

# *Fort Frye Local Schools* **Board of Education**



## **September Agenda**

**September 19, 2013**

**Beverly-Center Elementary**

**6:00 P.M.**

FORT FRYE BOARD OF EDUCATION  
 September 19, 2013  
 Beverly-Center Elementary  
 6:00 P.M.

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A. PRAYER

B. CALL TO ORDER

Place \_\_\_\_\_, Time \_\_\_\_\_

C. ROLL CALL

Mrs. Perry \_\_\_\_\_, Mr. Schilling \_\_\_\_\_, Mr. White \_\_\_\_\_,  
Mr. Worthington \_\_\_\_\_, Mrs. Zalmanek \_\_\_\_\_

D. PLEDGE OF ALLEGIANCE

E. PUBLIC PARTICIPATION\*

F. COMMITTEE REPORTS

Stephanie Starcher, Superintendent

*\*Public discussion is limited to 30 minutes per meeting.*

*Each person addressing the Board shall give his/her name and address. If several people wish to speak, each person is allotted five minutes until the total time of 30 minutes is used. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so. Persons desiring more time should follow the procedure of the Board to be placed on the regular agenda. The period of public participation may be extended by a vote of the majority of the Board.*

## CONSENT AGENDA

### 1. MINUTES

Recommend approval and waiving public reading of the minutes of the August 15, 2013 regular as presented.

*Attachment A*

### 2. TREASURER'S REPORT

Recommend the Treasurer's report for the month ending August 31, 2013 {includes Cash Reconciliation, Fund Report, Warrants Issued, and Financial Comparison} be approved as presented.

*Attachment B*

### 3. HARDSHIP LEAVE – JUDY BEST

Recommend approval of Family Hardship Leave for Judy Best to attend the funeral of her uncle on August 27, 2013.

*Attachment C*

### 4. RESIGNATION –JANE EAKLE

Recommend approval of the resignation of Jane Eakle as the EMIS Coordinator at Fort Frye Local School District, effective September 6, 2013.

*Attachment D*

### 5. RESIGNATION –PAMELA BROOKER

Recommend approval of the resignation of Pamela Brooker as the 3 ½ hr. cashier/cook's helper at Fort Frye High School, effective August 22, 2013.

*Attachment E*

### 6. RESIGNATION –JESSICA LAURIC

Recommend approval of the resignation of Jessica Lauric as the Transportation Coordinator & Bus Driver, effective September 5, 2013, pending her employment as the EMIS Coordinator.

*Attachment F*

### 7. VOLUNTEERS

Recommend approval for the following to serve as volunteers for the 2013-2014 school year.

Shelly McKown  
Carrie Smithberger  
Barbara Jahn

8. OUT OF STATE TRIP – LISA MILLER

Recommend approval for the Fort Frye FFA to attend an educational field trip via charter bus to Louisville, Kentucky on October 29- November 2, 2013 for the FFA National Convention; at no cost to the district.

9. CRISIS MANAGEMENT PLAN

Approve the crisis management plan as recommended by the Superintendent.

10. PROFESSIONAL GROWTH – JENNIFER TATALOVICH

Recommend approval for the following professional growth application:

<u>Jennifer Tatalovich</u>	<u>Wash University</u>	<u>Total 6 sem. hrs.</u>
	6749 Engaging 21 <sup>st</sup> Century Learner	June ‘13 – 3 sem. hrs.
	6750 Bringing Out the Best in Students	July ‘13 – 3 sem. hrs.
		<i>Attachment G</i>

11. RESIGNATION –AMY OWENS

Recommend approval of the resignation of Amy Owens as a paraprofessional at Ewing School, effective August 5, 2013.

*Attachment H*

12. HANDBOOK

Recommend approval of the following handbook for the 2013-2014 school year:

Elementary Staff Handbook

**ADDENDUM**

13. RESIGNATION –HOMER LEE PETTY

Recommend approval of the resignation of Homer Lee Petty as the principal of Lowell Elementary and Salem-Liberty Elementary, effective September 27, 2013.

