



Regular Board of Education Meeting

Agenda Summary

July 26, 2018 Regular Board of Education Meeting

Thursday, July 26, 2018

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	788721
2	Pledge of Allegiance	1	6:01 PM	788722
3	Roll Call	1	6:02 PM	788723
4	Welcome and Agenda overview and adjustments as necessary	1	6:03 PM	788724
5	Public comment opportunity	5	6:04 PM	788725
6	Approve the board of education meeting minutes	1	6:09 PM	788726
7	Misc. Management Information	15	6:10 PM	788727
8	Approve the Consent Agenda	1	6:25 PM	788728
9	Memorandum of Understanding between the Liberty-Benton Local Board of Education and the Liberty-Benton Teachers' Association to establish conditions for payment to teachers participating in the Virtual Learning Academy as Point of Contact (POC) or Teacher of Record (TOR) for the 2018-2019 contract year.	1	6:26 PM	790339
10	Accept monitoring report 1.0 Ends 1.1 Good Character 1.2 American Citizenship 1.2.1 History 1.2.2 Traditions 1.2.3 Principles 1.3 Independent Living 1.4 Academics 1.5 Critical Thinking	20	6:27 PM	790311
11	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. 2. The purchase of property for public purposes or the sale of property at competitive bidding. 6. Specialized details of security arrangements.	45	6:47 PM	788729

Item No.	Item	Time Req.	Start Time	Ref No.
12	Adjourn	1	7:32 PM	788730

Presenter : AJ Granger

Start Time : 6:00 PM

Item No : 1

Proposed By : Dawn Granger

Time Req : 1

Proposed : 6/28/2018

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 : 6/28/2018

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 : 6/28/2018

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 : 6/28/2018

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 : 6/28/2018

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 : 6/28/2018

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:
IDEA Part B funds hearing, June 27, 2018
Regular Meeting, June 27, 2018

Attachments :

No Attachments

Presenter : AJ Granger

Start Time : 6:10 PM

Item No : 7

Proposed By : Dawn Granger

Time Req : 15

Proposed : 6/28/2018

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 : 6/28/2018

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 6/30/2018 and monthly financial report of the Treasurer
 2. Approve appropriation modifications for July 2018
 3. Approve obsolete/disposed of inventory items
 4. Approve Then and Now PO 2019102 as presented
 5. Approve per Auditor of State Ohio Compliance Supplement the following transfers:
\$105.59 from fund 200-9217 Class of 2017 to fund 001 General Fund followed by a transfer to fund 200-9222 Class of 2022
 6. Approve the following grant amounts for FY 2019:
Title I 97,225.93, Title II A 27,500.75
Title IV-A 10,000.00, IDEA 259,824.36
ECSE 6,109.21, Total 400,660.25
 7. Approve the following resignations:
Aaron Frankart, 8th grade girls basketball coach
Sarah Harvey, Cook
 8. Approve substitute and other miscellaneous rates 2018/2019 as presented
 9. Approve the following updated job descriptions:
Secretary to the Superintendent
EMIS
12 Month Building Grounds Maintenance (Floating)

10. Approve student teacher internship agreement with Maranatha Baptist University, Abigail Schultz
11. Approve the following certified staff pending approval of all necessary documents and certification:
Ben Gerken, Point of Contact for Virtual Learning Academy
Tracie Herr, Point of Contact for Virtual Learning Academy
Kendra Spears, Teacher, increase to Masters
12. Approve the following classified staff pending approval of all necessary documents and certification:
Jen Breitigam, Transportation Supplemental Clerical Duties
Marsha Desgranges, Transportation Supplemental Clerical Duties
Brandi Fox, Bus Driver
Dale Lauck, Substitute
13. Approve the following extra-curricular/co-curricular staff pending approval of all necessary documents and certification:
Lori Colchagoff, Middle School Assistant Volleyball Coach
Jason Elchert, 7th grade football
Eric Leuthold, Volunteer
14. Approve seeking bids for one 77 passenger International diesel conventional style bus
15. Approve the sale of personal property, including one 1994 Bluebird 84 passenger TC2000 bus, the value of which does not exceed \$10,000, at electronic public auction through GovDeals.com to the highest bidder in accordance with law.
16. Approve contract for Resident Educator Mentor services with Susan Allen for the period of August 1, 2018 - May 31, 2019
17. Approve contract for Career Network Coordinator services with Susan Allen for the period of August 1, 2018 - June 30, 2019
18. Approve adopting the IRS pre-approved 403(b) plan document in accordance with IRS Rev. Proc. 2013-22; amending and restating the Plan to the Voya Retirement Insurance and Annuity Company 403(b) Volume Submitter Plan, an IRS pre-approved 403(b) plan document; authorizing and ratifying Lisa Dobbins to execute the amendment and restatement of the Plan on behalf of the School to the Voya Retirement Insurance and Annuity Company 403(b) Volume Submitter Plan.

