



## Regular Board of Education Meeting

### Agenda Summary

April 24, 2019 Regular Board of Education Meeting

Wednesday, April 24, 2019

6:00 PM

Liberty-Benton School Board Offices  
9190 County Rd. 9 ,  
Findlay, OH 45840

Item No.	Item	Time Req.	Start Time	Ref No.
1	Call to Order	1	6:00 PM	835669
2	Pledge of Allegiance	1	6:01 PM	835670
3	Roll Call	1	6:02 PM	835671
4	Welcome and Agenda overview and adjustments as necessary	1	6:03 PM	835672
5	Public comment opportunity	5	6:04 PM	835673
6	Approve the board of education meeting minutes	1	6:09 PM	835674
7	Misc. Management Information	15	6:10 PM	835675
8	Approve the Consent Agenda	1	6:25 PM	835676
9	Executive Session - 1. The appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official, or the investigation of charges or complaints against an employee, official, licensee or student, or if any of these individuals request a public hearing. 4. Preparing for, conducting, or reviewing negotiations or bargaining sessions with employees. 6. Specialized details of security arrangements.	60	6:26 PM	835680
10	Adjourn	1	7:26 PM	835681

**Presenter :** AJ Granger

**Start Time :** 6:00 PM

**Item No :** 1

**Proposed By :** Dawn Granger

**Time Req :** 1

**Proposed :** 3/29/2019

**Item Type :** Admin

Policy No.	Description	Ref No
4.3	To accomplish its job products with a governance style consistent with Board policies, the Board will follow an annual agenda that (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	362118

**Description :** Call to Order

**Details :**

**Attachments :**

No Attachments

**Presenter :** AJ Granger

**Start Time :** 6:01 PM

**Item No :** 2

**Proposed By :** Dawn Granger

**Time Req :** 1

**Proposed :** 3/29/2019

**Item Type :** Admin

Policy No.	Description	Ref No
4.3	To accomplish its job products with a governance style consistent with Board policies, the Board will follow an annual agenda that (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	362118

**Description :** Pledge of Allegiance

**Details :**

**Attachments :**

No Attachments

**Presenter :** AJ Granger

**Start Time :** 6:02 PM

**Item No :** 3

**Proposed By :** Dawn Granger

**Time Req :** 1

**Proposed :** 3/29/2019

**Item Type :** Admin

Policy No.	Description	Ref No
4.3	To accomplish its job products with a governance style consistent with Board policies, the Board will follow an annual agenda that (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	362118

**Description :** Roll Call

**Details :**

**Attachments :**

No Attachments

**Presenter :** AJ Granger

**Start Time :** 6:03 PM

**Item No :** 4

**Proposed By :** Dawn Granger

**Time Req :** 1

**Proposed :** 3/29/2019

**Item Type :** Admin

Policy No.	Description	Ref No
4.3	To accomplish its job products with a governance style consistent with Board policies, the Board will follow an annual agenda that (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	362118

**Description :** Welcome and Agenda overview and adjustments as necessary

**Details :**

**Attachments :**

No Attachments

**Presenter :** AJ Granger

**Start Time :** 6:04 PM

**Item No :** 5

**Proposed By :** Dawn Granger

**Time Req :** 5

**Proposed :** 3/29/2019

**Item Type :** Admin

Policy No.	Description	Ref No
4.2.1	The linkage between the ownership and the operational organization.	361095
4.3.2.1	Consultations with selected groups in the ownership, or other methods of gaining ownership input, will be determined and arranged in the first quarter, to be held during the balance of the year.	362121

**Description :** Public comment opportunity

**Details :** The Board recognizes the value to school governance of public comment on educational issues and on school matters of community interest. The Board is committed to conducting its meetings in a productive and efficient manner. Those wishing to participate must be recognized by the Board President and state their name and group affiliation. Each participant will have a maximum of three minutes to complete their statement.

**Attachments :**

No Attachments

**Presenter :** AJ Granger

**Start Time :** 6:09 PM

**Item No :** 6

**Proposed By :** Dawn Granger

**Time Req :** 1

**Proposed :** 3/29/2019

**Item Type :** Decision Items

Policy No.	Description	Ref No
4.3	To accomplish its job products with a governance style consistent with Board policies, the Board will follow an annual agenda that (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	362118

**Description :** Approve the board of education meeting minutes

**Details :** Approval of the following board of education meeting minutes:  
Regular Board of Education Meeting, March 27, 2019

**Attachments :**

No Attachments

**Presenter :** AJ Granger

**Start Time :** 6:10 PM

**Item No :** 7

**Proposed By :** Dawn Granger

**Time Req :** 15

**Proposed :** 3/29/2019

**Item Type :** Information Items

Policy No.	Description	Ref No
2.7	The Superintendent and/or the Treasurer shall not cause or allow the Board to be uninformed or unsupported in its work. Accordingly, the Superintendent and/or Treasurer shall not:	360636

**Description :** Misc. Management Information

**Details :** Treasurer's Report  
Superintendent's Report

**Attachments :**

No Attachments

**Presenter :** AJ Granger

**Start Time :** 6:25 PM

**Item No :** 8

**Proposed By :** Dawn Granger

**Time Req :** 1

**Proposed :** 3/29/2019

**Item Type :** Decision Items

Policy No.	Description	Ref No
2.7.9	Fail to supply for the Board's Consent Agenda and Required Board Decisions Agenda, along with applicable monitoring information, all decisions delegated to the Superintendent yet required by law, regulation, or contract to be Board-approved.	360717

