

SANDUSKY CITY SCHOOLS

**Board of Education
Organizational and Regular Meeting
Monday, January 6, 2014
7:50 a.m. / 8:00 a.m.**

1. Call to Order – Jeff Krabill, President Pro Tem
2. Pledge of Allegiance
3. Adjourn sine die

Passage of this motion terminates the present organization of the Board of Education.

4. Organizational Meeting

- Call to Order – Jeff Krabill, President Pro Tem
- Roll Call
- Nomination and Election of President for 2014EXHIBIT A
- Oath of Office - PresidentEXHIBIT B
- Nomination and Election of Vice-President for 2014.....EXHIBIT C
- Oath of Office - Vice-PresidentEXHIBIT D
- Scheduled Board of Education Meetings – 2014.....EXHIBIT E
- Establishment of Organizational/Regular Meeting Date
of Board of Education (RC §3313.14) – 2014.....EXHIBIT F
- Reconfirmation of Board of Education Compensation.....EXHIBIT G
- O.S.B.A. Membership.....EXHIBIT H
- Performance BondsEXHIBIT I
- Confirmation of the Establishment of Board of Education
Service Fund (ORC §3315.15)EXHIBIT J
- Extended Contract Certificate (ORC §5705.412).....EXHIBIT K
- Resolution of Agreement Compliance.....EXHIBIT L
- Reconfirmation of Resolution for Standing AuthorizationsEXHIBIT M
- Reconfirmation of Resolution for Standing Authorization
to Effect Loans (R.C. §133.30).....EXHIBIT N
- Resolution to Authorize Superintendent to Approve
Short-Term, Unpaid Leaves of Absence.....EXHIBIT O
- Board Liaison CommitteesEXHIBIT P
- Adjournment to Regular MeetingEXHIBIT Q

EXHIBIT A

NOMINATION AND ELECTION OF PRESIDENT FOR 2014

Mr. Jeff Krabill, as President Pro Tem, called for nomination for President. Mr./Mrs. _____ placed the name of _____ in nomination.

EXHIBIT B

OATH OF OFFICE - PRESIDENT

I, _____, do solemnly affirm that I will support the Constitution of the United States and the Constitution of the State of Ohio; and that I will faithfully and impartially discharge my duties as President in and for the said Sandusky City School District, Erie County, Ohio, to the best of my ability, and in accordance with the laws now in effect and hereafter to be enacted, during my continuance in said office and until my successor is chosen and qualified.

Affirmed to and subscribed before me, this 6th day of January, 2014.

Mr. Kevin Robertson, Treasurer

NOMINATION AND ELECTION OF VICE-PRESIDENT FOR 2014

_____ as President, called for nomination for Vice-President. Mr./Mrs.
_____ placed the name of _____ in nomination.

OATH OF OFFICE - VICE-PRESIDENT

I, _____, do solemnly affirm that I will support the Constitution of the United States and the Constitution of the State of Ohio; and that I will faithfully and impartially discharge my duties as Vice-President in and for the said Sandusky City School District, Erie County, Ohio, to the best of my ability, and in accordance with the laws now in effect and hereafter to be enacted, during my continuance in said office and until my successor is chosen and qualified.

Affirmed to and subscribed before me, this 6th day of January, 2014.

Mr. Kevin Robertson, Treasurer

SCHEDULED BOARD OF EDUCATION MEETINGS

Proposed 2014

The Regular Meetings of the Sandusky Board of Education scheduled **during the school year will usually be held in The Board Decade room on the 3rd floor at the Administration Building beginning at 8:00 a.m. or 6:00 p.m.,** unless otherwise noted.

The Regular Meetings of the Sandusky Board of Education scheduled **during the summer months will usually be held in The Board Decade room on the 3rd floor at the Administration Building beginning at 8:00 a.m.,** unless otherwise noted.

2014			
<u>Day of Week</u>	<u>Meeting Dates</u>	<u>Meeting Time</u>	<u>Location</u>
Monday	January 6, 2014	7:50 a.m. (Budget Hearing) 8:00 a.m. (Regular and Organizational Meeting) New Officers	Board of Education
Monday	February 10	6:00 p.m.	Board of Education
Monday	March 10	8:00 a.m.	Board of Education
Monday	April 14	6:00 p.m.	Board of Education
Monday	May 12	8:00 a.m.	Board of Education
Monday	June 10	8:00 a.m.	Board of Education
Monday	*June 30	8:00 a.m.	Board of Education
Monday	July 21	8:00 a.m.	Board of Education
Monday	August 18	8:00 a.m.	Board of Education
Monday	September 15	6:00 p.m.	Board of Education
Monday	October 6	6:00 p.m.	Board of Education
Monday	November 3	6:00 p.m.	Board of Education
Monday	December 8	8:00 a.m.	Board of Education
Monday	January 12, 2015	7:50 a.m. (Budget Hearing) 8:00 a.m. (Regular and Organizational Meeting) New Officers	Board of Education

*** Denotes 2nd meeting of the month**

Note: As the school year progresses, additional special meetings may be scheduled.

