

Southern Local Board of Education

Comprehensive Board Report and Action Record Regular Meeting - September 8, 2026 - 6:00 pm - High School Cafeteria

This report presents the September 8, 2026 meeting record in the comprehensive board-report format, with each formal action shown in a grid and individual votes listed in the far-right column.

I. Call to Order and Roll Call

- The meeting was called to order in the High School Cafeteria at 6:00 pm.
- The Pledge of Allegiance was recited.
- Initial roll call recorded Jeremiah Cole, Jean Pastore, Liz Weston, and Scott Hart as present; Frank Shagnot was absent.
- Frank Shagnot arrived at 6:03 pm.

II. Adoption of Minutes

- Action taken to adopt the minutes.
- Moved by Jean Pastore; seconded by Liz Weston.
- Vote recorded: Pastore - Yes; Shagnot - Absent; Weston - Yes; Cole - Yes; Hart - Yes.

III. Reception of Visitors

- Visitor participation was governed by Board of Education Policy 0169.1, including a five-minute limit per speaker and a thirty-minute total limit unless extended by board vote.
- Warren Scott, JCESC
- Kip Dowling
- Julie Dowling
- Ryan Smith
- Marjorie Hiller
- Steph Sevek
- Julie Utt
- Jeff Haugh
- Antonio Pastore
- Regina Utt
- Angela Martin

IV. Treasurer's Report

- Financial report presented for approval of the payment of bills and the transfers and/or advances as presented by the Treasurer.
- Moved by Jeremiah Cole; seconded by Jean Pastore.
- Vote recorded: Shagnot - Yes; Weston - Yes; Cole - Yes; Pastore - Yes; Hart - Yes.

V. Reports and Updates

- Career Center Report
- Building Reports

VI. Superintendent's Report

- Everyone is settling well into the new school year.

VII. Formal Actions and Recorded Votes

In the far-right Outcome column, each entry lists the action result and each board member's individual vote.

Item	Recommendation / Action	Motion	Outcome (with individual votes)
26-215	Approve the following substitutes for the 2026-2027 school year (Attachment A). Discussion/Note: Mrs. Pastore asked if everyone on the list has the proper licensure. Mrs. Sigler answered yes.	Moved: Liz Weston Second: Jean Pastore	Approved Vote: Weston: Yes; Cole: Yes; Pastore: Yes; Shagnot: Yes; Hart: Yes
26-216	Approve then and now purchase orders as approved by the Treasurer (Attachment B).	Moved: Frank Shagnot Second: Jeremiah Cole	Approved Vote: Cole: Yes; Pastore: Yes; Shagnot: Yes; Weston: Yes; Hart: Yes
26-217	Approve the following volunteer assistant coaches for the 2026-2027 school year: Jason Riggs - Boys and Girls Golf and Boys Basketball Justin Gerren - Football	Moved: Jeremiah Cole Second: Liz Weston	Approved Vote: Pastore: Yes; Shagnot: Yes; Weston: Yes; Cole: Yes; Hart: Yes
26-218	Approve the following full-time bus drivers: Jessica Thorne Diane Calahan	Moved: Jeremiah Cole Second: Liz Weston	Approved Vote: Shagnot: Yes; Weston: Yes; Cole: Yes; Pastore: Yes; Hart: Yes
26-219	Approve Amanda Vernon as an elementary robotics coach for the 2026-2027 school year.	Moved: Frank Shagnot Second: Liz Weston	Approved Vote: Weston: Yes; Cole: Yes; Pastore: Yes; Shagnot: Yes; Hart: Yes
26-220	Approve a one-year contract for Kylie Crowl as an Intervention Specialist in the elementary, Bachelors, Step 6, at the board-approved salary schedule.	Moved: Jeremiah Cole Second: Jean Pastore	Approved Vote: Cole: Yes; Pastore: Yes; Shagnot: Yes; Weston: Yes; Hart: Yes
26-221	Approve a one-year contract for Michelle Hart as a teacher in the elementary, Masters, Step 3, at the board-approved salary schedule.	Moved: Frank Shagnot Second: Jeremiah Cole	Approved Vote: Pastore: Yes; Shagnot: Yes; Weston: Yes; Cole: Yes; Hart: Abstain
26-222	Approve the updated job descriptions for the administrative staff (Attachment C). Discussion/Note: Anthony Pastore asked when it was drafted and if she was the sole author? He also asked if it was drafted around the time the treasurer documents was drafted. Mrs. Sigler she had a document that was worked on earlier and she corrected a few parts.	Moved: Jeremiah Cole Second: Frank Shagnot	Approved Vote: Shagnot: Yes; Weston: Yes; Cole: Yes; Pastore: Yes; Hart: Yes
26-223	Approve the job description for the four-hour flex custodian (Attachment D).	Moved: Jean Pastore Second: Liz Weston	Approved Vote: Weston: Yes; Cole: Yes; Pastore: Yes; Shagnot: Yes; Hart: Yes
26-224	Approve the following VLA grading positions for the online Indian Academy: Alyssa Lockhart - Math 7-12 Tiffany Scheel - Math 6 Shannon Rodgers - English 6-8 Gerard Grimm - English 9-12 Amanda Wroblewski - Science 7-8 Todd Walter - Science 6 & 9; Social Studies 4-9 Lisa Houck - Science 10-12 Andy Vulgamore - Social Studies 10-12 Brenda Kekel - Elementary K-5; Art K-5; Health/PE K-5; Music K-5 Laurie Ronshak - Art 6-12 Eric Sampson - Health/PE 6-12 James Ryan Smith - Music 6-12 Ron Infanti - Technology 6-12	Moved: Liz Weston Second: Frank Shagnot	Approved Vote: Cole: Yes; Pastore: Yes; Shagnot: Yes; Weston: Yes; Hart: Yes
26-225	Approve the following resignations, with best wishes in their future endeavors: Lester Scott McNeil - Full-time Substitute Teacher Micah Stevens - Classroom Behavior Specialist	Moved: Jeremiah Cole Second: Liz Weston	Approved Vote: Pastore: Yes; Shagnot: Yes; Weston: Yes; Cole: Yes; Hart: Yes

