

**August 7, 2013**  
**Lincolnshire / 1:00 PM**



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*This is a meeting of the Washington Local Board of Education in public for the purpose of conducting school district business and is not to be considered a public community meeting. The time for public participation during this meeting is indicated on the agenda as Delegations and Communications. R.C. 121.22, 3313.15*

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1. Opening
  - A. Call to Order by the President
  - B. Roll Call by the Treasurer
  - C. Pledge of Allegiance
  - D. Delegations and Communications

### **SUPERINTENDENT'S RECOMMENDATIONS**

2. Superintendent Vacation Days
3. Purchases Over \$25,000
4. Job Description / First Reading
5. Job Descriptions / Second Reading
6. Executive Session
7. Personnel
8. Adjournment

## 1. Opening

### A. Call to Order by the President

The August 7, 2013 meeting of the Board of Education of Washington Local Schools will come to order. It is now \_\_\_\_\_ P.M.

### B. Roll Call by the Treasurer

Mr. Erme \_\_\_\_\_ Mr. Ilstrup \_\_\_\_\_ Mr. Adler \_\_\_\_\_  
Mr. Hunter \_\_\_\_\_ Mr. Zuber \_\_\_\_\_

Also present:

\_\_\_\_\_ Mr. Hickey, Superintendent  
\_\_\_\_\_ Mr. Bringman, Director of Business Services  
\_\_\_\_\_ Mrs. Mourlam, Assistant Superintendent  
\_\_\_\_\_ Mr. Fouke, Treasurer

### C. Pledge of Allegiance

### D. Delegations and Communications

The purpose of the Board of Education meeting is to conduct official Board business. The opportunity for people to address the Board of Education is a privilege that Boards of Education need not grant. This Board of Education has been interested in receiving information from the community. However, in order to provide time for the Board to carry on regular Board business, it becomes necessary to establish certain rules to be followed by those persons wishing to address the Board during Delegations and Communications.

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#### PROCEDURE FOR DELEGATIONS AND COMMUNICATIONS

1. Person addressing the Board should state his/her full name and address.
2. The number of delegates speaking on a particular topic should be limited to one whenever possible.
3. Person addressing the Board should limit his/her remarks to three minutes unless the presentation is of an unusual nature.
4. Questions pertaining to the school operation should be directed to the administration at a time other than during Delegations and Communications.
5. Person addressing the Board should not engage in remarks that could be interpreted as libelous or inflammatory to a particular individual.
6. The Board of Education will attempt to complete the item of Delegations and Communications within thirty minutes.

*Adopted by the Washington Local Board of Education ~ July 8, 1976*

**2. Superintendent Vacation Days**

Due to the extremely busy nature of the summer of 2013, the Superintendent is requesting to carry over 12 vacation days instead of 10 days.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote: FE \_\_\_\_\_ TI \_\_\_\_\_ JA \_\_\_\_\_ DH \_\_\_\_\_ SZ \_\_\_\_\_

### 3. Purchases Over \$25,000

#### Washington Local Schools Policy 6320—Purchases Limitations

All purchases that are within the amount contained in the appropriation and were originally contemplated in the budgeting process may be made upon authorization of the Director of Business Services unless the contemplated purchase is for more than \$25,000, in which case prior approval is required from the Board of Education.

The Treasurer is authorized to adjust appropriations within a fund in order to make necessary purchases and shall report such modifications at the following regular Board meeting.

The Director of Business Services is authorized to make emergency purchases, without prior adjustment, of those goods and/or services needed to keep the schools in operation.

Per Policy 6320, the Superintendent recommends that the Board approve the following requests:

#### Request from Cherie Mourlam, Assistant Superintendent

##### A. Ron Clark Academy

- \$41,040.00
- Professional development registration

#### Request from Bob Gulick, Director of Technology

##### B. PCM-G

- \$26,550.00
- Thirty Casio WXGA 2500 LU Green Slim Line projectors

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote: FE \_\_\_\_\_ TI \_\_\_\_\_ JA \_\_\_\_\_ DH \_\_\_\_\_ SZ \_\_\_\_\_



**TO:** Patrick Hickey

**FROM:** Cherie Mourlam

**DATE:** July 29, 2013

**RE:** Registration Cost for the Ron Clark Academy Visit  
November, 2013

### EXECUTIVE SUMMARY

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Furthering our collective vision for continued professional development opportunities, I have planned once again for another group of certified staff members to visit the *Ron Clark Academy* in Atlanta, Georgia. Training received in prior visits to *The Academy* have been judged to be the **best** professional development received in the areas of academic rigor, culture and climate and instructional strategies that meet the needs of all students.

It is my vision that the teachers will return home energized and will be able to rigorously implement the strategies and techniques that they have learned at *The Academy* in their own classrooms. By doing so, we will be addressing effective teaching as one of the key elements to ignite student learning and create higher expectations for ourselves and our students.

The registration cost per person is \$720.00 or a total of \$41,040.00. A Worker's Compensation rebate has been earmarked for the cost of the conference registration to the *Ron Clark Academy* on November 14 and 15, 2013.

Thank you for this unparalleled opportunity for teacher professional development.



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v) 419-473-8321  
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e) [kmaly@wls4kids.org](mailto:kmaly@wls4kids.org)  
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**Department of Information Systems (DIS)**

TO: Patrick Hickey

RE: Recommendation to the Washington Local School Board to purchase 30 replacement digital projectors

DATE: 07/29/2013

**Background**

There are currently 557 digital projectors in the Washington Local School District. Fifty-five of these units are now nine or more years old (about 10,000 hours of use). In the past two years we have noticed an increase in the number of projectors needing replacement due to failing optics and / or LCD panels within the projectors. This problem can typically be identified by a discoloration and / or distortion of the projected image. Bulb replacements do not solve this problem. We are only replacing projectors that cannot be otherwise repaired or repurposed.

DIS has been replacing about 30 units a year for the last two years. This year we are estimating (and budgeting for) replacing about 50 units. As the inventory report below indicates there was a massive infusion of projectors (and SMART Boards) in SY2007 and SY2008. All of these items are beginning to reach their end of useful life and will require replacements over the next few years.

**Sample Problem Projector**



The dark blue color on the left should be even across the entire screen. The white text near the middle is unreadable.

