

# Board Briefs

From the Portsmouth City School District Board of Education  
Meeting..... August 21, 2003

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- Recognized artwork of **Sarah Leslie**, an eighth grade student at Grant Middle School, and her art teacher, **Sandra Lattimore**.
- Heard from **Phil Johnson, Construction Manager, BBL Construction Services**, who gave a brief update on the facilities project and explanation of the Resolutions recommended for board action.

## PERSONNEL CONSIDERATIONS

### A. Certificated

- Rescinded the resolution of April 25, 2002 and recalled the following employees: **Kathi Cassity (to Wilson Elementary) and Wanda Laack (to Even Start Program)**.
- Rescinded April 24, 2003 resolution pertaining to reemployment of **Becky Cook**, School Psychologist, as a result of not meeting the necessary certification requirements.
- Approved a **change in funding status** for 33 teachers or administrators.
- Approved a **change in status** for **Angela Finn (Master's Degree); Lesley Howard (Master's Degree); and Kathleen Moore (Master's Degree)**.
- Hired the following **substitute teachers: Beth Born, Timothy Fuller, Amy Goodwin, Jessica Gullett, Patricia Hamilton, Joyce Hughes and M. Jane Murray**.
- Approved the following **supplemental contracts** for the 2003-2004 school year: **Joe Albrecht (First Assistant Football Coach at PHS); Chuck Burke (First Assistant Football Coach at PHS); Tom Grashel (Assistant Football Coach at PHS); Monte Kremin (Traffic Scout Supervisor at McKinley Elementary); and Randy Nelson (Fourth Assistant Football Coach at PHS)**.
- Employed the following teachers, effective August 25, 2003: **Stephanie Carey (Vocal Music at Harding and McKinley); Chris Cole (Interactive Media Instructor at PHS); Rebecca Duncan (Social Studies Teacher at PHS); Shelly Fannin (Math Instructor at PHS); and Noel Markins (Speech Therapist)**.

## B. Classified

- Approved a **change in funding status** for eight (8) employees.
- Approved a **change in status** for the following employees: **Kimberly Bower (From Cook 1 – 5 Hours/Day to Cook I – 7 Hours/Day)**; **Pamela McNeil (Elementary Secretary at Roosevelt Elementary to Central Office Secretary – effective December 1, 2003)**; **Connie Parker (Cook I – 7 Hours/Day to Cook I – 6 Hours/Day)**; **Alberta Scherer (Cook I to Aide I)**; and **Faye Wheeler (Aide I – First Longevity Step to Second Longevity Step)**.
- Employed **Kenneth Powell** as a **bus driver, substitute cook and substitute custodian** effective August 25, 2003.
- Approved the appointment of the following non-teacher coaches effective the 2003-2004 school year: **Velma Brehm (Director of flag corps at PHS)**; **Aaron MacDonald (Assistant Football Coach at PHS)**; **Ronald Howell (Assistant Football Coach at Grant Middle School)**; **Vance Lasswell (Assistant Football Coach at Grant Middle School)**; **Ted Newsome (Assistant Football Coach at PHS)**; **Jeff Swords (Assistant Football Coach at Grant Middle School)**; and **Mary Tomlin (Volleyball Coach at Grant Middle School)**.
- Accepted the resignation/retirement of **Diane Evans (Aide I)** effective August 31, 2003.

## SUPERINTENDENT RECOMMENDATIONS

- Approved the Agreement between Valley Local School District and Portsmouth City School for services of **Bruce Ottens, Data Network Systems Manager**.
- Approved the Agreement with South Central Ohio Computer Association (SCOCA) for **SCOCA EMIS Services (Craig Haney)**.
- Approved the new policy **IKG – Valedictorian and Salutatorian** effective for the Class of 2007, starting Fall 2003).
- Approved the new policy, piloted during the 2002-2003 school year, **JED-PHS – Attendance-Tardy Policy / Portsmouth High School**.
- Adopted the **revised Student Code of Conduct** for the 2003-2004 school year.
- Approved the Agreement with **School Insurance Consultants, LLC**, to investigate various insurance coverages for the district.
- Approved minor changes in the school day **beginning and dismissal times** for students and teachers.
- Approved **breakfast, lunch and ala carte prices** for the 2003-2004 school year (no increase from 2002-2003 school year).
- Authorized the Superintendent and Treasurer to take the necessary steps to **acquire additional property (Phase III)** in an area bound on the south by Ninth Street, the north by Tenth Street, the west by Waller Street, and

