

[Marion County Board of Education Regular Meeting]
[August 13, 2015] [6:00 p.m.]
[Administration Building, 755 East Main Street, Lebanon, KY 40033]

Attendance Taken at 5:56 PM:

Present Board Members:

Mr. Kaelin Reed
Mr. Robert Cecil
Rev. DeLane Pinkston
Mr. Jerry Evans
Mr. Michael Cecil

I. Call to Order

Discussion:

Meeting was called to order by Chairman Michael Cecil.

II. Pledge of Allegiance/Moment of Silence

Discussion:

Student Ambassadors Lydia Howlett and Anne-Kaitlyn Gribbins led the Pledge of Allegiance.

III. Amend Agenda (Attachment #1)

Motion Passed: Approval to amend the agenda as shown in attachment #1 passed with a motion by Mr. Jerry Evans and a second by Rev. DeLane Pinkston.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

IV. Recognition of MCHS Senior Adria Whitfill

Rationale:

Awarded Governor's School for the Arts & 2016 Distinguished Young Woman of Marion County

V. Communications

V.A. Superintendent Report (Attachment #2)

V.B. ACT Scores Presentation

V.C. Finance Report

Discussion:

Finance Officer Lisa Caldwell gave financial reports for July 2015.

V.C.1. Upcoming Tax Rates

Discussion:

Finance Officer Lisa Caldwell provided information on the upcoming public tax hearing to be held on August 27, 2015, at 5:30 p.m. at the Administration Building.

V.C.2. School Donations

Discussion:

Finance Officer Lisa Caldwell provided documentation for all donations received for the FY2015 school year.

VI. Student Learning Services

VI.A. Consider Approval of Update for Policy #08.113 Graduation Requirements

Motion Passed: Approval of the update for Policy #08.113 Graduation Requirements passed with a motion by Rev. DeLane Pinkston and a second by Mr. Robert Cecil.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

VI.B. Consider Approval of Update for Policy #09.123 Absences and Excuses

Motion Passed: Approval of the update for Policy #09.123 Absences and Excuses passed with a motion by Mr. Jerry Evans and a second by Mr. Michael Cecil.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

VI.C. Consider Approval of 2015-16 Employee Handbooks

Motion Passed: Approval of the 2015-16 Employee Handbooks passed with a motion by Mr. Robert Cecil and a second by Mr. Jerry Evans.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

VI.D. Consider Approval of Assistant Principal Job Description (Attachment #3)

Rationale:

1020 Assistant Principal

Motion Passed: Approval of the Assistant Principal Job Description as shown in attachment #3 passed with a motion by Mr. Michael Cecil and a second by Mr. Robert Cecil.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

VI.E. Consider Approval of Instructional Assistant Job Description (Attachment #4)

Rationale:

7320, 8321 Instructional Assistant (General, Title I)

Motion Passed: Approval of the Instructional Assistant Job Description as shown in attachment #4 passed with a motion by Rev. DeLane Pinkston and a second by Mr. Robert Cecil.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

VII. Student Support Services

VII.A. Consider Approval of Tecta/America Payment Request

Motion Passed: Approval of the Tecta/America payment request for the Lebanon Middle School roof project for \$144,817.20 passed with a motion by Mr. Kaelin Reed and a second by Rev. DeLane Pinkston.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

VII.B. Consider Approval of Roofing Supply Group Payment Request

Motion Passed: Approval of the Roofing Supply Group payment request for the Lebanon Middle School roof project for \$7,435.99 passed with a motion by Mr. Kaelin Reed and a second by Mr. Jerry Evans.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

VII.C. Consider Approval of Change Order for LMS Roof Project

Motion Passed: Approval of a change order in the amount of \$1,357.80 additional pay out for the LMS Roof Project passed with a motion by Rev. DeLane Pinkston and a second by Mr. Kaelin Reed.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

VII.D. Consider Approval of GESC Pay Application #3

Motion Passed: Approval of the Guaranteed Energy Savings Contract Pay Application #3 in the amount of \$1,090,075.40 passed with a motion by Mr. Robert Cecil and a second by Mr. Kaelin Reed.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

VII.E. Consider Approval of GESC Direct Purchase Order Summary #3

Motion Passed: Approval of the Guaranteed Energy Savings Contract Direct Purchase Order Summary #3 for \$267,246.90 passed with a motion by Mr. Robert Cecil and a second by Mr. Kaelin Reed.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

