



Regular Board of Education Meeting

Agenda Summary

November 19, 2018 Regular Board of Education Meeting

Monday, November 19, 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	806601
2	Pledge of Allegiance	1	6:01 PM	806602
3	Roll Call	1	6:02 PM	806603
4	Welcome and Agenda overview and adjustments as necessary	1	6:03 PM	806604
5	Public comment opportunity	5	6:04 PM	806605
6	Approve the board of education meeting minutes	1	6:09 PM	806606
7	Misc. Management Information	15	6:10 PM	806607
8	Adopt the resolution approving the purchase agreement for the property owned by Larry E. Porter, Diane C. Snyder, and Larry E. Porter and Loretta K. Porter, as Trustees of the Larry E. Porter Living Trust.	1	6:25 PM	810694
9	Approve the Consent Agenda	1	6:26 PM	806608
10	Accept monitoring report: 2.2 Treatment of Staff 2.2.1 Written Personal Rules 2.2.2 Staff Discrimination 2.2.3 Informed Staff 2.2.4 Emergency Situations. 2.2.5 Staff Conflict of Interest	5	6:27 PM	806615
11	Accept monitoring report 2.3 Financial Condition and Activities 2.3.1 Expenditure of Funds 2.3.2 Use any long-term reserves 2.3.3 Payroll and Debt Settlement 2.3.4 Government and Tax Payments 2.3.5 Real Property 2.3.6 Purchasing Limits 2.3.7 Auditor Independence	1	6:32 PM	806610
12	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.	45	6:33 PM	806612
13	Adjourn	1	7:18 PM	806613

Presenter : AJ Granger

Start Time : 6:00 PM

Item No : 1

Proposed By : Dawn Granger

Time Req : 1

Proposed : 10/4/2018

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 : 10/4/2018

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 : 10/4/2018

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 : 10/4/2018

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 : 10/4/2018

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 : 10/4/2018

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:
October 15, 2018 Regular Board of Education Meeting

Attachments :

No Attachments

Presenter : AJ Granger

Start Time : 6:10 PM

Item No : 7

Proposed By : Dawn Granger

Time Req : 15

Proposed : 10/4/2018

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 : 11/15/2018

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 : Adopt the resolution approving the purchase agreement for the property owned by Larry E. Porter, Diane C. Snyder, and Larry E. Porter and Loretta K. Porter, as Trustees of the Larry E. Porter Living Trust.

Details :

Attachments :

No Attachments

Presenter : AJ Granger

Start Time : 6:26 PM

Item No : 9

Proposed By : Dawn Granger

Time Req : 1

Proposed : 10/4/2018

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 10/31/2018 and monthly financial report of the Treasurer
2. Approve appropriation modifications for November 2018
3. Approve the five year forecast and assumptions
4. Approve Then and Now purchase order 146319 submitted by Ken Bertke to Campbell, Inc in the amount of \$3,209.64.
5. Approve the following FMLA's:
 - Scott Garlock
 - Melissa Richards
 - Anthony Rivas- Effective 12/21/2018
6. Approve the following resignations:
 - Ken Bertke, Maintenance Grounds Supervisor, effective September 30, 2019
 - Kathy Borsay, Substitute, November 12, 2018
 - Macen Desgranges, 12 Month Buildings/Ground/Maintenance (Floating) to accept the position of Maintenance
 - Don Otto, Maintenance, November 16, 2018
7. Approve the following retirement:
 - Kathy Tarbet, May 31, 2019
8. Approve the NEST Co-Administrator job description
9. Approve the following certified staff pending approval of all necessary documents and certification:
 - Brian Burkett, Nest Co-Administrator, Effective August 1, 2018
 - Kenneth Horstman, Nest Co-Administrator, Effective August 1, 2018
10. Approve the following MORE personnel:
 - Mary Jo McFarlane, Vocal Director
 - Kathy Tarbet, Director of Production
 - Kendra Spears, Technical Director
11. Approve the following classified staff pending approval of all necessary documents and certification:
 - Macen Desgranges, Maintenance
 - Mychelle Dukes, Substitute
 - Brian Hendricks, Substitute
 - Brian Hendricks, Aide, 6.5 hours to 6.75 hours
 - Sherri Mabe- Lunch/Playground Aide, 2.5 hrs to 2.0 hrs
 - Sherri Mabe- Paraprofessional/Teacher's Aide, 2.5 hrs to 3.0 hrs
 - Shannan Rebold, Substitute
 - Jordan Wright, Substitute
12. Approve extra curricular/co curricular staff pending approval of all necessary documents and certification:
 - Brenda Birkemeier, Volunteer
 - Neal Harris, Assistant Baseball (JV)
 - Nathan Harris, Assistant Baseball (Freshman)
 - Hunter Haws, Volunteer
 - Brennan Lieb- Assistant Baseball
 - Paul Pape, Assistant Softball
 - Tracy Warnecke, Assistant Softball (JV)
13. Approve the 2019 2020 LB school calendar
14. Approve the salary schedule of supervisors and principals as presented

