

# AGENDA

Monday, November 18, 2013

Regular Meeting

High School Library – 7:00 p.m.

The Entire Meeting is Open to the Public

*Superintendent, Tom Bratten  
Treasurer, Jim Wilson*

**Call to Order – Mr. Andrew Null**

|                     | <u>Present</u> | <u>Absent</u> |
|---------------------|----------------|---------------|
| Mrs. Angie Beck     | _____          | _____         |
| Mr. Brad Myers      | _____          | _____         |
| Mr. Andrew Null     | _____          | _____         |
| Mr. Steve Bailey    | _____          | _____         |
| Mr. Howard Rohleder | _____          | _____         |

*This is a meeting of the Board of Education **in public** for the purpose of conducting the School District's business and is a meeting open to the public but is not an open public meeting. There is a time for public participation during the meeting as indicated in the agenda. Please fill out a yellow card if you wish to speak. A limit of three minutes per person to speak shall be allowed. The public may address the Board only during the Public Request portion of the board agenda.*

**PLEDGE OF ALLEGIANCE**

## **Salem City Schools Board of Education Goals**

*(Approved February 24, 2011)*

1. Maintain and build on our Excellent rating into the future, achieving the State's highest level of distinction by 2015.
2. Continue to work on fostering a fair and welcoming classroom environment conducive to student learning and a feeling of belonging, as measured through improvements in annual customer satisfaction surveys.
3. Introduce and implement initiatives that make Salem students more competitive for 21<sup>st</sup> century careers by 2020, through the introduction of more challenging classes, advanced technology, and comprehensive career planning.
4. Create effective communication tools in order to provide information to and receive feedback from students, parents, and community members in a timely manner, making it easy for them to understand the news, activities, and performance of the District by 2013.
5. Prepare for and plan District-wide facilities renovations within the next 5 years in order to modernize our existing school buildings for 21<sup>st</sup> century learning while responsibly managing taxpayer funds.

## Reading, Correcting and Approving of Minutes

(See pages \_\_\_\_)

Motion By \_\_\_\_\_

Second By \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Other Action \_\_\_\_\_

## Reading, Correcting and Approving Agenda

Motion By \_\_\_\_\_

Second By \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Other Action \_\_\_\_\_

## Superintendent's Report

### Recognitions

### Informational Items

#### ***Buckeye:***

The following are just a few of the positive things that are happening at Buckeye:

- Fall conferences at Buckeye took place on Monday, October 28 and Monday, November 4. The Buckeye Team really made an effort to meet with all of our families during the "100% Parent Conferences." While we are still compiling the last of the data, we are very pleased that 94% of our parents participated in our parent conferences! The Buckeye Team did a great job sharing valuable information and building relationships with our families. We would also like to thank Pastor Hery Salamanca and Mrs. Susan Cope for their support in providing translation services for our Guatemalan families. Having our 100% parent conferences will help us meet Goal #2 and #4.
- Mrs. Donna Micklewright, our Foundations Coach, was at Buckeye on November 13 and November 14, to help us continue to implement the Foundations program effectively and with fidelity. During the two days, Mrs. Micklewright taught six "fishbowl" lessons for teams of teachers followed by question and answer sessions. The fishbowl lessons demonstrated proper implementation of the Foundations curriculum and reinforced all of the good things that are happening

at Buckeye. In addition, Mrs. Micklewright spent time with our learning support team and special education teachers to help them to continue to provide effective interventions and increase student achievement. Effective professional development will help us to meet Goal #1.

- The annual Buckeye Thanksgiving Feast will take place on Tuesday, November 20, 2013. The Thanksgiving Feast is a long time tradition at Buckeye and our students and their families enjoy being involved in the event. Thankfully, Mr. Niederhiser has volunteered to organize the event again this year and his efforts are greatly appreciated! Family events like the Thanksgiving Feast will help us to meet Goal #2.
- The Salem Jr. Mothers' Club visited Buckeye Elementary on November 5, to present the Reading is Fundamental (RIF) program to our second graders. This year, The Jr. Mothers' Club invited representatives from the Humane Society (including a four legged representative) to do a program about dogs. Three stations were set up so that the students could select a book to take home, ask questions (and pet the dog) and create a personal bookmark for their book. The students really enjoyed the activity. The RIF program that the Jr. Mothers' Club provided will help us to meet Goal #1.