*Attachment L*

“I MOVE TO APPROVE THE ITEMS LISTED ON THE CONSENT AGENDA”

*MOTION BY* \_\_\_\_\_, *SECOND BY* \_\_\_\_\_

Mrs. Perry \_\_\_\_\_, Mr. Schilling \_\_\_\_\_, Mr. White \_\_\_\_\_,  
Mr. Worthington \_\_\_\_\_, Mrs. Zalmanek \_\_\_\_\_

## ADMINISTRATIVE & FINANCIAL AGENDA

### PERSONNEL

**Employment by the Fort Frye Board of Education is contingent upon a successful background check through both the Bureau of Criminal Identification and Investigation (Ohio) and the FBI (at the employee's expense), training on the district's Exposure Control Plan, a TB test, and sports medicine training for persons involved in coaching activities and other state requirements.**

1. EMPLOY DISTRICT DOCTOR- DR. ALLEN MCELROY

Be it resolved, that the Fort Frye Board of Education employ Dr. Allen McElroy as the school physician to serve in an advisory capacity at no cost to the district for the 2013-2014 school year.

Mrs. Perry\_\_\_\_\_, Mr. Schilling \_\_\_\_\_, Mr. White\_\_\_\_\_,  
Mr. Worthington \_\_\_\_\_, Mrs. Zalmanek \_\_\_\_\_

2. EMPLOY EMIS/FIXED ASSET SECRETARY – JESSICA LAURIC

Recommend issuing a continuing contract (204 day contract per year) to Jessica Lauric as an EMIS/Fixed Asset Secretary effective September 5, 2013 at a Step 22 salary of \$14.13 per hour (8 hrs. per day) for a total of \$23,060.16 + benefits.

Mrs. Perry\_\_\_\_\_, Mr. Schilling \_\_\_\_\_, Mr. White\_\_\_\_\_,  
Mr. Worthington \_\_\_\_\_, Mrs. Zalmanek \_\_\_\_\_

3. EMPLOY CASHIER/COOK'S HELPER – ROBIN ROBERTS

Recommend the employment of Robin Roberts as a 3.5 hr./per day cashier/cook's helper position at \$8.22 per hr. at Fort Frye High School for the 2013-2014 school year beginning September 9, 2013.

Mrs. Perry\_\_\_\_\_, Mr. Schilling \_\_\_\_\_, Mr. White\_\_\_\_\_,  
Mr. Worthington \_\_\_\_\_, Mrs. Zalmanek \_\_\_\_\_

4. CONSULTANT CONTRACT – JANE EAKLE

Approve a contract with Jane Eakle to serve as a consultant during the transition of the new EMIS Coordinator for the amount of \$11.12 per hour not to exceed 30 hours per week, beginning September 9, 2013 and ending October 1, 2013.

Mrs. Perry\_\_\_\_\_, Mr. Schilling \_\_\_\_\_, Mr. White\_\_\_\_\_,  
Mr. Worthington \_\_\_\_\_, Mrs. Zalmanek \_\_\_\_\_

5. OBI INSTRUCTOR – JANET BARTH

Recommend Janet Barth for the position of OBI instructor for the 2013-2014 school year.

Mrs. Perry\_\_\_\_\_, Mr. Schilling \_\_\_\_\_, Mr. White\_\_\_\_\_,  
Mr. Worthington \_\_\_\_\_, Mrs. Zalmanek \_\_\_\_\_

6. SUPPORT STAFF SUBSTITUTES

Recommend approving the following as support staff substitutes for the 2013-2014 school year:

Susanna Baker  
Penny Baughan  
Donna Dunn  
Gary Naylor  
Robin Roberts  
Cynthia Smith  
Diane Zimmerman  
Jessica Lauric

Mrs. Perry\_\_\_\_\_, Mr. Schilling \_\_\_\_\_, Mr. White\_\_\_\_\_,  
Mr. Worthington \_\_\_\_\_, Mrs. Zalmanek \_\_\_\_\_

7. FFA FRUIT SALES

Recommend approval to reward Fort Frye FFA students as part of the fundraising activities of the Fort Frye FFA fruit sales.

