**JEFFERSON LOCAL SCHOOLS**

**Regular Meeting**

**May 11, 2015**

**CALL TO ORDER**

**ROLL CALL**

West Jefferson, Ohio Norwood Elementary School, the Jefferson Local Board of Education met in regular session at 7:00 p.m. with the following members present: Mr. Shepherd, Mr. Doran, Mr. Keel, Dr. Hiss, Mr. Harper, Superintendent, Mr. Mullett, and Treasurer, Mrs. Smith.

**PLEDGE OF ALLEGIANCE**

5th grade Math and spelling bee contestants led in the Pledge of Allegiance.

**RECOGNITION OF VISITORS**

At this time the following visitors were welcomed to the meeting: Amy & Cassady Pelphrey, Allyson Cordle, Lora Messer, Curt Dennis, Joan Scofield, Sherry Chamberlain, Sheri Winniestaffer, Kristen Kearns, Amanda Wisenbarger, Vicki McNeal, Louann VanWagner, Molli Hiss, Joyce Rhoades, and Eric Winstead.

**PRESENTATIONS/ADMINISTRATIVE REPORTS**

* **Mr. Harper presented certificates from The General Assembly of The State of Ohio to Aiden Clerico and Emily Harvey for personal attainment in the Spelling Bee.**
* **Mrs. Winniestaffer recognized her Norwood Math Contestants and Mrs. Chamberlain recognized her Middle School Math Contestants.**
* **Mrs. Siddiqi recognized the High School Advanced History Research Teams. They spent tireless hours on their projects and congratulations to them.**
* **Presentation by Curt Dennis, Technology Director. Mr. Dennis updated the board on various testings as well as the plans for the summer of 2015.**

* **Administrative Reports – Mr. Metz and Mrs. Barte updated on various building information.**

**ADOPTION OF AGENDA (#2015-74)**

Moved by Mr. Doran and seconded by Mr. Keel that the Board adopt the agenda. The vote: Yeas - Mr. Keel, Dr. Hiss, Mr. Shepherd, Mr. Harper, and Mr. Doran. Approved.

**APPROVAL OF MINUTES (#2015-75)**

Moved by Dr. Hiss and seconded by Mr. Shepherd that the Board approve the Minutes of Regular Meeting, April 13, 2015. The vote: Yeas - Mr. Harper, Mr. Keel, Mr. Doran, Mr. Shepherd, and Dr. Hiss. Approved.

**REPORT OF TREASURER**

**MONTHLY FINANCIAL REPORTS (#2015-76)**

Moved by Mr. Doran and seconded by Dr. Hiss that the Board approve the Monthly Financial Reports as presented. The vote: Yeas - Dr. Hiss, Mr. Shepherd, Mr. Harper, Mr. Doran, and Mr. Keel. Approved.

**AMENDED APPROPRIATIONS (#2015-77)**

Moved by Dr. Hiss and seconded by Mr. Doran that the Board approve the Amended Appropriations as follows:

FUND AMOUNT

006 (Café) + $46,000

009 (Uniform) + 5,000

018 (Public Support) + 5,000

034 (.5 mill maint) + 15,000

200 (Student Activity) + 15,000

300 (District) + 12,500

The vote: Yeas - Mr. Doran, Mr. Harper, Dr. Hiss, Mr. Keel, and Mr. Shepherd. Approved.

**AMENDED CERTIFICATE OF ESTIMATED RESOURCES (#2015-78)**

Moved by Mr. Shepherd and seconded by Mr. Keel that the Board approve the Amended Certificate of Estimated Resources as follows:

FUND AMOUNT

001 (General) + $800,000 (correlate with Five Year)

018 (Public Support) + 5,000

The vote: Yeas - Mr. Shepherd, Mr. Keel, Mr. Harper, Dr. Hiss, and Mr. Doran. Approved.

