
 February 20 – Interim Reports Sent to Parents

APRIL '14						
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 '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

March 21– End of Grading Period  
 April 14 – 21 – All Schools Dismissed - Spring Break/ Good Friday  
 May 1 – Late Arrival – Pending ODE Approval  
 May 1 – Interim Reports Sent to Parents  
 May 26 – All Schools Dismissed - Memorial Day  
 June 1 – Commencement Services  
 June 3 – Last Day of School for Students  
 June 4 – Staff Records Day

May '14						
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						
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				

**TESTING SCHEDULE:**  
 October 7 – 11 OAA Fall Testing (Reading)  
 October 28 – November 8 OGT Fall Testing  
 April 21 – May 9 OAA Spring Testing  
 March 10 – 21 OGT Spring Testing  
 June 16 – 27 OGT (Intervention Required)

JUNE '14						
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 '14						
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  
 Board Meeting Dates: 8/20, 9/24, 10/22, 11/26, 12/17, 1/7/14 (Tentative)  
*Board Approved – 12/18/12*

No School
Teachers Only

JULY '14						
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		

EMERGENCY MAKE-UP DAYS: June 4, April 21, 14, 15, 16, 2014

*Minutes of the Regular Board Meeting held on December 18, 2012.*



# SUPPLEMENTAL INFORMATION

2013-2014

<u>Four 9-Week Sessions</u>	<u>Pupil Days</u>		<u>Grading Periods</u>
	<u>Elem.</u>	<u>Sec.</u>	
August 21 – October 25	44	44	1 <sup>st</sup> Nine Weeks
October 28 – January 17	<u>46</u>	<u>47</u>	2 <sup>nd</sup> Nine Weeks
	90	91	<b>Total First Semester</b>
January 21 – March 21	43	43	3 <sup>rd</sup> Nine Weeks
March 24 – June 3	<u>45</u>	<u>45</u>	4 <sup>th</sup> Nine Weeks
	88	88	<b>Total Second Semester</b>
	<hr/>	<hr/>	
	<b>178</b>	<b>179</b>	<b>Total Days for Students</b>

## Parent Conferences

Elementary: November 8 and November 27, 2013

Secondary: November 27, 2013

## Staff Inservice/Teacher Work Day

August 19, 2013                      October 10, 2013

August 20, 2013                      June 4, 2014

## Frosh Fest – Grade 9

August 21, 2013 (Grades 10, 11, 12 - Dismissed)

## Late Arrival Days

Elementary: 10:55 a.m. (*Pending ODE Approval*)

Secondary: 9:45 a.m.

September 10, 2013                      January 14, 2014

November 13, 2013                      February 12, 2014

December 12, 2013                      May 1, 2014

## Interim Reports Sent to Parents

September 26, 2013                      February 20, 2014

December 5, 2013                      May 1, 2014

Approved: 12/18/2012

APPROVE FIRST READING OF THE FOLLOWING REVISED POLICIES:

BD	SCHOOL BOARD MEETINGS
ECA	BUILDING AND GROUNDS SECURITY
IGBA	PROGRAMS FOR STUDENTS WITH DISABILITIES
IGBE	REMEDIAL INSTRUCTION
IGBI	LIMITED ENGLISH PROFICIENCY
IGBJ	TITLE I PROGRAMS
IGBJ-R	DELETE REGULATION – PUBLIC SCHOOL CHOICE NO LONGER REQUIRED UNDER ESEA WAIVER.
IGEE	AWARDING OF HIGH SCHOOL DIPLOMAS TO VETERANS OF WAR
IIA	INSTRUCTIONAL MATERIALS
JN	STUDENT FEES, FINES AND CHARGES

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.

12-169 EXECUTIVE SESSION

Ms. Kittredge moved at 7:02 p.m. to enter into Executive Session for the purpose to consider the discipline of a public employee or official and **to consider investigation of charges or complaints against a student.**

Ms. Ricketts seconded the motion, 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			

The President declared at 7:29 p.m. to return to Regular Board Meeting.

12-170 ADJOURN – DECEMBER 22, 2012

Ms. Ricketts moved at 7:30 p.m. to adjourn to the Reorganizational Board meeting in the Large Meeting Room located at 111 South Broad Street on Tuesday, January 8, 2013 at 5:30 p.m.

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 the meeting adjourned.

---

Amy Eyman                      President

ATTEST:

---

Julie L. Taylor                      Treasurer