VII.F. Consider Approval of GESC Change Order #2

Motion Passed: Approval of the Guaranteed Energy Savings Change Order #2 with a deduction of \$1,250 passed with a motion by Rev. DeLane Pinkston and a second by Mr. Jerry Evans.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes

Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

VII.G. Consider Approval of 2015-16 21st Century Director's Salary

Motion Passed: Approval of the 2015-16 21st Century Director's Salary for \$29,700 and 220 days passed with a motion by Mr. Michael Cecil and a second by Mr. Jerry Evans.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

VII.H. Consider Approval of Additional Matched Funding for FY2016 Community Based Work Transition Program for \$800

Motion Passed: Approval of additional matched funding for FY2016 Community Based Work Transition Program for \$800 passed with a motion by Rev. DeLane Pinkston and a second by Mr. Kaelin Reed.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

VIII. Student Learning & Support Consent Items

Motion Passed: Approval of all consent agenda items VIII A-P passed with a motion by Mr. Michael Cecil and a second by Rev. DeLane Pinkston.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

VIII.A. Approval of Minutes

Rationale:

Regular Meeting - July 9, 2015
Regular Meeting - July 23, 2015

VIII.B. Approval of Disbursements for Payroll, Direct Deposits, and Accounts Payable

Rationale:

Payroll:	303226-303271
Direct Deposit:	189288-189442
Accounts Payable:	68996-69290

VIII.C. Approval of Superintendent's Travel Reimbursement

Rationale:

July 14-17, 2015/\$143.30 PLC Solution Tree/KASA Conference, Louisville, KY

VIII.D. Approval of 2015-16 ARC & 504 Chairpersons

Rationale:

Traci Sharpe, Director of Exceptional Child Education
Deborah Spalding, Director of Early Childhood
Michael Abell, MCHS Principal
Jennifer Wheeler, MCHS Asst. Principal

Robby Peterson, MCHS Asst. Principal
Amiee Miller, MCHS Counselor
Veronica Brown, MCHS Counselor
Christina McRay, LMS Principal
Jeremy McGuire, LMS Asst. Principal
David Hamilton, LMS Counselor
Buffy Mann, SCMS Principal
Kandice Spalding, SCMS Interventionist
Danny McFall, SCMS Counselor
Sara Brady, CES Principal
Sarah Rankin, CES Counselor
Angie Akers, GES Principal
Vacant, GES Assistant Principal
Annette Dennison, GES Counselor
Donna Royse, LES Principal
Amanda Anderson, LES Counselor
Paula Walston, WMES Principal
Caroline Colvin, WMES Counselor
Shannon Sparkman, School Psychologist
Joanne Tyler, Shannon Sparkman, School Psychologist

VIII.E. Approval of School Fundraisers

Rationale:

August 2015 - CES - Mr. Earl Magazine Sales
September 2015 - CES - Celebrating Home, Candles & Food Items
February 2016 - CES - Winterfest
Fall 2015 & Spring 2016 - CES - Lifetouch, School Pictures
September-October 2015 - CES - T-shirt Order

Aug 14-30, 2015 - SCMS - T-shirt Order
FY2016 - SCMS - Kona Ice Treats/Smart Snacks
October 13-23, 2015 - SCMS - Little Caesars Pizza Kits

VIII.F. Approval of FY2016 Children & Family Counseling Associates

Contract Not to Exceed \$7,562.50

VIII.G. Approval of Hayes Security Systems Alarm Agreement for \$3,000

VIII.H. Approval of 2015-16 Central Ky Head Start Meal Service Agreements

VIII.I. Approval of Agreement with Collaborative Center for Literacy
Development Reading Recovery Center for \$8,000 for GES

VIII.J. Approval of FY2016 Agreement with St. Augustine School for
Students Emergency Evacuation

VIII.K. Approval of FY2016 Memorandum of Agreement between GRREC & MCBOE
for Pamela Marks for \$20,903

VIII.L. Approval of Additional Two Hours per Day for Karen Lindsey

VIII.M. Approval of Additional Two Hours per Day for Jeanie Courtwright

VIII.N. Approval of Additional One Hour per Day for Tim VanDyke

VIII.O. Approval of Additional One Hour per Day for Deborah Lanham

VIII.P. Approval of Additional 30 Minutes per Day for Ashley Medina

IX. Acknowledgement of Personnel Actions (Attachment #5)

X. Executive Session for Continuation of Preliminary Discussion of Superintendent's Performance Evaluation Pursuant to KRS 61.810(1)(k) for Meeting Required by Law in Closed Session and KRS 156.557(6)