Attachments :

Title	Created	Filename
7 26 2018 Consent items.pdf	Jul 19, 2018	7 26 2018 Consent items.pdf

Liberty-Benton Board of Education
 O.R.C. 5705.41
 Then and Now Certificate
 July 27, 2018

<u>PO #</u>	<u>Vendor</u>	<u>Description</u>	<u>Invoice/Contract Date</u>	<u>PO Was Created</u>	<u>Name of Requisitioner</u>	<u>Building</u>	<u>Invoice Amount</u>
2019102	BK Interactive	Boardworks K-8 Education Suite - curriculum	5/22/2018	7/1/2018	Bruce Otley	Middle School	\$12,464.00

POSITION-SUBSTITUTE	RATE
CASHIER	\$9.00
COOK	\$9.00
MAINTENANCE	\$9.00
AIDES	\$9.50
SECRETARY	\$9.50
CUSTODIAN	\$10.75
BUS DRIVER	\$14.50
TEACHER	\$85.00
POSITION-MISCELLANEOUS	
TUTOR, ZAP, SATURDAY SCHOOL	\$17.50
TICKET TAKERS	\$12.50

LIBERTY-BENTON LOCAL SCHOOLS
JOB DESCRIPTION updated 7/26/2018

TITLE: Executive Secretary to the Superintendent of Schools

REPORTS TO: Superintendent of Schools

EVALUATED BY: Superintendent of Schools

EMPLOYMENT STATUS: Full time. This position carries a 1% additional payment feature.

FLSA STATUS: Position is exempted from Civil Service laws under the provisions of R.C. 124.11 (8)

JOB OBJECTIVES: To professionally represent and administer the needs of communication and development for Administration and Board of Education to Staff, Students, District Residents, and Community.

ESSENTIAL FUNCTIONS:

1. Maintain respect at all times for confidential information.
2. Represent the Superintendent in communicating with staff, students, parents, and the public.
3. Assist the Superintendent in the planning, organizing, and supplementing office routines and practices.
4. Secure safety of locked administrative office during the school day through the use of buzzer and voice communication system. Troubleshoot, diagnose and meet with security installation team.
5. Provide required safety information to staff in timely manner.
6. Provide superintendent with accident data for students.
7. Develop and maintain an effective filing system for evaluation, commendation/remediation, and merit pay documentation for all staff.
8. Administer senior citizen extra-curricular passes.
9. Handles correspondence, reports, notices, and recommendations.
10. Obtains, gathers, and organizes pertinent data as needed, and converts into usable form.
11. Maintains a required filing log and records system, and processes incoming correspondence as instructed.
12. Place and answer phone calls, and expedite requests in a timely manner.
13. Welcome visitors, process their needs and requests in a timely manner.
14. Performs any bookkeeping and purchasing tasks associated with the specific position including preparation of requisitions for the Administrative Office.
15. Maintains a schedule of appointments and makes arrangements for conferences and interviews.
16. Administers and controls specific programs as assigned.
17. Post required information to Liberty-Benton website.
18. Prepares regular and special Board of Education meeting materials through consultation with administration.
19. Posts required Board of Education meeting notices to news agency, staff, and community.
20. Administration of the Carver Model Policy through ourboardroom.com.
21. Review and process policy changes and updates with NEOLA representative and administration. Provide updates for website posting.
22. Administers staff and extra-curricular job postings.
23. Prepare Federal, State and District reports as assigned including the solicitation and compilation of necessary data.
24. Responsible for the sorting and distribution of district mail.
25. Responsible for receiving assorted deliveries not to include UPS and Fed Ex.
26. Maintain and update database of credential information of staff.
27. Maintain and update district wide job description and evaluation formats.
28. Annually complete the Sponsor Application and Site Applications on the CRRS website.