Mrs. Perry\_\_\_\_\_, Mr. Schilling \_\_\_\_\_, Mr. White\_\_\_\_\_,  
Mr. Worthington \_\_\_\_\_, Mrs. Zalmanek \_\_\_\_\_

8. MOU – FORT FRYE TEACHERS ASSOCIATION

Recommend approval of the attached memorandum of understanding with the Fort Frye Teachers Association.

Mrs. Perry\_\_\_\_\_, Mr. Schilling \_\_\_\_\_, Mr. White\_\_\_\_\_,  
Mr. Worthington \_\_\_\_\_, Mrs. Zalmanek \_\_\_\_\_

9. TAX DEFERRED PAYROLL DEDUCTION

WHEREAS, under Section 3307.70, Revised Code, authorizes STRS Ohio to establish by rule payroll deduction plans for payment of the cost of restoring service credit under Sections 3307.71 or 3307.711, R.C. or purchasing any service credit members of STRS Ohio are eligible to purchase under Chapter 3307, R.C.; and

WHEREAS, State Teachers Retirement Board Rule 3307:1-3-11(M) and Internal Revenue Code Section (414)(h)(2) permit Fort Frye Local School District to “pick up” the employee portion of contributions to STRS Ohio made for the purpose of restoring service credit or purchasing service credit, thereby resulting in tax deferral of employee contributions; and

WHEREAS, these picked-up contributions, although designated as employee contributions, are being paid by the Fort Frye Local School District in lieu of employee contributions; and

NOW, therefore be it resolved that in order to permit tax deferral of the employee contributions for restored or purchased service credit, any employee who is eligible and wishes to restore or purchase service credit by payroll deduction must enter into a binding irrevocable payroll deduction authorization and the employee may not opt out of having the contributions for such restored or purchased service credit treated as “pick-up” contributions or elect to receive the amounts directly instead of having them paid by Fort Frye Local School District to STRS Ohio or terminate or alter the payroll deduction until the service credit is fully restored or purchased or employment is terminated;

BE IT FURTHER resolved that the amounts herein specified, which shall be deducted from the employee’s salary through payroll deduction, are designated as being picked-up contributions by the Fort Frye Local School District and paid by the Fort Frye Local School District in lieu of employee contributions in accordance with Internal Revenue Code Section 414(h)(2).

THIS RESOLUTION adopted by the Fort Frye Local School District shall have an effective date of September 19, 2013.

Mrs. Perry \_\_\_\_\_, Mr. Schilling \_\_\_\_\_, Mr. White \_\_\_\_\_,  
Mr. Worthington \_\_\_\_\_, Mrs. Zalmanek \_\_\_\_\_

10. BUILDING LEADERSHIP TEAM – HSTW/MMGW

Recommend approval of the Building Leadership Team members at a rate of \$17.00 per hour plus \$2.97 retirement/benefits. These teams will meet once a month for an hour throughout the year to implement site action plans. Time sheets needed, funded from HSTW/MMGW grant.

Marla Hoerst  
Andy Sleek  
Michelle Tuten

Debbie Misel  
Tracey Huck  
John Bostic

Stephanie Marshall  
Terri Huck

*Attachment K*



Mrs. Perry\_\_\_\_\_, Mr. Schilling \_\_\_\_\_, Mr. White\_\_\_\_\_,  
Mr. Worthington \_\_\_\_\_, Mrs. Zalmanek \_\_\_\_\_

11. SCHOOL FEES

Recommend approval of district wide school fees for K-6 at \$36.00 per student.

Mrs. Perry\_\_\_\_\_, Mr. Schilling \_\_\_\_\_, Mr. White\_\_\_\_\_,  
Mr. Worthington \_\_\_\_\_, Mrs. Zalmanek \_\_\_\_\_

12. EMPLOY BUS DRIVER—LINDA PARTLOW

Recommend the employment of Linda Partlow as a 1.5 hr. van driver @ STEP 15 salary \$15.04 per hr. for a late morning (11:00 a.m.-12:15 p.m.) as needed route; will be reported on timesheet.