Item	Recommendation / Action	Motion	Outcome (with individual votes)
26-226	Approve the proposed change to GPA requirements for National Honor Society and Graduation Honor Cords: National Honor Society: 3.3-3.4 GPA Graduation Honor Cord: 3.0-3.4 GPA Discussion/Note: Mrs. Weston asked what the previous numbers were and Mrs. Sigler replies 3.0 and 3.3	Moved: Jeremiah Cole Second: Frank Shagnot	Approved Vote: Shagnot: Yes; Weston: Yes; Cole: Yes; Pastore: Yes; Hart: Yes
26-227	Approve Jennifer Weston as the flex custodian for the first nine weeks of the school year.	Moved: Jeremiah Cole Second: Jean Pastore	Approved Vote: Weston: Abstain; Cole: Yes; Pastore: Yes; Shagnot: Yes; Hart: Yes
26-228	Approve Nicole Kellogg as the varsity cheerleading coach for the 2026-2027 school year.	Moved: Jeremiah Cole Second: Frank Shagnot	Approved Vote: Cole: Yes; Pastore: Yes; Shagnot: Yes; Weston: Yes; Hart: Yes
26-229	Approve the contract for Special Education Services for FY 2027 with the Jefferson County Educational Service Center.	Moved: Liz Weston Second: Jeremiah Cole	Approved Vote: Shagnot: Yes; Weston: Yes; Cole: Yes; Pastore: Yes; Hart: Yes
26-230	Approve the Memorandum of Understanding between Columbiana County Mental Health Clinic (dba The Counseling Center) and Southern Local.	Moved: Frank Shagnot Second: Jeremiah Cole	Approved Vote: Weston: Yes; Cole: Yes; Pastore: Yes; Shagnot: Yes; Hart: Yes
26-231	Approve the updated certificates of resources and permanent appropriations for FY27 as presented by the Treasurer (Attachment E). Discussion/Note: Mr. Sabbato stated this was the update from Temporary Appropriations to Permanent	Moved: Jeremiah Cole Second: Frank Shagnot	Approved Vote: Cole: Yes; Pastore: Yes; Shagnot: Yes; Weston: Yes; Hart: Yes
26-232	Approve the Memorandum of Understanding between Southern Local School District and Jefferson County Educational Service Center for school psychologist services. Discussion/Note: Mr. Sabbato stated this was an updated needed for a grant with Jefferson County ESC to help offset the cost for the services.	Moved: Liz Weston Second: Jeremiah Cole	Approved Vote: Pastore: Yes; Shagnot: Yes; Weston: Yes; Cole: Yes; Hart: Yes
26-233	Approve the updated FY27 Shale to Southern Local agreements: Superintendent - Watson Dean of Students - Hill Assistant Superintendent / Chief Operating Officer - L. Krulik CTE Instructor - Gates CTE Instructor - Woods CTE Instructor - Wright CTE Instructor - Bowers Intervention Specialist - Skrinjar Science of Reading Specialist - Mahan Teacher - Hart Administrative Assistant / Community Health Worker - Reed Community Health Worker - LO Krulik Community Health Worker - Leisure Community Health Worker - Terdina Community Health Worker - McKinnon Senior Graduation Specialist - Whittaker Special Education Transition Specialist - Canaan Building Maintenance – Gates Discussion/Note: Mr. Sabbato stated the costs were billed back to Shale.	Moved: Frank Shagnot Second: Liz Weston	Approved Vote: Shagnot: Yes; Weston: Yes; Cole: Yes; Pastore: Yes; Hart: Abstain
26-234	Approve a one-year contract for Gary Pecorelli as an elementary afternoon custodian. Discussion/Note: Mrs. Sigler stated Mr Pecorelli has been working previously as a substitute for us and we are happy to welcome him aboard.	Moved: Jean Pastore Second: Frank Shagnot	Approved Vote: Weston: Yes; Cole: Yes; Pastore: Yes; Shagnot: Yes; Hart: Yes
26-235	Approve a reduction in force of one (1) classroom aide position and two (2) classroom behavior specialist positions effective October 10, 2026, due to decreased enrollment, staffing needs, and operational requirements of the District. The reductions are to be implemented in accordance with the negotiated collective bargaining agreement, Board policy, and Ohio law.	Moved: Jeremiah Cole Second: Liz Weston	Approved Vote: Cole: Yes; Pastore: Yes; Shagnot: Yes; Weston: Yes; Hart: Yes