### **Reilly:**

- Congratulations to our November Students of the Month: Samantha Kisner, Zoie Reid, Kelsey Phillips, Billy Naylor, Collin Helmick, Joseph Ketchum, Tori Bennett, Alex Lewis, Jenna McClish, Barbara Little, Nicholas Colbert, Venessa Sawman, Madalynn Workman, Molly Hopple, Skyler Bettis, Erin Townsend, and Jesse Powell. We held our Student of the Month "Pizza with the Principal Celebration" on November 18<sup>th</sup>. (District/Building Goal #2: Continue to work on fostering & welcoming classroom environment conducive to learning & a feeling of belonging, as measured through improvements in annual customer satisfaction surveys.)
- Our Honor Roll Breakfast was held on Friday, November 15<sup>th</sup>. We had a total of 170 students who worked hard to be on the Honor Roll. We are very proud of the effort put forth by these students!! (District/Building Goal #2: Continue to work on fostering & welcoming classroom environment conducive to learning & a feeling of belonging, as measured through improvements in annual customer satisfaction surveys.)
- Tonight, under the direction on Mrs. Samu, our third graders performed at their fall music program. The program was entitled, "You are Our Heroes," and was a tribute to all of our veterans. Veterans were invited to attend the program and students were encouraged to display photos of veterans on our "Wall of Honor." (District/Building Goal #2: Continue to work on fostering & welcoming classroom environment conducive to learning & a feeling of belonging, as measured through improvements in annual customer satisfaction surveys.)

- Two informational meetings were held at Reilly to update parents on the new Third Grade Reading Guarantee legislation. Information regarding this legislation was explained, and concerns and questions were addressed. I truly appreciate the parents who took time out of their busy schedule to learn about this important legislation. (District/Building Goal #1: Maintain and build on our Excellence Rating into the future, achieving the State's highest level of distinction by 2015.)

### ***Southeast:***

- Congratulations to Mary Beth Shivers for earning recertification National Board Certification. This is a significant professional accomplishment for Miss Shivers and a wonderful benefit to all students and staff that have the honor of working with her. (District Goal 1)
- Southeast Elementary School students and staff recently participated in our annual bully prevention kick-off. As part of our ongoing OLWEUS Program, the kick-off began as students brainstormed in their classrooms a list of character traits that we all can practice that would help create a kinder, bully-free school community. Once ideas were discussed, students and staff donned a new T-shirt designed by the OLWEUS committee. A school photo was taken to commemorate the message of being kind to each other. Next, we created a schoolwide display with individual puzzle pieces advertising the character trait that each person would focus on demonstrating throughout the school year. Honesty, Kindness, Respectful, Courageous and Joyful are a few of the many words on display in the cafeteria as ongoing reminders of our commitment to being a bully-free school. A schoolwide scavenger hunt was also part of the week's activities. Each classroom traveled through all of the homerooms solving problems that required teamwork to be successful; once successful, each group was given a piece to the scavenger hunt puzzle. The students' final task was to put the scavenger hunt puzzle together. The message on the puzzle was, "Solve Problems with Kindness." To conclude the kick-off each homeroom teacher conducted a discussion about the power of kindness and that only by working together we can solve the problem of bullying. (District Goal 2)
- Veteran's Day Celebrations at Southeast included a luncheon where 21 veterans were our special guests. The cafeteria was decorated in red, white and blue where introductions were made by the students, stories were shared and select members of the 6<sup>th</sup> grade played two patriotic songs. In the evening the celebration continued with 5<sup>th</sup> and 6<sup>th</sup> grade music classes performed. Student art, stories and poems were also on display. Thank you to our student council for volunteering time before school and during recess making over 200 ribbons for our Veterans and guests to wear. Special thanks also to Mrs. Piatt, Mr. Cabassa for conducting a yet another wonderful program at Southeast School. (District Goal 2)
- As a follow-up to Southeast's September Board Report on school wide intervention practices, current student data monitoring reading and mathematics is showing overall growth, as measured by AIMSweb strategic and progress monitoring. Flexible group interventions during Quaker Time and Reading and Writing Workshops are focused on reading fluency or reading comprehension, and math computation or math applications. (District Goal 1)