**Description :** Approve the Consent Agenda

- Details :**
1. Listing of bills, expenditures, and investments through 3/31/2019 and monthly financial report of the Treasurer
  2. Approve appropriation modifications for April 2019
  3. Approve per Auditor of State Ohio Compliance Supplement the following transfers: \$774.52 from fund 200-9218 Class of 2018 to fund 001 General Fund followed by a transfer to fund 200-9223 Class of 2023
  4. Accept the following grant from the Hancock Community Foundation: Second Grade Readers Read on ALL Levels - \$3,526
  5. Accept the following grants from the Hancock County Community Foundation: Sitt Early Literacy Mentoring Grant; Summer Intervention Mentoring Program \$10,284 and MENT to Read - \$4,590
  6. Accept donation of 25 laptops from Marathon Petroleum Company valued at \$3325 for the lot
  7. Approve a contract for Special Education Services for FY 2020 with the Hancock County Educational Service Center
  8. Approve a contract for Preschool /Gifted Services for FY 2020 with the Hancock County Educational Service Center
  9. Approve a contract for Teaching English to Speakers of Other Languages with the Hancock County Education Service Center for FY 2020

10. Approve the following FMLA:
  - Kelly Perrone, Effective 8/26/2019
  - Coral Brickner, Effective 8/26/2019
  - Jennifer Mann, Effective 8/26/2019
11. Approve the following resignations:
  - Scott Arnold, Head Middle School Football Coach (7th)
  - Scott Garlock, Assistant Middle School Football Coach (8th)
  - Kari Marcum, Spanish Club Co-Advisor, effective end of the 18/19 school year
  - Kelly Perrone, Jr High Cross Country Girls Coach
  - Mark Verroco, Intervention Specialist, Effective 7/31/2019
  - Mark Verroco, Head Softball Coach, Effective 7/31/2019
  - Mark Verroco, Assistant Football Coach (.75), Effective 7/31/2019
  - Mark Verroco, Sophomore Class Co-Advisor, Effective 7/31/2019
12. Approve the following job descriptions:
  - Aide
  - Mechanic/Transportation Support Technician
  - Secretary
  - 12 month Building and Grounds Maintenance
  - 12 month Custodian
13. Approve contract non-renewals, as presented
14. Approve one year supplemental contracts:
  - athletic, extra-curricular as presented
15. Approve the following certified staff pending approval of all necessary documents and certification:
  - Amy Eisentrager, Substitute Teacher, Effective 8/20/2018
  - Brian Hendricks, Substitute Teacher, Effective 8/20/2018
  - Shelley Hooper, Substitute Teacher, Effective 8/20/2018
  - Jaime Niese, Substitute Teacher, Effective 8/20/2018
16. Approve classified staff pending approval of all necessary documents and certification:
  - Larry Illiff, Substitute
  - Nicole Oswald, Substitute
17. Approve the NEOLA Internet Safety Policy for Liberty-Benton Local Schools (located section 7000 - Property)
18. Approve the senior students of Class of 2019 for graduation May 26, 2019 contingent upon completion of all state and local graduation requirements: Dalton Jacob Alexander, Kailea Faye Altman, Noah Ryan Aschemeier, Garet E. Baldrige, Garret Steven James Bartel, Ryan Evan Bell, Eleanor Lee Anne Bishop, Luke D. Bixler, Molly Ann Boney, Briannah Isabella Aleece Bower, Carson Patrick Brodine, Drew Broerman, Madison Faye Brown, Alyson Marie Carpenter, Camden Josephine Courtney, Kobi Makayla Cupp, Justin P. Davisson, Gina Marie DeMarsh, Jasmine Nicole Dietelbach, Brennan Elliott, Mitchell Dylan Estep, Emma Gail Fannin, Diego Atahualpa Flores, Keren Garcia Rolon, Hannah N. Gazette, Tara Marie Gleason, Andrew J. Grimm, Christian J. Hall, C.J. Hartford, Jr., Justin T. Hartford, Chelsey Alyssa Hartley, Eli Philip Heaster, Gabriel M. Heilman, Lexi Marie Hendel, Kathryn Jane Hooper, Taylor Renee Johannigman, Sophie R. Johnson, Chloe Marie Jones, Joshua Scott Jones,

Rachel S. M. Kerlin, Caleb Michael King, Xavier L. Kingery,  
David C. C. Kitchen, Logan C. Kizer, Jenna O. Lease,  
Grant Michael Lentz, Katelyn Rose Lewis,  
Daniel R. Linhardt, Arissa Morgan Looney, Brandon Maas,  
Lucas Mattingly, Max McFarland, Karissa Joy Mead,  
Chloe Elizabeth Miller, Eleanor Lorene Oestreich,  
Jamien L. Pack, Kaelyn Rachael Payment,  
Paige Elise Peplinski, Nicolas Guy Petrella,  
Faith Marie Piddock, Caleb Pierre, Ashley Lynn Puthoff,  
Jacob Matthew Reindel, Abby Marie Reynolds,  
Savanah Richards, Paige Elizabeth Rickle,  
Jonathan Sadler, Keith Dominic Raymond Sansalone,  
Grace Elizabeth Schlumbohm,  
Cameron Thomas Schroeder, Noor J. Shaheen,  
Samantha Marie Shardo, Brooke Elizabeth Slezak,  
Darien Nicole Smaltz, Eryka Leigh Smith, Griffin S. Snider,  
Tristen L. Spence, Ethan Stemen, Logan M. Sterling,  
Adriana Paige Stewart, Kristen Victoria Streacker,  
Eve Marie Stump, Luke Joshua Sunderman,  
Maya Diane Trautman, Curtis Jacob Trimble,  
Grant Mathias Umbs, Molly Christine Walker,  
Trent Michael Ward, Chelsea S. Weadock,  
Jonathan Richard Wenzinger, Gavin L. Wilson,  
Anthony M. Wolford, Jazlynn Woodruff,  
Chloe Alexandra Wright, Ezekiel J. Zeiter