	2001 SY	2002 SY	2003 SY	2004 SY	2005 SY	2006 SY	2007 SY	2008 SY	2009 SY	2010 SY	2011 SY	2012 SY	2013 SY	TOTAL
Admin	0	1	0	0	0	0	2	0	4	0	13	0	1	21
CTC	0	1	3	3	2	15	19	8	9	1	5	2	0	68
DIS	0	1	0	0	2	1	2	0	0	0	0	0	0	6
Greenwood	0	0	0	2	1	3	7	8	6	1	0	1	0	29
Hiawatha	0	0	0	1	2	1	9	6	4	1	2	0	0	26
Jackman	0	0	0	1	1	5	8	4	2	0	2	2	2	27
Jefferson	1	1	7	0	0	3	9	14	5	2	2	4	2	50
Maintenance	0	0	0	0	0	0	0	0	0	0	1	0	0	1
McGregor	0	0	0	1	1	2	9	3	2	0	5	1	1	25
Meadowvale	0	0	0	4	1	4	4	3	8	1	2	4	3	34
Monac	0	0	0	1	1	6	9	0	5	2	4	0	1	29
Shoreland	0	1	1	2	1	2	16	4	0	3	10	0	0	40
Transportation	0	0	2	0	0	0	0	0	0	0	0	0	0	2
Warehouse	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Washington	0	0	0	0	0	1	15	8	4	3	3	5	5	44
Wernert	0	1	0	2	2	0	9	5	2	1	4	0	0	26
Whitmer	0	0	2	1	0	5	36	24	13	11	9	12	15	128
<b>TOTAL</b>	<b>2</b>	<b>6</b>	<b>15</b>	<b>18</b>	<b>14</b>	<b>48</b>	<b>154</b>	<b>87</b>	<b>64</b>	<b>26</b>	<b>62</b>	<b>31</b>	<b>30</b>	<b>557</b>

Robert T. Gulick, EdD  
Director of Technology



Keith Maly, CNA  
I.T. Manager

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### ***Current Request for Quotes***

DIS has standardized on the Casio Green Slim Line projectors. Instead of using a standard bulb (typical life of 2,000 hours and between \$175 and \$250 per bulb depending upon model) these projectors use a hybrid laser / LED emitter as a light source. This light source is designed to last the life of the projector which is estimated at 10 years. This saves the cost of future replacement bulbs. These projectors also contain an optical zoom which assists with maintaining the needed image size regardless of the distance between the SMART Board and the current mounting pole which is caused by the many different models of projectors that are being replaced.



Quotes for 30 units received from the companies listed below:

Quotes	CDW-G	Insight	PCM-G	Zones
(30) Casio XJ-A241	\$27,450.00	\$29,982.60	\$26,550.00	\$26,657.10

### ***Recommendation***

Based upon the need to replace digital projectors within the district and the best pricing for the model requested, we would recommend that Washington Local Schools purchase these projectors from PCM-G for a total price of \$26,550.00.







# SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
DNZZ948	6208653	7/15/2013

**BILL TO:**  
 DR.BOB GULICK  
 2774 LYCEUM PL

**SHIP TO:**  
 WHITMER HIGH SCHOOL  
 Attention To: DR.BOB GULICK  
 2774 LYCEUM PL

Accounts Payable  
 TOLEDO , OH 43613-2025

TOLEDO , OH 43613-2025  
 Contact: DR.BOB  
 GULICK 419.473.8201

Customer Phone #419.473.8321

Customer P.O. # CASIO QUOTE

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
RAYNELLE HOWLETT 866.224.4820		AIT - Deferred, 3-5 Days	MasterCard/Visa Govt	GOVT-EXEMPT
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
30	2602088	CASIO XJ-A241 WXGA 2500 LUM Mfg#: XJ-A241 Contract: MARKET	915.00	27,450.00
SUBTOTAL				27,450.00
FREIGHT				0.00
TAX				0.00
				US Currency
<b>TOTAL</b>				<b>27,450.00</b>

CDW Government  
 230 North Milwaukee Ave.  
 Vernon Hills, IL 60061

Fax: 312.705.9452

**Please remit payment to:**  
 CDW Government  
 75 Remittance Drive  
 Suite 1515  
 Chicago, IL 60675-1515



Insight Public Sector SLED  
6820 S HARL AVE  
TEMPE AZ 85283-4318  
Tel: 800-467-4448

**SOLD-TO PARTY**

WASHINGTON LOCAL SCHOOLS  
3505 W LINCOLNSHIRE BLVD  
TOLEDO OH 43606-1233  
USA

**SHIP-TO ADDRESS**

WASHINGTON LOCAL SCHOOLS  
3505 W LINCOLNSHIRE BLVD  
TOLEDO OH 43606-1233  
USA

Quotation	
<b>Quotation Number</b> 214792621	<b>Creation Date</b> 12-JUL-2013
<b>PO Number</b> :	
<b>PO Release</b> :	
<b>Customer No.</b> :	10566316
<b>Sales Rep</b> :	Jim Winters
<b>Email</b> :	jwinters@insight.com
<b>Telephone</b> :	800-467-4448 X 6115

**We deliver according to the following terms:**

**Payment Terms** : Net 30 days  
**Ship Via** : Insight Assigned Carrier / Ground  
**Terms of Delivery** : FOB DESTINATION  
**Currency** : USD

Material	Description	Quantity	Unit Price	Extended Price
XJ-A241	CASIO XJ-A241 - DLP PROJECTOR - 2500 ANSI LUMENS - WXGA (1280 X 800) - WIDESCREEN - HIGH DEFINITION 720P	30	999.42	29,982.60
OPEN MARKET				

<b>Product Subtotal</b>	<b>29,982.60</b>
<b>Tax</b>	<b>0.00</b>
<b>Total</b>	<b>29,982.60</b>

Lease & Financing options available from Insight Global Finance for your equipment & software acquisitions. Contact your Insight account executive for a quote.

**Bill To :**  
**WASHINGTON LOCAL SD A/P**  
**3505 W LINCOLNSHIRE BLVD**  
**TOLEDO OH 43606**  
**Phone : (419) 473-8251**

**Ship To :**  
**WASHINGTON LOCAL SD**  
**BOB GULICK**  
**3505 W LINCOLNSHIRE BLVD**  
**TOLEDO OH 43606**  
**Phone : (419) 473-8251**

Quote : S3308163

Software prices subject to change  
 Hardware quotes are valid for 7 business days  
 Memory Prices are valid for 24 hours only, call for verification

**REMIT PAYMENT TO:**  
**ZONES, INC**  
**P.O. BOX 34740**  
**SEATTLE, WA 98124-1740**

**PLEASE SEND PURCHASE**  
**ORDERS DIRECTLY TO YOUR**  
**ZONES ACCOUNT EXECUTIVE**  
**VIA FAX OR EMAIL**

**Lindsey McLauchlan**  
**Account Executive**  
**Phone: (253) 205-3000**

Email: [lindsey.mclauchlan@zones.com](mailto:lindsey.mclauchlan@zones.com)

Item#	Qty	Mfr. Name	Description	Manufacturers Part #	Unit Price	Total
000186265-PUB	30	CASIO	Casio XJ-A241 - DLP projector	XJ-A241	888.57	26,657.10

ASK US ABOUT  
 Installations: Server  
 Installations: General  
 On-Site Technical Services  
 Remote Help Desk Support  
 Remote Network OS Support  
 Hourly On-site Technical Service Rates

Visit us on the web: <http://www.zones.com>  
**Zones, Inc**  
**1102 15th St. SW Suite 102**  
**Auburn, WA 98001**  
**Phone: (800) 419-9663**