CC: Administrators, Bldg. Use Monitor, Treasurer (5), HR, Switchboard, Mail Delivery, Graphics, EMIS Coordinator

EXHIBIT F

**ESTABLISHMENT OF ORGANIZATIONAL/REGULAR
MEETING DATE OF BOARD OF EDUCATION (RC §3313.14) -- 2014**

Under Ohio law, the Board of Education is authorized to hold its Organizational Meeting at any time during the first fifteen (15) days of the new calendar year. It is recommended that the Sandusky Board of Education establish and set a combined Budget Hearing/Organizational/Regular Meeting for Monday, January 12, 2015, with the current President serving as President Pro Tem. The combined meeting will be held beginning at 7:50 a.m. with the Budget Hearing followed by the Organizational/Regular Meeting at 8:00 a.m. in the Board of Education Meeting Room at the Administration Building.

EXHIBIT G

RECONFIRMATION OF BOARD OF EDUCATION COMPENSATION

WHEREAS, Ohio Revised Code Section 3313.12 establishes rates of compensation for Board of Education members;

THEREFORE, the Sandusky City Board of Education reconfirms the compensation of each board member to be at the highest level authorized for that individual by the Ohio Constitution and Ohio Statutes and such compensation shall be based upon a maximum of twenty-four (24) meetings per year. (This action has no increased economic impact or effect on the current members of the Sandusky Board of Education.)

EXHIBIT H

O.S.B.A. MEMBERSHIP

To authorize Board membership in the Ohio School Boards Association and the Legal Defense Fund for the 2014 calendar year, and to appoint _____ as the Legislative Liaison and _____ as the Student Achievement Liaison with the Ohio School Boards Association.

PERFORMANCE BONDS

To purchase performance bonds in the amount of \$200,000 each for the Board President, Superintendent and Treasurer.

**CONFIRMATION OF THE
ESTABLISHMENT OF BOARD OF EDUCATION SERVICE FUND
(ORC §3315.15)**

WITNESS our hands, this 6th day of January, 2014.

WHEREAS, the Sandusky Board of Education may, as prescribed in O.R.C. 3315.15, set aside each year from the General Fund a sum not to exceed two dollars per pupil, or \$20,000.00, whichever is greater, and,

WHEREAS, the amount set aside shall be placed in a fund known as the “Service Fund,” and,

WHEREAS, the amount shall be used only in paying the expenses of members of such board of education actually incurred in the performance of their duties.

BE IT RESOLVED, now, that such “Service Fund” to be established in the amount of \$7,500.00 for the fiscal year beginning July 1, 2014.

**EXTENDED CONTRACT CERTIFICATE
(ORC §5705.412)**

It is hereby certified with respect to the contract, agreement, obligation, payment, wage or salary schedule, or order for the expenditure of funds attached hereto that the SANDUSKY CITY SCHOOL DISTRICT has in effect for the remainder of the current fiscal year (January 1 to June 30) and the succeeding fiscal year (July 1 to June 30) the authorization to levy taxes, including the renewal of existing levies, which, when combined with the estimated revenue from all other sources available to the district at the time of certification, are sufficient to provide the operating revenues necessary to enable the district to operate an adequate educational program on all the days set forth in its adopted school calendar for the current fiscal year (January 1 to June 30) and for the number of days in the succeeding fiscal year (July 1 to June 30) equal to the number of days instruction was held or is scheduled for the current fiscal year.

January 6, 2014

Kevin Robertson, Treasurer

Eugene T.W. Sanders,
Superintendent and CEO

President, Board of Education

RESOLUTION OF AGREEMENT COMPLIANCE

The Sandusky Board of Education hereby acknowledges, affirms, and restates its compliance with all articles, provisions, and financial/mathematical computations of provisions of the current and in place Negotiated Agreements and administratively designed and implemented Memorandums of Understanding between said Board and the Sandusky Education Association and the Sandusky Non-Teaching Employees Association.