**Attachments :**

<b>Title</b>	<b>Created</b>	<b>Filename</b>
4 24 2019 Consent items.pdf	Apr 18, 2019	4 24 2019 Consent items.pdf

**LIBERTY-BENTON LOCAL SCHOOLS**  
**JOB DESCRIPTION Approved 4/24/2019**

**TITLE:** Aide

**REPORTS TO:** Principal

**EVALUATED BY:** Principal

**EMPLOYMENT STATUS:** Established by Individual Contract

**FLSA STATUS:** Non-Exempt

**JOB OBJECTIVES:** Aides are to supervise students assigned to study hall, libraries, lunchrooms, playground, parking lots and/or other stations where supervision is required. Aides may be required to provide supplemental instruction to individual or small groups of students under the supervision of a certificated staff member.

**ESSENTIAL FUNCTIONS:**

1. Takes the initiative to perform routine tasks independently.
2. Upholds board policies and follows administrative procedures.
3. Relates well to other employees and demonstrates a high level of professionalism.
4. Promotes a favorable image of the school district and supports the school in the community.
5. Uses good judgment.
6. Demonstrates proficiency in all communication written or electronic.
7. Deals with unexpected situations quickly. (Ill children, spills, broken glass, etc.)
8. Participates in training as directed.
9. Keeps all student information confidential.
10. Seeks advice and guidance from supervisor when appropriate
11. Maintains accurate/timely records and submits any reports on time.
12. Corresponds with the public in a professional manner.
13. Acts responsibly to protect district equipment and property.
14. Maintains communication with lead teacher(s).
15. Demonstrates teamwork.
16. Utilizes work time to the best advantage.
17. Completes other duties as assigned by the Principal.

**MINIMUM QUALIFICATIONS:**

- High School diploma.
- Required para-professional certification.
- Documentation of a clear criminal record with evidence from BCII and FBI.
- Self-directed and able to learn quickly.
- Ability to manage students in a fast-paced environment.
- Conducts self with tact and diplomacy.
- Conscientious and assumes responsibility for own work performance.
- Good health, high moral character and good attendance record.
- Demonstrate enthusiasm and a sincere desire to aid all students.



**JOB DESCRIPTION**

**TITLE: Aide, continued**

**OTHER KNOWLEDGE SKILLS AND ABILITIES REQUIRED:**

- Serve as a role model for students.
- Ability to operate a copier and the preferred school learning device.
- Proficient at email and Goggle.

**ADDITIONAL WORKING CONDITIONS:**

- Duties may entail occasional exposure to blood, bodily fluids and tissue.
- Duties may require occasional interaction among unruly children.
- Duties may require the ability to lift and carry up to forty (40) pounds.
- Duties may require the occasional operation of a vehicle under inclement weather conditions.

**The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the District.**

The Liberty-Benton Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change.

My signature below indicates that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

**Effective Date: July 1, 2019**

**LIBERTY-BENTON LOCAL SCHOOLS  
JOB DESCRIPTION (Revised 4/24/2019)**

**TITLE:** MECHANIC/TRANSPORTATION SUPPORT TECHNICIAN

**REPORTS TO:** Director of Operations  
**EVALUATED BY:** Director of Operations  
**EMPLOYMENT STATUS:** Established by Individual Contract  
**FLSA STATUS:** Non-Exempt  
**JOB OBJECTIVES:** To assist and support the transportation supervisor in providing safety, customer service, fleet & equipment repair, as well as communications with all parties associated with the school on behalf of the transportation department.

**TERMS OF EMPLOYMENT:** 8-hour workday, 260 days per year

**EVALUATION:** Performance of this job is to be evaluated annually.

**NOTE:** The below numbers are not ranked in order of importance.

**ESSENTIAL FUNCTIONS:**

1. Maintain safety standards in conformance with federal, state and insurance regulations.
2. Develops recommendations for future equipment and personnel needs.
3. Conforms to all state laws and regulations regarding school transportation.
4. Demonstrates personal initiative and requires minimal direction.
5. Maintains records for each vehicle, including tractors and other grounds equipment.
6. Maintains bus turnarounds.
7. Implement and perform aggressive preventive maintenance plan for the bus fleet, school vehicles, and grounds equipment, including washing buses.
8. Inspect all buses regularly and checks for proper and safe operation.
9. Co-coordinates with Director of Operations the pre-inspection with State Highway patrol, and corrects any defects found.
10. Responsible for snow removal or other barriers from garage and around buses.
11. Assist Director of Operations for checking road conditions when weather conditions may pose a threat to the safety and welfare of the district while traveling.
12. Assist supervisor to maintain the school zone 20 mph lights.
13. Maintains a clean shop including the restrooms.
14. Displays appropriate interpersonal skills with staff and students.
15. Inspects all busses regularly and checks for proper safe operation.
16. Displays appropriate interpersonal skills with fellow supervisors and administration.
17. Obtains and maintains a CDL with passenger and school bus endorsements.
18. Obtains Ohio school bus driver certification.
19. Drive a school bus as an emergency driver. (No other sub driver is available)
20. Proficient with PublicSchoolWorks as management system for repairs.
21. Responsible for facility maintenance and repair of transportation related buildings.
22. Mowing and additional snow removal if determined by the Director of Operations.
23. Orders fuel and maintains consumption and related records.
24. Maintains accurate records on operating costs of repairs and number of miles driven for purposes of reporting to Department of Education.
25. Performs any other duties as assigned/required by the Director of Operations or Superintendent.