- Southeast Technology Team that attended the BLC Conference in Boston last summer continues to conduct monthly meetings for our staff. These professional development sessions to date have been designed to enhance our ability to use data (AIMSweb) and communicate (Google Chrome) more effectively. All teachers applied what they learned at the October meeting during our recent Parent Teacher Conferences. Teachers shared AIMSweb graphs and the instructional plan their child participates in during Quaker Time and/or Reading and Writing Workshop, in part, as a result of this data. (District Goal 4)

### ***Jr. High:***

- I'd like to congratulate Amie Cochran, Nicole Rothbauer, and Jen Pitts for being selected to participate in a STEM project that is being sponsored by NASA and The CCH Environmental Group, formerly known as CCH Solid Waste District. As part of this partnership, these three educators will receive training in creating comprehensive inquiry based learning activities using the environment as a theme. NASA and the CCH Group will be providing teachers with four workshops over the academic year and support teachers with free lesson plans, pre/post-test, access to all NASA technology, thousands of videos, project support, materials for completion of workshops, etc. As part of the program, these three are required to attend three workshops. The workshops will require them to miss one day in both November and February, as well as three days in May where they will physically be at NASA conducting hands on activities. In addition, there will be several days during the summer before school starts for additional training. As part of the agreement, the building principal must also attend at least one of the training sessions being offered. Congratulations again ladies, job well done!
- The staff of the Junior and Senior High school will be sponsoring the Banquet of Salem on November 25th. Throughout the month of November, staff members have contributed to a weekly fund through a creative casual dress program to raise money for the event. Mr. Brock has donated all the meat for the evening and will be preparing chicken for over 240 citizens of Salem. In addition, Michele Fisher (Director of Food Services) and her staff will be instrumental in cooking the remainder of the menu for what has become a yearly tradition at the Salem Junior/Senior High School.
- Lastly, The Building Leadership Team has been meeting on a regular basis to identify strategies in closing the achievement gap among a certain subgroup within the student population. In addition, they have begun to look at the process of creating Student Learned Outcomes.

### ***Sr. High School:***

- SHS dean of students and former United States Marine, Hank Brock, delivered his annual Veterans Day message via our video broadcast system. With the help of senior, Dylan McKinney, Dean Brock added photographs and music to his

presentation this year. We are looking to upgrade our studio (and our capabilities) with the purchase of editing software, a more sophisticated video camera, and a sound board to enhance audio quality.

- Sixteen SHS students sat for the Armed Services Vocational Aptitude Battery on Wednesday, 13 November. The ASVAB is the most widely used multiple aptitude test in the world. And, although test results are used to advise students about their military options, test takers are not bound in any way to join any branch of the United States military.
- The SHS Building Leadership Team (Jamie Kemats, Kellie Page, Will Klucinec, Mike Kopachy, Rob Motz, and Joe Shivers) met on Thursday, 7 November to discuss Student Learning Outcomes. The group considered guidelines for writing SLOs, how many should be written, and deadlines for having them written. SHS will have three sample SLOs written by the next BLT meeting on 20 November. The team will then share their SLOs with the District Leadership Team at our meeting on 4 December.

