

**SOUTHERN LOCAL BOARD OF EDUCATION**

**November 9, 2020 / High School Cafeteria / 6:30 pm**

**I. Call to Order**

**II. Roll Call:**

Edmiston \_\_\_\_\_, Exline \_\_\_\_\_, Morris \_\_\_\_\_, Sawyer \_\_\_\_\_, Dowling \_\_\_\_\_

**III. Adoption of Minutes: Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_**

Vote: Exline \_\_\_\_\_, Morris \_\_\_\_\_, Sawyer \_\_\_\_\_, Edmiston \_\_\_\_\_, Dowling \_\_\_\_\_

**IV. Reception of Visitors**

**During the Reception of Visitors or in the meeting, anyone addressing the board must refrain from using specific names other than that of the person speaking. If used, the President will ask you to continue in an executive session to be held at the board's determination. This is in line with Board of Education Policy 0169.1.**

**V. Treasurer's Report**

**A. Financial Report: (Approval of the payment of bills and the transfers and /or advances as presented by the treasurer).**

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_

Vote: Morris \_\_\_\_\_, Sawyer \_\_\_\_\_, Edmiston \_\_\_\_\_, Exline \_\_\_\_\_, Dowling \_\_\_\_\_

**VI. Career Center Report**

**VII. Building Report**

**VIII. Superintendent's Report**

**20-131**      **Recommend approval of the following substitutes:**  
**Pam Deitch - cafeteria**  
**Lacey Locke - cafeteria & para professional**  
**Preston Sosack – para professional**  
**Mikayla McCulley – para professional**

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_

Vote: Sawyer \_\_\_\_\_, Edmiston \_\_\_\_\_, Exline \_\_\_\_\_, Morris \_\_\_\_\_, Dowling \_\_\_\_\_

**20-132**      **Recommend approval of the following policies: (first reading)**

**2266**  
**5421**

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_

Vote: Edmiston \_\_\_\_\_, Exline \_\_\_\_\_, Morris \_\_\_\_\_, Sawyer \_\_\_\_\_, Dowling \_\_\_\_\_

**20-133**      **Recommend approval of the following policies: (second reading)**

<b>3120</b>	<b>1520</b>
<b>3120.04</b>	<b>1530</b>
<b>3120.05</b>	<b>2270</b>
<b>3120.08</b>	<b>3124</b>
<b>4120</b>	<b>5610</b>
<b>4120.08</b>	<b>5611</b>
<b>4124</b>	<b>6144</b>
<b>4162</b>	<b>6152</b>
<b>6107</b>	<b>6152.01</b>
<b>6605</b>	<b>6325</b>
<b>8450.01</b>	<b>8800</b>

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_

Vote: Exline \_\_\_\_\_, Morris \_\_\_\_\_, Sawyer \_\_\_\_\_, Edmiston \_\_\_\_\_, Dowling \_\_\_\_\_

**20-134        Recommend approval of a one year limited contract for Tim West.**

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_

Vote: Morris \_\_\_\_\_, Sawyer \_\_\_\_\_, Edmiston \_\_\_\_\_, Exline \_\_\_\_\_, Dowling \_\_\_\_\_

**20-135        Recommend approval of the following supplementals:**

**Rich Sloan – junior high boys basketball head coach  
Tanner Patterson – junior high boys basketball assistant coach  
Rich Wright – volunteer wrestling coach**

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_

Vote: Sawyer \_\_\_\_\_, Edmiston \_\_\_\_\_, Exline \_\_\_\_\_, Morris \_\_\_\_\_, Dowling \_\_\_\_\_

**20-136        Recommend approval of the following Title IX Administrators:**

**Kristy Sampson – Title IX Coordinator and Investigator  
Greg Sabbato – Title IX Decision Maker  
Tom Cunningham – Title IX Appeal Designee**

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_

Vote: Edmiston \_\_\_\_\_, Exline \_\_\_\_\_, Morris \_\_\_\_\_, Sawyer \_\_\_\_\_, Dowling \_\_\_\_\_

**20-137      Recommend approval of the attached job descriptions for Assistant Treasurer and Payroll Fiscal EMIS Coordinator. (Attachment A)**

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_

Vote: Exline \_\_\_\_\_, Morris \_\_\_\_\_, Sawyer \_\_\_\_\_, Edmiston \_\_\_\_\_, Dowling \_\_\_\_\_

**20-138      Recommend approval to pay off construction bond early from Mellon Bank. This will save us \$96,000.00 in interest.**

