

The Board of Education of the Fairfield City School District in the County of Butler, Ohio, held a Regular Meeting on the 15<sup>th</sup> of December 2011 in the Catherine D. Milligan Community Room.

The meeting was called to order by the President at 6:30 pm.

ROLL CALL – Present: Mr. Kearns, Dr. Morris, Mr. Murray, Mr. Nuss & Mrs. Shorter

Also present: Mr. Otten, Mrs. Lane, Mr. Martin, Mr. Lewis, Mrs. Wildow & Mr. Clemmons

PLEDGE OF ALLEGIANCE

PRESENTATIONS/RESOLUTIONS

- A. Duke Energy Community Grant – Tim Abbott, Duke Energy  
The grant is for iPads in the elementary schools. He would like a report every 3 months on activities.
- B. Spotlight on Central Elementary – Dick Wood & Laurie Gage

11-171 EXECUTIVE SESSION

MOTION – Moved by Mr. Murray to recess to Executive Session at 6:51 pm to discuss the following:

- Purchase or Sale of Real Estate 121.22 (G) (2)
- Court Action 121.22 (G) (3) – Pending or Imminent Litigation

SECOND – Seconded by Mrs. Shorter

Public comments: None

Board comments: None

ROLL CALL – Ayes: Mr. Kearns, Dr. Morris, Mr. Murray, Mr. Nuss & Mrs. Shorter

Nays: None

Motion Carried: 5-0

The Board resumed the meeting at 7:46 pm.

COMMUNICATION - None

This is the portion of the meeting where you, the residents of the Fairfield City School District, are invited to share your thoughts with the Board. Presentations are limited to five (5) minutes each.

11-172 RESIGNATION/LEAVE OF ABSENCE/EMPLOYMENT

MOTION – Moved by Mr. Murray to approve the following:

SUPERINTENDENT’S RECOMMENDATIONS AND REPORTS

A. Personnel – Certificated – Mr. Martin

1. Resignations

- a. Liz Gladish, Senior High, Foreign Language Department Chair; effective November 28, 2011, for personal reasons.

2. Leave of Absence

- a. Jennifer Powell, North, Kindergarten  
(effective December 1, 2, 5, 6, 7, 8 and 9, 2011; for personal medical reasons)

3. Employment

- a. Extracurricular 2011-12

**Senior**

Rachel Harney, Pep Band

**Middle**

Jonathan Ziegler, Swim Coach, (additional due to number of participants)

- b. Home Instructors

Gary Spitzmiller  
Kristine Welsh

(Periodically the district has students who qualify for home instruction by placement on an IEP developed through the Special Services Department. It is recommended that the above noted person(s) be employed as Home Instructors at the rate of \$24.34 per hour, effective for the 2011-2012 school year.)

- c. Substitute Teachers

Katlyn Callahan  
Karen Holcomb  
Randy McDonald  
Mark Metzler  
Alissa Nasiatka  
Donald Newberry Jr.  
Andrew Ovington  
Hannah Phillips

(All recommendations are for the 2011-2012 school year at a rate of \$80.00 per day.)

d. Volunteer

John Stoeppel, Senior High, Choraliers and Choraliers Back-up Band

(The above-noted person is recommended for approval as volunteer for the 2011-2012 school year in district show choir programs. Recommendation is contingent upon submission of all required documents.)

(All employment is contingent upon satisfactory submission of all required documents.)

SECOND – Seconded by Dr. Morris

Public comments: None

Board comments: None

ROLL CALL – Ayes: Mr. Kearns, Dr. Morris, Mr. Murray, Mr. Nuss & Mrs. Shorter

Nays: None

Motion Carried: 5-0

11-173 LEAVES OF ABSENCE/EMPLOYMENT

MOTION – Moved by Dr. Morris to approve the following:

B. Personnel – Classified – Mr. Lewis

1. Leaves of Absence

- a. Ray van Praag, Sr. High, Custodian  
(effective November 18 – January 9, 2012; Extension of unpaid Workers compensation)
- b. Janet Watts, Transportation, Educational Assistant  
(effective December 6, 2011 through December 22, 2011; unpaid Workers Compensation)

