

CLOVERLEAF LOCAL SCHOOLS
January 9, 2012

Cloverleaf Elementary School Building Tour
6:00 P.M.

BOARD OF EDUCATION ORGANIZATIONAL MEETING and WORKSESSION
Cloverleaf High School Library
7:00 P.M.

AGENDA

A. **OPENING OF MEETING**

A-1. **President pro tempore calls meeting to order**

A-2. **Pledge to Flag**

A-3. **Mission Statement**

The mission of the Cloverleaf Local Schools, a unified community committed to an interactive approach to life-long learning, guarantees all students an excellent education that prepares them for life's challenges, by providing innovative instruction filled with engaging, experience-based learning opportunities, delivered by highly qualified educators in a safe, stimulating, and respectful environment.

A-4 **Oath of Office for new board member** (by treasurer)

A-5 **President Pro Tempore calls on Treasurer to take the roll:**

ROLL CALL: MR. BERRY _____ MR. CURRAN _____

MR. HUTSON _____ MRS. RYCH _____ MR. SCHMIDT _____

A-6. **Additions or Deletions to Agenda**

- a. _____
- b. _____
- c. _____

All meetings of the Cloverleaf Board of Education are recorded and are available through the treasurer's office.

A-7 Nomination and Election of President

William Hutson, as president pro tempore, calls for nominations for president.

_____ placed the name of _____
in nomination. There being no further nominations, _____
moved that the nominations be closed and that the treasurer be instructed
to cast a unanimous vote for _____.
_____ seconded that motion.

ROLL CALL: MR. BERRY _____ MR. CURRAN _____
MR. HUTSON _____ MRS. RYCH _____ MR. SCHMIDT _____

A-8 Nomination and Election of Vice President (RC 3313.14)

William Hutson, as president pro tempore, calls for nominations for vice-president.

_____ placed the name of _____
in nomination. There being no further nominations, _____
moved that the nominations be closed and that the treasurer be instructed
to cast a unanimous vote for _____.
_____ seconded that motion.

ROLL CALL: MR. BERRY _____ MR. CURRAN _____
MR. HUTSON _____ MRS. RYCH _____ MR. SCHMIDT _____

A-9 Treasurer Pro-Tempore

It is recommended that the Cloverleaf Board of Education choose one of its members as Treasurer Pro-Tempore in case of the Treasurer's absence from a meeting.

_____ moved, seconded by _____
that the foregoing recommendation be approved.

ROLL CALL: MR. BERRY _____ MR. CURRAN _____

MR. HUTSON _____ MRS. RYCH _____ MR. SCHMIDT _____

A-10 Oath of Office for new board officers for 2012 (by treasurer)

A-11 Board Representative – Cloverleaf Community Recreation Center

It is recommended that the Cloverleaf Board of Education choose one of its members as representative of the Cloverleaf Community Recreation Center for 2012.

_____ placed the name of _____
in nomination. There being no further nominations, _____
moved that the nominations be closed and that the treasurer be instructed
to cast a unanimous vote for _____.
_____ seconded that motion.

ROLL CALL: MR. BERRY _____ MR. CURRAN _____

MR. HUTSON _____ MRS. RYCH _____ MR. SCHMIDT _____

A-12 Board Representative – Medina County Career Center

It is recommended that the Cloverleaf Board of Education choose one of its members representative of the Medina County Career Center January 2012 - December 2014.

_____ placed the name of _____
in nomination. There being no further nominations, _____
moved that the nominations be closed and that the treasurer be instructed
to cast a unanimous vote for _____.
_____ seconded that motion.

ROLL CALL: MR. BERRY _____ MR. CURRAN _____

MR. HUTSON _____ MRS. RYCH _____ MR. SCHMIDT _____

A-13 Board Committees

It is recommended that the Cloverleaf Board of Education appoint the following board committees for 2012:

OSBA Legislative Liaison - _____

OSBA Student Achievement Liaison - _____

Finance Committee - _____

Policy Committee - _____

_____ moved, seconded by _____
that the foregoing recommendation be approved.

ROLL CALL: MR. BERRY _____ MR. CURRAN _____

MR. HUTSON _____ MRS. RYCH _____ MR. SCHMIDT _____

A-14 **Adoption of 2012-2013 Alternative Tax Budget Information**
(attachment)

It is recommended that the Cloverleaf Board of Education adopt the 2012-2013 Alternative Tax Budget Information per attached.