**FIVE YEAR FORECAST (#2015-79)**

Moved by Mr. Doran and seconded by Dr. Hiss that the Board approve the Five Year Forecast as presented. The vote: Yeas - Mr. Doran, Dr. Hiss, Mr. Keel, Mr. Shepherd, and Mr. Harper. Approved.

**PUBLIC PARTICIPATION**

There was no public participation at this time.

**ITEMS OF INTEREST**

Professional Meetings

Professional Meeting Reactions

# BOARD REPORT

**Tolles Report – Dr. Hiss –** Certification Ceremony will be May 26, 2015.

**Legislative Report - Ed Shepherd –** Provided information on H.B.7.

**RESOLUTION OF NECESSITY FOR RENEWAL OF EMERGENCY TAX LEVY (#2015-80)**

Moved by Mr. Doran and seconded by Mr. Keel that the Board approve the Resolution Declaring Intent to Proceed with Election of the Question of Renewal of an Emergency Tax Levy be approved for the November 3, 2015 election ballot as presented. The vote: Yeas - Mr. Doran, Mr. Harper, Dr. Hiss, Mr. Keel, and Mr. Shepherd. Approved.

**SUPERINTENDENT'S REPORT**

**ADDITIONS TO CLASSIFIED SUBSTITUTE LIST FOR 2014-2015 (#2015-81)**

Moved by Dr. Hiss and seconded by Mr. Doran that the Board approve the following classified substitutes for the 2014-2015 school year:

Louann VanWagner

The vote: Yeas - Mr. Keel, Mr. Shepherd, Mr. Doran, Mr. Harper, and Dr. Hiss. Approved.

**DONATIONS (#2015-82)**

Moved by Mr. Shepherd and seconded by Mr. Doran that the Board accept the donation of twelve (12) ream case of multipurpose paper to West Jefferson High School valued at $95.88 from John and Debi Snyder. The vote: Yeas - Dr. Hiss, Mr. Harper, Mr. Shepherd, Mr. Doran, and Mr. Keel. Approved.

**STUDENT FEE LISTS FOR 2015-2016 (#2015-83)**

Moved by Mr. Keel and seconded by Mr. Doran that the Board approve the Student Fee Lists for the 2015-2016 school year as presented for West Jefferson High School, West Jefferson Middle School, and Norwood Elementary School. The vote: Yeas - Mr. Harper, Mr. Doran, Dr. Hiss, Mr. Keel, and Mr. Shepherd. Approved.

**STUDENT HANDBOOK CHANGES FOR 2015-2016 (#2015-84)**

Moved by Mr. Doran and seconded by Dr. Hiss that the Board approve the Student Handbook changes for West Jefferson High School, West Jefferson Middle School and Norwood Elementary for the 2015-2016 school year as presented. The vote: Yeas - Mr. Shepherd, Mr. Keel, Mr. Harper, Dr. Hiss, and Mr. Doran. Approved.

**GRADUATING SENIORS (#2015-85)**

Moved by Dr. Hiss and seconded by Mr. Shepherd that the Board approve the Seniors for graduation on May 23, 2015 in accordance with ORC 3316.61.

Barring failures during the last grading period, these students will have completed the minimum State and Local requirements to receive a High School Diploma, except for foreign exchange students who will be given a certificate of attendance and completion from West Jefferson High School.

The vote: Yeas - Mr. Shepherd, Mr. Doran, Mr. Keel, Dr. Hiss, and Mr. Harper. Approved.

**ESC SERVICE AGREEMENT FOR FY16 (#2015-86)**

Moved by Mr. Doran and seconded by Dr. Hiss that the Board approve entering into the ESC Service Agreements for FY16 as presented. The vote: Yeas - Mr. Keel, Dr. Hiss, Mr. Shepherd, Mr. Harper, and Mr. Doran. Approved.

**RESIGNATION – S. HARTENSTEIN (#2015-87)**

Moved by Mr. Keel and seconded by Mr. Shepherd that the Board accept the resignation of Stuart Hartenstein as HS Intervention Specialist and Varsity Boys’ Basketball Coach effective August 13, 2015. The vote: Yeas - Mr. Harper, Mr. Keel, Mr. Doran, Mr. Shepherd, and Dr. Hiss. Approved.