2. Employment

- a. Susan Brandner, Intermediate, Educational Assistant  
(effective January 2, 2012; for a replacement position)
- b. Jeanee Ferritto, Middle, Educational Assistant  
(effective January 2, 2012; for a replacement position)
- c. Brenda Geisler, Middle, Food Service Assistant  
(effective January 2, 2012; for a replacement position)

- d. Sonya Mentzer, East, Educational Assistant  
(effective January 2, 2012; for a replacement position)
- e. Michelle Sizemore, North, Educational Assistant  
(effective January 2, 2012; for a replacement position)

(Periodically the district has students who qualify for home instruction by placement on an IEP developed through the Special Services Department. It is recommended that the above noted person(s) be employed as Home Instructors at the rate of \$24.34 per hour, effective for the 2011-2012 school year.)

(All employment is contingent upon satisfactory submission of all required documents.)

SECOND – Seconded by Mr. Nuss

Public comments: None

Board comments: None

ROLL CALL – Ayes: Mr. Kearns, Dr. Morris, Mr. Murray, Mr. Nuss & Mrs. Shorter

Nays: None

Motion Carried: 5-0

C. Item for Board Discussion

- 1. Update regarding bus maintenance contract with Burer's Garage, LLC.

Mr. Kearns read the results of a legal opinion from Mr. Bernard Wharton, of McCaslin, Imbus & McCaslin.

Mr. Kearns reminded everyone that the Board had directed Mr. Otten to seek a legal opinion regarding the Burer transportation contract.

Mr. Kearns stated that the Board considers the matter closed. It is the intent of the Board to put the contracts out for competitive bid when current contract expires.

11-174 APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN THE FAIRFIELD BOARD OF EDUCATION & THE FAIRFIELD CLASSROOM TEACHERS ASSOCIATION REGARDING THE MENTORING PROGRAM RESIDENT EDUCATORS & TRANSITION COACHES EFFECTIVE FOR THE 2011-2012 SCHOOL YEAR/ APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN THE FAIRFIELD BOARD OF EDUCATION & THE FAIRFIELD CLASSROOM TEACHERS ASSOCIATION REGARDING KINDERGARTEN CLASS SIZE EFFECTIVE FOR THE 2011-2012 SCHOOL YEAR/ APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN THE FAIRFIELD BOARD OF EDUCATION & THE FAIRFIELD CLASSROOM TEACHERS ASSOCIATION REGARDING COMPENSATION FOR SUPERVISION OF STUDENT TEACHERS EFFECTIVE FOR THE 2011-2012 SCHOOL YEAR/APPROVAL OF MAINTENANCE AGREEMENT WITH DEBRA-KUEMPEL TO SUPPLY COMPREHENSIVE MAINTENANCE SERVICES TO THE MECHANICAL EQUIPMENT OF FCSD FOR THREE YEARS

BEGINNING DECEMBER 16, 2011, THROUGH DECEMBER 15, 2014/APPROVAL OF REVISED JOB DESCRIPTION FOR SUPERVISOR OF BUILDINGS & GROUNDS POSITION/ APPROVAL OF INCREASE IN DENTAL INSURANCE PREMIUM (5% TO BE PAID BY THE EMPLOYEE, 95% PAID BY THE BOARD OF EDUCATION) FOR THE CONFIDENTIAL SECRETARY POSITIONS AT DISTRICT OFFICE EFFECTIVE JANUARY 1, 2012/ APPROVAL OF OHIO SCHOOL BOARD ASSOCIATION LEGAL ASSISTANCE FUND SERVICE CONTRACT PURSUANT TO R.C. SECTION 3313.171 (01/01/12-12/31/12)/ APPROVAL TO INCREASE HOURLY RATE FOR SUBSTITUTE FOOD SERVICE ASSISTANT & SUBSTITUTE COOK TO \$7.70 PER HOUR EFFECTIVE 01-01-12 TO COMPLY WITH OHIO MINIMUM WAGE INCREASE EFFECTIVE 01-01-12/ APPROVAL TO ENTER INTO A 12 MONTH CONTRACT EXTENSION WITH DUKE RETAIL ENERGY SALES, LLC TO SUPPLY GAS SERVICES TO FCSD BOARD OF EDUCATION EFFECTIVE 01/01/12-12/31/12/RESOLUTION TO ALIGN WITH BUTLER COUNTY EDUCATIONAL SERVICE CENTER