Item	Recommendation / Action	Motion	Outcome (with individual votes)
26-236	Enter executive session for matters required to be kept confidential by federal law or rules or state statutes, specifically to consider employment, discipline, and compensation of a public employee or official. Returned from Executive Session at 10:46 pm. Roll call upon return: Cole - Yes; Pastore - Yes; Shagnot - Yes; Weston - Yes; Hart - Yes.	Moved: Frank Shagnot Second: Jeremiah Cole	Approved - Executive Session Entered Vote: Weston: Yes; Cole: Yes; Pastore: Yes; Shagnot: Yes; Hart: Yes

VIII. Adjournment

- The meeting adjourned at 10:47 pm.
- Moved by Jeremiah Cole; seconded by Jean Pastore.
- Vote recorded: Pastore - Yes; Shagnot - Yes; Weston - Yes; Cole - Yes; Hart - Yes.
- Next regular meeting: October 13, 2026, at 6:00 pm in the High School Cafeteria.

Substitutes for the 2026-2027 school year

Teachers:

Jody Lockhart (testing)
Kennedy Lewis
Andrea Rodgers
Jennifer Timms
Rachelle Hamilton
LoveDevett Hill
Errin Smyth Furbee
Jenna Moore
Ron Infanti (Indian Academy only)
Jennifer Bahen (Indian Academy only)
Frank Rose
Abigail Patterson

Paraprofessionals:

Kennedy Lewis
Jenna Moore

Custodian:

Natalie Champion

Secretary:

Natalie Champion

Nurse:

Katherine Grafton

Then and Now August 2026

PO No	Vendor	PO Date	Invoice Date	Requestor	PO Amount
221315	Sara Harris	08/17/2026	08/27/2026	julie.dowling@slindians.org	\$480.00
221325	CPI	08/24/2026	08/27/2026	julie.dowling@slindians.org	\$200.00

Job Title: Student Success Advisor/Curriculum Administrator

Southern Local Indian Academy

Position Overview

The Student Success Advisor plays a key role in supporting students in grades 9–11 by providing academic advising, monitoring student progress, and helping ensure successful participation in the Virtual Learning Academy (VLA). This position also serves as Teacher of Record within the advisor's area of certification, oversees student testing administration, supports recruitment and enrollment efforts, and provides leadership in school improvement and instructional support.

The ideal candidate is student-centered, highly organized, experienced in educational leadership, and committed to improving student outcomes through strong systems, coaching, and collaboration.

Key Responsibilities

- Provide ongoing academic guidance, goal setting, and progress monitoring
- Identify at-risk students and implement interventions to improve engagement, attendance, and performance
- Serve as Teacher of Record in assigned subject area(s), ensuring instructional oversight and compliance
- Provide tutoring and targeted academic support to improve student achievement
- Maintain accurate student records, including attendance, academic progress, compliance documentation, and related data
- Coordinate course setup and student scheduling within the Virtual Learning Academy platform
- Support student recruitment, outreach, and enrollment processes
- Collaborate with staff, students, and families to promote student success
- Provide academic coaching and instructional support to teachers
- Advise on K–12 curriculum, instructional planning, and student support strategies
- Support school improvement efforts through planning, implementation, data review, and progress monitoring
- Provide principal coaching and leadership support aligned with school goals and continuous improvement initiatives

Qualifications

- Valid teaching license in an appropriate certification area
- **Required: Valid school administration license**
- Administrative experience in a school setting
- Experience with school improvement planning, implementation, and progress monitoring