29. Annual distribution of completed Free and Reduced Applications to district offices for distribution to students. Annual Distribution and completion of various required Free and Reduced related material to Food Service Supervisor.
30. Collect, process and distribute Board of Education information to staff, students, and community to include but not limited to Carver Model Policy correspondence and Levy information.
31. Assist the Board of Education in the new or replacement of board members to include scheduling of interviews, notifications, ourboardroom coordination, and public notices.
32. Assist the Board of Education in the replacement of Treasurer and Superintendent to include scheduling of interviews and notifications.
33. Process Superintendent, Treasurer, Transportation, building, and maintenance supervisor and Food service supervisor correspondence and reports.
34. Receive a variety of questions and requests and see that such matters are disposed of promptly, correctly and tactfully.
35. Effectively operate various office machines; use word processing, spreadsheet, database and publishing software as needed.
36. Prepare and maintain adequate files for the administration.
37. Conduct important contacts with the public/community and others requiring tact and diplomacy.
38. Receive telephone calls, respond appropriately and correctly and make proper disposition of such for administration to include superintendent, treasurer, transportation, building and maintenance supervisor and food service supervisor.
39. Arrange and record appointments for superintendent and other school personnel as needed. Schedule use of conference rooms as needed.
40. Maintain an adequate inventory of supplies and equipment necessary for the efficient operation of the school. Make copies as needed.
41. Coordinate and maintain building use scheduling and arrangements as assigned.
42. Process employment applications and correspondence.
43. Web posting and updating for the superintendent, treasurer and board of education.
44. Business card production for the district staff and administration as needed.
45. Furnish legal bid documentation and correspondence for appropriate posting.
46. Support to athletic and administrative offices during summer. I.E. athletic programs, grade cards, testing, work permit information, ect.
47. Displays appropriate interpersonal skills with students, staff, administration, and community.
48. Performs other duties as assigned by the Superintendent

MINIMUM QUALIFICATIONS:

- Possess a valid driver's license and BCII clearance.
- Possess a high school diploma and two years of post-secondary training and five years job experience as a secretary, or graduation from a recognized school of secretarial skills and two years job experience, or five years successful employment as a school secretary within this district or in another district of comparable size.
- Possess a high degree of proficiency in word processing, data base management and office procedures. Proficient in Microsoft Office Suite. Familiarity with computer graphics preferred. Must pass office skills assessment.
- Ability to represent the Administration, Board of Education, Staff and Students in communicating with parents and the community.
- Possess the ability to adapt professionally to changing administrative conditions and responsibilities.
- Professional tact, diplomacy and presentation with administrators, staff, teachers, students, parents and the community.
- Conscientious and assumes responsibility for own work performance.
- Demonstrate appropriate dress and attire for a business office setting.
- Possess certification or be willing to be trained in CPR and AED equipment operation.

- Must be physically able to lift up to 40 pounds.
- Be in good health, have high moral character and possess a strong attendance record.
- Demonstrate enthusiasm and a sincere desire to aid Administration, Board of Education, Staff, Students, Parents, and the community.
- Such alternatives to the above as the Administration and Board of Education may find appropriate and acceptable

OTHER KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- Help instill in students the belief in and practice of the ethical principles and democratic values.
- Conduct other job duties related to the Executive Secretary to the Superintendent of Schools duties as assigned by the Superintendent, Treasurer, and Board.