### **Hearing of Public Requests**

#### **Financial Report – Jim Wilson**

(See pages \_\_\_)

Motion By \_\_\_\_\_

Second By \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Other Action \_\_\_\_\_

#### **Finance Committee Report on Bills - Steve Bailey & Howard Rohleder**

Motion By \_\_\_\_\_

Second By \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Other Action \_\_\_\_\_

Building & Grounds Committee Report – Steve Bailey & Andrew Null

Audit & Finance Committee Report – Steve Bailey & Howard Rohleder

Education & Tech Committee Report –Howard Rohleder & Angie Beck

Employee Relations Committee Report – Howard Rohleder & Brad Myers

Community Relations Committee Report – Andrew Null & Brad Myers

### **NEW BUSINESS, CONSENT AGENDA ITEMS**

#### 14-077 Approval of Revisions/Additions/Deletions of Board Policies

|          |   |
|----------|---|
| 1630.01  | Revised Guideline – FMLA Leave/Administration                           |
| 1662     | Revised Guideline – Anti-Harassment/Administration                      |
| 2271     | Revised Guideline – Postsecondary Enrollment Programs                   |
| 2430     | Revised Guideline – District-Sponsored Clubs and<br>Activities          |
| 2431     | Revised Guideline – Interscholastic Athletics                           |
| 3362     | Revised Guideline – Anti-Harassment/Professional Staff                  |
| 3430.01  | Revised Guideline – FMLA Leave/Professional Staff                       |
| 4362     | Revised Guideline – Anti-Harassment/Classified Staff                    |
| 4430.01  | Revised Guideline – FMLA Leave/Classified Staff                         |
| 4430.01B | Revised Guideline – FMLA Recordkeeping<br>Requirements/Classified Staff |
| 5215     | Revised Guideline – Missing Children/Students                           |
| 5320     | Revised Guideline – Immunization/Students                               |
| 5517     | Revised Guideline – Anti-Harassment/Students                            |
| 5723     | Revised Guideline – Student Rights of<br>Expression/Students            |
| 8330     | Revised Guideline – Student Records                                     |
| 8390     | Revised Guideline – Use of Service Animals                              |
| 9270     | Revised Guideline – Procedure for Educating a Child at<br>Home          |
| 9700A    | Revised Guideline – Distribution of Materials to Students               |
| 1220     | Revised Policy – Employment of the Superintendent                       |
| 1520     | Revised Policy – Employment of Administration                           |
| 1630.01  | Revised Policy – FMLA Leave/Administration                              |
| 1662     | Revised Policy – Anti-Harassment/Administration                         |
| 2271     | Revised Policy – Postsecondary Enrollment Programs                      |
| 2430     | Revised Policy – District Sponsored Clubs and Activities                |
| 2431     | Revised Policy – Interscholastic Athletics                              |



## CONSENT AGENDA, Continued

|         |  |
|---------|--|
| 2623.02 | Revised Policy – Third Grade Reading Guarantee                             |
| 3120    | Revised Policy – Employment of Professional Staff/Professional Staff       |
| 3220    | Revised Policy – Standards-Based Teacher Evaluation/Professional Staff     |
| 3362    | Revised Policy – Anti Harassment/Professional Staff                        |
| 3430.01 | Revised Policy – FMLA Leave/Professional Staff                             |
| 4362    | Revised Policy – Anti harassment/Classified Staff                          |
| 4430.01 | Revised Policy – FMLA Leave/Classified Staff                               |
| 5111    | Revised Policy – Eligibility of Resident/Nonresident Students/Students     |
| 5310    | Revised Policy – Health Services/Students                                  |
| 5340    | Revised Policy – Student Accidents   |
| 5513    | Revised Policy – Care of School Property/Students                          |
| 5517    | Revised Policy – Anti Harassment/Students                                  |
| 5517.01 | Revised Policy – Bullying and Other Forms of Aggressive Behavior/Students  |
| 6152    | Revised Policy – Student Fees, Fines, and Charges                          |
| 7300    | Revised Policy – Disposition of Real Property/Personal Property            |
| 8390    | Revised Policy – Animals on District Property                              |
| 8405    | Revised Policy – Environmental Health and Safety Issues                    |
| 8462    | Revised Policy – Student Abuse and Neglect                                 |
| 9160    | Revised Policy – Public Attendance at School Events                        |
| 9270    | Revised Policy – Equivalent Education Outside the Schools (Home Schooling) |
| 9700    | Revised Policy – Relations with Special Interest Groups                    |
| 1662 F1 | Revised Form – Report of Harassment  |
| 2271 F3 | Revised Form – Postsecondary Enrollment Programs                           |
| 2431 F3 | Revised Form – Head Coach Evaluation Form                                  |