**ADOPT JOB DESCRIPTIONS (#2015-88)**

Moved by Dr. Hiss and seconded by Mr. Doran that the Board adopt the following job descriptions as presented:

a) Technology Integration Specialist

b) High School/Middle School AD Administrative Assistant

The vote: Yeas - Dr. Hiss, Mr. Shepherd, Mr. Harper, Mr. Doran, and Mr. Keel. Approved.

**OHIO HIGH SCHOOL ATHLETIC ASSOCIATION MEMBERSHIP (#2015-89)**

Moved by Mr. Doran and seconded by Dr. Hiss that the Board authorize membership in the Ohio High School Athletic Association for schools under its jurisdiction for the 2015-2016 school year in accordance with Article 3, Section 1, Paragraph 3 of the Ohio High School Athletic Association Constitution. The vote: Yeas - Mr. Doran, Mr. Harper, Dr. Hiss, Mr. Keel, and Mr. Shepherd. Approved.

**EMPLOYMENT**

**PAULA CLEMMONS – M.S. MATH COACH (#2015-90)**

Moved by Dr. Hiss and seconded by Mr. Doran that the Board approve the employment of Paula Clemmons on a supplemental contract as Middle School Math Coach for the 2015-2016 school year at a salary of $30,000.\*

\*Paid by Title I funds

The vote: Yeas - Mr. Doran, Dr. Hiss, Mr. Keel, Mr. Shepherd, and Mr. Harper. Approved.

**ANN CAMERON – NORWOOD ELEM. LITERACY COACH (#2015-91)**

Moved by Mr. Shepherd and seconded by Mr. Doran that the Board approve the employment of Ann Cameron on a supplemental contract as Elementary Literacy Coach for the 2015-2016 school year at a salary of $30,000.\*

\*Paid by Title I funds

The vote: Yeas - Mr. Keel, Mr. Shepherd, Mr. Doran, Mr. Harper, and Dr. Hiss. Approved.

**LINDA COLLINS – M.S. MATH TUTOR (#2015-92)**

Moved by Mr. Doran and seconded by Dr. Hiss that the Board approve the employment of Linda Collins on a one-year contract as Middle School Tutor for the 2015-2016 school year, on an as-needed basis not to exceed twenty-nine (29) hours per week, salary per the adopted aide salary schedule. The vote: Yeas - Dr. Hiss, Mr. Harper, Mr. Shepherd, Mr. Doran, and Mr. Keel. Approved.

**CINDY ZEALLEAR – ESL/TUTOR (#2015-93)**

Moved by Mr. Shepherd and seconded by Mr. Doran that the Board approve the employment of Lucinda Miller-Zeallear on a one-year contract as ESL/Tutor for the 2015-2016 school year, on an as-needed basis not to exceed twenty (20) hours per week, with salary per the adopted aide salary schedule. The vote: Yeas - Mr. Harper, Mr. Doran, Dr. Hiss, Mr. Keel, and Mr. Shepherd. Approved.

**ROBERT HISS - FACILITIES/TRANSPORTATION DIRECTOR (#2015-94)**

Moved by Mr. Shepherd and seconded by Mr. Doran that the Board approve the employment of Robert Hiss on a two-year contract as Director of Facilities and Transportation effective June 22, 2015 through July 31, 2017 at a salary of $73,000.00 per year. The vote: Yeas - Mr. Shepherd, Mr. Doran, Mr. Keel, and Mr. Harper. Dr. Hiss abstained. Approved.

**KRISTEN KEARNS - TECHNOLOGY INTEGRATION SPECIALIST (#2015-95)**

Moved by Mr. Doran and seconded by Mr. Shepherd that the Board approve the employment of Kristen Kearns as Technology Integration Specialist effective with the 2015-2016 school year. The vote: Yeas - Mr. Keel, Dr. Hiss, Mr. Shepherd, Mr. Harper, and Mr. Doran. Approved.