ADDITIONAL WORKING CONDITIONS:

- Duties may entail occasional exposure to blood, bodily fluids and tissue.
- Duties may require frequent interaction among all types of administration, staff, students, parents, community members.
- Frequent requirement to sit, stand, walk, climb, balance, stoop, kneel, crouch, pull, push, and lift.
- Ability to see, hear, and speak.
- Occasional prolonged hours.
- Repetitive hand motions.
- Extended periods of work seated at desk.
- Work with frequent interruptions.
- Requirement to work during inclement weather.
- Exposure to noisy, active, hostile, busy environment.
- Duties will require to maintain emotional control under stress at all time

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

**LIBERTY-BENTON LOCAL SCHOOLS
JOB DESCRIPTION**

TITLE: Executive Secretary to the Superintendent of Schools

REPORTS TO: Superintendent of Schools

EVALUATED BY: Superintendent of Schools

EMPLOYMENT STATUS: Full time. This position carries a 1% additional payment feature.

FLSA STATUS: Position is exempted from Civil Service laws under the provisions of R.C. 124.11 (8)

JOB OBJECTIVES: To professionally represent and administer the needs of communication and development for Administration and Board of Education to Staff, Students, District Residents, and Community.

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

LIBERTY-BENTON LOCAL SCHOOLS
JOB DESCRIPTION updated 7/26/2018

TITLE: Educational Management Information System (EMIS)

REPORTS TO: Superintendent

EVALUATED BY: Superintendent

EMPLOYMENT STATUS: Full time

FLSA STATUS: Position is exempted from Civil Service laws under the provisions of R.C. 124.11 (8)

ESSENTIAL RESPONSIBILITIES:

1. To assist and coordinate with the Treasurer, Personnel Supervisors, Student Services Supervisors, clerical staff, and Superintendent to meet EMIS requirements
2. To advise the Superintendent regarding personal (EMIS) training needs.
3. To consult with Northwest Ohio Area Computer Services Cooperative regarding staff training and reporting procedures. Attend meetings pertaining to reporting periods and beginning and end of year processing.
4. To present to the Superintendent for final approval, accurate and appropriate data to be submitted to Ohio Department of Education, when required.
5. To check state generated reports on a timely basis and to verify and correct data as needed, which could affect funding.
6. Annually provide the policy documentation of Open Enrollment to Ohio Department of Education.
7. Annually consult with administration of availability of open enrollment student openings.
8. Annually prepare and distribute the Open Enrollment applications to parents.
9. Annually collect applications (new and re-enrollment) for submission to the superintendent for approval.
10. Annually prepare and distribute notification of approval/rejection to applicants.
11. Annually maintain and prepare spreadsheet of all applicants, approvals, rejections, and movement of students.
12. Annually notify and copy all approved open enrollment applications to resident school personnel.
13. Annually prepare excess cost contracts to resident districts of open enrollment students.
14. Identify monthly new excess cost open enrollment students.
15. Semi-annually prepare tuition reimbursement reports, tuition module.
16. Process home schooling applications, renewals, approvals and student listings.
17. Performs other duties as required by the Superintendent

MINIMUM QUALIFICATIONS:

- High School diploma.
- Documentation of a clear criminal record with evidence from BCII and FBI.
- Working knowledge of data processing equipment and applications that apply to public school districts
- Proficient in Microsoft Office (Excel and Word)
- Self-motivated, detail oriented with effective organizational skills, strong written and oral communication skills a must
- Ability to collaborate with others and handle confidential matters without disclosure
- Detail-oriented with organizational and analytical skills
- Strong interpersonal, verbal, and written communication skills

OTHER KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- Help instill in students the belief in and practice of the ethical principles and democratic values.

JOB DESCRIPTION

TITLE: Educational Management Information System (EMIS), continued

ADDITIONAL WORKING CONDITIONS:

- Duties may entail occasional exposure to blood, bodily fluids and tissue.
- Duties may require frequent interaction among all types of administration, staff, students, parents, community members.
- Frequent requirement to sit, stand, walk, climb, balance, stoop, kneel, crouch, pull, push, and lift.
- Ability to see, hear, and speak.
- Occasional prolonged hours.
- Repetitive hand motions.
- Extended periods of work seated at desk.
- Work with frequent interruptions.
- Requirement to work during inclement weather.
- Exposure to noisy, active, hostile, busy environment.
- Duties will require to maintain emotional control under stress at all time