### 14-078 Approval of Salem Public Library Trustee

The Salem Public Library Board of Trustees recommend to the Board of Education that Jackie Berthold be re-appointed to serve a full seven year term, without compensation, as a trustee of the Library Board, beginning January 1, 2014, and continuing through December 31, 2020.

### 14-079 Hiring of Classified Staff

The Superintendent recommends the Board of Education approve the hiring of the following classified staff pending BCI/FBI results:

1. Margaret Hare – 2.5 Hour High School Cafeteria, retro-active to November 4, 2013, Step 0, hired to replace Diana Adams.

## CONSENT AGENDA, Continued

### 14-080 Gifts and/or Donations

The Superintendent recommends the Board of Education accept with deep appreciation the donation of the following:

1. \$300.00 to the Salem Academic Challenge Team by J. Robert Sebo.
2. Bell Kit for Southeast Band from Mr. and Mrs. Goeff Goll

### 14-081 MCESC Contract 2014

The Superintendent recommends the Board of Education approve the Service contract with the Mahoning County Educational Service Center from October 1, 2013 through September 30, 2014. See page \_\_\_\_\_

### 14-082 Athletic Supplementals

The Superintendent recommends the Board of Education approve the following winter game workers and supplemental positions:

1. Hank Brock – Winter Weight Room Top Step

### 14-083 Capital Conference

The Superintendent recommends the Board of Education retroactively approve Angie Beck as delegate to the OSBA Annual Meeting and Capital Conference. See Pages 178-180.

### 14-084 Legal Assistance Fund

The Superintendent recommends the Board of Education approve participation in the Legal Assistance Fund for the calendar year 2014 with OSBA. The annual cost is \$250 and Salem City Schools has participated in this every year. See pages 181-182.

### 14-085 VASCO

The Superintendent recommends the Board of Education approve The contract with VASCO for emergency repairs of the track at Reilly Stadium for lanes four and five in the amount of \$33,000. See Page 177.

## CONSENT AGENDA, Continued

### 14-086 Girls Booster Soccer Fund

The Superintendent recommends the closing of the Girls Booster Soccer fund, in the amount of \$1199.00. This account was re-opened due to the checks being made out to the wrong organization. The money will be sent to the Salem Athletic Booster Club. See Page 183.

### 14-087 Classified Sick Leave

The Superintendent recommends the Board of Education approve an Unpaid Sick Leave of Absence for Charlene Monigold, Southeast Duty Aide, commencing November 12, 2013 until further notice pending re-evaluation from her doctor, per Ohio Revised Code 3319.13.

### 14-088 Classified Substitutes

The Superintendent recommends the Board of Education approve the Following classified substitutes, pending BCI/FBI results:

1. Suzanne Vollmar

### 14-089 Substitute Teachers

The Superintendent recommends the Board of Education approve the Following substitute teachers pending BCI/FBI results and Certification:

1. John Beilhart
2. Wendy McBride
3. Connie Sassanella

### 14-090 Minimum Wage Increase

The Superintendent recommends the Board of Education recognize the Minimum Wage Increase to \$7.95 effective January 1, 2014.

### 14-091 HEMSPN

The Superintendent recommends the Board of Education approve Pam Wallack at HEMSPN from part time to full time status at the hourly rate of \$20.50, hired to replace Kelly Clark, who was full time.

**CONSENT AGENDA, Continued**14-092 Winter Game Positions

The Superintendent recommends the Board of Education approve the following Winter Game Positions as required per changes in Bureau of Workers Compensation Laws.