**JOSEPH PALAZZO, H.S. GUIDANCE (#2015-96)**

Moved by Dr. Hiss and seconded by Mr. Doran that the Board approve the employment of Joseph Palazzo on a one-year contract as High School Guidance Counselor for the 2015-2016 school year, step MA/11. The vote: Yeas - Mr. Harper, Mr. Keel, Mr. Doran, Mr. Shepherd, and Dr. Hiss. Approved.

**ERIC WINSTEAD, SCHOOL BUS DRIVER (#2015-97)**

Moved by Mr. Doran and seconded by Mr. Shepherd that the Board approve the employment of Eric Winstead on a one-year contract as School Bus Driver for the 2015-2016 school year, step 0 of the adopted salary schedule.\*

\*It should be noted that for seniority purposes Eric Winstead will have system seniority over Louann VanWagner based on his subbing status with the district.

The vote: Yeas - Dr. Hiss, Mr. Shepherd, Mr. Harper, Mr. Doran, and Mr. Keel. Approved.

**LOUANN VANWAGNER, SCHOOL BUS DRIVER (#2015-98)**

Moved by Dr. Hiss and seconded by Mr. Shepherd that the Board approve the employment of Louann VanWagner on a one-year contract as School Bus Driver for the 2015-2016 school year, step 0 of the adopted salary schedule.\*

\*It should be noted that for seniority purposes Eric Winstead will have system seniority over Louann VanWagner based on his subbing status with the district.

The vote: Yeas - Mr. Doran, Mr. Harper, Dr. Hiss, Mr. Keel, and Mr. Shepherd. Approved.

**EXTRACURRICULARS FOR 2015-2016 (#2015-99)**

Moved by Mr. Shepherd and seconded by Mr. Keel that the Board approve the following one-year extracurricular contracts for the 2015-2016 school year, (note that salaries are at FY15 stipend rates/amounts):

Dean Hoenie – Elem. Safety Patrol Advisor (1/2), step 2 (874.10)

John Sullivan – Elem. Safety Patrol Advisor (1/2), step 5 (1398.56)

Amanda Wisenbarger – 5th Grade Spelling Contest Advisor (1/2), step 2/3%

(524.46)

Kristen Kearns – 5th Grade Spelling Contest Advisor (1/2), step 2/3% (524.46)

Sheri Winniestaffer – 5th Grade Math Contest Advisor, step 2/3% (1048.92)

Thomas Ruane – Elem. Art Show Advisor, step 1/3% (1048.92)

Angel Hillyard – Elem. Musicals, step 6/3% (1048.92)

Joyce Rhoades - HS Class Advisor/Seniors, step 6 (2447.48)

Joyce Rhoades – HS Class Advisor/Juniors, step 6 (2447.48)

Jen Haskins – HS Class Advisor/Sophomores, step 4 (1748.20)

Jen Miller – HS Class Advisor/Freshmen (1/2), step 6 (1223.74)

Kristen Forrest – HS Class Advisor/Freshmen (1/2), step 1 (349.64

Jen Miller – HS Student Council Advisor (1/2), step 6 (1223.74)

Jen Haskins – HS Student Council Advisor (1/2), step 4 (874.10)

Elmer Broecker – HS/MS Instrumental Music, step 6 (5244.60)

John McClain – HS/MS Vocal Music, step 2 (3147.78)

John McClain – HS/MS Musical, step 2 (1748.20)

Jenny Siddiqi - HS National Honor Society Advisor, step 6 (2447.48)

Ken Schaefer – HS Yearbook Publication Advisor, step 5 (3496.40)

Mitch Daulton – HS/MS AD Administrative Assist., step 1 (5069.78)

Shawn Buescher - HS Head Football Coach, step 6 (6817.98)

Tim Converse – HS Head Girls’ Basketball Coach, step 6 (6817.98)