Motion Passed: Approval of Executive Session for the continuation of the
preliminary discussion of the Superintendent's Performance Evaluation Pursuant
to KRS 61.810(1)(k) for Meeting Required by Law in Closed Session and KRS

156.557(6) at 7:03 p.m. passed with a motion by Mr. Jerry Evans and a second by Rev. DeLane Pinkston.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

XI. Return to Open Session

Motion Passed: Approval to return to open session at 8:41 p.m. passed with a motion by Mr. Jerry Evans and a second by Mr. Robert Cecil.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

XI.A. Superintendent Schlosser's Summative Evaluation Statement (Attachment #6)

Discussion: Chairman Cecil read Superintendent Schlosser's evaluation statement.

XI.B. Adoption of Superintendent's Written Summative Evaluation as Required by KRS 156.557(6) (b)

Motion Passed: Adoption of Superintendent Schlosser's Written Summative Evaluation as Required by KRS 156.557(6) (b) passed with a motion by Mr. Kaelin Reed and a second by Rev. DeLane Pinkston.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

XII. Adjournment

Motion Passed: Adjournment of the meeting at 8:44 p.m. passed with a motion by Rev. DeLane Pinkston and a second by Mr. Kaelin Reed.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

Chairperson

Superintendent

Board of Education - Regular Meeting
 August 13, 2015 6:00 PM
 Administration Building
 755 East Main Street
 Lebanon, Kentucky 40033

I. Call to Order

II. Pledge of Allegiance/Moment of Silence

Lydia Howlett, Anne-Kaitlyn Gribbins

III. Amend Agenda (Attachment #1)

IV. Recognition of MCHS Senior Adria Whitfill

V. Communications

A. Superintendent Report (Attachment #2)

B. ACT Scores Presentation

Tammy Newcome

C. Finance Report

Lisa Caldwell

1. Upcoming Tax Rates

Lisa Caldwell

2. School Donations

Lisa Caldwell

VI. Student Learning Services

A. Consider Approval of Update for Policy #08.113 Graduation Requirements

B. Consider Approval of Update for Policy #09.123 Absences and Excuses

C. Consider Approval of 2015-16 Employee Handbooks

D. Consider Approval of Assistant Principal Job Description (Attachment #3)

E. Consider Approval of Instructional Assistant Job Description (Attachment #4)

VII. Student Support Services

A. Consider Approval of Tecta/America Payment Request

B. Consider Approval of Roofing Supply Group Payment Request

C. Consider Approval of Change Order for LMS Roof Project

D. Consider Approval of GESC Pay Application #3

E. Consider Approval of GESC Direct Purchase Order Summary #3

F. Consider Approval of GESC Change Order #2

G. Consider Approval of 2015-16 21st Century Director's Salary

H. Consider Approval of Additional Matched Funding for FY2016 Community Based Work Transition Program for \$800

VIII. Student Learning & Support Consent Items

A. Approval of Minutes

B. Approval of Disbursements for Payroll, Direct Deposits, and Accounts Payable

C. Approval of Superintendent's Travel Reimbursement

D. Approval of 2015-16 ARC & 504 Chairpersons

E. Approval of School Fundraisers

F. Approval of FY2016 Children & Family Counseling Associates Contract Not to Exceed \$7,562.50

G. Approval of Hayes Security Systems Security Alarm Annual Agreement for \$3,000

H. Approval of 2015-16 Central Ky Head Start Meal Service Agreements

I. Approval of Agreement with Collaborative Center for Literacy Development Reading Recovery Center for \$8,000

J. Approval of FY2016 Agreement with St. Augustine School for Students Emergency Evacuation

K. Approval of FY2016 Memorandum of Agreement Between GRREC & MCBOE for Pamela Marks for \$20,903

L. Approval of Additional Two Hours Per Day for Karen Lindsey

M. Approval of Additional Two Hours Per Day for Jeanie Courtwright

N. Approval of Additional One Hour Per Day for Tim VanDyke

O. Approval of Additional One Hour Per Day for Deborah Lanham

P. Approval of Additional 30 Minutes per Day for Ashley Medina

IX. Acknowledgement of Personnel Actions (Attachment #5)

X. Executive Session for Continuation of Preliminary Discussion of Superintendent's Performance Evaluation Pursuant to KRS 61.810(1)(k) for Meeting Required by Law in Closed Session and KRS 156.557(6)

XI. Return to Open Session

A. Superintendent Schlosser's Summative Evaluation Statement (Attachment #6)

B. Adoption of Superintendent's Written Summative Evaluation as Required by KRS 156.557(6)(b)

XII. Adjournment

Marion County Public School: Where We.....



