

April 29, 2015
Lincolnshire / 5:00 p.m.



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 Community Comment.

R.C. 121.22, 3313.15

1. Opening
 - A. Call to Order by the President
 - B. Roll Call by the Treasurer
 - C. Pledge of Allegiance
 - D. Community Comment

TREASURER'S RECOMMENDATION

2. Authorization to Submit Request to Participate in School Energy Conservation Program (HB 264)

SUPERINTENDENT'S RECOMMENDATIONS

3. Purchases Over \$25,000
4. Calamity Days – Discussion
5. Executive Session
6. Job Description and Salary Scale
7. Administrator Salary Recommendation
8. Adjournment

1. Opening

A. Call to Order by the President

The April 29, 2015 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. Kiser _____ Mrs. Carmean _____ Mr. Ilstrup _____
Mr. Hunter _____ Mr. Langenderfer _____

Also present:

_____ Mr. Hickey, Superintendent
_____ Mrs. Moulam, Assistant Superintendent
_____ Mr. Fouke, Treasurer

C. Pledge of Allegiance

D. Community Comment

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 Community Comment.

PROCEDURE FOR COMMUNITY COMMENT

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 Community Comment.
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 Community Comment within thirty minutes.

Adopted by the Washington Local Board of Education ~ June 7, 2014

2. Authorization to Submit Request to Participate in School Energy Conservation Program (HB 264)

The Treasurer recommends the Board adopt the following resolution, authorizing Juice Technologies (dba Plug Smart) to submit to the Ohio School Facilities Commission, on behalf of Washington Local School District, a request for approval to participate in the School Energy Conservation Financing Program (HB264), as presented:

WHEREAS, Juice Technologies LLC (d.b.a. Plug Smart) (“Plug Smart”), a firm experienced in the design and implementation of energy conservation measures (as defined in Section 3313.372(A) of the Revised Code) has completed an analysis and prepared recommendations pertaining to certain installations, modifications of installations and/or remodeling that would significantly reduce energy consumption in School District buildings; and

WHEREAS, the report submitted to this Board by Plug Smart (the Report) includes estimates of all costs of such installations, modifications and/or remodeling, including costs of design, engineering, installation, maintenance, repairs and interest, and concludes that energy consumption and resultant operational and maintenance costs, as defined by the Ohio Facilities Construction Commission (the OFCC), would be reduced by at least \$2,842,515 (including interest) over a 15-year period (\$189,501 annually); and

WHEREAS, this Board, after receiving that Report, finds that the amount of money the School District would spend on such installations, modifications and/or remodeling is not likely to exceed the amount of money it would save in energy and resultant operational and maintenance costs over the ensuing 15 years, and desires to authorize Plug Smart to submit to the OFCC its findings and request approval to participate in the School Energy Conservation Financing Program (HB 264);

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Washington Local School District, Lucas County, Ohio, that:

Section 1. Board Finding. This Board finds that the amount of money the School District would spend on the installations, modifications and/or remodeling of School District buildings as described in the recitals hereto is not likely to exceed the amount of money it would save in energy and resultant operational and maintenance costs over the ensuing 15 years.

Section 2. Authorization to Make Application to Participate in HB 264 Program. This Board authorizes Plug Smart to submit to the OFCC its findings and request, on the School District’s behalf, approval to incur indebtedness to finance the making or modification of installations or the remodeling of buildings for the purpose of significantly reducing energy consumption (i.e., to participate in the School Energy Conservation Financing Program (HB 264)).

Section 3. Board Intentions Regarding Waiver of Competitive Bidding. It is the current intention of this Board that should the School District’s application to participate in the School Energy Conservation Financing Program (HB 264) be

approved, it will authorize and enter into a contract with Plug Smart for the installations, modifications and/or remodeling of School District buildings as described in the recitals hereto without competitive bidding under Section 3313.46(A) of the Revised Code under the exception provided in Section 3313.46(B)(3) of the Revised Code.

Section 4. Prior Acts Ratified and Confirmed. Any actions previously taken by School District officials or agents of this Board in furtherance of the matters set forth in this Resolution are hereby approved, ratified and confirmed.

Section 5. Compliance with Open Meeting Requirements. This Board finds and determines that all formal actions of this Board and of any of its committees concerning and relating to the adoption of this Resolution were taken, and that all deliberations of this Board and of any of its committees that resulted in such formal actions were held, in meetings open to the public, in compliance with the law.

Section 6. Captions and Headings. The captions and headings in this Resolution are solely for convenience of reference and in no way define, limit or describe the scope or intent of any Sections, subsections, paragraphs, subparagraphs or clauses hereof.

Section 7. Effective Date. This Resolution shall be in full force and effect from and immediately upon its adoption.

Section 8. Annual Report. This Board acknowledges that the School District must monitor the energy consumption and resultant operational and maintenance costs over the life of the financing period for the approved H.B. 264 Energy Conservation project. The District must also maintain and update a report, which must also be submitted to OFCC, documenting the reductions in energy consumption and resultant operational and maintenance cost savings attributable to the project as required under Ohio Revised Code Section 133.06(G).