Ken Schaefer – HS Head Wrestling Coach, step 2 (5419.42)

Matt Adams – HS Assistant Football Coach, step 6 (5244.60)

John Koehler – HS Assistant Football Coach, step 6 (5244.60)

Brian Fortune – HS Assistant Football Coach, step 6 (5244.60)

Rich Haskins – HS Assist. Girls’ Basketball Coach, step 6 (5244.60)

Rick Ratcliff – HS Assist. Wrestling Coach, step 2 (3846.04)

Beau Wenger – HS Assist. Wrestling Coach, step 2 (3846.04)

Ken Schaefer – HS Physical Fitness/Fall, step 3 (1048.92)

John Koehler – HS Physical Fitness/Winter, step 6 (1311.15)

Brian Fortune – HS Physical Fitness/Spring, step 6 (1311.15)

John Koehler – HS Physical Fitness/Summer, step 6 (1311.15)

Kevin Cutler – Freshman Head Football Coach, step 6 (4545.32)

Bob Hunter – HS Head Co-Ed Golf, step 4 (3846.04)

Jason Phillips – HS Head Girls’ Soccer Coach, step 2 (3146.76)

Maria Hunter – Volunteer HS Assist. Girls’ Soccer Coach

Richard Tompkins – HS Head Boys’ Soccer Coach, step 6 (4545.32)

Brad Whip – MS Head Soccer Coach, step 3 (2797.12)

Terry Lambert – MS Head Football Coach, step 3 (2797.12)

Melissa Jester – HS Cheerleading Advisor/Football, step 5 (3496.40)

Melissa Jester – HS Cheerleading Advisor/Basketball, step 5 (3496.40)

Jill Lambert – MS Head Girls’ Basketball Coach, step 1 (1748.20)

CJ Blevins – MS Head Wrestling Coach, step 6 (3846.04)

Jeny Hockenbery – Freshman Cheerleading Advisor/Football, step 4 (2447.48)

Jeny Hockenbery – Freshman Cheerleading Advisor/Basketball, step 4 (2447.48)

The vote: Yeas - Mr. Shepherd, Mr. Keel, Mr. Harper, Dr. Hiss, and Mr. Doran. Approved.

**EXTENDED SERVICE CONTRACTS FOR 2015-2016 (#2015-100)**

Moved by Dr. Hiss and seconded by Mr. Shepherd that the Board approve the following one-year Extended Service Contracts for the 2015-2016 school year:

Joe Palazzo (Guidance) 10 days

Amy Conkel (Guidance) 10 days

Danna Armstrong (Library) 6 days

Melissa Jones (Library) 6 days

Karla Fry (Computers) 2 days

The vote: Yeas - Mr. Doran, Dr. Hiss, Mr. Keel, Mr. Shepherd, and Mr. Harper. Approved.

**CLASSIFIED CONTRACT RECOMMENDATIONS (#2015-101)**

# Moved by Mr. Doran and seconded by Dr. Hiss that the Board renew the following classified contracts in accordance with ORC 3319.08(A) beginning with the 2015-2016 school year:

# One Year

# Teri Allison – Asst. Treasurer

# Jane Breckenridge – Supt. Secretary

# Todd Roberts - Groundskeeper

# Two Year

# Jeanne Householder – Bus Driver

# Todd Mumford – Vehicle Mechanic

# Petra Cochran – Study Hall Aide

# Andrew Habayeb – Spec. Ed. Aide

The vote: Yeas - Mr. Keel, Mr. Shepherd, Mr. Doran, Mr. Harper, and Dr. Hiss. Approved.

# ADJOURNMENT

Moved by Dr. Hiss and seconded by Mr. Shepherd that the Board adjourn the meeting at 8:06 p.m. The vote: Yeas - Dr. Hiss, Mr. Harper, Mr. Shepherd, Mr. Doran, and Mr. Keel. Meeting Adjourned.

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President

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Treasurer