Attachments :

Title	Created	Filename
11 19 2018 Consent items.pdf	Nov 15, 2018	11 19 2018 Consent items.pdf

**LIBERTY-BENTON LOCAL SCHOOLS
JOB DESCRIPTION**

TITLE: NEST Co-Administrator

REPORTS TO: Superintendent

EVALUATED BY: Superintendent or administrative designee

EMPLOYMENT STATUS: Established by Individual Contract

FLSA STATUS: Exempt

JOB OBJECTIVES: To plan, operate, and administrate the NEST before and after school childcare program. To oversee all operations, budget personnel related to the Nest program. The co-administrator's will make recommendations based on enrollment and financial stability of the program

ESSENTIAL FUNCTIONS:

1. Evaluate the Site Director or Co Site Directors.
2. Set registration, tuition, and late fees.
3. Determine wage increases for Site Director and Aides.
4. Monitor financial reports and adjust expenditures and fees based on these reports.
5. Interact with families who are delinquent with their nest payments.
6. Preside over all discipline hearings that may result in the removal or suspension of a student from The Nest.
7. Ensure program meets all minimum state guidelines and operational standards.
8. Work with the Site Director to maintain a waiting list.
9. Make determinations in regards to enrollment and enrollment numbers.
10. Recommend purchases for The Nest program and complete purchase orders.
11. Update registration forms and oversee their return.
12. Maintain posting of information including registration forms on-line.
13. Annually review/update parent handbook
14. Annually review/update employee handbook
15. Communicate with Aides and Site Directors to discuss issues related to The Nest Program.
16. Develop and monitor Job Descriptions of the Site Director(s) and Aide(s)
17. Create Occasional Cards and have them available for the Site Director to distribute
18. Audit health and safety regulations established for The Nest
19. Coordinate field trips or incentive programs
20. Attend field trips or incentive programs that are held off site. (Minimum of one Director if this is a Co-Director position)*
21. Communicate with parents concerning any issues with The Nest Program
22. Maintain and assign key fobs for parents / families registered for The Nest
23. Arrange and/or provide training and professional development opportunities for NEST staff.
24. Interview and hire Site Director and Program aides.
25. Distribute enrollment and registration information and assist families with the registration process both at school open house and throughout the school year
26. All other duties deemed necessary for the position as set forth by the Superintendent.

TITLE: NEST Co-Administrator, continued

*Position can be elected to be covered by two people (Co-Administrators). If this occurs, all job duties and responsibilities will be shared equally between the two individuals.

MINIMUM QUALIFICATIONS:

- Building Administrator
- Documentation of a clear criminal record with evidence from BCI 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

OTHER KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

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

ADDITIONAL WORKING CONDITIONS:

- Duties may entail occasional exposure to blood, bodily fluids, and tissues
- 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 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 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 SCHOOLS