The employee shall remain free of any alcohol or nonprescribed 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

**LIBERTY-BENTON LOCAL SCHOOLS
JOB DESCRIPTION (Adopted 7 26 2018)**

TITLE: 12 Month Building Grounds Maintenance (Floating)

REPORTS TO: Superintendent/Designee

EVALUATED BY: Superintendent/Designee

EMPLOYMENT STATUS: Established by Individual Contract

FLSA STATUS: Non-Exempt

JOB OBJECTIVES: Performs maintenance duties to protect and preserve the school building, grounds, equipment and furnishings. Keeps the building and grounds supervisor 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. Complies with safety regulations and environmental laws.
6. Performs grounds keeping duties. Maintains and prepares equipment for storage.
7. Removes snow, ice, and debris along sidewalks to public entrances as needed.
8. Picks up and delivers equipment, materials and other supplies as directed.
9. Reports student discipline problems, vandalism, and other related concerns.
10. Acts responsibly to protect district equipment and property. Takes appropriate action during adverse weather conditions.
11. Understands and uses district crisis plan protocol to respond to emergencies.
12. Helps manage building security. Directs visitors to the office. Secures the building at the end of the workday.
13. Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem. Report concerns to an administrator.
14. Reports evidence of suspected child abuse as required by law.
15. Respects personal privacy. Maintains the confidentiality of privileged information.
16. Participates in staff meetings and professional growth opportunities as directed.
17. Accepts responsibility for decisions and conduct.
18. Wears appropriate work attire and maintains a neat appearance.
19. Remains on the school premises during school hours, except for errands that are approved by the supervisor or building principal or are emergencies.
20. Refers to immediate supervisor any area observed in the performance of duties which require maintenance or repair.
21. Helps maintain safety and security of the buildings. Works after regular hours in case of security and maintenance emergencies.
22. Performs painting and repair to buildings and equipment on ongoing basis, including ceilings, roofs, and other high areas.
23. Performs custodial duties. 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 supervisor.
24. Cleans, moves, and arranges furnishings, supplies, and equipment as directed.

25. Does all maintenance to district buildings that can be handled in-house.
26. Maintains fire extinguishers in a safe condition through regular inspection and repair.
27. Work with teachers to keep their rooms in excellent repair and educationally friendly.
28. Assists in the transportation garage when needed.
29. Displays appropriate interpersonal skills with students, staff, public, supervisor, and administration.
30. Inspect all buses regularly and checks for proper and safe operation.
31. Obtains and maintains a CDL with passenger and school bus endorsements.
32. Obtains Ohio school bus driver certification
33. Drive a school bus as an emergency driver. (No other sub driver is available)
34. Learning transportation/Garage protocols and systems
35. Facility maintenance and repair of transportation related buildings
36. Mowing, if needed
37. Performs any other duties as assigned/required by the Supervisor or Superintendent.

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.
- Ability to manage students in a fast paced environment.
- 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 schedule activities, and collate 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 citizens and as responsible, intelligent human beings.

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.

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

**LIBERTY-BENTON LOCAL SCHOOLS
JOB DESCRIPTION**

TITLE: 12 Month Building Grounds Maintenance (Floating)

REPORTS TO: Superintendent/Designee

EVALUATED BY: Superintendent/Designee

EMPLOYMENT STATUS: Established by Individual Contract

FLSA STATUS: Non-Exempt

JOB OBJECTIVES: Performs maintenance duties to protect and preserve the school building, grounds, equipment and furnishings. Keeps the building and grounds supervisor informed about maintenance concerns.

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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

INDEPENDENT CONTRACT AGREEMENT

This Contract is entered into as of the [27] day of [July], 2018_, between the Liberty-Benton Local School District Board of Education ("the Board") and ___Susan Allen__ ("Contractor").