Section 9. Selection of Plug Smart. Plug Smart was selected following the solicitation and review of qualifications from qualified firms to provide the required services to prepare the technical report that is the basis for the HB 264 application and to implement the energy conservation measures approved by the OFCC based upon an agreement to be negotiated and entered with Plug Smart after approval by the OFCC of the HB 264 program project and funds being available for the work.

Moved by: _____ Seconded by: _____

Vote: EK _____ PC _____ TI _____ DH _____ JL _____

3. Purchases Over \$25,000

Washington Local Schools Policy 6320—Purchases Limitations (Purchase Order/Contract)

All purchases (purchase order/contract) except utilities and emergency 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 Treasurer 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 Treasurer is authorized to make emergency purchases, without prior adjustment, or Board approval of those goods and/or services needed to keep the schools in operation. Emergency purchases that exceed \$25,000 will be submitted for approval at the next Board meeting.

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

A. Ron Clark Academy

- Not to exceed \$70,000
- To send a bus of certified staff members to the Ron Clark Academy for professional development in the Fall of 2015. This works out to approximately \$1,166 per staff member to attend the two days of training and includes meals, hotel, training, and bus transportation.

Moved by: _____ Seconded by: _____

Vote: EK _____ PC _____ TI _____ DH _____ JL _____

4. Calamity Days – Discussion

5. Executive Session

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

1. Consider the **EMPLOYMENT** of a public employee or official.
2. Consider the **COMPENSATION** of a public employee or official.
3. **DISCUSS DETAILS RELATIVE TO THE SECURITY ARRANGEMENTS** and emergency response protocols for the Board of Education.
4. Prepare for negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of employment.

Moved by: _____ Seconded by: _____

Vote: EK _____ PC _____ TI _____ DH _____ JL _____

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: _____

6. Job Description and Salary Scale / Supervisor of Safety and Security

The Superintendent recommends that the Board approve the Job Description and Salary Scale for Supervisor of Safety and Security as presented.

Moved by: _____ Seconded by: _____

Vote: EK _____ PC _____ TI _____ DH _____ JL _____



washington local schools

TO: Patrick Hickey
FROM: Rachael Novak
DATE: April 9, 2015
RE: Supervisor of Safety and Security (Job Description/Salary Scale)

I am recommending the adoption of the job description and salary scale for the Supervisor of Safety and Security. In collaboration with the Whitmer administration, the job duties performed by the previous Director of Safety and Security were evaluated. The attached documents reflect the changes that were made as a result of this assessment.

As delineated in the job description, we are recommending the conversion of the job title from Director of Safety and Security to Supervisor of Safety and Security. The new salary scale was developed to properly compensate for the duties that will be performed.

individual attention. infinite opportunities.

Reports to: Assistant Superintendent **or** designee

Classification: ~~Unaffiliated~~-SAAWLS

Education and Experience

- A **current** Ohio Peace Officer Certificate is required.
- Must be approved as a Special Deputy through Lucas County Sheriff's Department.
- **Must maintain annual firearm qualification.**
- 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 **and** 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 **administration**, counselors, deans, nurses, social workers and other school staff to help provide resources and services for students and families.
9. ~~Establish~~ **Assist administration and staff in the implementation of** 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~~ **of Facilities and** Maintenance to establish and maintain procedures, equipment and services such as surveillance equipment, security alarms **and** systems, locks **and** door security, etc.
- 11. Conduct ongoing audits of the facilities in order to address security and safety needs.**
12. Initiate and maintain safety and security records and reports.
13. Work collaboratively with the Treasurer to manage the school safety budget, maintain financial records, submit requisitions, and prepare reports.
14. Comply with applicable state and federal laws, Board of Education policy, established work rules and guidelines, administrative **and** supervisory directives.
15. Other related duties as assigned.

Working Conditions

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

Supervisor of Safety and Security

Schedule 6.0 210 Days - Daily Rate

Step	2015/2016
0	52,838
1	54,957
2	57,076
3	59,195
4	61,314
5	63,433
6	65,552
7	67,671
8	69,790
9	71,909
10	74,028

7. Administrator Retirement Contributions

The Superintendent recommends that the Board approve administrator retirement contributions as presented:

Retirement contribution to administrators in the Washington Local District remain as written in the current Administrator handbook:

increase STRS retirement contribution to 13% in 2015-16 and 14% in 2016-17 with a cap of 14% in all future years regardless of changes in STRS, and a 10% SERS contribution in 2015-16 with a 3% annuity contribution, and a 10% SERS contribution in 2016-17 with a 4% annuity contribution and a cap of 10% and a 4% annuity contribution in all future years regardless of changes in SERS. These changes coincide with administrators agreeing to pay 10% of their health care premiums which began on July 1, 2014.

All future administrators hired by the board will receive a retirement contribution from the Board of 9.75% and will contribute 3.25% in 2015-2016 and contribute 4.25% in 2016-2017 which is the average for the nine Northwest Ohio school districts surveyed by the Washington Local Schools.

Moved by: _____ Seconded by: _____

Vote: EK _____ PC _____ TI _____ DH _____ JL _____

8. Adjournment

Moved by: _____ Seconded by: _____

Vote: EK _____ PC _____ TI _____ DH _____ JL _____

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.