- Experience providing principal coaching, leadership support, or administrative mentoring
- Strong organizational, communication, and problem-solving skills
- Strong data management and student monitoring skills
- Experience with online learning platforms; VLA experience preferred
- Ability to build positive relationships with students, staff, and families
- Qualified to teach CCP courses preferred

Preferred Characteristics

- Commitment to student success and continuous improvement
- Ability to work collaboratively in a team-oriented environment
- Strong leadership capacity and instructional insight
- Skill in supporting diverse learners and addressing barriers to achievement
- Ability to balance compliance, instructional leadership, and student support responsibilities

Southern Local School District Superintendent

38095 State RT. 39

Salineville, OH 43945

Position Title

Superintendent

Reports To

Board of Education

Employment Status

260 Days Per Year

Salary

As determined by the Board of Education (See administrative Salary Schedule)

FLSA Status

Exempt

Revised: 04/20/2026

Position Summary

The Superintendent serves as the chief executive officer and educational leader of the Southern Local School District and is responsible for the administration and supervision of all district operations, programs, and personnel. The Superintendent provides leadership in instructional improvement, strategic planning, personnel management, public relations, and district operations while ensuring compliance with applicable federal, state, and local laws, Board policies, and administrative regulations. The Superintendent advises the Board of Education on matters affecting the district and works collaboratively with the Board, Treasurer, administrators, staff, students, families, and the community to support the district's educational mission.

Minimum Qualifications

- Valid Ohio Superintendent License issued by the Ohio Department of Education
- Master's Degree in Educational Leadership, Administration, or related field
- Experience in school administration and instructional leadership preferred
- Demonstrated knowledge of curriculum, personnel administration, school operations, and Ohio education law

- Ability to work effectively with the Board of Education, Treasurer, administrators, staff, students, families, and community stakeholders
- Strong leadership, communication, organizational, and problem-solving skills
- Commitment to professional development and high ethical standards

Essential Performance Responsibilities

A. Prepares and submits to the Board recommendations relative to all matters requiring Board action, providing to the Board all necessary facts, background information, and reports to ensure informed decision making. These actions will occur no less than 2 weeks prior to the next scheduled meeting.

B. Attends and participates in all meetings of the Board and its committees, except when own employment or salary is under consideration.

C. Advises the Board on the need for new and/or revised policies and ensures that all policies of the Board are implemented.

D. Prepares the annual operating budget recommendations and collaborates with the Treasurer and Board to implement and approve the budget.

E. Informs and advises the Board about programs, practices, and problems of the schools, and keeps the Board informed of activities operating under its authority on a weekly basis.

F. Secures and nominates for employment the best qualified and most competent, credentialed and classified personnel.

G. Assigns and transfers employees as the interest of the District and state law may dictate, and reports such action to the Board for information and record.

H. Reports to the Board the case of any employee whose service is unsatisfactory and recommends appropriate action with 24-48 hours.

I. Holds meetings with personnel as necessary for discussion of matters concerning the improvement and welfare of the schools.

J. Serves as the chief public relations officer of the District, keeping the public informed about modern educational practices, educational trends and the policies, practices, and issues in the District's schools.

K. Delegates at own discretion to other employees the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the Superintendent of final responsibility.

L. Remains informed of modern educational thought and practices and keeps the Board informed of trends in education and keeps the Board informed of educational trends. This can be completed through visit is schools systems elsewhere, by attending educational conferences and by any other appropriate means.

M. Serves as the District's chief instructional leader and oversees curriculum development and revision, on a continuing basis.

N. Recommends to the Board for its adoption of all courses of study, curriculum guides, and major changes in texts, as well as schedules to be used in the schools.

O. Makes recommendations to the Board regarding the location and size of new school sites; additions to existing sites; the location and size of new buildings; plans for new school construction; appropriations for sites and facilities; and improvements, alterations, or modifications to district buildings and equipment.

P. Submits to the Board a clear and detailed explanations for proposed procedures which would involve either departure from established policy or the expenditure of substantial sums.

Q. Works with the Treasurer to guarantee that adequate records are maintained for the schools, including a system of financial accounts; business and property records; and personnel, school population and scholastic records.

R. Makes recommendations to the Board regarding student transportation in accordance with law and safety requirements.

S. Establishes regulations and provides suitable instruction governing use and care of school properties.

T. Attends or delegates a representative to attend all meetings with governmental and community agencies when matters pertaining to the District appear on the agenda, reporting necessary information back to the Board.

U. Perform other tasks as specified by the state statute or as may be assigned by the Board, including but not limited to negotiations, liaison with governmental agencies, colleges and universities.

V. Serves as the Board's designee for accepting a District employee's resignations by issuing a written acceptance to the resignation, if deemed appropriate under the circumstances as determined by the Superintendent. The Superintendent shall report his/her determination regarding the resignation to the board by its next scheduled meeting.