**Sub-Total: \$26,657.10**  
 Estimated Sales Tax: \$0.00  
 Special/Cust Freight: \$0.00  
**Grand Total: \$26,657.10**

24 Mo. \$1 Out lease for \$1,235.29 per month  
 36 Mo. \$1 Out lease for \$853.83 per month

Please Note: Lease Amounts Exclude Tax



**CERTIFIED**  
 as an NIMBC  
**MINORITY BUSINESS**  
**ENTERPRISE**  
 by the NMSDC

**Shipping Terms:** For all shipments, Zones will arrange for shipping to the customer's destination; however, such costs are the responsibility of the customer. For shipments made during the seven calendar days preceding the end of each calendar quarter, title and risk of loss will pass to the customer upon delivery by Zones to the carrier. For all orders shipped within this seven day period, Zones will obtain third-party insurance at its own expense and will assist the customer in filing any claims with the insurance company arising from loss or damage to the shipment during transit. Prices are quoted by volume, and are subject to change without notice. Products sold by Zones are third party products and are subject to the warranties and representations of the applicable manufacturers.  
**RETURNS:** No returns will be accepted without a Return Authorization (RA) Number, requested within 14 days from the invoice date. Software licensing and special-order products are non-returnable. Other products are subject to manufacturer return policies and restrictions. Additional Terms and Conditions apply and are available on our website.

We appreciate this opportunity to earn your business, and look forward to serving you soon! Thank you!

**4. Job Description / First Reading**

The Superintendent recommends that the Board hold first reading on the job description as presented:

A. Advisor – Student Club / Organization

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote: FE \_\_\_\_\_ TI \_\_\_\_\_ JA \_\_\_\_\_ DH \_\_\_\_\_ SZ \_\_\_\_\_

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**RECOMMENDATION IF FIRST READING IS WAIVED:**

The Superintendent recommends that the Board approve the job description as presented.

A. Advisor – Student Club / Organization (NEW)

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote: FE \_\_\_\_\_ TI \_\_\_\_\_ JA \_\_\_\_\_ DH \_\_\_\_\_ SZ \_\_\_\_\_



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# washington local schools

TO: Patrick Hickey  
FROM: Nancy E. Brenton  
DATE: July 23, 2013  
RE: Job Description – First Reading

As part of our ongoing process to review and update the district job descriptions, I am recommending the adoption of the following new job description. This job description was developed with input from club advisors, principals and TAWLS representatives.

This job description is the first step to improving accountability by requiring advisors to submit annual goals, receive approval from their supervisor, and provide a final report at the end of the year.

**Advisor – Student Clubs / Organizations – NEW**

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**Reports to:** Building Principal or Associate Principal

**Classification:** TAWLS – Extra Duty Index

**Education and Experience**

- Teaching license preferred
- Previous experience supervising students

**Knowledge, Skills & Abilities**

- Maintains a student-centered focus
- Has knowledge, passion and commitment to the purpose and objectives of the club/organization
- Ability to relate to and motivate students
- Good organizational skills
- Good communication skills, both written and verbal
- Adheres to strict confidentiality standards
- Ability to work cooperatively and respectfully with staff, students, parents and the public
- Ability to establish priorities, work independently and meet objectives with minimal supervision
- Demonstrates reliability, timeliness and good attendance
- Demonstration of and commitment to Washington Local School District’s Core Values: Courage, Dedication, Dignity, Excellence, Gratitude, Honesty, Loyalty, Respect, Responsibility, Service, Teamwork, and Trust.

**Essential Functions**

1. Establish annual goals for the club/organization and submit them to the supervisor and Treasurer’s office each year for review and approval. Include the projected number of meetings, events and activities of the club. Provide updates to the supervisor as requested or appropriate. Submit a final report each year on the goals and activities of the club/organization.
2. Promote the club/organization among the student body and recruit members/participants. Communicate membership/participation requirements and procedures, and maintain accurate records of membership and/or participation.
3. Provide guidance and leadership to students.
  - a. Serve as a positive role model for students at all times.
  - b. Establish and maintain an environment of trust and respect among participants.
  - c. Work collaboratively with students to develop skills, knowledge and leadership abilities. Encourage and foster students’ creativity, critical thinking, problem solving, effective communication, service ethic and personal responsibility.

4. Maintain and submit accurate records, including but not limited to:
  - a. Student participation, including any mandatory events
  - b. Community service projects completed (# of hours, type of projects, etc.)
  - c. Eligibility records, if required
  - d. Inventory of equipment and supplies
  - e. Money collected from fund raisers, fees, etc.
  - f. Expenditures, receipts, and requisitions for supplies, equipment or services
5. Establish and submit an annual budget. Deposit funds in compliance with Board of Education policy and procedures approved by the Treasurer.
6. Follow standard district procedures to schedule events, reserve facilities, submit transportation requests, and complete other scheduling and organizational functions as needed.
7. Supervise students and enforce the student code of conduct during all meetings, events and activities.
  - a. For after school, evening or weekend activities, provide supervision for student arrival before the event and until all students are picked up/leave the building after the event. Contact parents or guardians to arrange safe transportation home for students who are stranded. Do not leave students without supervision.
  - b. Travel with students to activities located off school grounds.
  - c. Secure additional adult supervision as needed for special events and activities.
  - d. Follow Ohio law and/or district guidelines for requiring criminal background checks for parent/community volunteers.
8. Comply with the Family Educational Rights and Privacy Act by maintaining strict confidentiality of information about all students. Exercise prudent judgment in discussing information related to students/families and staff.
9. Comply with applicable state and federal laws, Board of Education policy, established work rules and guidelines, and administrative/supervisory directives.
10. Perform other related duties as assigned.

**Working Conditions**

- Per TAWLS Master Agreement
- Possible contact with unruly students
- Possible occasional exposure to blood, bodily fluids, tissue
- Possible occasional exposure to hazardous chemicals

**5. Job Descriptions**

The Superintendent recommends that the Board hold second reading and approve the job descriptions as presented.

- A. Secretary – Curriculum / Testing (REVISED)
- B. Police, Security and Safety - Director (NEW)
- C. Police, Security and Safety - Officer (NEW)
- D. Library Department Chair (REVISED)
- E. Math Coach (NEW)

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote: FE \_\_\_\_\_ TI \_\_\_\_\_ JA \_\_\_\_\_ DH \_\_\_\_\_ SZ \_\_\_\_\_





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## washington local schools

TO: Patrick Hickey  
FROM: Nancy E. Brenton  
DATE: July 3, 2013  
RE: Job Descriptions – Second reading

The following job descriptions were on the June 28, 2013 Board agenda for a first reading. I recommend placing them on the August 7, 2013, Board agenda for a second reading and/or adoption.