1. The Board and the Contractor agree that the Contractor will perform the following services utilizing his or her independent expertise, training, experience and judgement. The Board shall determine the services to be provided by the Contractor, but the Contractor shall determine the legal means by which he or she performs the services specified by the Board. When performing the services below, the Contractor agrees to abide by and enforce all Board policies and regulations. The service performed will be:

Fiscal Year 2019 Resident Educator Mentor for the Board, for the period of _____

August 1 _____, 2018 through May 31 _____, 2019.

- a. Administer the district's Resident Educator program, specifically for year 1 and year 2 Resident Educators, according to the Ohio Department of Education program standards and requirements.
 - b. Meet monthly with the Resident Educators to discuss professional development, program requirements, or other concerns and topics.
 - c. Provide written feedback to the Resident Educators in the form of collaborative logs or observation records.
 - d. Provide confidential professional and emotional support to the Resident Educators.
 - e. Conduct at least two formal observations of the Resident Educators as outlined by the mentor standards.
 - f. Develop support systems for the Resident Educators within their grade level or educational field.
 - g. Assist the Resident Educators in successfully assimilating into the Liberty-Benton teaching community.
 - h. Identify and coordinate professional development opportunities for the Resident Educators.
 - i. Confer regularly with building principals regarding the professional development and progress of the Resident Educators.
 - j. Report information to the county's Resident Educator Facilitator regarding each Resident Educator's progress and completion of the program as required.
 - k. Accept guidance and implement directions and instruction from the county's Resident Educator Facilitator.
 - l. Complete appropriate mentor training as recommended by the Ohio Department of Education.
2. In consideration of and for such services, the board shall pay to the Contractor \$___1100.00___ monthly starting in __August__ 2018 through __May_____, 2019. The total contract is ___\$11,100.00_____. Payment will be based on an invoice reflecting services performed. The final invoice is due to the Treasurer's office by __June 25_____, 2019.
 3. The Contractor can claim expenses for registration and mileage for District authorized professional development in connection with services to be performed.

4. Where applicable, the Contractor must maintain his or her license to perform the services specified under this contract in good standing, meet any criminal records check requirements pursuant to state law, and maintain professional liability insurance.
5. The Board and the Contractor agree that the Contractor is an independent contractor. The Contractor shall not, as the result of this Agreement, be considered an employee of the Board for any purpose, nor shall he or she represent such employee relationship exists.
6. The Board shall neither pay nor withhold federal state, or local income tax or payroll tax of any kind on behalf of the Contractor. The Board will issue the Contractor a Form 1099. The Contractor shall not be treated as an employee for the service performed hereunder for federal, state, or local tax purposes. Because the Contractor is not an employee, he or she is not entitled to any fringe benefits, including unemployment compensation, life insurance paid vacations, paid holidays or sick leave, pension contributions, health or other fringe benefits.
7. This Agreement may be terminated by either party by giving thirty (30) days written notice to the other party. This written Agreement constitutes the entire Agreement of the parties. If any part of this Agreement is held to be unenforceable, the rest of this Agreement shall nevertheless remain in full force and effect.
8. The Contractor's invoice will need to be signed by the Superintendent to indicate the completion of the work for payment of the contract.
9. The contractor must provide a signed and completed W-9 to the Treasurer's office prior to payment.
10. The Contractor will provide evidence of current BCI background check or will have on prior to providing the service.

Entered into this 27 day of July , 2019

Contractor

President, Liberty-Benton Board of Education

Superintendent, Liberty-Benton Board of Education

Treasurer, Liberty-Benton Board of Education

INDEPENDENT CONTRACT AGREEMENT

This Contract is entered into as of the [27] day of [July], 20_18__, between the Liberty-Benton Local School District Board of Education (“the Board”) and ___Susan Allen___ (“Contractor”).

1. The Board and the Contractor agree that the Contractor will perform the following services utilizing his or her independent expertise, training, experience and judgement. The Board shall determine the services to be provided by the Contractor, but the Contractor shall determine the legal means by which he or she performs the services specified by the Board. When performing the services below, the Contractor agrees to abide by and enforce all Board policies and regulations. The service performed will be:

Fiscal Year 2019 Career Network Coordinator for the Board, for the period of ___August 1___, 2018 through ___June 30___, 2019.