To provide effective leadership for the district in accordance with Ohio Revised Code and Board policies, ensuring high-quality educational programs, sound administration, responsible management of district operations, and continuous progress toward the district's goals.

Board Governance and Leadership

1. Prepare and submit to the Board recommendations on all matters requiring Board action, providing the facts, background information, and reports necessary for informed decision-making
2. Attend and participate in all meetings of the Board of Education and its committees, except when own employment or salary is under consideration
3. Advise the Board on the need for new and revised policies and ensure implementation of all Board policies
4. Keep the Board informed of district programs, practices, issues, and activities operating under its authority
5. Provide clear and detailed explanations for proposed procedures involving departures from established policy or the expenditure of substantial sums
6. Report to the Board information received from governmental and community agencies affecting the district and attend such meetings or designate a representative as appropriate
7. Serve as the Board's designee for accepting employee resignations by issuing written acceptance when appropriate and report such action to the Board at its next scheduled meeting

Instructional Leadership

8. Serve as the district's chief instructional leader and oversee curriculum development, implementation, and revision on a continuing basis
9. Recommend to the Board all courses of study, curriculum guides, major textbook changes, and instructional schedules for use in the schools
10. Promote the continuous improvement of teaching, learning, and student achievement throughout the district
11. Remain informed of modern educational thought, practices, and trends and keep the Board informed of significant developments in education

Personnel Administration

12. Secure and nominate for employment the best qualified and most competent licensed, credentialed, and classified personnel
13. Assign and transfer employees as the interests of the district and state law may require and report such actions to the Board for information and record
14. Report to the Board the case of any employee whose service is unsatisfactory and recommend appropriate action
15. Hold meetings with personnel as necessary to discuss matters concerning the improvement and welfare of the schools
16. Delegate to other employees the exercise of powers and duties as appropriate, understanding that such delegation does not relieve the Superintendent of final responsibility
17. Supervise and evaluate administrators and other staff as assigned in accordance with Board policy and applicable law

Financial and Operational Oversight

18. Prepare annual operating budget recommendations in collaboration with the Treasurer and Board and assist in implementation of the approved budget
19. Work with the Treasurer to ensure adequate records are maintained for financial accounts, business and property records, personnel records, student enrollment, and scholastic records
20. Recommend to the Board the location and size of new school sites, additions to existing sites, new building plans, improvements, alterations, and modifications to district buildings and equipment
21. Recommend student transportation services in accordance with law and safety requirements
22. Establish regulations and provide suitable instruction governing the use and care of school property

Community and Public Relations

23. Serve as the chief public relations officer of the district, keeping the public informed about educational practices, trends, programs, policies, and issues affecting the schools
24. Develop and maintain positive working relationships with families, community organizations, governmental agencies, colleges, universities, and other stakeholders
25. Support district communication efforts to promote public understanding and confidence in the schools

Professional Responsibilities

26. Participate in professional development, educational conferences, school visits, and other appropriate activities to remain current in educational leadership and district administration
27. Perform other duties required by state statute or assigned by the Board of Education, including but not limited to negotiations and liaison with governmental agencies, colleges, and universities

Additional Responsibilities

The Superintendent may perform other duties as assigned by the Board of Education consistent with Ohio law and the responsibilities of the office.

Evaluation of the Superintendent

At least once each fiscal year (prior to May 15th) the Board of Education and Superintendent shall meet in executive session for the purposes of mutual evaluation of the performance of the Superintendent. The basis for this evaluation shall be, but not limited to, the Board adopted job description for the position of Superintendent. A copy of the written evaluation shall be made available to the Superintendent. The Superintendent shall

have the right to make a written reaction or response to the evaluation. This response shall become a permanent attachment to the Superintendent's evaluation.

The annual evaluations shall be considered by the Board in deciding whether to renew the Superintendent's contract; however, the establishment of this evaluation procedure does not create an expectancy of continued employment. Nothing contained herein shall prevent the Board from making the final determination regarding the renewal or non-renewal of the Superintendent's contract.

Legal Refs: O.R.C 3319.01

SUPERINTENDENT SECRETARY

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

Position: Superintendent Secretary

Hours Per Day: 8 hours

Days Per Year: 260 days per year

Salary: Per negotiated agreement

Fringe Benefits: Follows Union Contracts

Probationary Period: 6 months

Responsible To: Superintendent

Board Approved:

Revised:

QUALIFICATIONS

1. Good general computer skills and working knowledge of office technology.
2. Good communication skills, verbal, non-verbal, and written.
3. Ability to perform complex and confidential clerical, secretarial, and administrative support functions.
4. Ability to exercise independent judgment in carrying out assigned responsibilities.
5. Knowledge of district procedures, recordkeeping requirements, and public communication expectations.
6. Promotes a favorable image of the school district.