RECONFIRMATION OF RESOLUTION FOR STANDING AUTHORIZATIONS

WHEREAS, the Sandusky City Schools' Board of Education places responsibility for the financial management of the district on the treasurer and superintendent and,

WHEREAS, the Board is ever mindful of its obligation to the citizens and taxpayers of the City of Sandusky to exercise sound fiscal practices, and,

WHEREAS, the Board acknowledges that in order to meet its obligation to the community, achieve efficiency and maximize the return on its resources, the treasurer and superintendent must be able to make certain decisions in a timely and forthright manner within the constraints of applicable statutes and Board policy, and,

BE IT RESOLVED, that the Sandusky Board of Education hereby approves the following standing authorizations for the calendar year 2014 to be exercised by the treasurer and superintendent only when, in their judgment, such exercise meets the specifications so cited, herein:

- Authorizes treasurer to secure advances from the Auditor when funds are available and payable to the Sandusky City School District;
- Authorizes treasurer to invest inactive funds at the most productive interest rate whenever such funds are available;
- Authorizes treasurer to pay all bills within the limits of the appropriations resolution as bills are received and when the goods and/or services have been received as ordered;
- Authorizes superintendent, during periods when this Board is not in session, to make offers of employment directly to candidates for either teaching or non-teaching positions on behalf of this Board, and to acknowledge acceptance of such offers on behalf of this Board, subject to a subsequent vote of ratification by this Board; upon ratification by this Board, the employment shall be deemed effective as of the date and time specified in the superintendent's offer of employment accepted by the employee.
- Authorizes superintendent, on behalf of this Board, to accept resignations which have been submitted by employees during times when this Board is not in session, subject to ratification by this Board; provided however, that upon ratification by this Board, such resignation shall be deemed effective as of the date and time of the superintendent's acceptance.

RECONFIRMATION OF RESOLUTION FOR STANDING AUTHORIZATIONS
(continued)

- Authorizes superintendent to employ such temporary personnel as may be required with such employment to be submitted to the Board for action at its next regular meeting.
- Authorizes treasurer and superintendent to sign and certify, on behalf of the Board, proposal/funding required Statements of Assurances and Certification for all projects identified by administration as benefiting the recipients of educational offerings; and thereby certifying that all federal and state rules and regulations applicable to the use of said funds will be observed; and that information contained in all applications will be correct and complete; and that the Board authorizes its administrative representatives to file all applications on its behalf.
- Designates superintendent or designee as purchasing agent.
- Designates the treasurer and superintendent to act for the board on matters pertaining to surplus property procurement and federal grant applications and reports.
- Authorizes the treasurer and/or the superintendent to act as official custodians of district safety deposit box.
- Authorizes the superintendent or his designee to approve use of school buses for field trips outside the district.
- Authorizes the superintendent or his designee to approve attendance of staff members at professional meetings and conferences outside the district.
- Authorizes the superintendent and treasurer to attend professional meetings at the local and state level.
- Authorizes the superintendent and treasurer to utilize appropriate legal council as general council for the school district for calendar year 2014 and thereafter until a successor has been selected by the Board of Education.

**RECONFIRMATION OF RESOLUTION FOR STANDING AUTHORIZATION
TO EFFECT LOANS (R.C. §133.30)**

WHEREAS, the Sandusky City Schools' Board of Education places responsibility for the financial management of the district on the treasurer and superintendent and,

WHEREAS, the Board is ever mindful of its obligation to the citizens and taxpayers of the City of Sandusky to exercise sound fiscal practices, and,

WHEREAS, the Board acknowledges that in order to meet its obligation to the community, achieve efficiency and maximize the return on its resources, the treasurer and superintendent must be able to make certain decisions in a timely and forthright manner within the constraints of applicable statutes and Board policy, and,

BE IT RESOLVED, that the Sandusky Board of Education hereby approves the following standing authorizations for the calendar year 2014 to be exercised by the treasurer and superintendent only when, in their judgment, such exercise meets the specifications so cited, herein:

...to borrow money and issue notes in anticipation of the collection of current revenues for the current fiscal year, if the financial situation of the school district should warrant such borrowing.

BE IT FINALLY RESOLVED, that the Sandusky Board of Education hereby mandates that the treasurer and superintendent advise said board when the need arises to borrow funds, with said advisory information being presented at the next meeting of the board for concurrence consideration.

**RESOLUTION TO AUTHORIZE SUPERINTENDENT TO APPROVE
SHORT-TERM, UNPAID LEAVES OF ABSENCE**

The Sandusky Board of Education hereby approves a standing authorization for the calendar year 2014 to be exercised by the superintendent to authorize short term unpaid leaves of absence and medical and family leaves of absence for a duration of less than one semester.

BOARD LIAISON COMMITTEES

The Sandusky Board of Education policy BCE, identified as Board Liaison Committees, establishes committees from among its members as it finds necessary to study operations in specific areas and to make recommendations for board action. Annually, the President of the Sandusky Board of Education makes appointments relative to these committees. It is anticipated that the chairperson role will be identified for each of these committees at our Board Meeting of January 6, 2014. The committees in the past have included the areas of: Curriculum and Instruction, Operations and Facilities, Policies, Finance and Audit, Hall of Fame, and Community Relations.