**JOB DESCRIPTION**

**TITLE: Mechanic/Transportation Support Technician, continued**

**MINIMUM QUALIFICATIONS:**

- High School diploma.
- Documentation of a clear criminal record with evidence from BCII and FBI.
- Training as a mechanic.
- Manage and document information.
- Have or willing to obtain school bus CDL endorsement and certification.
- The ability to be a team member.
- Such alternatives to the above as the Superintendent may find appropriate and acceptable.
- Basic computer skills.

**ADDITIONAL WORKING CONDITIONS:**

- Duties may entail occasional exposure to blood, bodily fluids and tissue.
- Duties may require balancing, bending, crouching, kneeling, climbing, reaching, standing and working at various heights.
- Duties may require occasional interaction among unruly children.
- Duties may require the ability to lift and carry up to fifty (50) pounds.
- Duties may require operating a motor vehicle, power-driven equipment.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Duties may require working extended hours and working under time constraints to meet deadlines.
- Duties may require traveling to meetings and work assignments.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors and wet floors.

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\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

**Effective July 1, 2019**

**LIBERTY-BENTON LOCAL SCHOOLS**  
**JOB DESCRIPTION Updated 4/24/2019**

**TITLE:** Secretary

**REPORTS TO:** Principal

**EVALUATED BY:** Principal

**EMPLOYMENT STATUS:** Established by Individual Contract

**FLSA STATUS:** Non-Exempt

**JOB OBJECTIVES:** Serve as secretary for the building main office and perform such duties to assure the accurate and efficient operation of the office.

**ESSENTIAL FUNCTIONS:**

1. Takes the initiative to perform routine tasks independently.
2. Upholds board policies and follows administrative procedures.
3. Relates well to other employees and maintains a high level of professionalism.
4. Promotes a favorable image of the school district and supports the school in the community.
5. Uses good judgment.
6. Demonstrates proficiency in all written and electronic communication.
7. Deals with unexpected situations quickly. (Ill children, spills, broken glass, etc.)
8. Participates in training as directed.
9. Keeps all student information confidential.
10. Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues.
11. Maintains accurate and timely records.
12. Corresponds with the public in a professional manner.
13. Acts responsibly to protect district equipment and property.
14. Proficient at performing secretarial skills.
15. Prioritizes and effectively handles a demanding workload.
16. Identifies problems and recommends solutions to supervisor.
17. Seeks advice and guidance from supervisor when appropriate.
18. Handle and receive money from events, student fees, and student activities.
19. Schedules substitutes.
20. Maintains attendance records and reports. Tracks absences daily, weekly, monthly and mails attendance letters.
21. Notifies building principal when attendance becomes an issue.
22. Administers first aid and dispenses medication as directed or requested by principal.
23. Completes other duties as assigned by the principal.
24. Completes postings to Liberty-Benton web page.
25. Imports/Exports grades from Schoology and processes grade cards.
26. Enters student information in DASL and makes appropriate changes.
27. Coordinate/organize banquets, to include programs, awards, RSVP's, such as Academic Awards, Reading Banquets, Graduation, etc.

**JOB DESCRIPTION**

**TITLE: Secretary, continued**

**MINIMUM QUALIFICATIONS:**

- Possess a valid driver’s license and BCII and FBI clearance.
- Possess a high school diploma.
- Possess a high degree of proficiency in word processing, data base management and office procedures. Proficient with Google and Microsoft Office Suite. Familiarity with google apps preferred.
- Able to get along with staff, students, and public, by being courteous, polite and considerate.
- Displays tact and diplomacy with administrators, staff, students, parents and the community.
- Conscientious and assumes responsibility for own work performance.
- Demonstrates appropriate dress and attire for a business office setting.
- Possess certification or be willing to be trained in CPR and AED equipment operation.
- Must complete medication training.
- Must be physically able to lift up to forty (40) pounds.
- Be in good health, have high moral character and possess a strong attendance record.
- Demonstrate enthusiasm and a sincere desire to aid all students.

**OTHER KNOWLEDGE SKILLS AND ABILITIES REQUIRED:**

- Serve as a role model for students
- Conduct other job duties related to the secretary’s duties as assigned by the principal.

**ADDITIONAL WORKING CONDITIONS:**

- Duties may entail occasional exposure to blood, bodily fluids and tissue.
- Duties may require occasional interaction among unruly children.
- Duties may require operating a motor vehicle under inclement weather conditions

**The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.**

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My signature below indicates that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

**Effective Date: July 1, 2019**

**LIBERTY-BENTON LOCAL SCHOOLS  
JOB DESCRIPTION (Adopted 4/24/2019)**

**TITLE:** 12 Month Building Grounds Maintenance

**REPORTS TO:** Director of Operations

**EVALUATED BY:** Director of Operations

**EMPLOYMENT STATUS:** Established by Individual Contract

**FLSA STATUS:** Non-Exempt

**JOB OBJECTIVES:** Performs maintenance duties to protect and preserve the school buildings, grounds, equipment and furnishings. Keeps the Director of Operations informed about maintenance concerns.