- a. Organize a Career Network at Liberty-Benton LSD
 - b. Work with Rhodes State Community College to provide professional development for all assigned teachers and staff in the Career Network Centers.
 - c. Monitor student successes/opportunities for improvement in obtaining the Basic Credential.
 - d. Develop partnerships with local employers. Linkages will be built to encourage post-graduate education through local trade colleges, manufacturers and field experiences.
 - e. Follow-up internships, apprenticeships, and post high school employment.
 - f. Provide as requested, information to ODE which may include onsite performance audits.
 - g. Provide innovative marketing to promote the Career Network with parents, students, and school communities.
 - h. To attend all coordinator meetings, when scheduled.
 - i. Complete additional activities that may support grant implementation.
 - j. Support the classroom instructor with supplemental presentations and accompany students to off-site career experiences.
2. In consideration of and for such services, the board shall pay to the Contractor \$___1282___ monthly starting in ___August___ 2018 through ___June___, 2019. The total contract is ___\$14,102.00___. Payment will be based on an invoice reflecting services performed. The final invoice is due to the Treasurer’s office by ___June 25___, 2019. The contractor can claim up to a maximum of \$1000.00 in mileage, paid at the current IRS rate per mile to perform coordination and professional development.
 3. Where applicable, the Contractor must maintain his or her license to perform the services specified under this contract in good standing, meet any criminal records check requirements pursuant to state law, and maintain professional liability insurance.

4. The Board and the Contractor agree that the Contractor is an independent contractor. The Contractor shall not, as the result of this Agreement, be considered an employee of the Board for any purpose, nor shall he or she represent such employee relationship exists.
5. The Board shall neither pay nor withhold federal state, or local income tax or payroll tax of any kind on behalf of the Contractor. The Board will issue the Contractor a Form 1099. The Contractor shall not be treated as an employee for the service performed hereunder for federal, state, or local tax purposes. Because the Contractor is not an employee, he or she is not entitled to any fringe benefits, including unemployment compensation, life insurance paid vacations, paid holidays or sick leave, pension contributions, health or other fringe benefits.
6. This Agreement may be terminated by either party by giving thirty (30) days written notice to the other party. This written Agreement constitutes the entire Agreement of the parties. If any part of this Agreement is held to be unenforceable, the rest of this Agreement shall nevertheless remain in full force and effect.
7. The Contractor's invoice will need to be signed by the Superintendent to indicate the completion of the work for payment of the contract.
8. The contractor must provide a signed and completed W-9 to the Treasurer's office prior to payment.
9. The Contractor will provide evidence of current BCI background check or will have on prior to providing the service.

Entered into this 27 day of July , 2018

Contractor

President, Liberty-Benton Board of Education

Superintendent, Liberty-Benton Board of Education

Treasurer, Liberty-Benton Board of Education

403 B PLAN DOCUMENT AMENDMENT AND RESTATEMENT RESOLUTION

WHEREAS, Liberty-Benton Local School District (the "School") has established a retirement plan under Section 403(b) of the Internal Revenue Code of 1986, as amended (the "Code");

WHEREAS, the Internal Revenue Service issued final regulations under Section 403(b) of the Code that would, in relevant part, require the School to adopt a written plan to ensure compliance with Section 403(b) of the Code and the regulations thereunder;

WHEREAS, the School previously adopted the Liberty-Benton Local Schools 403b Plan (the "Plan"), a tax deferred annuity plan intended to meet the requirements of Section 403(b) of the Internal Revenue Code of 1986, as amended, the regulations thereunder, and the requirements of applicable state and/or local law effective on 1/1/09;

WHEREAS, the School desires to adopt an IRS pre-approved 403(b) plan document in accordance with IRS Rev. Proc. 2013-22;

WHEREAS, the School desires to amend and restate the Plan to the Voya Retirement Insurance and Annuity Company 403(b) Volume Submitter Plan, an IRS pre-approved 403(b) plan document;

WHEREAS, the Board of the School (the "Board") authorizes and ratifies Lisa Dobbins to execute the amendment and restatement of the Plan on behalf of the School to the Voya Retirement Insurance and Annuity Company 403(b) Volume Submitter Plan;

BE IT RESOLVED THAT: the School shall amend and restate the Plan effective 1/1/10 (effective date of amendment and restatement) to the Voya Retirement Insurance and Annuity Company 403(b) Volume Submitter Plan attached hereto as its amended and restated 403(b) plan document.