**August 13, 2015
Superintendent Report**

Leadership

**Two Book Studies with Leadership Team
Student Ambassador Interviews**

Teaching and Learning

- **Guaranteed Viable Curriculum**

High Expectations

- **Six Big Dreams**
 - **Learning Begins at Birth**
 - **Universal Pre-School**
 - **Market-Connect-Communicate**
 - **Next Generation Marion County**
 - **1-2-1 Technology**
 - **All Students Graduating College & Career Ready—21st Century Achievers**

Communication

- **Day 167, Completed 7 Days of Instruction**
- **Start of School**
- **Outreach & Partnership with the School Community**

MARION COUNTY JOB DESCRIPTION

Position Title: Principal, Assistant
Department: Building
Reports To: Principal
Approved By: Marion County Board of Education Date: July 2015
Job Class Code: 1020

SUMMARY: Assist the principal in all areas to provide instructional leadership to staff including: Curriculum planning, review and implementation; and professional development. Responsible for building administration and the safety and welfare of both students and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

INSTRUCTIONAL LEADERSHIP - As delegated, manages the instructional program in a manner that exhibits competencies which result in teaching and learning being priorities and school improvement constantly occurring.

The assistant principal develops a decision-making and communication structure that assures effective planning, communication, and problem solving with areas of responsibility.

The assistant principal provides opportunities for each faculty and staff member to grow, develop, and experience success.

FACULTY AND STAFF PERSONNEL MANAGEMENT - Assists in managing faculty and staff in a manner which utilizes talent effectively; creating a healthy school climate.

The assistant principal, when asked to assist, utilizes the faculty selection process to identify the most competent candidates to be recommended for employment.

The assistant principal, when delegated the responsibility, observes the performance-formative evaluation-of certified employees under the principal's direction. If necessary, writes prescription for improvement of performance.

The assistant principal, when delegated the responsibility, conducts Summative Evaluation within state and local Board Policies.

The assistant principal uses the Kentucky Certified Evaluation Model when observing, evaluating, and conferencing with certified employees.

The assistant principal, when asked, helps develop appropriate faculty and staff personnel job expectations, job descriptions, and regulations.

The assistant principal helps to develop a positive school climate by exhibiting positive administration by involving, in areas he/she is responsible for, faculty and staff personnel in decision making and problem solving, and by building trust, respect, cohesiveness, and high morale.

The assistant principal, when asked to do so, completes accurate personnel records, and forwards them to appropriate persons on a timely basis as requested.

STUDENT PERSONNEL MANAGEMENT - Insures that student conduct/attendance/personal problems are handled effectively, reasonably and positively.

The assistant principal provides an effective support system for students with learning and/or behavior problems which leads to the development of a systematic program to reduce absenteeism.

The assistant principal promotes optimum attendance of all students by development of a systematic program to reduce absenteeism.

The assistant principal manages student data through an accountable, confidential (as appropriate) and efficient record-keeping system; i.e., grants, attendance, test data, health reports, census files, etc.

The assistant principal utilizes the services of the Director of Pupil Personnel in providing resources and assistance in planning in-school student services and in dealing with special student needs.

SCHOOL BUSINESS AND RESOURCES MANAGEMENT - Assists in operating the school in an efficient and cost-effective manner by planning and managing, as directed, financial and material resources.

The assistant principal adheres to proper accounting procedures as regards purchase orders and bookkeeping.

The assistant principal, **if directed to do so by the principal**, manages the textbook program as required by law. He/she plans effectively for the selection, ordering inventory, and student accountability, and carries out plans in a manner that shows optimum use of textbooks.

LEADERSHIP IN PUBLIC RELATIONS - Assists, as directed, in conducting

a public relations program which builds positive support from all the publics comprising the school community.

The assistant principal sends out communications which are written so intended audiences can understand the contents and which are written in a format demonstrating competent writing skills, editing skills, etc.