**ESSENTIAL FUNCTIONS:**

1. Takes the initiative to perform routine tasks independently.
2. Upholds board policies and follows administrative procedures.
3. Promotes a favorable image of the school district. Supports community partnerships that enhance district programs and services.
4. Monitors building conditions during working hours. Recognizes when problems may be developing and immediately reports suspected problems or unsafe conditions. Maintains clear routes to fire exits.
5. Collect mail at all building sites and bring to central office for purpose of mailing.
6. Deliver mail from central office to all building sites for distribution to administrators and staff.
7. Oversees receipt of deliveries to schools. Unloads trucks. Inspects packages for damage.
8. Complies with safety regulations and environmental laws.
9. Performs grounds keeping duties. Maintains and prepares equipment for storage.
10. Removes snow, ice, and debris along sidewalks to public entrances and parking areas as needed.
11. Picks up and delivers equipment, materials and other supplies as directed.
12. Reports student discipline problems, vandalism, and other related concerns.
13. Inspects safety equipment (e.g. emergency lights, alarm systems, ground fault protectors, etc.) as directed.
14. Acts responsibly to protect district equipment and property. Takes appropriate action during adverse weather conditions.
15. Understands and uses district crisis protocols to respond to emergencies.
16. Helps manage building security. Directs visitors to the office. Secures the building at the end of the workday on an as needed basis.
17. Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem. Reports concerns to an administrator.
18. Respects personal privacy. Maintains the confidentiality of privileged information.
19. Participates in staff meetings and professional growth opportunities as directed.
20. Accepts responsibility for decisions and conduct.
21. Wears appropriate work attire and maintains a neat appearance.
22. Remains on the school premises during the scheduled workday, unless approved by the Director of Operations or are emergencies.
23. Moves furniture or equipment within all buildings as required for various activities, scheduled events, and as directed by the Director of Operations.
24. Refers to Director of Operations any area observed in the performance of duties, which require maintenance or repair.

25. Helps maintain safety and security of the buildings. Works after regular hours in case of security and maintenance emergencies.
26. Does all maintenance and repair to furniture, school and kitchen equipment, moveable furnishings, and technology wiring as needed or directed by Director of Operations.
27. Performs painting and repair to buildings and equipment on ongoing basis, including ceilings, roofs, and other high areas.
28. Fixes all lighting and problems with fixture replacement and/or repair.
29. Opens buildings daily and checks items necessary for operation.
30. Daily operates boilers and air conditioners, monitors operation through chemical testing.
31. Completes all maintenance to district buildings.
32. Checks exit doors daily for repair and safety egress paths for safety of students and staff.
33. Maintains fire extinguishers in a safe condition through regular inspection and repair.
34. Checks exit lights emergency lights and fire drill equipment regularly.
35. Checks electrical system for safety. Repairs for operation as needed.
36. Conducts construction projects such as, wall replacement, ceiling replacement, floor tile, roof repair, furnishing repair, cabinet construction and renovations, as needed.
37. Work with teachers to keep their rooms in excellent repair and educationally friendly.
38. Conduct plumbing, electrical, and equipment repair, and conduct all necessary maintenance.
39. Keeps of log of items repaired or replaced through PublicSchoolWorks.
40. Assists in the transportation garage when needed.
41. Conduct other duties related to the Maintenance position as assigned by the Director of Operations or Superintendent.
42. Displays appropriate interpersonal skills with students, staff, public, supervisor, and administration.

**MINIMUM QUALIFICATIONS:**

- Demonstrated aptitude for successful fulfillment of assigned performance responsibilities, including electrical, plumbing, mechanical, and construction aptitudes.
- High School diploma.
- Documentation of a clear criminal record with evidence from BCII and FBI.
- Self-directed and able to learn quickly.
- Professional tact, diplomacy and presentation.
- Conscientious and assumes responsibility for own work performance.
- Good health, high moral character and good attendance record.
- Demonstrate enthusiasm and a sincere desire to aid all students.

**OTHER KNOWLEDGE SKILLS AND ABILITIES REQUIRED:**

- Demonstrates professionalism and contributes to a positive work environment.
- Performs activities with limited supervision.
- Effectively uses verbal, non-verbal, writing and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Ability to work with others, solve problems and work as part of a team.
- Maintains a good attendance record and is punctual.
- Serve as a role model for students in how to conduct themselves as responsible citizens.

**ADDITIONAL WORKING CONDITIONS:**

- Duties may entail occasional exposure to blood, bodily fluids and tissue.
- Duties may require balancing, bending, crouching, kneeling, climbing, reaching, standing and working at various heights.
- Duties may require occasional interaction among unruly children.
- Duties may require the ability to lift and carry over fifty (50) pounds.
- Duties may require operating a motor vehicle, power-driven equipment.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Duties may require working extended hours and working under time constraints to meet deadlines.
- Duties may require traveling to meetings and work assignments.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors and wet floors.

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My signature below indicates that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

**Effective Date: July 1, 2019**



**LIBERTY-BENTON LOCAL SCHOOLS  
JOB DESCRIPTION Approved 4/24/2019**

**TITLE:** 12 Month Custodian

**REPORTS TO:** Director of Operations/Principal

**EVALUATED BY:** Director of Operations

**EMPLOYMENT STATUS:** Established by Individual Contract

**FLSA STATUS:** Non-Exempt

**JOB OBJECTIVES:** Performs housekeeping duties to protect and preserve the school building, grounds, equipment and furnishings. Keeps the Director of Operations informed about housekeeping/physical plant concerns.