MOTION – Moved by Mr. Murray to approve the following:

D. Other Items for Board Action

Mr. Martin presented the following to the Board:

1. Recommend approval of Memorandum of Understanding between the Fairfield Board of Education and the Fairfield Classroom Teachers Association regarding the mentoring program Resident Educators and Transition Coaches effective for the 2011-12 school year.
2. Recommend approval of Memorandum of Understanding between the Fairfield Board of Education and the Fairfield Classroom Teachers Association regarding Kindergarten class size effective with the 2012-2013 school year.
3. Recommend approval of Memorandum of Understanding between the Fairfield Board of Education and the Fairfield Classroom Teachers Association regarding compensation for supervision of student teachers effective for the 2011-12 school year.

Mr. Lewis presented the following to the Board:

4. Recommend approval of a maintenance agreement with Debra-Kuempel to supply comprehensive maintenance services to the mechanical equipment of the Fairfield City School District for a period of three (3) years beginning December 16, 2011 through December 15, 2014.
5. Recommend approval of the revised job description for the Supervisor of Buildings and Grounds position.

Mr. Otten presented the following to the Board:

6. Recommend approval of an increase of the dental insurance premium (5% to be paid by the employee, 95% by the board of education) for the Confidential Secretary positions that work at the District Operations Building effective January 1, 2012. (This increase is consistent with the other classified employees as approved at the December 1, 2011 board meeting.)
7. Recommend approval of the Ohio School Boards Association Legal Assistance Fund Service Contract pursuant to R.C. Section 3313.171 (January 1, 2012, through December 31, 2012).
8. Recommend the approval to increase the hourly rate for substitute Food Service Assistant and substitute Cook to seven dollars and seventy cents (\$7.70) per hour effective January 1, 2012. (This is to comply with the Ohio minimum wage increase also effective January 1, 2012.)
9. Recommend the approval to enter into a twelve (12) month contract extension with Duke Energy Retail Sales, LLC to supply gas services to the Fairfield City School District Board of Education effective January 1, 2012 and ending December 31, 2012. (This contract resulted in \$15,730 in savings during 2011. It is estimated to save \$18,511 during 2012.)
10. Recommend the approval of the following resolution to align with the Butler County Educational Service Center:

RESOLUTION TO  
ALIGN WITH BUTLER COUNTY EDUCATIONAL SERVICE CENTER

WHEREAS, Ohio Revised Code §3313.843 was amended by House Bill 153 of the 129<sup>th</sup> General Assembly in June 2011 to provide that the board of education of each city, exempted village or local school district with an average daily student enrollment of 16,000 or less, must enter into an agreement with the governing board of an educational service center, under which the educational service center shall provide services to the district; and

WHEREAS, Ohio Revised Code §3313.843 was amended by House Bill 153 of the 129<sup>th</sup> General Assembly in June 2011 to provide that the board of education of a city, exempted village, or local school district with an average daily student enrollment of more than 16,000 may enter into an agreement with the governing board of an educational service center under which the educational service center shall provide services to the district; and

WHEREAS, any agreement entered into under §3313.843 shall be filed with the Department of Education by the first day of July of the school year for which the agreement is in effect; and

WHEREAS, the Fairfield City School District Board of Education (hereinafter, the "Board of Education") has an average daily student enrollment less than 16,000; and

WHEREAS, the Board of Education desires to enter into an agreement with the Butler County Educational Service Center ("ESC") to be in compliance with Ohio Revised Code §3313.843 and to provide services delineated in the Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Fairfield City School District that:

SECTION I

The Board of Education, in compliance with Ohio Revised Code §3313.843, hereby authorizes and approves the Agreement with the Butler County ESC for the provision of services.