2019 - 2020 School Calendar

	AUGUST 2019	SEPTEMBER 2019	
Aug	S M T W T F S	S M T W T F S	Sept
26 Teacher Workday	1 2 3		2 Labor Day
27 Teacher In-Service	4 5 6 7 8 9 10	1 2 3 4 5 6 7	3 First Day of School
28 Teacher In-Service	11 12 13 14 15 16 17	8 9 10 11 12 13 14	
29 Teacher Workday	18 19 20 21 22 23 24	15 16 17 18 19 20 21	130 (20 days)
	25 26 27 28 29 30 31	22 23 24 25 26 27 28	
		29 30	
Oct	OCTOBER 2019	NOVEMBER 2019	Nov
	S M T W T F S	S M T W T F S	
14 P/T Conf 8-3:30 5-8 No School	1 2 3 4 5	1 2	1 End of 1st 9 weeks
15 P/T Conf 5-8 Only School in Session	6 7 8 9 10 11 12	3 4 5 6 7 8 9	13 Teacher In-Service No School
	13 14 15 16 17 18 19	10 11 12 13 14 15 16	27-29 Fall Holiday Break No School
(22 days) 143	20 21 22 23 24 25 26	17 18 19 20 21 22 23	110.5 (17 days)
	27 28 29 30 31	24 25 26 27 28 29 30	
Dec	DECEMBER 2019	JANUARY 2020	Jan
	S M T W T F S	S M T W T F S	
20-31 Winter Holiday Break No School	1 2 3 4 5 6 7	1 2 3 4	1 New Year's Day
	8 9 10 11 12 13 14	5 6 7 8 9 10 11	2 Back to School
(15 days) 97.5	15 16 17 18 19 20 21	12 13 14 15 16 17 18	17 End 2nd 9 weeks End 1st Semester
	22 23 24 25 26 27 28	19 20 21 22 23 24 25	20 Martin Luther King No School
	29 30 31	26 27 28 29 30 31	136.5 (21 days)
Feb	FEBRUARY 2020	MARCH 2020	March
	S M T W T F S	S M T W T F S	
17 Teacher In-Service No School	1	1 2 3 4 5 6 7	27 End 3rd 9 weeks
	2 3 4 5 6 7 8	8 9 10 11 12 13 14	
(19 days) 123.5	9 10 11 12 13 14 15	15 16 17 18 19 20 21	143 (22 days)
	16 17 18 19 20 21 22	22 23 24 25 26 27 28	
	23 24 25 26 27 28 29	29 30 31	
April	APRIL 2020	MAY 2020	May
	S M T W T F S	S M T W T F S	
10 13 Spring Holiday Break No School	1 2 3 4	1 2	31 Graduation 2:00
	5 6 7 8 9 10 11	3 4 5 6 7 8 9	25 Memorial Day No School
(20 days) 130	12 13 14 15 16 17 18	10 11 12 13 14 15 16	29 Last Student Day 2 hour early dismissal
	19 20 21 22 23 24 25	17 18 19 20 21 22 23	130 (20 days)
	26 27 28 29 30	24 25 26 27 28 29 30	13 (2 days)
		31	39 (6 days)
June	JUNE 2020	JULY 2020	Legend
	S M T W T F S	S M T W T F S	Teacher Workday
8 Teacher Workdays	1 2 3 4 5 7	1 2 3 4	Holidays/Breaks
176 Student Days	7 8 9 10 11 12 13	5 6 7 8 9 10 11	First Day of School
43 Days 1st Quarter	14 15 16 17 18 19 20	12 13 14 15 16 17 18	End of 9 Weeks
43 Days 2nd Quarter	21 22 23 24 25 26 27	19 20 21 22 23 24 25	Last Day of School
48 Days 3rd Quarter	28 29 30	26 27 28 29 30 31	Parent/Teacher Conferences
42 Days 4th Quarter			Teacher In-Service
1144 Student hours			
1196 Teacher hours			

Make up days: April 13

Presenter : AJ Granger

Start Time : 6:27 PM

Item No : 10

Proposed By : Dawn Granger

Time Req : 5

Proposed : 10/4/2018

Item Type : Monitoring Items

Policy No.	Description	Ref No
2.2	With respect to the treatment of paid and volunteer staff, the Superintendent shall not cause or allow conditions that are unfair, unprofessional, disorganized, or unclear. Accordingly, the Superintendent shall not: RC 3319 Schools - Superintendent; Teachers; Employees et. al. RC 4117 Public employees' collective bargaining et. al.	393500

Description : Accept monitoring report: 2.2 Treatment of Staff 2.2.1 Written Personal Rules 2.2.2 Staff Discrimination 2.2.3 Informed Staff 2.2.4 Emergency Situations. 2.2.5 Staff Conflict of Interest

Details : 2.2 Treatment of Staff
2.2.1 Written Personal Rules
2.2.2 Staff Discrimination
2.2.3 Informed Staff
2.2.4 Emergency Situations.
2.2.5 Staff Conflict of Interest

Attachments :

No Attachments

Presenter : AJ Granger

Start Time : 6:32 PM

Item No : 11

Proposed By : Dawn Granger

Time Req : 1

Proposed : 10/4/2018

Item Type : Monitoring Items

Policy No.	Description	Ref No
2.3	<p>With respect to the actual, ongoing financial condition and activities, the Superintendent and Treasurer shall not cause or allow the development of financial jeopardy or material deviation of actual expenditures from Board priorities, as established in Ends policies. The Board reserves the right to temporarily grant exceptions to one or more of the following limitations for a specified purpose and period of time. However, without such action by the Board, the Superintendent and Treasurer shall not:</p> <p>RC 135.01 - 135.22 Uniform Depository Act RC 3301.074 Licenses for school district treasurers and business managers. RC 3313.22 Appointment of treasurer - re-employment - evaluation. RC 3313.24 Compensation of Treasurer RC 3313.25 Bond of treasurer of board. RC 3313.29 Treasurer to keep account of school funds - vouchers. RC 3315 School Funds RC 5705.10 Use of revenues.</p>	624962

Description : Accept monitoring report 2.3 Financial Condition and Activities

- 2.3.1 Expenditure of Funds
- 2.3.2 Use any long-term reserves
- 2.3.3 Payroll and Debt Settlement
- 2.3.4 Government and Tax Payments
- 2.3.5 Real Property
- 2.3.6 Purchasing Limits
- 2.3.7 Auditor Independence

Details :

Attachments :

No Attachments

Presenter : AJ Granger

Start Time : 6:33 PM

Item No : 12

Proposed By : Dawn Granger

Time Req : 45

Proposed : 10/4/2018

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.

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 : 7:18 PM

Item No : 13

Proposed By : Dawn Granger

Time Req : 1

Proposed : 10/4/2018

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