1. One OAPSE secretary job descriptions is presented. The job description was provided to the OAPSE President and Acting President in compliance with Article 8, Section J of the Master Agreement. It was reviewed by Conni Urbanski-Brown and Brian Davis for update and revision. **There are no changes from the first reading.**

**Secretary – Curriculum / Testing - REVISED**

2. Two unaffiliated job descriptions are presented. **Changes from the first draft are implemented per board suggestions and legal counsel's input.**

**Police, Security and Safety - Director – NEW**  
**Police, Security and Safety - Officer – NEW**

3. Two TAWLS Job Descriptions are presented. They were developed in collaboration with teachers and principals, and approved by the TAWLS President in compliance with Article 5, Section 4 of the master agreement. **There are no changes from the first reading.**

**Library Department Chair – REVISED**  
**Math Coach - NEW**

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**Reports to:** Director of Curriculum and Instruction

**Classification:** OAPSE - Schedule C

**Education and Experience**

- ~~• Possession of a high school diploma or equivalent required~~
- **Associates Degree in Business, Office Management, Technology or related field, with a minimum of two years of secretary work experience. Or, an equivalent alternate combination of four years of training and experience related to the position as approved by the Director of Human Resources.**
- **Proficient score on a district identified pretest established for the position**

**Knowledge, Skills & Abilities**

- ~~• Computer training required. Experience with **Highly proficient in** Microsoft Word, Excel, and Access programs preferred.~~
- **Proficient in designing newsletters, fliers and business communications**
- **Ability to manage and update building information on the internet/web site**
- **Strong computer skills to learn and use specialized school software programs**
- ~~• Successful experience and high level of skill required with emphasis on
  - ~~○ Proficiency in word processing and data entry~~
  - ~~○ Accurate record keeping and filing~~
  - ~~○ Familiarity with voice mail and e-mail procedures~~
  - ~~○ Operation of standard office machines~~~~
- **Strong written (grammar, spelling and punctuation) and verbal communication**
- **Adheres to strict confidentiality standards**
- **Ability to work cooperatively and respectfully with staff, students, parents and the public**
- **Ability to establish priorities, work independently and meet objectives with minimal supervision**
- **Able to multi-task effectively in a rapid paced environment**
- **Highly organized with accurate record-keeping and filing skills**
- **Familiar with operations for voice-mail, e-mail, and standard office machines**
- **Demonstrates reliability, timeliness and good attendance**
- **Demonstration of and commitment to Washington Local School District’s Core Values: Courage, Dedication, Dignity, Excellence, Gratitude, Honesty, Loyalty, Respect, Responsibility, Service, Teamwork, and Trust.**

**Essential Functions**

1. **Provide outstanding customer service to students, parents, staff and the public in daily contacts by phone, email and in person.**
2. ~~Responsible for m~~**Maintain accurate student records including test scores, waivers and exemptions, review of data, participation in intervention, and composites. Compile reports lists as requested.**

3. Compile EMIS information for data entry as required.
4. **Maintain spreadsheets for OGT to track sub group percentage requirements as needed for AYP and passage of tests for graduation status.**
5. **Order all testing materials for OAA, OGT, OTELA and Alternate Assessments.**
6. **Disseminate testing information and procedures to appropriate staff.**
7. **Contact ODE to get answers and clarifications of any testing questions or concerns from staff and/or families.**
8. Prepare booklets, answer sheets, and record documents for distribution to buildings.
9. Check, label, pack, and return test booklets and answer sheets for scoring.
10. **Support and assist with duties in the Curriculum Office and Registration Office.**
11. **Coordinate the design, production and distribution of written communications such as newsletters, fliers, letters, memos, and emails.**
12. **Maintain financial records and deposit funds as required by district policy.**
- ~~13. **Comply with the Family Educational Rights and Privacy Act by maintaining strict confidentiality of information about all students. Exercise prudent judgment in discussing information related to students/families and staff. Maintain respect for confidentiality as required and exercise prudent judgment in discussions related to communications within the office. Handle as confidential all information within the school system expressly as it pertains to K-12 student records for proficiency, competency, standardized and evaluative testing.**~~
14. **Keep updated on district software, office procedures and requirements for the position. Attend training and inservice programs. Attend meetings and workshops as required.**
15. **Maintain professional responsibility for keeping aware and informed of job related information by accessing district-provided mail box, email, and voice mail on a daily basis.**
16. **Comply with applicable state and federal laws, Board of Education policy, established work rules and guidelines, administrative/supervisory directives and terms of the OAPSE Master Agreement.**
17. **Perform other related duties as assigned.**

**Working Conditions**

- **Per OAPSE Master Agreement**
- **Occasional evening hours may be required for special events**
- Possible contact with unruly students
- Possible occasional exposure to blood, bodily fluids, tissue
- **Possible occasional exposure to hazardous chemicals**

**Reports to:** Assistant Superintendent/designee

**Classification:** **Unaffiliated** ~~Non-Bargaining Classified Employee~~

**Education and Experience**

- An Ohio Peace Officer Certificate is required
- Must be approved as a Special Deputy through Lucas County Sheriff’s Department
- A minimum of three years experience as a police officer
- Experience working with youth required; experience in schools preferred

**Knowledge, Skills & Abilities**

- Knowledge and understanding of local, state and federal laws
- Understanding of basic criminal law and procedures, including apprehension, arrest and custody of individuals; rules of evidence, search and seizure; interviewing techniques; crowd and traffic control; and various emergency situations.
- Ability to resolve conflict
- Current certification in CPR, AED
- Adheres to strict confidentiality standards
- Ability to work cooperatively and respectfully with staff, students, parents and the public
- Ability to establish priorities, work independently and meet objectives with minimal supervision
- Good judgment with the ability to react well under pressure
- Ability to multi-task effectively in a rapid paced environment
- Good management and organization skills
- Effective communication skills, written and verbal
- Ability to physically subdue offenders and lift up to 50 pounds
- Demonstrates reliability, timeliness and good attendance
- Demonstration of and commitment to Washington Local School District’s Core Values: Courage, Dedication, Dignity, Excellence, Gratitude, Honesty, Loyalty, Respect, Responsibility, Service, Teamwork, and Trust.

**Essential Functions**

1. Work collaboratively with school administrators to establish and implement a program of school safety and security for students, staff and visitors, as well as for school buildings and facilities.
2. Assist in hiring, supervising, and evaluating school safety officers.
3. Assign duties and establish work schedules to assist in supervising:
  - a. daily arrival and departure of students
  - b. campus grounds, parking lots, hallways, restrooms, lunchrooms and other designated areas during the school day
  - c. extracurricular activities and special school event

4. Serve as the liaison for daily communication and coordination of efforts with school resource officers and/or other contracted safety/security staff from Toledo Police Department, Lucas County Sherriff's Department and other public or private service providers.
5. Enforce state and local laws and ordinances, and assist school officials with the enforcement of the student code of conduct.
6. Perform typical law enforcement duties, and serve as a liaison between the school district and public safety agencies, the courts, and probation departments.
7. Be visible within the school community. Maintain open lines of communication with students, parents and staff to develop positive relationships. Serve as a positive role model.
8. Work collaboratively with counselors, deans, nurses, social workers and other school staff to help provide resources and services for students and families.
9. Establish educational programs to address priorities for students of all grades, which might include such topics as bullying, stranger danger, internet safety, tobacco, alcohol and drug abuse, child abuse, and conflict resolution. Work closely with teachers to design and deliver law-related topics.
10. Work with the director of technology and the supervisor or facilities/maintenance to establish and maintain procedures, equipment and services such as surveillance equipment, security alarms/systems, locks/door security, etc.
11. Initiate and maintain safety and security records and reports.
12. Work collaboratively with the Treasurer to manage the school safety budget, maintain financial records, submit requisitions, and prepare reports.
13. Comply with applicable state and federal laws, Board of Education policy, established work rules and guidelines, administrative/supervisory directives and terms of the ~~Non-Bargaining Classified Employee Handbook~~.
14. Other related duties as assigned.