_____ moved, seconded by _____
that the foregoing recommendation be approved.

ROLL CALL: MR. BERRY _____ MR. CURRAN _____

MR. HUTSON _____ MRS. RYCH _____ MR. SCHMIDT _____

A-15 **2011 Fiscal Procedures**

It is recommended that the Cloverleaf Board of Education authorize the treasurer to perform the following functions in order to proceed with prompt transactions of fiscal affairs in 2012;

- Pay bills insofar as they fall due, providing there is money in the appropriations;
- Invest funds when practical in Certificates of Deposit and/or Repurchase Agreements;
- Request advances as often as necessary from the office of the county Auditor;
- Borrow funds when needed, upon the approval of the Board of Education.

A-16 **Public Records Officer**

It is recommended that the Cloverleaf Board of Education designate the treasurer or treasurer designee as the public records officer.

A-17 **Establishment of time and place for regular meetings (ORC 3313.15)**

It is recommended that the Cloverleaf Board of Education establish the following Cloverleaf Board of Education meeting schedule for 2012. All meetings will begin at 7:00 pm unless otherwise advertised. Work sessions will be held at the Cloverleaf High School Library on the second Monday of each month. Regular meetings will be held on the Fourth Monday of each month (except December) at the following locations:

All meetings of the Cloverleaf Board of Education are recorded and are available through the treasurer's office.

2012 Work Session Meeting Schedule		2012 Regular Board Meeting Schedule	
<i><u>Date</u></i>	<i><u>Location</u></i>	<i><u>Date</u></i>	<i><u>Location</u></i>
		January 23	High School Library
February 13	High School Library	February 27	High School Library
March 12	High School Library	March 26	High School Library
April 9	High School Library	April 23	Elementary School
	No meeting scheduled	May 21	Middle School
June 11	High School Library	June 25	High School Library
	No meeting scheduled	July 23	High School Library
August 13	High School Library	August 27	High School Library
September 10	High School Library	September 24	High School Library
October 8	High School Library	October 22	High School Library
November 12	High School Library	November 26	High School Library
	No meeting scheduled	December 10	High School Library

A-18 Certify Enrollment – Establish Service Fund (ORC 3315.15)

It is recommended that the Cloverleaf Board of Education accept the enrollment of 2,878 students and authorize the Treasurer to establish a service fund of \$20,000 as stipulated in ORC 3315.15.

Cloverleaf Board of Education approval of items A-15 through A-18 by consent.

_____ moved, seconded by _____
that the foregoing recommendation be approved.

ROLL CALL: MR. BERRY _____ MR. CURRAN _____

MR. HUTSON _____ MRS. RYCH _____ MR. SCHMIDT _____

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B. RECOGNITION AND PUBLIC PARTICIPATION

B-1 At this time, we will hear comments from the public. Please give your name and address and limit your remarks to three minutes.

Since this is a business meeting of the board of education, this will be the only open remarks opportunity for the public at tonight's meeting. All other questions or concerns that may arise should be directed to an administrator or board member at a later date and time.

B-2 **Staff Recognitions – Cloverleaf Food Service Department**

C. PERSONNEL – Mr. Kubilus

C-1 **Resolution Implementing a Layoff of Nonteaching Employees**

It is recommended the Cloverleaf Board of Education approve the resolution implementing a layoff of nonteaching employees as presented.

WHEREAS, the Board of Education and the Ohio Association of Public School Employees, Local 371, are parties to a Negotiated Agreement having a term of July 1, 2008, through June 30, 2011; and

WHEREAS, the Negotiated Agreement provides for the Board of Education to implement a reduction in force of the classified employees for reasons including lack of funds; and

WHEREAS, the Board of Education finds that a lack of funds requires a reduction in the classified staff; and

WHEREAS, Local 371 has been given notice of this reduction in force pursuant to the Negotiated Agreement.

NOW, THEREFORE, BE IT RESOLVED:

Section 1. Due to lack of funds, the following positions are hereby abolished effective January 17, 2012:

Two Level 2 Elementary Secretaries

Section 2. Based upon the abolishment of positions as set forth in Section 1, the following employees are laid off effective January 17, 2012: Donna Conley and Marilyn Bilek. The Treasurer is directed to give these employees written notice of this action on behalf of the Board of Education.

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Section 3. It is found and determined that all formal actions of the Board concerning and related to the adoption of this Resolution were taken in an open meeting of the Board, and that all deliberations of this Board were in meetings open to the public, in compliance with all legal requirements, including O.R.C. §121.22.

Cloverleaf Board of Education approval of item C-1

_____ moved, seconded by _____
that the foregoing recommendation be approved.

ROLL CALL: MR. BERRY _____ MR. CURRAN _____

MR. HUTSON _____ MRS. RYCH _____ MR. SCHMIDT _____

C-2 Resolution Implementing a Layoff of Nonteaching Employees

It is recommended the Cloverleaf Board of Education approve the resolution implementing a layoff of nonteaching employees as presented.