**ESSENTIAL FUNCTIONS:**

1. Takes the initiative to perform routine tasks independently.
2. Provides for the regular and orderly removal of trash. Washes, strips and waxes floors. Sanitizes toilet rooms. Re-supplies toilet paper, towels, soap, etc. Polishes furniture/woodwork. Washes windows . Other duties assigned by Principal or Director of Operations.
3. Upholds board policies and follows administrative procedures.
4. Promotes a favorable image of the school district.
5. Monitors building conditions during working hours. Recognizes when problems may be developing and immediately reports suspected problems or unsafe conditions. Maintains clear routes to fire exits.
6. Facilitates preparation and clean-up activities for building events.
7. Performs minor repairs as directed by supervisor.
8. Avoids disrupting building activities, except during emergencies
9. Deals with unexpected situations quickly. (ill children, spills, broken glass, etc.)
10. Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Participates in safety training as directed.
11. Cleans, moves, and arranges furnishings, supplies, and equipment as directed.
12. Monitors inventories and reorders supplies to maintain reliable service levels.
13. Helps with the receipt of deliveries. Unloads trucks. Inspects packages for damage. Verifies quantities in addition, stores supplies.
14. Complies with safety regulations and environmental laws.
15. Performs grounds keeping duties and maintains equipment as directed by Director of Operations.
16. Removes snow, ice, and debris along sidewalks to public entrances as needed.
17. Picks up and delivers equipment, materials and other supplies as directed.
18. Reports student discipline problems, vandalism, and other related concerns.
19. Inspects safety equipment (e.g. emergency lights, alarm systems, ground fault protectors, etc.) as directed.
20. Acts responsibly to protect district equipment and property. Takes appropriate action during adverse weather conditions.
21. Understands and uses district crisis protocols to respond to emergencies.
22. Helps manage building security. Directs visitors to the office. Secures the building at the end of the workday.

**MINIMUM QUALIFICATIONS:**

- High School diploma.
- Documentation of a clear criminal record with evidence from BCII and FBI.
- Self-directed and able to learn quickly.

**JOB DESCRIPTION**

**TITLE: 12 Month Custodian, continued**

- Professional tact, diplomacy and presentation.
- Conscientious and assumes responsibility for own work performance.
- Good health, high moral character and good attendance record.
- Demonstrate enthusiasm and a sincere desire to assist all students.

**OTHER KNOWLEDGE SKILLS AND ABILITIES REQUIRED:**

- Demonstrates professionalism and contributes to a positive work environment.
- Performs activities with limited supervision.
- Effectively uses verbal, non-verbal, writing and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Ability to work with others, solve problems and work as part of a team.
- Maintains a good attendance record and is punctual.
- Serve as a role model for students in how to conduct themselves as responsible citizens.

**ADDITIONAL WORKING CONDITIONS:**

- Duties may entail occasional exposure to blood, bodily fluids and tissue.
- Duties may require balancing, bending, crouching, kneeling, climbing, reaching, standing and working at various heights.
- Duties may require occasional interaction among unruly children.
- Duties may require the ability to lift and carry over fifty (50) pounds.
- Duties may require operating a motor vehicle, power-driven equipment.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Duties may require working extended hours and working under time constraints to meet deadlines.
- Duties may require traveling to meetings and work assignments.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors and wet floors.

**The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.**

The Liberty-Benton Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change.

My signature below indicates that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

**Effective Date: July 1, 2019**

Approve contract non-renewals, as presented

POSITION	EMPLOYEE LAST NAME	EMPLOYEE FIRST NAME	NON-RENEW
Substitute Certified Teacher	Holler	Jennifer	NON-RENEW
Substitute Certified Teacher	Cramer	Nancy	NON-RENEW
Substitute Certified Teacher	Stoodt	Erica	NON-RENEW
Transportation Supplemental Clerical Duties	Breitigam	Jennifer	NON-RENEW
Transportation Supplemental Clerical Duties	Desgranges	Marsha	NON-RENEW
Transportation Supplemental Clerical Duties	Powell	Jan	NON-RENEW
Transportation Supervisor (Shared duties as assigned)	Burkett	Brian	NON-RENEW
Transportation Supervisor (Shared duties as assigned)	Otley	Bruce	NON-RENEW
Transportation Supervisor (Shared duties as assigned)	Kowalski	Mark	NON-RENEW
Nest Co- Administrator	Burkett	Brian	NON-RENEW
Nest Co- Administrator	Horstman	Ken	NON-RENEW
Employee Remediation Program Mentor	Ruhe	Melissa	NON-RENEW
Employee Remediation Program Mentor	Orians	Bonnie	NON-RENEW
Virtual Learning Academy Point of Contact	Herr	Tracie	NON-RENEW
Virtual Learning Academy Point of Contact	Gerken	Ben	NON-RENEW
Virtual Learning Academy Teacher of Record-English	Teders	Amy	NON-RENEW
Virtual Learning Academy Teacher of Record-Career Counseling	Herr	Tracie	NON-RENEW
Virtual Learning Academy Teacher of Record-Math	Gerken	Ben	NON-RENEW
Virtual Learning Academy Teacher of Record-Medical Terminology/Science	McRedmond	Craig	NON-RENEW
Virtual Learning Academy Teacher of Record-Government/Social Studies	Arnold	Scott	NON-RENEW
Virtual Learning Academy Teacher of Record-Geometry/Math	Cupples	Brandon	NON-RENEW
Virtual Learning Academy Teacher of Record-All Subjects, Grades 5 & 7	Burkett	Brian	NON-RENEW
Virtual Learning Academy Teacher of Record-Home Economics	Kautz	Debbie	NON-RENEW
Virtual Learning Academy Teacher of Record-Music	Wolfe	Raymond	NON-RENEW
Virtual Learning Academy Teacher of Record-Math	Todd	Julie	NON-RENEW
Home Instruction Tutor	Miller	Lauree	NON-RENEW
Transportation Consultant	Cramner	Matt	NON-RENEW