Presenter : AJ Granger

Start Time : 6:26 PM

Item No : 9

Proposed By : Dawn Granger

Time Req : 1

Proposed : 7/18/2018

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 : Memorandum of Understanding between the Liberty-Benton Local Board of Education and the Liberty-Benton Teachers' Association to establish conditions for payment to teachers participating in the Virtual Learning Academy as Point of Contact (POC) or Teacher of Record (TOR) for the 2018-2019 contract year.

Details : MEMORANDUM OF UNDERSTANDING
BETWEEN THE
LIBERTY-BENTON LOCAL BOARD OF EDUCATION
AND THE
LIBERTY-BENTON TEACHERS' ASSOCIATION

This Memorandum of Understanding (hereinafter, "MOU") is entered into on July 26, 2018, by and between the Liberty-Benton Local Board of Education (hereinafter, "Board") and the Liberty-Benton Teachers' Association (hereinafter, "LBTA"), for the purpose of documenting agreement between the parties to establish conditions for payment to teachers participating in the Virtual Learning Academy as Point of Contact (POC) or Teacher of Record (TOR) for the 2018-2019 contract year.

WHEREAS with the understanding that Article XI, section B establishes payment procedures for Extra Duty Salaries.

WHEREAS based upon implementing the components of the Virtual Learning Academy, the parties have agreed to an addition to Extra Duty Salaries 2018-2019 contract year as outlined in Article XI, Section B of the parties negotiated Agreement (2016-2019) as follows;

Employees who perform Extra Duties associated with the Virtual Learning Academy as Point of Contact (POC) shall receive \$1250 per year.

Employees who perform Extra Duties associated with the Virtual Learning Academy as Teacher of Record (TOR) shall receive \$100 per student per semester. Compensation as TOR will be determined upon completion of one on-line lesson by the student.

Point of Contact employee will submit appropriate documentation on Teachers of Record to the treasurer 5 business days following the end of each semester.

Payment to POC and TOR employees will be made at the end of the semester upon completion of necessary documentation.

The parties to this MOU hereby affirm and agree that this is a one-time MOU only and that it does not otherwise affect the provisions of the negotiated Agreement between the parties in any way.

The parties to this MOU also hereby affirm and agree that the terms of this MOU shall not be construed as establishing any precedent or past practice between the parties with respect to the issues addressed herein or any other issues.

The parties to this MOU hereby acknowledge that they each enter into this MOU voluntarily with full knowledge of its contents and significance. Both parties to this MOU also pledge their support for the concepts addressed herein.

Mark Kowalski, Superintendent Date _____

Mary Jo McFarlane, LBTA President Date _____

Attachments :

No Attachments

Presenter : AJ Granger

Start Time : 6:27 PM

Item No : 10

Proposed By : Dawn Granger

Time Req : 20

Proposed : 7/18/2018

Item Type : Monitoring Items

Policy No.	Description	Ref No
1	Liberty-Benton School District exists so that its students graduate equipped to reach their potential in academics, good character, American citizenship, independent living, and critical thinking at a cost that is financially supported by the community taxpayers.	501817

Description : Accept monitoring report 1.0 Ends

- 1.1 Good Character
- 1.2 American Citizenship
 - 1.2.1 History
 - 1.2.2 Traditions
 - 1.2.3 Principles
- 1.3 Independent Living
- 1.4 Academics
- 1.5 Critical Thinking

Details :

Attachments :

No Attachments

Presenter : AJ Granger

Start Time : 6:47 PM

Item No : 11

Proposed By : Dawn Granger

Time Req : 45

Proposed : 6/28/2018

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.
2. The purchase of property for public purposes or the sale of property at competitive bidding.
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 : 7:32 PM

Item No : 12

Proposed By : Dawn Granger

Time Req : 1

Proposed : 6/28/2018

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