BOARD AND ADMINISTRATIVE SUPPORT FUNCTIONS

1. Type, copy, and collate Board agendas and attachments.
2. Type, copy, and collate notes about the agenda and the Superintendent's Update.

3. Make sure agendas, updates, and supporting documents are delivered to the proper individuals.
4. Send Board meeting notices to the newspapers and prepare correspondence related to Board meetings.
5. Type and mail agenda correspondence and minutes after Board meetings.
6. Prepare and send certified letters, expulsion letters, and follow-up correspondence for expelled students.
7. Handle correspondence for the Superintendent and answer public inquiries or direct them to the proper individual.
8. Set up interviews and assist with scheduling meetings and other administrative functions for the Superintendent.
9. Post Board agendas and minutes on the district website and keep Board of Education member information current.
10. Attend policy meetings and process Board-approved policies as needed.

STUDENT AND ENROLLMENT FUNCTIONS

1. Keep track of homeschooled students.
2. Keep track of open-enrolled and foster students and send open enrollment lists and handicap contracts to districts of residence.
3. Submit and approve excess cost information on the ODE website.
4. Approve foster students coming and going in ODDEX.
5. Send FinalForms documents to parents for new enrollments.
6. Input membership codes into EMIS.
7. Create student, teacher, and enrollment files for kindergarten testing and process students who enroll or withdraw prior to testing.

SUBSTITUTE AND PERSONNEL FUNCTIONS

1. Check with substitutes to make sure they wish to remain on the substitute list.
2. Prepare substitute lists for Board approval and notify supervisors after approval.

3. Maintain BCI and FBI fingerprinting records and assure new employees are enrolled in the Rap Back system.
4. Maintain licenses and certificates for substitutes and notify staff when certificates are approaching expiration.
5. Maintain personnel files on all employees.
6. Prepare, obtain signatures for, and distribute all contracts, including limited, continuing, supplemental, substitute, and volunteer contracts.
7. Prepare notices of contract non-renewal and notices of assignment for teaching employees.
8. Prepare lists of contract renewals for Board approval.
9. Maintain teacher certification and aide certification records, including renewal notifications and application support.
10. Prepare and update SLTA and OAPSE seniority lists and send them to the unions for approval.
11. Prepare and distribute job vacancy notices for posting or employee email during summer months.

VARIOUS MISCELLANEOUS TASKS ASSOCIATED WITH THE POSITION

1. Prepare, distribute, and update the district address roster.
2. Prepare opening-of-school letters to all employees.
3. Maintain application files and mail application requests as needed.
4. Prepare and distribute senior citizen passes and employee athletic passes.
5. Maintain knowledge of the operation of all office machines.
6. Coordinate correspondence to local newspapers for Board meetings, requests for proposals, and registration information.
7. Work with the transportation coordinator to approve field trips.
8. Organize staff recognition gifts at the end of the year.
9. Make arrangements with funeral homes when a death occurs in a staff member's family.

10. Maintain the work area in a satisfactory manner and comply with established office procedures.
11. Maintain confidentiality of all records and information.
12. Perform other duties as assigned by the Superintendent, Treasurer, or Board of Education.

Four-Hour Flex Custodian

School Facilities & Athletics

Position Summary

The Four-Hour Flex Custodian is responsible for maintaining clean, safe, sanitary, and presentable school facilities, with a primary focus on athletic and transportation areas. This position works **Monday through Friday, four (4) hours per day**, with seasonal cleaning responsibilities that change based on the school's athletic calendar.

During the **fall football season**, the employee will also work an **additional four (4) hours on Friday nights when there is a home football game**. These additional hours are dedicated to maintaining stadium restrooms during the game and cleaning the locker room and related areas following the event.

The employee is expected to work independently, manage assigned areas efficiently, and take ownership of the cleanliness and condition of the facilities under their responsibility.

Regular Work Schedule

- **Monday-Friday:** 4 hours per day (8 : 0 0 a m – 1 2 : 0 0 p m)
- **Home Football Fridays:** Additional 4 hours Friday night
- Regular weekly schedule: **20 hours**
- Home football game weeks: **Approximately 24 hours**

The employee is expected to report to work on time and complete assigned responsibilities within the scheduled hours.

Seasonal Areas of Responsibility

Fall

The employee is responsible for cleaning and maintaining:

- Bus garage
- Stadium bathrooms
- Weight room
- Locker room

Winter

The employee is responsible for cleaning and maintaining:

- Bus garage
- Weight room
- Wrestling room

Spring

The employee is responsible for cleaning and maintaining:

- Bus garage
- Weight room
- Stadium bathrooms
- Baseball
- Softball

Additional areas may be assigned when necessary based on school activities, special events, weather, or facility needs.