### **Working Conditions**

- ~~Per the Non-Bargaining Classified Employee Handbook~~
- Possible contact with unruly students
- Possible occasional exposure to blood, bodily fluids, tissue
- Possible occasional exposure to hazardous chemicals

**Reports to:** Chief Director of District Police, ~~and~~ Safety and Security

**Classification:** Unaffiliated

**Education and Experience**

- An Ohio Peace Officer Certificate is required
- Must be approved as a Special Deputy through Lucas County Sheriff’s Department
- A minimum of three years experience as a police officer preferred
- Experience working with youth preferred

**Knowledge, Skills & Abilities**

- Knowledge and understanding of local, state and federal laws
- Understanding of basic criminal law and procedures, including apprehension, arrest and custody of individuals; rules of evidence, search and seizure; interviewing techniques; crowd and traffic control; and various emergency situations.
- Ability to resolve conflict
- Current certification in CPR, AED
- Adheres to strict confidentiality standards
- Ability to work cooperatively and respectfully with staff, students, parents and the public
- Ability to establish priorities, work independently and meet objectives with minimal supervision
- Good judgment with the ability to react well under pressure
- Effective communication skills, written and verbal
- Ability to physically subdue offenders and lift up to 50 pounds
- Demonstrates reliability, timeliness and good attendance
- Demonstration of and commitment to Washington Local School District’s Core Values: Courage, Dedication, Dignity, Excellence, Gratitude, Honesty, Loyalty, Respect, Responsibility, Service, Teamwork, and Trust.

**Essential Functions**

1. Work collaboratively with school administrators and the Work collaboratively with the ~~Chief Director~~ of District Police, ~~and~~ Safety and Security to establish and implement a program of school safety and security for students, staff and visitors, as well as for school buildings and facilities.
2. Perform typical law enforcement duties and enforce state and local laws and ordinances, and assist school officials with the enforcement of the student code of conduct.
3. Conduct and/or assist in investigation of criminal offenses by students, staff or visitors related to school business/functions. Investigate damage or theft of property on school grounds.

4. Be visible within the school community. Maintain open lines of communication with students, parents and staff to develop positive relationships. Serve as a positive role model.
5. Assist in supervising and monitoring safety and security during the school day in assigned locations. Duties may include but are not limited to:
  - a. Supervise daily arrival and departure of students
  - b. Monitor school grounds, parking lots, hallways, restrooms, lunchrooms and other designated areas during the school day
  - c. Respond to emergencies, including emergencies off location (student fights off grounds or on busses, accidents, runaway students, other school buildings, etc.)
  - d. Assist in the in-school reassignment program (IRP)
  - e. Escort disruptive students/individuals to secure locations
  - f. Verify student residency for enrollment and/or athletic eligibility
  - g. Transport students as permitted if they are ill, suspended, truant, etc.
  - h. Assist in drills and actual events of fire, tornado, lockdown or evacuation.
  - i. Monitor admission and sign-in procedures for visitors
6. Work collaboratively with the **Chief Director** of District Police, ~~and~~ **Safety and Security** of District Police and school staff to develop and implement educational programs to address priorities for students of all grades, which might include such topics as bullying, stranger danger, internet safety, tobacco, alcohol and drug abuse, child abuse, and conflict resolution.
7. Maintain safety and security records and reports as requested.
8. Comply with applicable state and federal laws, Board of Education policy, established work rules and guidelines, and administrative/supervisory directives.
9. Other related duties as assigned.

**Working Conditions**

- ~~Per the Non-Bargaining Classified Employee Handbook~~
- Possible contact with unruly students or adults
- Possible occasional exposure to blood, bodily fluids, tissue
- Possible occasional exposure to hazardous chemicals



**Reports to:** Building principal(s) and Curriculum Director

**Classification:** TAWLS - EDI

**Education, Licensure and Experience**

- Valid K-12 Library Media license
- **Evidence of and experience in leadership activities**
- **Masters Degree preferred**
- Three years successful teaching experience in Library Media desirable
- Current teaching assignment in the Library department required

**Knowledge, Skills & Abilities**

- **Computer technology skills required**
- **Good organizational skills**
- **High level of confidentiality**
- **Strong written and verbal communication skills**
- **Ability to work cooperatively and respectfully with staff, students, parents and the public**
- **Ability to establish priorities, work independently and meet objectives with minimal supervision**
- **Demonstrates reliability, timeliness and consistent attendance**
- **Demonstration of and commitment to Washington Local School District's Core Values: Courage, Dedication, Dignity, Excellence, Gratitude, Honesty, Loyalty, Respect, Responsibility, Service, Teamwork, and Trust.**

**Essential Functions**

1. **Provide leadership and work cooperatively with departmental staff through meaningful discussions on the development and implementation of instructional strategies, supports, and materials consistent with and appropriate to the adopted course of study and state content standards.**
2. Plan and direct K-12 Library operation, aligned with district plans and goals.
3. **In accordance with district policy, provide assistance in the selection and maintenance of K-12 Library resources **appropriate to the curriculum, the learners, and instructional strategies used within the school community.****
4. Prepare the budget and requisitions assigned to the Library for Library materials K-12. ~~and audio visual equipment K-12~~
5. Assist with the orientation and provision of ongoing support for new Library staff in the department.
6. **Support adopted courses of study by providing access to the information resources necessary to facilitate their effective implementation, including staff & faculty in services.** ~~Schedule and conduct inservices for K-12 Library staff.~~
7. Act as communication liaison between the department and the administration.