WHEREAS, the Board of Education and the Ohio Association of Public School Employees, Local 371, are parties to a Negotiated Agreement having a term of July 1, 2008, through June 30, 2011; and

WHEREAS, the Negotiated Agreement provides for the Board of Education to implement a reduction in force of the classified employees for reasons including lack of funds; and

WHEREAS, the Board of Education finds that a lack of funds requires a reduction in the classified staff; and

WHEREAS, Local 371 has been given notice of this reduction in force pursuant to the Negotiated Agreement.

NOW, THEREFORE, BE IT RESOLVED:

Section 1. Due to lack of funds, the following positions are hereby abolished effective January 17, 2012:

Two Level 5 Custodians

Section 2. Based upon the abolishment of positions as set forth in Section 1, the following employees are laid off effective January 17, 2012: Donna Fankhauser

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and Barb Storm. The Treasurer is directed to give these employees written notice of this action on behalf of the Board of Education.

Section 3. It is found and determined that all formal actions of the Board concerning and related to the adoption of this Resolution were taken in an open meeting of the Board, and that all deliberations of this Board were in meetings open to the public, in compliance with all legal requirements, including O.R.C. §121.22.

Cloverleaf Board of Education approval of item C-2

_____ moved, seconded by _____
that the foregoing recommendation be approved.

ROLL CALL: MR. BERRY _____ MR. CURRAN _____

MR. HUTSON _____ MRS. RYCH _____ MR. SCHMIDT _____

C-3 Classified Staff Change in Status

It is recommended that the Cloverleaf Board of Education approve the following classified staff change in status effective January 17, 2012, contingent upon successfully passing the functional capacity evaluation.

Mary Jo Vargas, **from** elementary food service manager, 8 hrs./day, Lodi, **to** secondary food service manager, 8 hrs./day, Middle School, \$13.20/hr.

Sherry Armstrong, food service helper **from** 5.25 hrs./day Seville Intermediate **to** 5.25 hrs./day, Cloverleaf Elementary, \$12.95/hr.

Bonnie Carter, food service manager **from** 8 hrs./day Lodi **to** 8 hrs./day, Cloverleaf Elementary, \$13.65/hr.

Annette Dudas, food service helper, **from** 3.5 hrs./day, Seville **to** 3.75 hrs./day, Cloverleaf Elementary, \$10.28/hr.

Sheila Lewis, food service helper, **from** 7 hrs./day Westfield Upper Elementary **to** 7 hrs./day Cloverleaf Elementary, \$12.13/hr.

Joyce Meyer, food service helper, **from** 6 hrs./day High School, **to** 3.75 hrs./day Cloverleaf Elementary, \$10.59/hr.

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Becky Shaw, **from** 6 hrs./day food service helper, Lodi
to 6 hrs./day food service lead helper, High School, \$12.31/hr.

Sally Thress, food service lead helper, **from** 6 hrs./day, Seville
Intermediate **to** 6 hrs./day, Cloverleaf Elementary, \$13.14/hr.

Scott Crapo, maintenance helper, 8 hrs./day, placement at Cloverleaf
Elementary, \$18.06/hr.

Herb Napier, custodian, 8 hrs./day, from Lodi/Westfield split to Cloverleaf
Elementary, \$13.53/hr.

Mike Robertson, custodian, 8 hrs./day **from** Middle School
to Cloverleaf Elementary, \$14.87/hr.

Mark Shiverdecker, head custodian, 8 hrs./day, **from** Lodi Primary **to**
Cloverleaf Elementary, \$16.91/hr.

C-4 **Classified Staff Change in Status**

It is recommended that the Cloverleaf Board of Education approve the
following classified staff change in status effective January 17, 2012:

Eileen Antill, food service helper, **from** 6 hrs./day Lodi
to 6 hrs./day High School, \$12.13/hr.

Lily Clifford, food service helper, **from** 5 hrs./day, Middle School
to 3 hrs./day, Middle School, \$11.72/hr.

Tammy Cooper, food service lead helper, **from** 6 hrs./day, Westfield
Upper Elementary **to** food service helper, 3 hrs./day High School,
\$12.13/hr.

Pauline Lentz, food service helper, **from** 2 hrs./day Middle School
to 3 hrs./day, Middle School, \$12.13/hr.

Carol Rice, food service helper, **from** 5.5 hrs./day High School
to 3.5 hrs./day Middle School, \$12.13/hr.

Gail Risko, food service helper, **from** 2.5 hrs./day Middle School
to 3 hrs./day Middle School, \$11.00/hr.

Shirley Stout, food service helper, **from** 5 hrs./day High School
to 3 hrs./day, High School, \$12.13/hr.