Daily Cleaning Expectations

Within assigned areas, the custodian is expected to complete cleaning duties as needed, including:

- Sweep, dust mop, and wet mop floors.
- Vacuum carpeted areas when applicable.
- Empty trash and replace liners.
- Clean and disinfect toilets, urinals, sinks, counters, and restroom fixtures.
- Restock toilet paper, paper towels, soap, and other restroom supplies.
- Clean mirrors, doors, handles, and other high-touch surfaces.
- Clean locker rooms, including floors, benches, restroom/shower areas, and common surfaces.
- Clean weight room and wrestling room floors and common/high-touch areas as appropriate.
- Keep the bus garage clean and orderly, including sweeping and removing trash and debris.
- Pick up litter and debris around assigned entrances and exterior areas.
- Report damaged equipment, plumbing problems, safety hazards, vandalism, or needed repairs.
- Properly store cleaning equipment, chemicals, and supplies at the end of each shift.
- Secure assigned areas as required after cleaning.

Friday Night Home Football Game Expectations

During the fall, the custodian will work an additional **four-hour shift on Friday nights when the school hosts a home football game.**

Responsibilities include:

During the Game

- Regularly check stadium bathrooms throughout the event.
- Keep toilets, urinals, sinks, and floors clean and sanitary.
- Restock toilet paper, paper towels, and soap as necessary.
- Empty overflowing trash containers and replace liners.
- Address spills and other cleaning needs promptly.
- Help ensure restrooms remain clean and presentable for students, families, staff, and visitors throughout the game.

Following the Game

- Complete a final cleaning of stadium bathrooms.
- Clean and sanitize the locker room.
- Sweep and mop locker room floors as needed.
- Empty trash and remove debris.
- Clean restroom and shower areas associated with the locker room.
- Return the locker room and assigned athletic areas to a clean, orderly condition for the next school day or athletic event.

Performance Expectations

The Four-Hour Flex Custodian is expected to:

- **Take ownership of assigned areas.** Assigned spaces should consistently be clean, sanitary, organized, and ready for use.
- **Use time effectively.** The employee should establish a routine that allows all assigned areas to receive appropriate attention during the four-hour shift.
- **Work independently.** The employee should be able to recognize cleaning needs and address them without requiring constant direction.
- **Be dependable.** Regular attendance and punctuality are essential, particularly for Friday night home football responsibilities.
- **Pay attention to detail.** Restrooms, locker rooms, athletic facilities, and other assigned spaces should receive thorough cleaning rather than only surface-level attention.
- **Prioritize safety.** Spills, wet floors, broken equipment, plumbing issues, and other hazards should be addressed or reported immediately.

- **Use supplies responsibly.** Cleaning chemicals, equipment, paper products, and other supplies should be used appropriately and without unnecessary waste.
- **Communicate concerns.** Maintenance problems, supply shortages, damage, or unusual conditions should be promptly reported to the appropriate supervisor.
- **Maintain professionalism.** The custodian may work around students, coaches, staff, families, visiting teams, and community members and is expected to represent the school professionally.

Physical Requirements

The position requires the ability to:

- Stand and walk for extended periods.
- Bend, reach, kneel, and perform repetitive cleaning tasks.
- Push and pull cleaning equipment and trash containers.
- Lift and carry custodial supplies and equipment.
- Work both indoors and outdoors depending on the season and assigned area.
- Perform cleaning duties in locker rooms, restrooms, athletic facilities, and a bus garage.
- Work around cleaning products and follow all applicable safety procedures.

Overall Standard

The goal of this position is to ensure that assigned school, transportation, and athletic facilities are **clean, safe, sanitary, and ready for students, staff, athletes, and visitors.**

Because this is a four-hour flex position, successful performance depends on **dependability, efficiency, attention to detail, and personal responsibility for assigned areas.** The employee should leave each assigned area in a condition that reflects positively on the school and provides a safe and welcoming environment for everyone using the facility.