8. Hold and conduct monthly departmental meetings and any additional departmental meetings that are necessary.
9. ~~Assist in~~ **Coordinate** the planning, development, and implementation of the teaching of library/information skills K-12.
10. Provide assistance to substitute Library staff, as needed.
11. Attend regularly scheduled department head and supervisory meetings.
12. Consult with interview teams regarding candidates for employment, when possible.
13. Maintain confidentiality of students and staff.
14. Comply with/enforce student code of conduct, master agreements, board policy, administrative directives, rules and regulations, and state and federal laws.
15. Perform other job-related tasks as assigned by the building administration and student services administration.
- ~~16. Maintain inventory of materials (Automatically done electronically now.)~~
- ~~17. Coordinate preventative maintenance and/or inservice of audio visual equipment K-12~~
- ~~18. Coordinate the identification card program for district students and employees~~
- ~~19. Provide technical assistance to staff in production and use of instructional medi and/or equipment as needed (part of all Library Media Specialists and Clerks job, not specifically just Department Chair.)~~
- ~~20. Preview the content of Channel One programming on a daily basis and report concerns to the building principal prior to broadcast.~~

**Working Conditions**

- Salary, benefits, hours and calendar per the TAWLS Master Agreement
- Possible contact with unruly students
- Possible exposure to blood, bodily fluids, tissue
- Possible occasional exposure to hazardous chemicals

**Reports to:** Building Principal

**Classification:** TAWLS

**Education and Experience:**

- Ohio Teaching License in Elementary PK-3, K-8, 1-8 or in 4-9 Mathematics
- Minimum of three years successful teaching experience in mathematics required
- Masters or 30 semester hours in Mathematics desirable

**Knowledge, Skills & Abilities:**

- Demonstrated expertise in providing professional development for teachers in a variety of formats and settings
- Experience in modeling, observing, and providing feedback about mathematics instruction for classroom teachers
- Demonstrated ability to initiate, develop, and maintain collaborative professional relationships
- Demonstrated experience in working with multiple constituencies: administrators, teachers, students, and parents, and community-at-large
- Information and media literacy and technology experience
- Ability to establish priorities, work independently and meet objectives with minimal supervision
- Demonstrates reliability, timeliness and good attendance.
- Demonstration of and commitment to Washington Local School District's Core Values: Courage, Dedication, Dignity, Excellence, Gratitude, Honesty, Loyalty, Respect, Responsibility, Service, Teamwork, and Trust.

**Essential Functions:**

1. Provide ongoing and consistent support for the implementation of the mathematics curriculum and instruction of the district.
2. Provide building-level and program-level mathematics leadership.
3. Participate in and/or facilitate grade-level, building-level, district-level, and coaching team meetings.
4. Plan for and assist with the collection of useful data through formal and informal assessment instruments.
5. Provide direct student instruction as needed.
6. Plan and facilitate mathematics professional development for classroom teachers in collaboration with BLT as appropriate. (individual, small group, large group).

7. Model effective and research-based instructional and intervention strategies.
8. Provide instructional support and feedback to teachers and assist with reflective practice.
9. Co-teach lessons with mathematics emphasis as appropriate.
10. Participate in training for specialized programs and strategies as deemed appropriate by district administration; continue own professional development through participation in professional development, studying professional and research literature, etc.
11. Maintain accurate records of student data and prepare reports.
12. Attend required staff meetings and department meetings. Participate in and/or provide information/data for grade-level, building-level, benchmark, and progress monitoring meetings as required.
13. Facilitate the analysis of students' work and organize and interpret a variety of assessment data; assist teachers in designing data-based instruction and intervention.
14. Contribute to the district's implementation of the Response-to-Intervention model.
15. Plan and implement activities for mathematics programs as appropriate, including, but not limited to:
  - Parent information meetings
  - Kindergarten orientation
  - Assessment and intervention programs
  - Grant programs
  - Tutoring programs
16. Comply with applicable state and federal laws, Board of Education policy, established work rules and guidelines, administrative/supervisory directives, and terms of the TAWLS Master Agreement.

**Working Conditions**

- Salary, benefits and working conditions per the TAWLS Master Agreement
- Possible contact with unruly students
- Possible occasional exposure to blood, bodily fluids, tissue
- Possible occasional exposure to hazardous chemicals

## 6. Executive Session

The Superintendent recommends that the Board of Education enter into Executive Session to:

1. Consider the **APPOINTMENT** of a public employee or official.
2. Consider the **EMPLOYMENT** of a public employee or official.
3. Consider the **DISMISSAL** of a public employee or official.
4. Consider the **DISCIPLINE** of a public employee or official.
5. Consider the **PROMOTION** of a public employee or official.
6. Consider the **DEMOTION** of a public employee or official.
7. Consider the **COMPENSATION** of a public employee or official.
8. Consider the **INVESTIGATION OF CHARGES OR COMPLAINTS** against a public employee, official, licensee, or student.
9. Consider the **PURCHASE OF PROPERTY** for public purposes.
10. Consider the **SALE OF PROPERTY** at competitive bidding.
11. **CONFER WITH AN ATTORNEY** for the Board of Education concerning disputes involving the Board that are the subject of pending or imminent court action.
12. **CONSIDER INFORMATION THAT CONCERNS A DISPUTE** which is or may become subject to litigation or other legal proceeding, and would be harmful to the interests of the School District if disclosed to any opposing party or parties.
13. **CONSIDER INFORMATION THAT CONCERNS A PROPOSED NEGOTIATION AND/OR CONTRACTUAL AGREEMENT** with a person, firm, labor organization, or governmental entity, and would impair the School District's position with respect to such negotiations or agreement(s) if such information were to be disclosed publicly.
14. **PREPARE FOR NEGOTIATIONS OR BARGAINING SESSIONS** with public employees concerning their compensation or other terms and conditions of employment.
15. **CONDUCT NEGOTIATIONS OR BARGAINING SESSIONS** with public employees concerning their compensation or other terms and conditions of employment.
16. **REVIEW NEGOTIATIONS OR BARGAINING SESSIONS** with public employees concerning their compensation or other terms and conditions of employment.
17. **CONSIDER MATTERS REQUIRED TO BE KEPT CONFIDENTIAL** by federal law or regulations or state statutes.
18. **DISCUSS DETAILS RELATIVE TO THE SECURITY ARRANGEMENTS** and emergency response protocols for the Board of Education.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote: FE \_\_\_\_\_ TI \_\_\_\_\_ JA \_\_\_\_\_ DH \_\_\_\_\_ SZ \_\_\_\_\_

TIME ENTERED INTO EXECUTIVE SESSION: \_\_\_\_\_ P.M.

Let the minutes reflect that at \_\_\_\_\_ P.M., the Washington Local Board of Education **RETURNED FROM** Executive Session and did, in fact:

- # \_\_\_\_\_ (list numbers from above list as appropriate)
- All board of education members returned to the meeting.
- The following board member(s) did not return to the meeting: \_\_\_\_\_

## 7. Personnel

The Superintendent recommends that the Board approve, via consent motion, personnel items as presented:

\*Submitted by HR Department\*

### 1. RESIGNATIONS

#### A. Administrative Personnel

- |                  |                                |                           |
|------------------|--------------------------------|---------------------------|
| 1. Elberta Smith | Associate Principal<br>Whitmer | 08/01/2013<br>Resignation |
| 2. Kelly Welch   | Principal<br>Whitmer           | 08/01/2013<br>Resignation |

#### B. Certified Personnel

- |                  |                                     |                           |
|------------------|-------------------------------------|---------------------------|
| 1. Jessica Gerig | 1 <sup>st</sup> Grade<br>Meadowvale | 08/18/2013<br>Resignation |
|------------------|-------------------------------------|---------------------------|

#### C. Classified Personnel

- |                  |                                |                                     |
|------------------|--------------------------------|-------------------------------------|
| 1. Teresa Joseph | Library Media Clerk<br>Whitmer | 08/31/2013<br>Resignation           |
| 2. Linda Rogers  | Classroom Aide<br>Monac        | 08/31/2013<br>Retirement<br>19 yrs. |