Meeting schedules are administratively determined. An outline of responsibilities follows:

Curriculum and Instruction – (To be determined by the Board President)

Serve with: Chief Academic Officer and Select Staff Members

Responsibility: Review, analyze, and recommend any and all curriculum changes, modifications, and/or deletions, including textbook and resource purchases.

Operations and Facilities – (To be determined by the Board President)

Serve with: Chief of Staff/ Transformation Officer and Select Staff Members(Directors of Food Service, Transportation, and Facilities)

Responsibility: Review, analyze, and recommend any and all changes and/or modifications to food service operations, building and grounds, and transportation services.

Policies – (To be determined by the Board President)

Serve with: Chief Executive Officer/ Superintendent of School or designees

Responsibility: Review, analyze, and recommend any and all changes and/or modifications to the current and in-place policies of the district. Be watchful and aware of any and all OSBA and legislative changes, which would prompt policy review. Present regular reports to the balance of the Board on timely topics of future consideration.

BOARD LIAISON COMMITTEES (cont'd)

Finance and Audit –

(To be determined by the Board President)

Serve with:

Treasurer

Responsibility:

Review, and analyze, and recommend any and all changes and/or modifications to the fiscal operations of the district, including expenditure and revenue projections/needs and long range planning.

Hall of Fame –

(To be determined by the Board President)

Serve with:

Chief of Staff/ Transformation Officer and select staff and community liaisons

Responsibility:

Serve on Athletic Hall of Fame induction committee.

Community Relations –

(To be determined by the Board President)

Serve with:

Chief Executive Officer/ Superintendent

Responsibility:

Review, analyze, and recommend any and all strategies, directions, and image enhancements which provide for not only increased knowledge base about the district but provides opportunities for increased participation in school system.

ADJOURNMENT FROM ORGANIZATIONAL MEETING

_____ moved, and _____ seconded,
to adjourn from the Organizational Meeting and return to the Regular Meeting of January 6, 2014.

SANDUSKY CITY SCHOOLS

Board of Education Regular Meeting Monday, January 6, 2014 at 8:00 a.m.

1. Call to Order and Roll Call – Board President
2. Pledge of Allegiance
3. Reading and Approval of Minutes of December 9, 2013– Mr. Kevin Robertson, Treasurer
4. Approve Agenda
5. Public Participation
6. Citizens Participation
7. Staff Presentations
8. Correspondence – Informational
9. Correspondence – Related to Action (pages 41-45)
 - a.) Ms. Kathy Capucini, Sandusky Middle School Counselor
 - b.) Ms. Kristina Downing, Sandusky High School Teacher
 - c.) Ms. Julie VanVlerah, Sandusky Middle School Teacher
 - d.) Mr. Larry Wright, Bus Driver
 - e.) Ms. Carol Truman, Medical Assisting Program Instructor
10. Treasurer’s Report – Discussion Items, Mr. Robertson
11. Superintendent & CEO’s Report – Discussion Items, Dr. Sanders
 - a.) Transformation Update- Mr. David Danhoff
12. Treasurer’s Recommendations – Action Items, Mr. Robertson
 - a) Approval of 2014-15 Annual Tax Budget (pages 46-57)

Attached to this agenda is a copy of the proposed Annual Tax Budget for the fiscal year beginning July 1, 2014 and ending June 30, 2015, as prepared by the Treasurer. A public hearing was held in the Board of Education meeting room at 7:50 a.m. on January 6, 2014.

The fiscal year for school districts in Ohio is July 1st through June 30th. It is this period of time upon which the levying and collection of taxes are based and upon which the budget is built. Sections 5705.27 - .41 of the Ohio Revised Code detail the provisions regarding budget preparation. In general, the budget process begins in January, six months prior to the

beginning of the fiscal year for which the budget is intended, and culminates with the adoption of the annual appropriation resolution prior to October 1st of that year.

Once approved by the Board of Education prior to January 15th, the tax budget is submitted to the County Auditor and the County Budget Commission. The Budget Commission meets in February to review the school district's tax budget and to estimate the anticipated revenues for the next fiscal year. The school district is thereby informed of its estimated resources for the budget year, and, depending on the results of this estimate, tax rates and/or proposed expenditures are then revised.

Sandusky citizens and taxpayers have a number of built-in devices to assure their interests are protected. Budget and appropriation procedures are open to public examination at any time during the year. In addition, the Board of Education continually reviews and monitors all financial actions of the district at every step. The most important protection of the public interest is the requirement that a school district must live within its budget. There is no such thing as deficit spending in school finance. To assure positive year end fund balances, appropriations may be amended as needed at any time during the fiscal year.