BCESC shall furnish services to Fairfield City School District according to the following financial formula: Fairfield City School District budget = 60% of (\$6.50 x ADM + Supervisors/Extended Service Deduct + \$37 x ADM). ADM used in this formula is the ADM used to calculate the 2<sup>nd</sup> June Payment on the BCESC J40404 report. This formula shall be superseded by any new formula adopted by the State Board of Education for the fiscal year in which services are performed.

In the event that it is necessary for the Butler County Governing Board to employ additional personnel to provide the services selected by a specific school district and those services are discontinued or the full-service contract is discontinued, the contracting school district will be responsible for all unemployment and worker's compensation costs incurred by the Butler County Educational Service Center as a result of the discontinued services and/or positions.

The effective date of this agreement is July 1, 2012. This agreement shall be effective until terminated by either the Fairfield City Board of Education or the Butler County Educational Service Center by giving the other party written notice in advance of the termination date according to state law.

Conditions of this agreement are subject to appropriate funding to the Butler County Educational Service Center to render said services.

SECTION II

IT IS FOUND AND DETERMINED that all formal action of this Board of Education concerning or related to the adoption of this Resolution was adopted in an open meeting of this Board, and all deliberations of this Board that resulted in such formal action were adopted in meetings open to the public, in compliance with all applicable requirements of the Ohio Revised Code.

SECOND – Seconded by Mr. Nuss

Public comments: None

Board comments: None

ROLL CALL – Ayes: Mr. Kearns, Dr. Morris, Mr. Murray, Mr. Nuss & Mrs. Shorter

Nays: None

Motion Carried: 5-0

- E. New District Communication Plan – Mr. Otten presented  
He described the District's need to improve the way we communicate with parents, students, businesses and community members as the focus of a new plan presented to the Board.

Some of the highlights of the plan are as follows:

Beginning in January and continuing each month throughout the year, Mrs. Gentry-Fletcher (School and Community Relations Director) and Mr. Otten, along with selected administrators, will go into the homes or work places of parents and community members serving as hosts for the “Superintendent Community Coffees.” This open-format discussion will provide an outlet for participants to ask questions, share concerns, and learn about happenings in the schools. If you are interested in hosting a coffee or for more information contact Gina Gentry-Fletcher at 858-7117, or email [gentry-fletcher\\_g@fairfieldcityschools.com](mailto:gentry-fletcher_g@fairfieldcityschools.com).

Other components of the plan include:

- District Updates will be provided to the community on a quarterly basis in February, May, September and November. These updates will be in person, open to the public and held in public locations throughout the district (not on school grounds). The Superintendent, Treasurer, School and Community Relations Director and other district-level administrators will be available to discuss current events in the district such as financial information on spending and revenue, and to answer questions regarding district operations.
- A FCSD Community Council consisting of 10-12 community members will be formed to meet quarterly throughout the year. This group will serve as a sounding board to district office administrators on district issues and decisions.
- We will increase our use of Social Media, including redesigning the district website and increased use of the district’s Facebook and Twitter accounts (including two new Twitter accounts: my account can be found at: @fcsdsuper , and High School Principal Billy Smith can be found at: @FHSIndians – we both have begun tweeting). We will launch a video channel to show recorded district events, and information about the district will continue to be emailed to parents and interested community members on a regular basis.
- Select high school seniors will soon have the opportunity to earn elective credit in a new program being developed that will be similar to a communications internship. The selected students will work out of the School and Community Relations Director’s office blogging about their high school experiences, writing press releases, taking photographs of school events and producing video projects.
- Our written communication will continue as well with “The Insider,” a weekly electronic newsletter for internal stakeholders from the Superintendent’s office, periodic issues of the Red & White Register community newsletter, and a bi-weekly column in the Fairfield Echo, written by the Superintendent.
- We recently launched an online sports broadcasting program that we are using to spotlight our student athletic teams, and inform listeners of the activities, events and news occurring in the district.