Approve one year supplemental contracts: athletic, extra-curricular as presented

POSITION	EMPLOYEE LAST NAME	EMPLOYEE FIRST NAME	RENEW, NON-RENEW
Co-Athletic Director	Irwin	Nate	RENEW
Co-Athletic Director	Garlock	Scott	RENEW
Assistant Baseball	Lieb	Brennan	NON-RENEW
Assistant Baseball (JV)	Harris	Neal	NON-RENEW
Assistant Baseball (Freshman)	Harris	Nathan	NON-RENEW
Assistant Fast Pitch Softball	Pape	Paul	NON-RENEW
Assistant Fast Pitch Softball (JV)	Warnecke	Tracy	NON-RENEW
<b>Head Football</b>	Nichols	Tim	RENEW
Assistant Football	Rader	Matt	RENEW
Assistant Football - Co (.75)	Zimak	Scott	NON-RENEW
Assistant Football - Co (.50)	Elchert	Jason	NON-RENEW
Assistant Football-Co (.75)	Lieb	Ryan	NON-RENEW
Assistant Football-Co (.50)	Garlock	Scott	RENEW
Assistant Football-Co (.75)	Dietsch	Aaron	NON-RENEW
<b>Head Middle School Football 8th</b>	Cupples	Brandon	RENEW
Asst Middle School Football 8th	England	Tony	NON-RENEW
Asst Middle School Football 7th	Tuttle	Marcus	NON-RENEW
Asst Middle School Football 7th	Elchert	Jason	NON-RENEW
<b>Head Golf</b>	Williman	Steve	NON-RENEW
Assistant Varsity Golf	McDaniel	Shawn	NON-RENEW
<b>Head Basketball, Boys</b>	Gerken	Ben	RENEW
Assistant Varsity Basketball, Boys	Pothast	Taylor	RENEW
Assistant Varsity Basketball, Boys	Rath	David	NON-RENEW
Assistant Varsity Basketball, Boys	Grubinski	Kevin	NON-RENEW
7th Grade Basketball, Boys	Kurtz	Josh	NON-RENEW
7th Grade Basketball, boys B team	Recker	Dennis	NON-RENEW
8th Grade Basketball, Boys	Kern	Jerry	RENEW
<b>Head Basketball, Girls</b>	Irwin	Nate	RENEW
Assistant Varsity Basketball, Girls	Lieb	Ryan	NON-RENEW
Assistant Varsity Basketball, Girls	Lieb	Chad	NON-RENEW
7th Grade Basketball, Girls	Hunter	Andrew	NON-RENEW
8th Grade Basketball, Girls	Osborne	Spencer	NON-RENEW
Assistant Varsity Track **	Sherrieb	Joe	NON-RENEW
Assistant Varsity Track, Girls	Heaster	Joanne	NON-RENEW
Assistant Jr. High Track, Boys/Girls***	Perrone	Kelly	NON-RENEW
<b>Jr. High Track, Girls</b>	Rath	David	NON-RENEW
Assistant Jr. High Track, Girls	Swope	Craig	NON-RENEW
<b>Head Cross Country, Boys</b>	Quisno	Jack	RENEW
<b>Head Cross Country, Girls</b>	Heaster	Joanne	NON-RENEW
Assistant Varsity Cross Country ****	Kunkelman	Meliah	NON-RENEW
<b>Jr. High Cross Country, Boys</b>	Swope	Craig	NON-RENEW
<b>Head Soccer, Boys</b>	Troyer	Aaron	NON-RENEW
Assistant Soccer, Boys	Thieman	Andrew	NON-RENEW
Assistant Soccer, Boys	Packey	Michael	NON-RENEW
<b>Head Soccer, Girls</b>	Pagano	Mark	NON-RENEW