It is recommended that the Sandusky Board of Education adopt the proposed Annual Tax Budget as attached.

b) Approval of Monthly Financial Statement and Monthly Investments
(pages 58-72)

It is recommended that the Board of Education approve the financial statement and investments as listed in the attached documentation for the month of December 2013.

c) Approval to Dispose of Assets

It is recommended that the Board of Education approve the disposal of the following assets:

Candlestick Lamp – 07547
Printek Printer – 17407
Printer Stand – 17408

d) Acceptance of Bus Bids

It is recommended that the Board of Education accept the bus bids received as follows:

<u>Conventional Bus</u>	<u>Base Bid</u>
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Truck Sales and Service	\$75,200.00
Cardinal Bus Sales and Service	78,970.00
Myers Equipment	82,437.00
Bobby's Truck and Bus	99,665.00

<u>Special Needs Bus</u>	<u>Base Bid</u>
Truck Sales and Service	\$83,900.00
Truck Sales and Service	86,217.00
Truck Sales and Service	84,000.00
Cardinal Bus Sales and Service	84,736.00
Myers Equipment	88,020.00

e) Approval of Bus Purchases and Trade In

It is recommended that the Board of Education approve the purchase of buses from Truck Sales and Service, from the Permanent Improvement fund, per their bids as follows:

Special Needs Bus	\$ 83,900.00
Options	5,400.00
Less Trade	<u>(55,000.00)</u>
Sub Total	<u>\$ 34,300.00</u>
2 Conventional Buses	\$150,400.00
Options	10,960.00
Less Trade (2)	<u>(4,600.00)</u>
Sub Total	<u>\$156,760.00</u>
Total	<u>\$191,060.00</u>

f) Approval of Transfer

It is recommended that the Board of Education approve the transfer of \$9,000.00 from the Athletic Tournament Fund (022-9100) to the Athletic Fund (300-0000). These monies represent accumulated earnings by the Sandusky City School Athletic Department from hosting OHSAA tournament events.

g) Approval of Resolution Declaring it Necessary to Levy a Renewal Tax in Excess of the Ten-Mill Limitation

It is recommended that the Board of Education approve the first of two resolutions necessary to place renewal of the \$1.5 million Emergency Levy on the May 6, 2014 ballot, as follows:

The Board of Education of the Sandusky City School District (the "Board of Education"), County of Erie, Ohio, met in regular session at 8:00 a.m., on the 6th day of January, 2014, at 407 Decatur Street, Sandusky, Ohio, with the following members present:

- Mrs. Green-Churchwell
- Mrs. Murray
- Ms. Vargo
- Mr. Krabill
- Mr. Patterson

_____ moved the adoption of the following resolution:

SANDUSKY CITY SCHOOL DISTRICT

RESOLUTION NO. _____

**RESOLUTION DECLARING IT NECESSARY TO LEVY
A RENEWAL TAX IN EXCESS OF THE TEN-MILL
LIMITATION**

WHEREAS, a five-year emergency levy approved by a majority of voters at an election held on November 4, 2008 will expire in tax year 2013, collection year 2014, and this Board of Education intends to renew said levy.

BE IT RESOLVED by the Board of Education of the Sandusky City School District, County of Erie, Ohio:

SECTION 1. That the amount of revenue which may be raised in this school district by all tax levies which this school district is authorized to impose, when combined with all revenues to be received from the State of Ohio and the Federal Government, will be insufficient to avoid an operating deficit.

SECTION 2. That pursuant to the provisions of Section 5705.194 of the Ohio Revised Code, it is necessary that a renewal tax be levied in excess of the ten-mill limitation for the benefit of this school district, for the purpose of avoiding an operating deficit, in the amount of \$1,500,000 per year for a five (5) year period.

SECTION 3. That the question of the passage of said tax levy shall be submitted to the electors of the school district at an election to be held on May 6, 2014. If approved by the electors, said tax levy shall first be placed upon the 2014 tax list and duplicate, for first collection in calendar year 2015.

SECTION 4. That the treasurer of this board of education be and is hereby directed to certify forthwith a copy of this resolution to the county auditor at least ninety-five (95) days prior to said election as required by law requesting that said county auditor certify to this board of education the total current tax valuation of the school district and to calculate and certify the annual tax levy which will be required to produce the annual amount set forth in Section 2 hereof, in accordance with Section 5705.195 of the Ohio Revised Code and Section 5705.03 of the Ohio Revised Code.

SECTION 5. That it is found and determined that all formal actions of this board of education concerning and relating to the adoption of this resolution were adopted in an open meeting of this board of education, and that all deliberations of this board of education, and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the rules of this board of education adopted in accordance therewith.

_____ seconded the motion, and the roll being called upon the question of adoption of the resolution the vote resulted as follows:

AYE:

NAY:

ADOPTED the 6th day of January, 2014.