The assistant principal receives information, formally and informally, about the needs and concerns of the various publics and responds in a reasonable and fair manner.

MANAGEMENT OF SUPPORT SERVICES, CO-CURRICULAR ACTIVITIES AND ATHLETIC PROGRAMS - As directed, supervises support services, co-curricular activities, and athletic programs to assure each ones optimum contribution to the total program of the school.

The assistant principal, under the principal's direction, supervises maintenance of the school plant and grounds to keep them in good repair, safe, clean, and attractive. He/she attends to in-school vandalism in an appropriate way. Included is supervision of custodians.

The assistant principal assists the principal in supervising food services/cafeteria and transportation to ensure proper student behavior and safety on buses.

The assistant principal, under the principal's direction, coordinates the development and conduct of co-curricular and athletic programs to assure that students are provided a program that meets their developmental needs.

PERSONAL COMPETENCIES - Demonstrates, in each of the following areas, personal competency.

The assistant principal desires and models positive personal relationships with others and shows evidence of strategies to build positive relationships with staff, students, parents, and central office personnel.

The assistant principal demonstrates the ability to assess and be sensitive to the thoughts, feelings, proposed actions, and actions from the viewpoint of staff, students, parents, and central office personnel.

The assistant principal looks for strengths of individual staff members, holds a positive perspective towards them, and plans ways to maintain a

supportive group climate.

The assistant principal demonstrates communication skills that effectively convey information both orally and in writing. He/she is perceived as an effective listener.

The assistant principal reacts to stress situations in a calm and positive manner and has the necessary skills to bring parties together rather than polarize relationships.

The assistant principal demonstrates time management skills which accomplish required volume of work on time.

The assistant principal conducts self and administrative offices in an organized and business-like manner.

The assistant principal meets deadlines, tasks, and scheduled events on time and without frequent reminders.

The assistant principal exhibits assertiveness, as appropriate, in dealing with administrative responsibilities.

The assistant principal participates as part of the Marion County Administrative Team in a positive, helpful and resourceful way.

COMPLIANCE WITH THE LEGAL STRUCTURE -

The assistant principal will comply with all legal expectations communicated through federal and state laws, administrative procedures and regulations; and Marion County Board of Education policies.

SUPERVISORY RESPONSIBILITIES: Manages all employees in the school assigned to him/her by the principal. Is responsible to work with the principal for the overall direction, coordination, and evaluation of the school and staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assisting the principal in interviewing, hiring (after consultation with the Site Based Council), training employees, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCES: M. A. and five (5) years experience in teaching and administration.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Teaching Certificate with M. S. Endorsement or special course work related to the appropriate school level.
Professional Certificate For Instructional Leadership - Principal, All Grades

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

TECHNOLOGY SKILLS: Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision.

The demands of extended work days (coverage of building activities and extra-curricular activities, etc.) requires a high level of physical endurance. This job requires the ability to handle and balance multiple demands at the same time.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

FileName:Principal, Assistant

**Marion County Public Schools
JOB DESCRIPTION**

Position Title: Instructional Assistant (General, Title I)

Department: Building

Reports To: Principal

Approved By: Marion County Board of Education Date: JULY 2015

Job Class Code: 7320, 8321

SUMMARY: Assists the teacher in carrying out instruction to students in small groups or individually.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Assists in small group pupil instruction and tutors pupils at teacher's request
- Assists instructional personnel with the development and presentation of learning materials and instructional exercises.
- Assists teacher in maintaining discipline and other functions.
- Assists with set up of classroom and prepares materials or specialized instructional units
- Assists in administering pre and post testing of standardized tests
- Assists in assembling/hanging materials on bulletin boards and keeping displays current
- Strive to maintain rapport with students
- Escorts students to and from various rooms
- Assists in enforcing and upholding school regulations
- Keeps a close working relationship with teachers by giving daily feedback from tutoring sessions
- Operates standard school equipment such as computer, laminator, copier, etc.
- Keeps work area neat and in order
- Available to attend meeting with faculty and /or program coordinators as needed
- Attends job specific professional development
- Maintains program records as specified by particular projects (i.e. general, Title
- Performs other duties and assumes other responsibilities as assigned by the principal.