1. Darlene Heineman – Ticket Seller
  - \$28 per JV/V Basketball Game
  - \$15 per 9th Grade Basketball Game
  - \$15 per Jr High Basketball Game
  - \$28 per Wrestling Match
  
2. Ronnie Shadle – Ticket Seller
  - \$28 per JV/V Basketball Game
  - \$15 per 9th Grade Basketball Game
  - \$15 per Jr High Basketball Game
  - \$28 per Wrestling Match
  
3. Tim Baillie – Ticket Seller
  - \$28 per JV/V Basketball Game
  - \$15 per 9th Grade Basketball Game
  - \$15 per Jr High Basketball Game
  - \$28 per Wrestling Match
  
4. Tim Baillie – Scoreboard
  - \$35 per JV/V Wrestling Match
  
5. Michelle Shreffler – Ticket Seller
  - \$28 per JV/V Basketball Game
  - \$15 per 9th grade Basketball Game
  - \$15 per Jr High Basketball Game
  - \$28 per Wrestling Match
  
6. Dale Barrick – Ticket Taker
  - \$20 per JV/V Basketball Game
  
7. Thelma Barrick – Ticket Taker
  - \$20 per JV/V Basketball Game
  
8. Lori Brooks – Scoreboard
  - \$35 per JV/V Basketball Game
  - \$15 per 9th Grade Basketball Game
  - \$15 per Jr. High Basketball Game

## CONSENT AGENDA, Continued

9. Jim Fattler – Scoreboard
  - \$35 per JV/V Basketball Game
  - \$15 per 9th Grade Basketball Game
  - \$15 per Jr. High Basketball Game
  
10. Karen Navoyoski-Scoreboard
  - \$35 per JV/V Basketball Game
  - \$15 per 9th Grade Basketball Game
  - \$15 per Jr. High Basketball Game
  
11. Gary Goddard – Stat Board
  - \$25 per JV/V Basketball Game
  
12. Gary Goddard – Announcer
  - \$12 per JV/V Basketball Game
  
13. Rich Lobdell – Scoreboard
  - \$28 per JV/V Basketball Game
  - \$15 per 9th Grade Basketball Game
  - \$15 per Jr High Basketball Game
  - \$28 per Wrestling Match
  - \$35 per JV/V Wrestling Match
  
14. Tom Wright – Usher
  - \$22 per JV/V Basketball Game
  
15. Bud Janofa – Usher
  - \$22 per JV/V Basketball Game
  
16. Frank Zamarelli – Music/Sound System
  - \$15 per JV/V Basketball Game
  -

### 14-093 Athletic Trainer Contract

The Superintendent recommends the Board of Education approve the Hiring of Megan Gustaevel as an Athletic Trainer for home events, Winter sports. See attached contract and schedule on pages 184-185.

### 14-094 Lunch Charging Policy

The Superintendent recommends the Board of Education approve the new Administrative Guideline regarding lunch charges. See pages 186-187.

**CONSENT AGENDA, Continued**14-095 Security

The Superintendent recommends the Board of Education approve the the increase of Steve Bosel to one and a half hours from one half hour, at the rate of \$22.00 per hour. This addition will provide supervision for Career Tech students who report early for transportation.

14-096 Chess Club

The Superintendent recommends the Board of Education approve the High School Chess Club for the 2013-2014 school year. This position has no stipend and will be advised by Jeff Gill. The club will meet in the Salem High School Library after school hours. There are no additional costs for this club.

**Approval of Consent Agenda for November, 2013**

Motion By \_\_\_\_\_

Second By \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Other Action \_\_\_\_\_

**Executive Session**

The Superintendent recommends the Board of Education adjourn into executive session for the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official, or regulated individual unless the employee, official, or regulated individual requests a public hearing. No action will be taken.

**Motion to go into Executive Session**

Motion By \_\_\_\_\_

Second By \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Other Action \_\_\_\_\_

**Motion to Adjourn Executive Session**

Motion By \_\_\_\_\_

Second By \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Other Action \_\_\_\_\_

**Adjourn Meeting**

Motion By \_\_\_\_\_

Second By \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Other Action \_\_\_\_\_