- the east by the street formerly known as Wall Street. This area is being purchased to provide student practice fields.
- Authorized the Superintendent and Treasurer to enter into a contract with the following local real estate appraisers in providing appraisal services to the acquisition of the property identified in Phase III: **Robert E. Gambill; John Kizer; and Sarah A. Veazey.**
  - Approved the **revised School Age Child Care Handbook (Latch Key)** effective the 2003-2004 school year, including a slight increase in fees to **\$3.00 per day for morning child care and \$4.00 per day for afternoon child care.**
  - Adopted a **Resolution Approving Project Schedule, Statement of Probable Construction Cost and Schematic Design Documents Related to the New Downtown PK-6 Elementary School.**
  - Adopted a **Resolution Approving Bid Package PK02.0; Site Preparation Construction Documents and Authorizing the Commencement of Bidding Including the Advertisement for Bids Related to a New Downtown PK-6 Elementary School.**
  - Adopted a **Resolution Approving Bid Package EP02.0; Site Preparation Construction Documents and Authorizing the Commencement of Bidding Including the Advertisement for Bids Related to the New East Portsmouth Elementary School.**

## TREASURER RECOMMENDATIONS

- Approved additional **Student Activity Fund Budgets** for the 2003-2004 school year.
- Approved the **revised Purchasing Procedures**, which reflect changes in the threshold above which Board approval is required from \$1,000.00 to \$3,000.00, effective April 7, 2003, per Auditor of State Bulletin 2003-001.
- Approved the appointment of the following **building cashiers** for the 2003-2004 school year: **Sandra Merritt (Grant Middle School); Anita Tindall (Harding Elementary School); Linda Rigsby (McKinley Elementary School); Pamela Allen (Portsmouth High School); Pamela McNeil (Roosevelt Elementary School); and Amanda Grashel (Wilson Elementary School).**

## CONSENT ACTION ITEMS

- Approved **seventeen (17)** personal service contracts.
- Approved a total of **forty-five (45) volunteers** for PHS Band Camp, PHS FCCLA, PHS Football Team; PHS Girls Tennis Coaching Assistants; PHS Girls Tennis Parent Volunteers; PHS Soccer Team; PHS Volleyball Team; and McKinley Elementary PTO/Parent Volunteers.

- Approved the following routine financial reports and recommendations: ***Interim Revenues, July 2003 Management/Financial Data, Summary of July 2003 Bills, Transfers; and Appropriations (Budgets)***.
- Approved the ***Real Estate Purchase Agreement*** with Knittel BP Service, Inc.
- Approved payment to ***five (5)*** vendors whose invoices ***exceeded \$1,000.00***.
- Approved ***reimbursement to 172 staff members*** for participation in various retreats and professional development sessions conducted during the Summer of 2003.
- Approved ***out-of-state athletic events*** for PHS Freshman Football and PHS Boys Varsity/Junior Varsity Basketball.

#### **INFORMATIONAL ITEMS:**

- Acknowledged the Association of School Business Officials (ASBO) International Certificate of Excellence in Financial Reporting Award to ***Paula Butler, Treasurer***, for excellence in preparation and issuance of the fiscal year 2002 school district's Comprehensive Annual Financial Report (CAFR).
- Acknowledged that cash reserve/change funds have been established for the 2003-2004 school year.
- Acknowledged the ***tuition rates*** for the 2003-2004 school year, as established by the Ohio Department of Education, Division of Finance, pursuant to Ohio Revised Code.
- Acknowledged the award to ***H.C. Nutting Company*** for ***asbestos abatement*** at Grant Middle School, Harding Elementary School, and Wilson Elementary School.