Sue Tomcho, food service helper, **from** 2.5 hrs./day, High School **to** 3.75 hrs./day, Cloverleaf Elementary, \$12.13/hr.

DeborahWentz, **from** Level II Elementary School Secretary, 8 hrs./day, Seville Intermediate School **to** Level II High School Attendance Secretary, 8 hrs./day, High School, \$14.82/hr.

Kathy Carlton, **from** Level II Elementary School Secretary, 8 hrs./day, Lodi Primary **to** Level II Secretary Transportation Department (Bus Garage), 8 hrs./day, \$15.31/hr.

Michael Kelling, maintenance helper, 8 hrs./day, placement at Cloverleaf Middle School, \$16.14/hr.

Everett Plesz, custodian, 8 hrs./day, **from** High School/Middle School split **to** Cloverleaf Elementary, \$13.29/hr.

Lonnie Ramsier, custodian, 8 hrs./day, **from** Lodi **to** Middle School, \$15.36/hr.

Diana Stark, custodian, 8 hrs./day, **from** Westfield Upper Elementary **to** High School/Middle School split, \$14.38/hr.

Teresa Swindig, custodian, 8 hrs./day **from** Rec Center **to** Middle School, \$14.87/hr.

Elaine Zaremba, **from** head day custodian, 8 hrs./day Seville **to** custodian, 8 hrs./day. Rec Center, \$16.09/hr.

Cloverleaf Board of Education approval of items C-3 through C-4 by consent.

_____ moved, seconded by _____
that the foregoing recommendation be approved.

ROLL CALL: MR. BERRY _____ MR. CURRAN _____

MR. HUTSON _____ MRS. RYCH _____ MR. SCHMIDT _____

C-5 Classified Staff Change in Status

It is recommended that the Cloverleaf Board of Education approve the following classified staff change in status effective January 17, 2012:

Mary Curran, food service helper, **from** 6 hrs./day Middle School **to** 3.75 hrs./day High School, \$12.13/hr.

Cloverleaf Board of Education approval of item C-5

_____ moved, seconded by _____
that the foregoing recommendation be approved.

ROLL CALL: MR. BERRY _____ MR. CURRAN _____

MR. HUTSON _____ MRS. RYCH _____ MR. SCHMIDT _____

C-6 Classified Staff Appointments

It is recommended that the Cloverleaf Board of Education approve the following classified staff appointments effective January 10, 2012, contingent upon passing the functional capacity evaluation:

Francine Longsdorf, food service helper, 3.0 hrs./day, initial placement Cloverleaf Elementary, \$10.28/hr.

Sue Few, food service helper, 3.0 hrs./day, initial placement High School, \$ 10.28/hr.

Jennifer Houser, food service helper, 3 hrs./day, initial placement High School, \$10.28/hr.

C-7 Classified Staff Appointments

It is recommended that the Cloverleaf Board of Education approve the following classified staff appointments effective January 13, 2012:

Sharon Hall, food service helper, 3.75 hrs./day, initial placement Cloverleaf Elementary School, \$ 10.28/hr.

C-8 Classified Staff Substitute Appointments

It is recommended that the Cloverleaf Board of Education approve the classified staff substitute appointment of Sue Few effective January 10, 2012: substitute educational aide \$9.05/hr. and substitute food service helper \$ 10.28/hr.

Cloverleaf Board of Education approval of items C-6 through C-8 by consent.

_____ moved, seconded by _____
that the foregoing recommendation be approved.

ROLL CALL: MR. BERRY _____ MR. CURRAN _____

MR. HUTSON _____ MRS. RYCH _____ MR. SCHMIDT _____

D. SUPERINTENDENT'S REPORT – Mr. Kubilus

D-1 Paladin Protective Systems

It is recommended that the Cloverleaf Board of Education approve the elevator system monitoring contract for \$300/year and the security systems contract for \$300/year with Paladin Protective Systems for the new Cloverleaf Elementary School to be paid from the General Fund, as presented.

E. UNFINISHED BUSINESS

E-1 Fiscal Emergency Update

F. Executive Session

It is recommended that the Cloverleaf Board of Education go into executive session for the purpose of discussing negotiations.

_____ moved, seconded by _____
that the foregoing recommendation be approved.

ROLL CALL: MR. BERRY _____ MR. CURRAN _____

MR. HUTSON _____ MRS. RYCH _____ MR. SCHMIDT _____

Time In: _____

Time Out: _____

G. ADJOURNMENT

_____ moved, seconded by _____
that the foregoing recommendation be approved.

ROLL CALL: MR. BERRY _____ MR. CURRAN _____

MR. HUTSON _____ MRS. RYCH _____ MR. SCHMIDT _____

Time: _____