Treasurer

CERTIFICATE

The undersigned hereby certifies that the text of the foregoing resolution is taken and copied from the record of proceedings of a meeting of the Board of Education of the Sandusky City School District held on January 6, 2014. The undersigned further certifies that the same has been compared by me with said record and it is a true and correct copy thereof, together with a true and correct copy of excerpts from the minutes of said meeting to the extent pertinent to the consideration and adoption of said resolution.

Treasurer

RECEIPT

The undersigned hereby acknowledges this day receipt of a certified copy of the foregoing resolution.

County Auditor
Erie County, Ohio

Dated: January _____, 2014

**CERTIFICATE OF COUNTY AUDITOR PURSUANT TO
SECTION 5705.195, OHIO REVISED CODE**

The undersigned hereby certifies that the total current tax valuation of the Sandusky City School District, County of Erie, Ohio, is \$_____ and that the average annual levy which will be required throughout the life of the levy to produce the annual amount of \$1,500,000 set forth in the resolution of the Board of Education of the Sandusky City School District, adopted January 6, 2014, assuming that the amount of the tax list of such school district remains throughout the life of the levy the same as the amount of the tax list for the current year, is _____ (_____) mills for each one dollar (\$1.00) of valuation, which amounts to _____ (\$_____) for each one hundred dollars (\$100.00) of valuation.

County Auditor
Erie County, Ohio

Dated: January _____, 2014

13. Superintendent & CEO's Recommendations – Action Items, Dr. Sanders

It is recommended that the Sandusky Board of Education approve the following action items as delineated below. The recommendations presented to the Board of Education have been provided to the Board in advance of the Board meeting. Board members have had the opportunity to review available background information and request additional information to further prepare for action on recommendations presented in this section prior to the Board meeting.

A. Personnel:

1) Acceptance of Retirement Resignation – Certificated

Ms. Kathy Capucini – School Counselor at Sandusky Middle School, effective March 1, 2014, per her provided correspondence, received December 18, 2013. Ms. Capucini will retire with 34 years of service with Sandusky City Schools.

13. Superintendent & CEO's Recommendations – Action Items, Dr. Sanders (continued)

2) Approval of Unpaid Leave of Absence – Certificated

Ms. Kristina Downing – at Sandusky High School, per her correspondence dated December 19, 2013. Ms. Downing is requesting an unpaid leave of absence on Tuesday, January 21, 2014, and is scheduled to return to work on Wednesday, January 22, 2014.

Ms. Julie VanVlerah – at Sandusky Middle School, per her correspondence dated December 12, 2013. Ms. VanVlerah is requesting an unpaid leave of absence on Friday, February 14, 2014, and is scheduled to return to work on Tuesday, February 18, 2014.

3) Approval of Supplemental Contracts – Employees/Non-Employees

The Board has posted and advertised the positions listed as being available to employees of the district who hold educator licenses. It is recommended that the employees listed be awarded a supplemental contract in the area stipulated. Where no employees meeting all of the Board qualifications have applied for, been offered, and accepted said positions, it is recommended that the non-employees listed be awarded a pupil activity program contract in the area stipulated.

Employment of the following supplemental staff is contingent upon their successful completion of all pre-employment requirements and receipt of the proper certification/training.

Approval of Supplemental Assignments 2013/14 SY		
Position	Name (last, first)	Building
SB Var Asst, Reserve	Scheel, Nicole	SHS

4) Approval of Job Description-Classified (pages73-74)

It is recommended that the Sandusky Board of Education approve the following job description: District Information and Web Global Communication Assistant. The position will be compensated at the SNTEA Office Worker Class I level.

5) Acceptance of Retirement Resignation – Classified

Mr. Larry Wright – Bus Driver, effective March 1, 2014, per his provided correspondence, received December 18, 2013. Mr. Wright will retire with 33 years of service with Sandusky City Schools.

13. Superintendent & CEO's Recommendations – Action Items, Dr. Sanders (continued)

6) Approval of Employment – Classified 2013/14 SY (pages 75-76)

It is recommended that the Board of Education approve the employment of the following classified staff member(s) for the 2013/14 school year as submitted by Ms. Claire Grantier, Technology Facilitator, on December 29, 2013:

Employment of Classified Staff 2013/14 SY		
Name (last, first)	Position	Building
Austin, Brooke	District Info & Web Commun Admin Assist. Class 1	Admin

***Employment of the classified staff member(s) listed above is contingent upon successful completion of all pre-employment requirements and receipt of any requisite license or permit. Compensation level, based upon the current and in-place salary schedule for classified staff, will be determined after receipt of written verification of years-of-experience.*

7) Acceptance of Resignation – Adult Education

Ms. Carol Truman – Medical Assisting Program Instructor at Sandusky Career Center, effective December 19, 2013, per her provided correspondence, received December 5, 2013.