Assistant Soccer, Girls	Modd	Andrew	NON-RENEW
Assistant Soccer, Girls	Nagy	Frank	NON-RENEW
<b>Head Volleyball</b>	Todd	Julie	RENEW
Assistant Varsity Volleyball	Todd	Jeff	NON-RENEW
Assistant Varsity Volleyball	Verhoff	Megan	NON-RENEW
Assistant Varsity Volleyball	Benzing	Hannah	NON-RENEW
Middle School Asst Volleyball	Colchagoff	Lori	NON-RENEW
7th Grade Volleyball	Benson	Kristine	NON-RENEW
8th Grade Volleyball	Colchagoff	Colbi	NON-RENEW
<b>Head Wrestling</b>	Marzec	Chad	RENEW
Assistant Wrestling	Wittkamp	Jim	NON-RENEW
<b>Jr. High Wrestling</b>	Haase	Nathan	NON-RENEW
Jr. High Wrestling (Assistant)	Harris	Chandler	NON-RENEW
Weight Trainer	Garlock	Scott	RENEW
A Cappella Choir Director	Wolfe	Raymond	RENEW
Art Show, Per Presentation	Arnold	Carrie	RENEW
Art Show, Per Presentation	Ruggiero	Lisa	RENEW
Art Show, Per Presentation	Stevens	Lance	RENEW
Auditorium Lights and Sound Coordinator	Wolfe	Raymond	RENEW
Auxillary Advisor	Fannin	Margaret	NON-RENEW
Choreographer (Per musical)	Rebold	Shannan	NON-RENEW
Costumer (Per production)	Miller	Lauree	RENEW
Director of Productions (MORE)	Tarbet	Kathy	NON-RENEW
Director of Productions (Musical)	Wolfe	Raymond	RENEW
District Accompanist (Solo/Ensemble)	Otley	Tricia	NON-RENEW
Elementary Musical (Per production)	McFarlane	Mary Jo	RENEW
High School Cheerleader Advisor (.40)	Kurtz	Kristy	NON-RENEW
High School Cheerleader Advisor (.60)	Miller	Stephanie	NON-RENEW
Asst High School Cheer Advisor (.40)	Cook	Kim	NON-RENEW
Asst High School Cheer Advisor (.60)	Kurtz	Kristy	NON-RENEW
Jr High Cheerleader Co Advisor (.40)	Marino	Allison	RENEW
Jr High Cheerleader Co Advisor (.60)	Niese	Kristine	NON-RENEW
High School Honor Society	Hazelton	Andrea	RENEW
High School Quiz Bowl	Foltz	Kelley	RENEW
Jr. High Quiz Bowl - Co	Black	Heather	RENEW
Jr. High Quiz Bowl - Co	Fox	Lyndsey	RENEW
High School Student Council-Co	Erickson	Jill	RENEW
High School Student Council-Co	Boyd	Martha	RENEW
Jr High School Student Council-Co	Black	Heather	RENEW
Jr High School Student Council-Co	Fox	Lindsey	RENEW
High School Yearbook	LaFontaine	Rich	RENEW
Middle School Yearbook	Mann	Jennifer	RENEW
Freshman Sponsor	Marzec	Chad	RENEW
Sophomore Sponsor-Co	Cunningham	Hailey	RENEW
Junior Sponsor	Amstutz	Jessica	RENEW
Senior Sponsor	Arnold	Scott	RENEW
Instrumental Concerts & Contests	Holben	Thomas	RENEW
Instrumental Music Director (.111)	Holben	Thomas	RENEW
Jazz Ensemble	Holben	Thomas	RENEW
Musical Conductor (Per musical)	Holben	Thomas	RENEW

Percussion	Conley	Michael	NON-RENEW
Prom Advisor – Co	Miller	Lauree	RENEW
Prom Advisor – Co	Todd	Julie	RENEW
Spanish Club Advisor	Amspaugh	Ashlee	RENEW
Summer/Fall Assistant Band Director	Wolfe	Raymond	RENEW
Technical Director (MORE)	Spears	Kendra	NON-RENEW
Technical Director (Per production)	Wolfe	Raymond	RENEW
Ticket Coordinator (Per production)	Wolfe	Raymond	RENEW
Vocal Director (Per musical)	McCullough	Julie	RENEW
Vocal Director (Per musical) (MORE)	McFarlane	Mary Jo	NON-RENEW
Vocal Musical Concerts & Contests	Wolfe	Raymond	RENEW
Vocal Musical Concerts & Contests	McCullough	Julia	RENEW

# Internet Safety Policy for Liberty-Benton Local School District

## Introduction

It is the policy of Liberty-Benton Local School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

## Definitions

Key terms are as defined in the Children's Internet Protection Act.

### Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Liberty-Benton Local School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### Education, Supervision and Monitoring

It shall be the responsibility of all members of the Liberty-Benton Local School District staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Technology Director or designated representatives.

The Technology Director or designated representatives will provide age appropriate training for students who use the Liberty-Benton Local School District's Internet facilities. The training provided will be designed to promote the Liberty-Benton Local School District's commitment to:

a. The standards and acceptable use of Internet services as set forth in the Liberty-Benton Local School District's Internet Safety Policy;

b. Student safety with regard to:

i. safety on the Internet;

ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and

iii. cyberbullying awareness and response.

c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

## Adoption

This Internet Safety Policy was presented to the Board of Liberty-Benton Local School District at a public hearing, following normal public notice, on February 27, 2019.

Last Modified by Mark Kowalski on April 16, 2019

**Presenter :** AJ Granger

**Start Time :** 6:26 PM

**Item No :** 9

**Proposed By :** Dawn Granger

**Time Req :** 60

**Proposed :** 3/29/2019

**Item Type :** Executive Session

Policy No.	Description	Ref No
4.3	To accomplish its job products with a governance style consistent with Board policies, the Board will follow an annual agenda that (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	362118

**Description :** Executive Session - 1. The appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official, or the investigation of charges or complaints against an employee, official, licensee or student, or if any of these individuals request a public hearing.  
4. Preparing for, conducting, or reviewing negotiations or bargaining sessions with employees.  
6. Specialized details of security arrangements.

**Details :** 1. The appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official, or the investigation of charges or complaints against an employee, official, licensee or student, or if any of these individuals request a public hearing.  
2. The purchase of property for public purposes or the sale of property at competitive bidding.  
3. Conferences with the board's attorney to discuss matters which are the subject of pending or imminent court action.  
4. Preparing for, conducting, or reviewing negotiations or bargaining sessions with employees.  
5. Matters required to be kept confidential by federal law or rules or state statutes.  
6. Specialized details of security arrangements.  
7. Protect the interests of an applicant or the investment or expenditure of public funds made in connection with economic development projects.

**Attachments :**

No Attachments



**Presenter :** AJ Granger

**Start Time :** 7:26 PM

**Item No :** 10

**Proposed By :** Dawn Granger

**Time Req :** 1

**Proposed :** 3/29/2019

**Item Type :** Admin

Policy No.	Description	Ref No
4.3	To accomplish its job products with a governance style consistent with Board policies, the Board will follow an annual agenda that (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	362118

**Description :** Adjourn

**Details :**

**Attachments :**

No Attachments