SUPERVISORY RESPONSIBILITIES: Supervision of small or large groups of students when the teacher is temporarily absent.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Associate's degree or High school diploma/and related experience and/or training recommended. If employee does not have Associate's degree upon hire, one must be able to pass Para Educator exam within one year of employment.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to student, parents and/or staff.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to perform basic mathematical calculation.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to operate typewriter, ditto, photocopying machines and computers. Ability to assume responsibility for supervising students, understand and carry out oral and written instructions. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, as to operate office equipment; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Employee Signature: _____

Date: _____

Certified

- Acceptance of resignation of Kimberly Burton as a teacher at Lebanon Middle School, effective July 14, 2015.
- Acceptance of resignation of Mary Rush as a teacher at Marion County High School, effective July 29, 2015.
- Appointment of Peggy Price as a homebound instructor for a Marion County High School student, at regular hourly wage/no less than \$20 per hour, current rate per mile to and from her school to the residence of the student, effective August 10, 2015.
- Appointment of Mitzi Reynolds as an instructor for extended school services/daytime waiver, \$20 per hour, as needed at West Marion Elementary School, effective August 10, 2015.
- Appointment of Stephanie Gootee as an ell teacher, District, effective July 1, 2015.
- Appointment of Kathy Taylor as a teacher at Marion County High School, effective July 1, 2015.
- Appointment of Sarah Rankin as a counselor at Calvary Elementary School, effective July 13, 2015.
- Appointment of Joanne Tyler as a school psychologist, District, effective July 17, 2015.
- Appointment of Lee Morgeson as media specialist at Glasscock Elementary School, effective July 1, 2015.
- Appointment of Kaitlin Mattingly as a teacher at Glasscock Elementary School, effective July 1, 2015.
- Appointment of Ashley Lamkin as a teacher at Glasscock Elementary School, effective July 1, 2015.
- Appointment of Toby Tungate as a teacher at St. Charles Middle School, effective July 27, 2015.
- Appointment of Michael Carey as a teacher at Lebanon Middle School, effective July 27, 2015.
- Appointment of Kimberly Goff as a teacher at Lebanon Middle School, effective August 6, 2015.
- Appointment of Katherine Gordon as a part time speech and language pathologist at St. Augustine School, effective July 17, 2015.
- Appointment of Daniel Martin as assistant principal at Glasscock Elementary School, effective August 10, 2015.
- Appointment of Keith Hamm as a teacher at Marion County High School, effective July 31, 2015.
- Appointment of John Price as a teacher at Marion County High School, effective August 11, 2015.
- Appointment of Jacqueline Harden as a teacher at Marion County High School, effective August 14, 2015.
- Appointment of Roger Crume as teacher at Marion County High School, effective July 30, 2015.
- Appointment of Kurt Mattingly as a teacher at Marion County High School, effective August 3, 2015.
- Appointment of Michael Carey for detention at Lebanon Middle School for the 2015-2016 school year.
- Appointment of Sandra Gribbins for detention at St. Charles Middle School for the 2015-2016 school year.
- Appointment of Carrie Thompson for detention at St. Charles Middle School for the 2015-2016 school year.
- Appointment of the following emergency certified substitute teachers for the 2015-2016 school year:
Michael Martin, Christi Raikes, Fanny Lambe, Jamaal Stiles, James Logsdon, Theresa Calhoun, Mary Anne Blair, Paula Mealey, Kandace Potter, Heather Tatum, April Hagan
- Appointment of the following certified substitute teachers for the 2015-2016 school year: Diana Abell, Dennis Asher, Elizabeth Barlow, Linda Begley, Charlotte Benningfield, Margaret Breeding-Clements, Janet Bradshaw, Beverly Burchell, Mary Crum, Mary Edelen, Jimmie Evans, James E. Evans, Floyd Farmer, Patricia Gaddie, Susan Garrett, Andrea Hooper, Fran Hamilton, Matthew Humphress, Georgietta Johnson, Robin Johnson, Frederick Leathers, Fred Marlowe, Danny Marks, Brenda McIlvoy, Deanna McElroy, Josh McKay, Elaine Murphy, Jane Murray, Benita Nally, Mary Jane Nugent, Betty O'Daniel, Jackie Owen, Janet Owen, Linda Owens, Cynthia Powell, Mitzi Reynolds, Melissa Russell, Dominic Sanfilippo, John Shive, Bonnie Smothers, Kristy Gay
- Acceptance of resignation of Brianna Blair as a certified substitute teacher, effective July 16, 2015.
- Acceptance of resignation of Lauren Osbourne as an emergency certified substitute teacher, effective July 20, 2015.
- Acceptance of resignation of Amanda Johnson as a certified substitute teacher, effective July 29, 2015.