8) Approval of Employment of Hourly Staff–Adult Education 2013/14SY (pages 77-82)

It is recommended that the Sandusky Board of Education approve for employment the following individuals as hourly employee for the Adult Education Department for the 2013-2014, school year at the rate indicated, as recommended by Mrs. Nancy Zechman, Director of Career Tech and Adult Education, on Monday, December 16, 2013:

Adult Education – Hourly Staff Effective December 30, 2013 for the 2013/2014 SY				
Program Title	Last Name	First Name	Job Title	Hourly Rate
LPN	Carey	Sandra	Sub as Health Education Instructor	20.60
	Miller	Hannah	Sub as Health Education Instructor	20.60
	Moots	Elizabeth	Sub as Health Education Instructor	21.63
	Patterson	Cindy	Sub as Health Education Instructor	21.63
COST	Cleveland	Laurel	Sub as Health Education Instructor & LPN Instructor	16.50
Police Academy	Hall	Tony	Police Academy Instructor (new hire)	24.00
Cosmetology	Kennedy	Sarah	Cosmetology Instructor (new hire)	17.00

13. Superintendent & CEO's Recommendations – Action Items, Dr. Sanders (continued)

9) Approval of Compensation for 2013 Athletic Event Referee

It is recommended that the Sandusky Board of Education approve payment to **Mr. Schuyler Smith** for officiating at one or more athletic sporting events during the 2013/14 school year as submitted by Mr. Shawn Coakley, Athletics/Activities on December 12, 2013:

DATE	AMT.
11-30-13	\$30.00
11-25-13	\$30.00
12-2-13	\$50.00
12-5-13	\$50.00
12-10-13	\$70.00
12-12-13	\$50.00

B. Other:

1) Approval of Sandusky Middle School 8th grade trip to Put-In-Pay (pages 83- 85)

It is recommended that the Sandusky Board of Education approve the proposed 8th grade trip for the Sandusky Middle School Class to Put-In-Bay recommended by Mrs. Linda Wohl, Sandusky Middle School Principal, in her provided memo dated December 19, 2013.

2) Approval of Sandusky City School Student Activity Fundraisers

It is recommended that the Sandusky Board of Education approve the following list of fundraisers from IN-HOUSE club(s), as submitted by Mrs. Julie Bittinger, Business/Fiscal Office

Sandusky City Schools – “In-House” Fundraisers		
Group Name	Fundraiser Event	Dates of Fundraiser
Venice Elementary	Art/Greeting Cards	10/15/13 -10/28/13
* - Indicates materials/supplies donated by outside individuals/organizations.		

3) Approval of Educational Service Agreement (pages 86-88)

It is recommended that the Sandusky Board of Education approve the following educational service agreements with Huron City School District for providing special educational services for the 2013-14 school year, per the provided agreement submitted by Ms. Julie McDonald, Chief Academic Officer on December 30, 2013.

13. Superintendent & CEO's Recommendations – Action Items, Dr. Sanders (continued)

C. Donations:

The Sandusky City Schools accept the following gifts and contributions and in doing so, do hereby acknowledge the positive and supportive activities of the identified party:

Sandusky City Schools – Donations			
Donator Name	Donation To	Donation	In Memory of
Mary Ellen Frawley	Leonard J. Thom Memorial Scholarship	\$50.00	Anthony Pappas
Julie Bittenger	Leonard J. Thom Memorial Scholarship	\$20.00	Anthony Pappas
Northwest Ohio Gastroenterology Staff	Leonard J. Thom Memorial Scholarship	\$500.00	Anthony Pappas
Elverda Jacobs	Leonard J. Thom Memorial Scholarship	\$10.00	Anthony Pappas
James Tibboles	Leonard J. Thom Memorial Scholarship	\$25.00	Anthony Pappas
Mitzi Fronizer	Leonard J. Thom Memorial Scholarship	\$50.00	Anthony Pappas
Craig & Kim Norman	Leonard J. Thom Memorial Scholarship	\$100.00	Anthony Pappas
Jacqueline Ramsey	Leonard J. Thom Memorial Scholarship	\$20.00	Anthony Pappas
Iola Russell	Leonard J. Thom Memorial Scholarship	\$15.00	Anthony Pappas
Keimer Family	Leonard J. Thom Memorial Scholarship	\$100.00	Anthony Pappas
George Fisher	Leonard J. Thom Memorial Scholarship	\$25.00	Anthony Pappas
John & Deborah Gerold	Leonard J. Thom Memorial Scholarship	\$25.00	Anthony Pappas
Charles Odneal	Leonard J. Thom Memorial Scholarship	\$25.00	Anthony Pappas
Steven Wagner	Leonard J. Thom Memorial Scholarship	\$25.00	Anthony Pappas
Alex & JoAnne McLean	Leonard J. Thom Memorial Scholarship	\$100.00	Anthony Pappas
The Mylander Foundation	Sandusky Career Center to purchase a Pediatric Simulator	\$2,000.00	
The Mylander Foundation	Mandatory Operating Expenses for Sandusky Elementary Schools	\$6,420.00	
Kate Vargo	SHS Scholarship Fund	\$1,248.62	
Hancock Staff	Hancock Library to purchase a book	\$25.00	Brian Biecheler, Staci Pahl's husband
Gene & MaryAnn Kidwell	Douglas Kidwell Memorial Scholarship Fund	\$50.00	Raymond Gephart
Gene & Mary Ann Kidwell	Douglas Kidwell Memorial Scholarship Fund	\$25.00	Marjorie Morner
Sandusky Blue Streak Boosters	Karleen Wieber Scholarship Fund	\$100.00	
Carrie Scheufler	Tom Scheufler Memorial Scholarship Fund	\$1,000.00	
Richard & Roberta Aros	Karleen Wieber Scholarship Fund thru the Sandusky Erie County Community Foundation	\$25.00	
Sandra & Kendra Kieffer	Karleen Wieber Scholarship Fund thru the Sandusky Erie County Community Foundation	\$20.00	
Ron & Carol Albert	Karleen Wieber Scholarship Fund thru the Sandusky Erie County Community Foundation	\$25.00	
The Klohn Family	Karleen Wieber Scholarship Fund thru the Sandusky Erie County Community Foundation	\$50.00	
Tom & Ann Murray	Karleen Wieber Scholarship Fund thru the Sandusky Erie County Community Foundation	\$100.00	

Jeffrey & Veronica Eiben	Leonard J. Thom Memorial Scholarship	\$100.00	Anthony Pappas
Marilyn Weiland	Leonard J. Thom Memorial Scholarship	\$50.00	Anthony Pappas
Robert & Ann Wells	Leonard J. Thom Memorial Scholarship	\$200.00	Anthony Pappas
Robert & Helen Homeberger	Leonard J. Thom Memorial Scholarship	\$25.00	Anthony Pappas
Douglas & Diane Scaife	Leonard J. Thom Memorial Scholarship	\$50.00	Anthony Pappas
Randy & Vickie Gundlach	Karleen Wieber Scholarship	\$25.00	
Richard & Susan Scheu	Douglas Kidwell Memorial Scholarship Fund	\$50.00	
Ms. Smith	5TH Grade Math Work Stations Program	\$3,065.00	
Mr. & Mrs. Grone	Leonard J. Thom Memorial Scholarship	\$40.00	Anthony Pappas
Charles & Elsie Ghesquiere	Leonard J. Thom Memorial Scholarship	\$50.00	Anthony Pappas
Martin & Alice Kain	Leonard J. Thom Memorial Scholarship	\$25.00	Anthony Pappas
Joseph & Pat Camella	Leonard J. Thom Memorial Scholarship	\$25.00	Anthony Pappas
Peter Mellio	Leonard J. Thom Memorial Scholarship	\$50.00	Anthony Pappas
Robert & Sharon Traut	Leonard J. Thom Memorial Scholarship	\$20.00	Anthony Pappas
Michael & Ziska McDevitt	Leonard J. Thom Memorial Scholarship	\$50.00	Anthony Pappas
Nicole Wilson-Fennell	Coach Terry Wilson Scholarship Fund	\$20.00	
Phyllis Thomas	SHS Class of 1964 Scholarship Fund	\$17.00	
Mr. Cunningham	Sponsor a Table at the Andrew S. Dunn Sandusky Police Academy Scholarship Reverse Raffle	\$125.00	
John & Ann Ray	Leonard J. Thom Memorial Scholarship	\$200.00	Anthony Pappas
Brett Charville	SMS Gentlemens Club	\$50.00	
Jan Kemp	Sandusky City Schools Book Angel	\$10.00	
Stanley & Kathy Gilbert	Sandusky City Schools Book Angel	\$12.00	
Anonymous	Sandusky City Schools Book Angel	\$20.00	
Richard Twardzik	SHS Class of 1964 Scholarship Fund	\$640.00	
The Carousel Resale Shop	Sandusky Career Center Suits & Such	\$231.00	

14. Anticipated Action
15. Unfinished Business
16. New Business
17. Board Liaison Committee Reports
18. Recommendations or Questions from Individual Board Members
19. Next Meeting

The next regular meeting of the Board of Education is scheduled for ***TBD***

20. Adjournment