Mrs. Perry\_\_\_\_\_, Mr. Schilling \_\_\_\_\_, Mr. White\_\_\_\_\_,  
Mr. Worthington \_\_\_\_\_, Mrs. Zalmanek \_\_\_\_\_

13. EMPLOY BUS DRIVER—DIANA TRICKETT

Recommend the employment of Diana Trickett as a 1.5 hr. bus driver @ STEP 6 salary \$14.13 per hr. for a Lowell Elementary a.m. as needed route; will be reported on timesheet.

Mrs. Perry\_\_\_\_\_, Mr. Schilling \_\_\_\_\_, Mr. White\_\_\_\_\_,  
Mr. Worthington \_\_\_\_\_, Mrs. Zalmanek \_\_\_\_\_

14. EMPLOY BUS DRIVER—THOMAS SMITH

Recommend the employment of Thomas Smith as a 20 minute (11:50 a.m. -12:10 p.m.) as needed van driver @ a STEP 0 salary \$11.80 per hr; will be reported on timesheet.

Mrs. Perry\_\_\_\_\_, Mr. Schilling \_\_\_\_\_, Mr. White\_\_\_\_\_,  
Mr. Worthington \_\_\_\_\_, Mrs. Zalmanek \_\_\_\_\_

15. DISTRICT INTENT - OSFC

Authorize Superintendent to sign the 2014 district intent form indicating that Fort Frye Local School District does not want to prepare for a facility project for possible approval by the OSFC in July 2014, and instead desires to defer the OSFC project until a future year.

Mrs. Perry\_\_\_\_\_, Mr. Schilling \_\_\_\_\_, Mr. White\_\_\_\_\_,  
Mr. Worthington \_\_\_\_\_, Mrs. Zalmanek \_\_\_\_\_

16. SALE OF MAINTENANCE MINI VAN

Recommend the sale of the maintenance minivan.

Mrs. Perry\_\_\_\_\_, Mr. Schilling \_\_\_\_\_, Mr. White\_\_\_\_\_,  
Mr. Worthington \_\_\_\_\_, Mrs. Zalmanek \_\_\_\_\_

17. PURCHASE OF NEW MINI VAN

Recommend the purchase of a 2010 minivan with 26,000 miles for the purchase price of \$16,800.00 with a factory warranty from Gutberlet Motors.

Mrs. Perry\_\_\_\_\_, Mr. Schilling \_\_\_\_\_, Mr. White\_\_\_\_\_,  
Mr. Worthington \_\_\_\_\_, Mrs. Zalmanek \_\_\_\_\_


**ADDENDUM**

18. MENTORING STIPEND

Approve the following to serve as a mentor for 2013-2014 school year. Compensation will be at the rate listed below from Title II - A:

<u>Mentor</u>	<u>New Teacher</u>
Donna Hibbs- \$400	Sara Roberts

Mrs. Perry\_\_\_\_\_, Mr. Schilling \_\_\_\_\_, Mr. White\_\_\_\_\_,  
Mr. Worthington \_\_\_\_\_, Mrs. Zalmanek \_\_\_\_\_

** EXECUTIVE SESSION – To consider the employment and appointment of a public employee. To discuss details relative to the security arrangements and emergency response protocols for the board of education.**

BOARD OF EDUCATION CONCERNS

1. PROTOCOL FOR TREASURER INTERVIEW

Mrs. Perry\_\_\_\_\_, Mr. Schilling \_\_\_\_\_, Mr. White\_\_\_\_\_,  
Mr. Worthington \_\_\_\_\_, Mrs. Zalmanek \_\_\_\_\_

MOTION TO ADJOURN \_\_\_\_\_, SECOND \_\_\_\_\_,  
TIME \_\_\_\_\_

Mrs. Perry\_\_\_\_\_, Mr. Schilling \_\_\_\_\_, Mr. White\_\_\_\_\_,  
Mr. Worthington \_\_\_\_\_, Mrs. Zalmanek \_\_\_\_\_