Classified

- Acceptance of resignation of Leycia Porter as an instructional assistant at KSD, effective June 30, 2015.
- Acceptance of resignation of Ellen McFall as cheerleading coach at St. Charles Middle School, effective May 22, 2015.
- Acceptance of resignation of Anthony Epps as an instructional assistant at Marion County High School, effective July 14, 2015.
- Acceptance of resignation of Anthony Epps as head girls basketball coach at Marion County High School, effective July 14, 2015.
- Acceptance of resignation of Tyler Campbell as an instructional assistant at St. Charles Middle School, effective July 10, 2015.

- Acceptance of resignation of Leslie Yates as an instructional assistant at Lebanon Middle School, effective July 6, 2015.
- Acceptance of resignation of Randy Lanham as a substitute custodian, effective July 20, 2015.
- Acceptance of resignation of Rebecca Walker as a cook/baker at Lebanon Elementary School, effective July 16, 2015.
- Acceptance of resignation of Cindy Belcher as an instructional assistant at Lebanon Elementary School, effective August 2, 2015.
- Acceptance of resignation of Monica Raikes as a cook/baker at West Marion Elementary School, effective July 24, 2015.
- Acceptance of resignation of Alan Tungate as assistant baseball coach at Marion County High School, effective July 21, 2015.
- Acceptance of resignation of Justin Thompson as head boys basketball coach at St. Charles Middle School, effective July 27, 2015.
- Acceptance of resignation of Ernie Robinson as a custodian at Calvary Elementary School, effective July 22, 2015.
- Acceptance of resignation of Barbara Thompson as a substitute bus monitor, effective July 28, 2015.
- Acceptance of resignation of Lindsie Estes as an instructional assistant at Calvary Elementary School, effective August 3, 2015.
- Acceptance of resignation of Daniel Beams as 21st century program director, effective August 3, 2015.
- Acceptance of resignation of Kayla Garrett as an instructional assistant at Glasscock Elementary School, effective August 4, 2015.
- Appointment of Karla O'Daniel as an instructional assistant for extended school services/daytime waiver, regular hourly rate, as needed, at Lebanon Elementary School, effective August 5, 2015.
- Appointment of Margaret Boone as an instructional assistant for ESS daytime waiver, regular hourly rate, as needed, at West Marion Elementary School, effective August 7, 2015.
- Appointment of Margaret Boone as an instructional assistant at West Marion Elementary School, effective August 10, 2015.
- Appointment of Leslie Yates as an instructional assistant at Lebanon Middle School, effective July 1, 2015.
- Appointment of Leslie Yates as an instructional assistant at Calvary Elementary School, 7 hours per day, effective July 7, 2015.
- Appointment of Amanda Long as an instructional assistant at Calvary Elementary School, effective August 3, 2015.
- Appointment of Emily McCane as an instructional assistant at Calvary Elementary School, effective August 3, 2015.
- Appointment of Lindsie Estes as an instructional assistant at Calvary Elementary School, effective August 3, 2015.
- Appointment of Montrelle Irvin as an instructional assistant, isd at Marion County High School, effective August 3, 2015.
- Appointment of Shelley Mattingly as a secretary, Central Office, effective July 20, 2015.
- Appointment of Bradford Lackey as a driver trainer, Bus Garage, effective July 1, 2015.
- Appointment of Bradford Lackey as a bus driver, Bus Garage, effective July 1, 2015.
- Appointment of Jonathan McElroy as a substitute bus driver, Bus Garage, effective January 30, 2015.
- Appointment of Jonathan McElroy as a bus driver, Bus Garage, effective July 1, 2015.
- Appointment of Gayla Tungate as an instructional assistant at Lebanon Middle School, effective July 27, 2015.
- Appointment of Clarence Sickles as an instructional assistant at Lebanon Middle School, effective July 27, 2015.
- Appointment of Daniel Beams as 21st century program director, effective July 27, 2015.
- Appointment of Derek Cissell as an instructional assistant at Marion County High School, effective July 27, 2015.
- Appointment of Michelle Rakes as custodian, 2 hours per day, Central Office, effective July 13, 2015.
- Appointment of Devon Spalding as an instructional assistant at Lebanon Elementary School, effective August 5, 2015.
- Appointment of Shirley Lee as a custodian at 21st century learning center, regular hourly rate, for the 2015-2016 school year.
- Appointment of Brooke Gordon as an instructional assistant at St. Charles Middle School, effective August 3, 2015.
- Appointment of Dylan Tungate as a part time technology instructional assistant, Central Office, effective August 5, 2015.
- Appointment of Misty Kehm as a summer school instructional assistant, regular hourly wage, as needed at Calvary Elementary School, effective June 22, 2015.
- Appointment of Marcus Clark as a maintenance worker, seasonal/temporary, for the 2015-2016 school year.
- Appointment of Michael Pinkston as a maintenance worker, seasonal/temporary, for the 2015-2016 school year.
- Appointment of Donna Sandusky as an instructional assistant at Lebanon Middle School, effective July 30, 2015.
- Appointment Brenda Seals as a cook/baker at West Marion Elementary School, effective August 1, 2015.
- Appointment of Joseph Dant as a substitute bus driver, effective June 16, 2015.
- Appointment of Joseph Dant as a bus driver, effective August 3, 2015.