#### D. Extra Duty Personnel

- |                    |                                       |            |
|--------------------|---------------------------------------|------------|
| 1. Molly Mueller   | #170L-17 Activities Director-Wernert  | 06/30/2013 |
| 2. Kari Sharp      | #125L-1b Student Council-Jefferson    | 06/30/2013 |
| 3. Michael Smith** | #46-1 Country Country-Head Coach-Boys | 06/30/2013 |
- \*\*Consultant

### 2. DISABILITY

#### A. Classified Personnel

- |                   |                             |            |
|-------------------|-----------------------------|------------|
| 1. Kathy Merriman | Transportation – Bus Driver | 09/30/2012 |
|-------------------|-----------------------------|------------|

### 3. LEAVE OF ABSENCE

#### A. Classified Personnel

- |                    |                |                         |
|--------------------|----------------|-------------------------|
| 1. Jeffrey Jackson | Military Leave | 08/05/2013 – 08/16/2013 |
|--------------------|----------------|-------------------------|

#### 4. NOMINATIONS – 2012/13

##### A. Orchestral Services for Spring Musical

1. Megan Fitzpatrick	\$ 200.00
2. Sara Gibson	\$ 200.00
3. Justin Rhoades	\$ 250.00

##### B. Classified Summer Help (As Needed Basis)

<b>Bus Cleaning/Seat Repair</b>	<b>@ \$9.50/hr.</b>
<b>Computer Services Help</b>	<b>@ \$9.50/hr.</b>
<b>Custodian</b>	<b>@ \$9.50/hr.</b>
<b>Lawn Crew</b>	<b>@ \$9.50/hr.</b>

1. Timothy Schloz

#### 5. NOMINATIONS – EFFECTIVE 2013/14

##### A. Administrative Personnel

1. Lisa Morse	Elementary Principal – Wernert Sched. 2, step 0 @ \$78,850 + Educational Stipend (Specialist) \$4,500 = 83,350 2 year limited contract	\$ 83,350.00
---------------	---	--------------

##### B. Certified Personnel

1. Eric Brown	Special Ed. – Whitmer Step 1, Trng. (B.A.+18) 4.5	\$ 39,041.00
2. Amanda Heban	Special Ed. – Whitmer Step 3, Trng. (B.A.+18) 4.5	\$ 43,224.00
3. Molly Henry	Literacy Coach – Jackman *Retire/Re-Hire, will start Sept. 3, 2013 and work 176 days Step 1, Trng. (M.A.) 5	\$ 38,920.64*
4. Danielle Zielinski	1 <sup>st</sup> Grade – Meadowvale Step 5, Trng. (M.A.) 5	\$ 49,498.00

##### C. Special Ed. Instructor/Tutors – One Year Limited Contract 08/19/2013 – 06/05/2014

1. Madeline Byers	Washington	Step 4	\$ 27.33/hr.
-------------------	------------	--------	--------------

**D. Extra Duty Personnel**

1. Evan Antal**	#84-1 Volleyball-Associate Coach	\$ 1,018.00
2. Evan Antal**	#86-1b Volleyball-Jr. High Coach	\$ 91.00
3. Evan Antal**	#86-2b Volleyball-Jr. High Coach	\$ 91.00
4. Evan Antal**	#86-3b Volleyball-Jr. High Coach	\$ 409.00
5. Evan Antal**	#86-4b Volleyball-Jr. High Coach	\$ 409.00
6. Mark Close**	#10-3b Football-Jr. High Coach(25%)	\$ 1,133.00
7. Brittany Demers**	#86-3a Volleyball-Jr. High Coach	\$ 1,682.00
8. Michelle Duncan**	#75-4 Soccer-Associate Coach-Girls	\$ 4,532.00
9. Trey Fanfulik**	#86-4a Volleyball-Jr. High Coach	\$ 1,682.00
10. Amanda Heban	#47-2 Cross Country-Jr. High Coach	\$ 4,532.00
11. Caitlyn Keener**	#84-3 Volleyball-Associate Coach	\$ 1,514.00
12. Caitlyn Keener**	#85-1 Volleyball-Freshman Coach	\$ 486.00
13. Cassandra Loveland**	#86-1a Volleyball-Jr. High Coach	\$ 2,000.00
14. Logan Manders**	#84-2 Volleyball-Associate Coach	\$ 2,000.00
15. Vincent Maraugh	#59-1 Softball-Associate Coach	\$ 5,612.00
16. Brittany Ollila**	#84-2a Volleyball-Jr. High Coach	\$ 2,000.00
17. Tony Scott	#47-1 Cross Country-Jr. High Coach	\$ 4,532.00
18. KaSandra Spain	#75-3 Soccer-Associate Coach-Girls	\$ 4,532.00
19. James Terry**	#59-2 Softball-Associate Coach	\$ 4,880.00
20. Carrie Wagoner**	#83 Volleyball-Head Coach	\$ 5,926.00
21. Janet Warren	#125L-1b Student Council-Jefferson	\$ 1,046.00
22. Heidi Wiczinski**	#85-2 Volleyball-Freshman Coach	\$ 3,000.00

\*\*Consultants

**E. Substitute Certified Personnel**

1. Thomas MacCarthy
2. Sr. Antonia Rode
3. Robert Stickels

**F. Substitute Classified Personnel**

1. Leslie Rose

**G. Extended Time for Coordinator of Gifted Services Program**

Not to exceed 20 days during 2013/14 school year  
100% reimbursement by Educational Service Center of Lake Erie  
West

1. Jo Salvage \$ 434.79/day

**H. Summer Curriculum Planning @ \$25.56/hr.**

- |                      |                    |
|----------------------|--------------------|
| 1. Lori Bosch        | 4. Erin Fansler    |
| 2. Alysia Cloum      | 5. Holly Farthing  |
| 3. Katie Cornachione | 6. Katherine James |

**I. Proficiency Tutors – One Year Limited Contract**

09/09/2013 – 05/16/2014

- |                |           |        |              |
|----------------|-----------|--------|--------------|
| 1. Robert Redd | Shoreland | Step 0 | \$ 26.33/hr. |
|----------------|-----------|--------|--------------|



## 6. RE-EMPLOYMENT OF PERSONNEL – 2013/14

### A. Substitute Classified Personnel

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Michael Breeze</li> <li>2. Jeffery Clark</li> <li>3. Daniel Gardner</li> <li>4. Wesley Harper</li> <li>5. Jerry Hughes</li> <li>6. Gale Karam</li> <li>7. Matthew Kozlaker</li> <li>8. Jeffrey Lepiarz</li> </ol> | <ol style="list-style-type: none"> <li>9. David Mullin</li> <li>10. Shawn Parra</li> <li>11. Edward Petersen</li> <li>12. Jerold Preston</li> <li>13. Michael Ritson</li> <li>14. Raleigh Schneider</li> <li>15. Peter Sifuentes</li> <li>16. William White</li> </ol> |
|---|--|