- Strong relationships with all sectors of our community – parents, students, senior citizens, alumni, businesses, and the faith community – are vital to the success of our schools. We will work collaboratively with all groups to identify needs that are mutually beneficial to each organization. Our students are our greatest ambassadors and we are exploring the possibility of initiating a student community service program for juniors and seniors.

11-175 APPROVAL OF MINUTES/APPROVAL OF FINANCIAL REPORTS FOR NOVEMBER 2011/  
APPROVAL OF 2011-2012 AMENDED APPROPRIATIONS/DISPOSALS/DONATIONS/  
APPROVAL TO PAY INVOICES AGAINST PURCHASE ORDER

MOTION – Moved by Dr. Morris to approve the following:

TREASURER’S RECOMMENDATIONS AND REPORTS

- A. Recommend approval of the minutes of the following meetings:  
November 17, 2011 – Regular meeting  
December 1, 2011 – Work Session
- B. Recommend approval of the financial reports for the month of November 2011.
- C. Recommend approval of the 2011-2012 Amended Appropriations Resolution.
- D. Recommend approval of the disposal of the following fixed assets:

<u>Tag Number</u>	<u>Description</u>	<u>Location</u>
16555	Computer	Freshman School
17202	Computer	Freshman School
20804	Boombbox	Intermediate School
05912	Intercom	Middle School
15744	Computer	Middle School
06299	Laminator	Middle School
20634	Cell Phone	Middle School
16593	Computer	South Elementary
12063	DynaMyte	Special Services
01546	PowerLink	Special Services
DM814011	DynaMyte	Special Services

- E. Recommend approval of the following donations:
1. A donation of 27 computer monitors valued at \$1350 from the City of Fairfield Police Department to the Fairfield City School District.
  2. A donation of \$775 from Kerry Toyota/Scion, Towne Motors, to the Fairfield City Schools Athletic Department.

**Total donations for 2011: \$72,284.43**

- F. Recommend approval to authorize the Treasurer to pay invoices against the following purchase order that has not been processed in accordance with Section 5705.41(D):
1. Purchase order #3202275 – Balloon Works, Inc. - \$3,415.00

SECOND – Seconded by Mr. Nuss  
Public comments: None  
Board comments: None

ROLL CALL – Ayes: Mr. Kearns, Dr. Morris, Mr. Murray, Mr. Nuss & Mrs. Shorter  
Nays: None  
Motion Carried: 5-0

#### COMMITTEE REPORTS

- A. Butler Tech – Dan Murray  
The Butler Tech annual holiday dinner was held this past week.  
A plaque was presented to Angie Whiteman of Madison Schools for her service.  
A Board member is needed to represent Edgewood Schools.  
Butler Tech has a new website.
- B. Fairfield Planning Commission – Mark Morris

#### ANNOUNCEMENTS

December 22-23, 2011 – Conference Exchange Days, No School  
December 26, 2011-January 1, 2012 – Winter Break  
January 2, 2012 – School Resumes  
January 5, 2012 – Organizational Board Meeting, 6:30 PM, FHS Catherine D. Milligan  
Community Room

#### BOARD MEMBER COMMENTS

Mrs. Shorter  
She wished everyone a good holiday and to enjoy their families.

Mr. Murray  
He thanked Dick Wood and students from Central.  
He wished everyone Happy Holidays.  
He wished Dan Hare the best in his retirement.

Dr. Morris  
He wished everyone Happy Holidays.

BOARD MEMBER COMMENTS (cont.)

Mr. Nuss

He stated that our basketball team is 4-0. He feels it is exciting to see the students getting involved.

11-176 ADJOURNMENT

MOTION – Moved by Dr. Morris to adjourn the meeting.

SECOND - Seconded by Mr. Nuss

Public comments: None

Board comments: None

ROLL CALL – Ayes: Mr. Kearns, Dr. Morris, Mr. Murray, Mr. Nuss & Mrs. Shorter

Nays: None

Motion Carried: 5-0

The meeting was adjourned at 8:38 pm by the President, Mr. Kearns.

\_\_\_\_\_  
President

Attest: \_\_\_\_\_

Treasurer