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_

Vote: Morris \_\_\_\_\_, Sawyer \_\_\_\_\_, Edmiston \_\_\_\_\_, Exline \_\_\_\_\_, Dowling \_\_\_\_\_

**20-139      Recommendation to go into executive session for matters required to be kept confidential by federal law of rules or state statutes.**

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_

Vote: Sawyer \_\_\_\_\_, Edmiston \_\_\_\_\_, Exline \_\_\_\_\_, Morris \_\_\_\_\_, Dowling \_\_\_\_\_

Returned from Executive Session: Time \_\_\_\_\_

Roll Call: Edmiston \_\_\_\_\_, Exline \_\_\_\_\_, Morris \_\_\_\_\_, Sawyer \_\_\_\_\_, Dowling \_\_\_\_\_

Next Regular Meeting: \_\_\_\_\_

Adjournment: Time \_\_\_\_\_

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

Vote: Exline \_\_\_\_\_, Morris \_\_\_\_\_, Sawyer \_\_\_\_\_, Edmiston \_\_\_\_\_, Dowling \_\_\_\_\_

**PERFORMANCE EXPECTATIONS**

Southern Local School District  
38095 State Rt. 39  
Salineville, OH 43945

POSITION:	Assistant Treasurer
HOURS PER DAY:	8 Hours Assigned per Treasurer
DAYS PER YEAR:	260 Days Per Year
SALARY:	Negotiated
FRINGE BENEFITS:	Follows Union Contracts
PROBATIONARY PERIOD:	6 Months
RESPONSIBLE TO:	<b>Treasurer</b>
BOARD APPROVED: Revised:	October 5, 2020

## ASSISTANT TREASURER

### Performance Expectations

#### QUALIFICATIONS:

1. Good general computer skills: Excel, Word, Windows and PowerPoint
2. Good communication skills, verbal and non-verbal
3. Experience in account, finance or banking
4. Knowledge of general accounting principles and financial statements
5. Knowledge of state software
6. Promotes favorable image of the school district

#### PAYROLL FUNCTIONS:

1. Process all new employees entering information into payroll system and filing all personnel and insurance forms in the appropriate locations.
2. Make all requested payroll changes to include addresses, deductions, insurance's, etc.
3. Calculate necessary wages as received for payroll processing in accordance with Federal Wage and Hour Laws.
4. Prepare the appropriate building forms (absence, time sheets, etc.) for payroll processing.
5. Performs the payroll data entry with the proper checks being conducted by the Treasurer.
6. Close out and process all monthly, quarterly and annual payroll reports.
7. Compile and prepare data entry for all sick leave and substitute reporting.
8. Enter monthly payroll check reconciliation.
9. Prepare all records for proper storage in compliance with Public Records Commission Guidelines.
10. Always strive for improving the efficiency and accuracy of the payroll processing system.
11. Periodic review and update of certain payroll related forms (i.e. W-4, School tax Forms, handicapped disability forms, etc.).
12. Any other such duties that may be necessary to properly monitor and process payroll.

#### BUDGETARY FUNCTIONS:

1. Maintain a complete and systematic set of records of all financial transactions of the district.
2. Records details of school financial transactions from such sources as purchase orders, **invoices, etc.**
3. Keep vendor listing up to date and issue W-9's where applicable.
4. Record adjustments to correct charges for credits on vendor invoices.
5. Process all invoices for payment once all appropriate paperwork is received.
6. Prepare billing for tuition, transportation, custodial services, rentals, etc., on a monthly basis and maintain a system of checks and balances for receipt of payment.
7. Prepare all records for proper storage in compliance with Public Records Commission Guidelines.
8. Enter properly coded receipts for all funds.
9. To include all additional duties that may be required to properly monitor the Districts fiscal operations as assigned by the treasurer.

FIXED ASSETS:

1. Responsible for entry of new and changes related to the District's fixed asset system.
2. Maintain an accurate listing of all equipment

VARIOUS MISCELLANEOUS TASKS ASSOCIATED WITH THE POSITION:

- I. In the absence of the superintendent's secretary, answer all incoming calls to the office, extend them to the proper departments and take messages as necessary. Also answer and comply with bus driver radio problems.
2. In the absence of the superintendent's secretary greet incoming visitors and direct them to the proper office and prepare district mail for post office.
3. Help maintain a filing system for regular office correspondence, reports, forms etc.
4. Maintain an up to date file of all catalogs necessary for ordering of supplies and equipment.
5. Count and prepare for deposit on a daily basis all student activity monies received and/or money received in the mail.
6. Maintain and establish an inventory of office materials and equipment.
7. Request quotes for paper, copy machine supplies and other mass order materials so we can obtain the best price available when buying for the school year.
8. Prepare purchase orders in conjunction with the Superintendents secretary for supplies and equipment needed in the central office area.
9. Maintain the work area in a satisfactory manner, including bulletin board displays, properly stored equipment and neat, attractive and uncluttered appearance.
11. Maintain personal standards appropriate to position, including appropriate dress and attire, grooming in good taste, treating students, staff, and parents with respect.
12. Maintain confidentiality of all records

**PERFORMANCE**  
**EXPECTATIONS**

Southern Local School  
District  
38095 State Rt. 39  
Salineville, OH 43945

POSITION:	Payroll Fiscal EMIS Coordinator
HOURS:	8 Hours Per Day
DAYS PER YR:	260 Days Per Year
SALARY:	Negotiated
FRINGE BENEFITS:	Follows negotiated Union Benefits
PROBATIONARY	6 Months
PERIOD: REPORTS	
TO:	<b>Treasurer/ Assistant Treasurer</b>
BOARD APPROVED:	
Revised:	October 5, 2020

### QUALIFICATIONS:

1. Good general computer skills: Excel, Word, PowerPoint
2. Demonstrate competence in the use of computers.
3. Communicates effectively using verbal, nonverbal and writing skills.
4. Minimum of a High School Diploma with preference given to those who have accounting, payroll, EMIS and financial experience
5. Knowledge of general accounting principles and financial statements
6. Working knowledge of state software
7. Promotes favorable image of the school district

### PAYROLL FUNCTIONS:

1. Works with Treasurer and Assistant Treasurer ensuring all new employees entering information into payroll system and processing all personnel and insurance forms in the appropriate area.
2. Responsible for overall payroll oversight
3. Calculate necessary wages as received for payroll processing in accordance with Federal Wage and Hour Laws.
4. Prepare the appropriate building forms (absence, time sheets, etc.) for payroll processing.
5. Enter monthly payroll check reconciliation.
6. Prepare all records for proper storage in compliance with Public Records Commission Guidelines.
7. Always strive for improving the efficiency and accuracy of the payroll processing system.
8. Periodic review and update of certain payroll related forms (i.e. W-4, School tax Forms, handicapped disability forms, etc.).
9. Any other such duties that may be necessary to properly monitor and process payroll.

### BUDGETARY FUNCTIONS:

1. Maintain correct coding for all payroll functions
2. Process receipts and balance them with monthly records
3. Help with month end reconciliation

### EMIS:

1. Responsible for overall district EMIS reporting
2. Responsible for data to be reported in a timely manner with ODE collection dates
3. Work with all district staff to report accurate EMIS information
4. Responsible for FTE and testing data review and reporting
5. Student data reporting
6. Responsible for reviewing EMIS collection errors and validation and correcting
7. Responsible for Report Card data collection, review and validation
8. Responsible for audit data collection and works with Treasurer and Superintendent to collect accurate information.
9. Accurate data is input with correct IRN coding
10. Review ODDEX collection with other districts and correct data
11. Review Special education records and reporting disabilities correctly
12. Attends regular training sessions
13. Reports the school calendar and calamity days to ODE

### VARIOUS MISCELLANEOUS TASKS ASSOCIATED WITH THE POSITION:

1. In the absence of the superintendent's secretary, answer all incoming calls to the office, extend them to the proper departments and take messages as necessary. Also answer and comply with bus driver radio problems.
2. In the absence of the superintendent's secretary greet incoming visitors and direct them to the proper office and prepare district mail for post office.
3. Help maintain a filing system for regular office correspondence, reports, forms etc.
4. Count and prepare for deposit on a daily basis all student activity monies received and/or money received in the mail.
5. Prepare purchase orders in school district.
6. Maintain the office in a professional manner.
7. Maintain personal standards appropriate to position, including appropriate dress and attire, grooming in good taste, treating students, staff, and parents with respect.
8. Comply with established departmental policies and procedures.
9. Be certain all records and departmental information is kept confidential.
10. Public record certification required and maintain proper record storage and retrieval
11. Perform other duties as assigned by the Treasurer, Assistant Treasurer, Superintendent and or Board of Education.

Due to the nature of the school fiscal operations it may be necessary to make changes as to the responsibilities of this position. The Payroll/ Fiscal EMIS coordinator will be responsible for any and all duties as assigned by the Treasurer.