## 7. CHANGE OF CONTRACT

### A. Administrative Personnel

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Albert Bernhardt</li> </ol> | <p>From Junior High Principal – Jefferson, Sched. 5.2, step 7 @ \$99,791 + Educational Stipend \$3,600 = \$103,391 to High School Principal – Whitmer (for Curriculum), Sched. 6.4, step 5 @ \$105,731 + Educational Stipend \$3,600 = \$109,331<br/> <b>Effective: August 1, 2013</b></p>                                     |
| <ol style="list-style-type: none"> <li>2. Julie Buehrer</li> </ol>    | <p>From Shoreland - 3<sup>rd</sup> grade, Trng. 6 step 17 @ \$78,779 to Principal – Hiawatha, Schd. 2, step 0 @ \$78,850 + Educational Stipend (Specialist) \$4,500 = \$83,350<br/> <b>Effective: August 1, 2013</b></p>   |
| <ol style="list-style-type: none"> <li>3. Kimberly Dedo</li> </ol>    | <p>From Associate Principal – Whitmer, Sched. 5.3, Step 10 @ \$104,184 + Educational Stipend \$1,800 = \$105,984 to Associate Principal – Whitmer, Sched. 5.3, step 10 @ \$104,184 + Educational Stipend \$3,600 = \$107,784 (Will be Shoreland Principal, but remain on Sched. 5.3)<br/> <b>Effective: August 1, 2013</b></p> |
| <ol style="list-style-type: none"> <li>4. Kristine Martin</li> </ol>  | <p>From Junior High Principal – Washington, Sched. 5.2, step 10 @ \$106,070 + Educational Stipend \$3,600 = \$109,670 to High School Principal – Whitmer (Head Principal), Sched. 6.4, step 8 @ \$112,010 + Educational Stipend \$3,600 = \$115,610<br/> <b>Effective: August 1, 2013</b></p>                                  |

5. Scott Scharf  
From Elementary Principal – Shoreland, Sched. 2, step 10 @ \$99,780 + Educational Stipend \$3,600 = \$103,380 to Junior High Principal – Jefferson, Sched. 5.2, step 10 @ \$106,070 + \$3,600 = \$109,670  
**Effective: August 1, 2013**
6. Katherine Spenthoff  
From Elementary Principal – Wernert, Sched. 2, step 5 @ \$89,315 + Educational Stipend \$1,800 = \$91,115 to Junior High Principal – Washington, Sched. 5.2, step 5 @ \$95,605 + Educational Stipend \$1,800 = \$97,405  
**Effective: August 1, 2013**
7. Cassandra Studnicha-Kusic  
From Elementary Principal – Hiawatha, Sched. 2, Step 4 @ \$87,222 + Educational Stipend \$3,600 = \$90,822 to Whitmer Associate Principal Sched. 5.3 step 4 @ \$91,626 + Educational Stipend (MA+36) \$3,600 = \$95,226.  
**Effective: August 1, 2013**

## **B. Certified Personnel**

1. Krista Balwinski  
Whitmer  
From 4.5 yrs. Trng. (B.A.+18), step 6 @ \$49,498 to 5 yrs. Trng. (M.A.), step 6 @ \$51,590  
**Effective: 2013/14 school year**
2. Mark Jakubowski  
Washington  
From 4 yrs. Trng. (B.A.), step 20 @ \$65,184 to 4.5 yrs. Trng. (B.A.+18), step 20 @ \$70,413  
**Effective: 2013/14 school year**
3. Jason Schreiner  
Whitmer  
From 5 yrs. Trng. (M.A.), step 10 @ \$59,956 to 5.5 yrs. Trng. (M.A.+18), step 10 @ \$62,047  
**Effective: 2013/14 school year**
4. Kari Sharp  
Washington  
From 4.5 yrs. Trng. (BA+18), step 5 @ \$47,407 to 5 yrs. Trng. (MA), step 5 @ \$49,498  
**Effective: 2013/14 school year**

**C. Proficiency Tutors – One Year Limited Contract**

**Days worked changed from 09/03/2013 – 05/09/2014  
To 09/09/2013 – 05/16/2014**

1. Pon Bong Ashley	Shoreland	Step 2	\$ 26.83/hr.
2. Bridget Black	Jackman	Step 4	\$ 27.33/hr.
3. Casey Black	Hiawatha	Step 4	\$ 27.33/hr.
4. Marissa Caputo	Wernert	Step 1	\$ 26.58/hr.
5. Kerri Drabek	Meadowvale	Step 4	\$ 27.33/hr.
6. Martha Duty	Meadowvale	Step 4	\$ 27.33/hr.
7. Carmella Gulick	Jackman	Step 0	\$ 26.33/hr.
8. Rannae Hansen	Greenwood	Step 0	\$ 26.33/hr.
9. Jessica Kelly	McGregor	Step 4	\$ 27.33/hr.
10. Danielle Kessler	Meadowvale	Step 2	\$ 26.83/hr.
11. Nicole Louks	Jackman	Step 0	\$ 26.33/hr.
12. Jessica Mahaney	Wernert	Step 4	\$ 27.33/hr.
13. Michele Mawer	Shoreland	Step 3	\$ 27.08/hr.
14. Jolaine McCall	Wernert	Step 3	\$ 27.08/hr.
15. Beth Oyler	Monac	Step 4	\$ 27.33/hr.
16. Diana Sampson	Hiawatha	Step 4	\$ 27.33/hr.
17. Gina Schell	McGregor	Step 4	\$ 27.33/hr.
18. Courtney Siebenaller	Greenwood	Step 0	\$ 26.33/hr.
19. Tracey Wasielewski	Shoreland	Step 1	\$ 26.58/hr.
20. Christina Wilson-Gautz	Monac	Step 4	\$ 27.33/hr.
21. Kimberly Winzenried	Greenwood	Step 2	\$ 26.83/hr.

**D. Proficiency Tutors – Continuing Contract**

**Days worked changed from 09/03/2013 – 05/09/2014  
To 09/09/2013 – 05/16/2014**

1. Darlene Freels	Jackman	Step 4	\$ 27.33/hr.
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**E. Extra Duty Personnel**

1. Eric Brown From Consultant Limited Contract #9-4a Football – Freshman Coach (50%) @ \$2,266 to Supplemental Contract #9-4a Football – Freshman Coach (50%) @ \$2,266  
**Effective: 2013/14 school year**

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote: FE \_\_\_\_\_ TI \_\_\_\_\_ JA \_\_\_\_\_ DH \_\_\_\_\_ SZ \_\_\_\_\_

## 8. Adjournment

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote: FE \_\_\_\_\_ TI \_\_\_\_\_ JA \_\_\_\_\_ DH \_\_\_\_\_ SZ \_\_\_\_\_

Motion to adjourn carried \_\_\_\_\_ Yes \_\_\_\_\_ No  
\_\_\_\_\_ Absent \_\_\_\_\_ Abstention

Let the record show that an audio recording of this meeting has been made and is on file in the Office of the Treasurer.

The meeting stands adjourned at \_\_\_\_\_ P.M.