- Appointment of Margaret Simpson as substitute instructional assistant, FRYSC, at Glasscock Elementary School and Calvary Elementary School, for the 2015-2016 school year.
- Appointment of Taylor Simpson as a student worker, FRYSC, as needed, at Glasscock Elementary School and Calvary Elementary School for the 2015-2016 school year.
- Appointment of Christen Shofner as a student worker, FRYSC, as needed, at Glasscock Elementary School for the 2015-2016 school year.
- Appointment of Amy Hagan as a substitute instructional assistant, FRYSC, at Lebanon Middle School, for the 2015-2016 school year.
- Appointment of the following substitute driver assistants for 2015-2016 school year: Phyllis Bell, Laura Buckman, Sheryl Clark, Mae Mattingly, Dylan Maupin, Stacy May, Gale Osbourne, Irene Pinkston, Tina Thompson
- Appointment of the following student driver assistants for 2015-2016 school year: Dalton Brockman, Hannah Buckman, Abbe Goss, Brooke Gribbins, Bobbi Montgomery, Andrew Reeves, Ashley Yates
- Appointment of the following substitute instructional assistants for 2015-2016 school year: Phyllis Bell, Amy Harmon, Bobbi Phillips, Theresa Calhoun, Jennifer Reynolds, Dorothy Calhoun, Tina Hartley, Helen McKay, Tammy Perkins, Elizabeth Spalding, Lisa Spalding, Connie Walls, Julia McKay, Cindy McCarty, Mary Beth Jaeger, Jessica Fisher
- Appointment of the following substitute lunchroom workers for the 2015-2016 school year: Jackie Flanagan, Mary Ann Livers, Vickie Brady, Dorothy Calhoun, Juanita Wise, Rose Marie Riggs, Ashley Lawson, Dana Miles, Megan Grigsby, Tracy Gootee, Anne Thompson
- Appointment of the following substitute custodians for the 2015-2016 school year: Karen Bradshaw, Tammy Mattingly, Steven Nally, Johnny Orberon
- Appointment of the following substitute bus drivers for the 2015-2016 school year: Barney Bishop, Craig Bishop, Janice Brady, Michael Clark, Ricky Courtwright, Brian Jordan, Daniel Mattingly, Larry Mattingly, Lori Peavy, Kimberly Price, Brenda Seals, Scott Spalding, Dennis Whitehouse

Superintendent Schlosser's Summative Report
August 13, 2015

Attachment #6

Superintendent Schlosser has demonstrated the leadership qualities needed to change the culture of the Marion County School District, reflecting the Dream, Believe, Achieve motto.

The motto illustrates her commitment that makes students want to achieve more than their tendencies may allow.

The Superintendent has projected a vision to have every child to be challenged to college and/or career ready for the 21st century.

She has made tremendous efforts in building a leadership team to provide assistance in carrying out the mission to make every student's dreams become a reality.

In collaboration with the Board, the Superintendent has challenged her leadership team to set standards related to accountability and expectations that sets the Marion County School District on a path to a District of Distinction.

We, as a Board, are confident and privileged to have a superintendent of Mrs. Schlosser's caliber leading our district.

The Board met in closed session and are very pleased to render an evaluation rating of 3.64. This equates to an evaluation between excellent and outstanding.