Attachment E

AMENDED CERTIFICATE WORKSHEET FOR AMENDMENT #1

Office of the Budget Commission, Columbiana County, Lisbon, Ohio

Date: _____

The Taxing Authority of: **Southern Local School District**

CURRENT INFO FOR AMENDMENT

FUND TYPE	FUND NAME	UNENCUMBERED BALANCE	REAL ESTATE TAXES	SCHOOL FOUNDATION	OTHER SOURCES	TOTAL	TAXES Increase/Decrease	OTHER SOURCES Increase/Decrease	NEW CERTIFICATE TOTAL	APPROPRIATIONS (Can't Exceed Certified Amount)	APPROPRIATIONS Increase/Decrease	APPROPRIATIONS TOTAL
GENERAL	001 GENERAL FUND	\$6,371,749.81	\$4,412,800.00	\$10,826,570.00	\$1,945,492.00	\$23,556,611.81			\$23,556,611.81	\$16,987,933.71	\$150,000.00	\$17,337,933.71
TOTAL GENERAL		\$6,371,749.81	\$4,412,800.00	\$10,826,570.00	\$1,945,492.00	\$23,556,611.81						
SPECIAL REVENUE												
018	Public School Support	\$51,216.81	\$0.00		\$115,000.00	\$166,216.81			\$166,216.81	\$39,132.30	\$15,000.00	\$54,132.30
034	Classroom Facilities	\$381,602.96	\$0.00		\$38,380.00	\$419,982.96			\$419,982.96	\$226,450.83		\$226,450.83
300	Athletic Funds	\$4,119.24	\$0.00		\$235,000.00	\$239,119.24			\$239,119.24	\$213,941.80		\$213,941.80
451	Data Communications Fund	\$20,941.78				\$20,941.78			\$20,941.78	\$20,941.78		\$20,941.78
467	Student Success & Wellness	\$83,062.91	\$0.00		\$248,725.71	\$331,788.62			\$331,788.62	\$193,789.60	\$100,000.00	\$293,789.60
516	IDEA	\$0.00	\$0.00		\$209,518.00	\$209,518.00		\$69,854.67	\$279,372.69	\$125,006.09	\$154,366.59	\$279,372.68
572	Title I	\$0.00	\$0.00		\$312,802.00	\$312,802.00			\$312,802.00	\$152,016.88	\$98,024.30	\$352,016.88
584	Title Rural Low Income	\$0.00	\$0.00		\$24,832.00	\$24,832.00		\$0.00	\$24,832.00	\$19,380.00	\$5,075.00	\$24,455.00
587	Title ECSE	\$0.00	\$0.00		\$3,451.00	\$3,451.00		\$2,132.11	\$5,583.11	\$3,274.20	\$2,310.11	\$5,584.31
590	Improving Teacher Quality	\$0.00	\$0.00		\$41,355.00	\$41,355.00		\$0.00	\$41,355.00	\$44,825.48	\$12,704.66	\$57,530.14
599	Student Support	\$0.00	\$0.00		\$34,756.00	\$34,756.00		\$11,104.95	\$45,870.95	\$18,801.00	\$27,069.95	\$45,870.95
TOTAL SPECIAL REVENUE		\$563,511.00	\$0.00		\$1,035,105.00	\$1,598,616.00						
CAPITAL PROJECTS												
003	PERMANENT IMPROVEMENT	\$1,437,651.25	\$684,800.00		\$0.00	\$2,122,451.25			\$2,122,451.25	\$511,979.55	\$300,000.00	\$811,979.55
TOTAL CAPITAL PROJECTS		\$1,437,651.25	\$684,800.00		\$0.00	\$2,122,451.25						
ENTERPRISE												
006	Lunchroom	\$131,991.86	\$0.00		\$855,000.00	\$1,036,991.86			\$1,036,991.86	\$780,174.77	\$125,000.00	\$885,174.77
TOTAL ENTERPRISE		\$131,991.86	\$0.00		\$855,000.00	\$1,036,991.86			\$1,036,991.86			
DEBT SERVICE												
002	Debt Service	\$0.00	\$0.00		\$0.00	\$0.00						
TOTAL DEBT SERVICE		\$0.00	\$0.00		\$0.00	\$0.00						
AGENCY												
200	Student Activity	\$157,962.70	\$0.00		\$135,000.00	\$292,962.70			\$292,962.70	\$142,075.87	\$45,000.00	\$187,075.87
TOTAL AGENCY		\$157,962.70	\$0.00		\$135,000.00	\$292,962.70			\$292,962.70			
INTERNAL SERVICE												
024	Self-Insurance Health	\$1,222,747.25	\$0.00		\$2,875,000.00	\$4,097,747.25			\$4,097,747.25	\$2,296,494.08		\$2,296,494.08
TOTAL INTERNAL SERVICE		\$1,222,747.25	\$0.00		\$2,875,000.00	\$4,097,747.25			\$4,097,747.25			
NON-EXPENDABLE TRUST												
008	Non-Expendable Trust Funds	\$0.00	\$0.00		\$0.00	\$0.00						
TOTAL NON-EXPENDABLE TRUST		\$0.00	\$0.00		\$0.00	\$0.00						

Resolution/Ordinance# _____

County Auditor, please make the above changes to my certificate as indicated

Fiscal Officer Signature

***Complete Taxes, Other Sources (Increase/Decrease), New Certificate Total, and Appropriations columns.
Do not alter any other figures.