

Board of Education Meeting Minutes  
September 22, 2014

The Board of Education met in regular session at 6:00 pm at Whittier Primary School.

President Pochard called the meeting to order. Present were Mrs. Dysinger, Mrs. Lockard, Mr. Pochard, Mrs. Robertson, Treasurer Mr. Barnhart, Assistant Superintendent Mr. Kupferberg, and Superintendent Mr. Kurt.

Dr. Siebenaler Wilson arrived at 6:02 PM.

**CELEBRATIONS**

Miss Chesebro welcomed the Board to Whittier. She shared that the teachers were learning from the literacy consultant and excited to share what they have learned. PTO had more money than they like to carry in their account from year to year so they will be purchasing some playground equipment for Whittier. Mrs. Dysinger celebrated the Ohio Department of Education Grade Card for FCS. She also celebrated the success of the Trojan Invitational and Mr. Kurt's induction into Rotary Club. Mr. Pochard celebrated the football teams 4-0 record.

**PUBLIC PARTICIPATION**

Mrs. Biesiada addressed the Board on behalf of the F.E.A. and thanked the community for all their support. She also commended Mr. Sheehe at Donnell Middle School for all the extra time and effort he gives to his students.

Mr. Brondes addressed the Board regarding a custodian job applicant.

**2014-009-008 Approval of Minutes**

It was motioned by Mrs. Dysinger, seconded by Mrs. Lockard to approve the Regular Meeting Minutes from the September 8, 2014 Board of Education meeting.

Roll call: Mrs. Dysinger, aye; Mrs. Lockard, aye; Mr. Pochard, aye; Mrs. Robertson, aye; Dr. Siebenaler Wilson, aye. President Pochard declared the motion carried.

**CORRESPONDENCE**

Mr. Kurt shared an email he received from Hiro Kawamura, from the University of Findlay, regarding Friends of Findlay. He also attended a Friends of Findlay picnic and was pleased to participate in Japanese dodgeball. He thanked Mayor Mihalik's son for being a great team player.

**2014-009-009 CONSENT ITEMS (A –G)**

It was motioned by Mrs. Robertson, seconded by Dr. Siebenaler Wilson to approve consent items A-G.

**CERTIFICATED PERSONNEL**

**A. Retirement**

Catherine Dunham (English, High School) (22 years)  
Reason: Retirement Effective: 5/31/2015

Vickie Essinger (English, High School) (33 years)  
Reason: Retirement Effective: 5/31/2015

Nancy Frankenfield (Art, High School) (21 years)  
Reason: Retirement Effective: 5/31/2015

Donna Leonard (Special Ed, High School) (32 years)  
Reason: Retirement Effective: 5/31/2015

**B. Appointments**

The superintendent recommends approval of the following appointments, at salaries in accordance with the adopted salary schedules; and contingent upon subsequent receipt by the Board of a report B.C.I. which is not inconsistent with the applicant's answers on the employment application:

1. Baseball Summer Camp Stipend (Acct# 300-4516-143-9474-302-804)

Bill Barberree \$150 (Assistant Event Manager)

2. Track Summer Camp Stipend (Acct# 300-4510-143-9452)  
 Brian Rosendale \$600 (Event Manager)  
 Mark Gleason \$100 (Assistant Event Manager)  
 Jessica Loomis \$100 (Assistant Event Manager)  
 Barb Tardibuono \$100 (Assistant Event Manager)
3. Teacher  
 Deborah Stall (High School, 1/6th Time Spanish II)  
 Salary: MA+30, Step 5 for 1/6th time @ \$7,770.16  
 Effective: September 15, 2014 for 164 days in the 2014-15 school year
4. Cosmetology Extended Hours for 2014-15 school year @ \$21.80/hour (Perkins Grant)  
 Heather Schroeder – not to exceed 96 hours  
 Becky Bucher –not to exceed 20 hours as a substitute
5. Latin 1 Curriculum Writing @ \$21.68 per hour up to 18 hours (Acct#001-1100-111-16)  
 Shawn Hirt
6. Adult Education Instructors ~ Step 0 @ \$21.51/hour  
 Ashley Carey  
 Heather Heck  
 Jen Fulton  
 Tammy Jordan  
 Cindy Meadows
7. Elementary Track Summer Camp Stipend (Acct# 300-4527-143-9484-302-840)  
 Brian Rosendale \$402 (Event Manager)
8. Home Instruction, Step 0 @ \$22.01 per hour  
 Marcus Tuttle
9. Supplemental Duty Assignments – Certificated Personnel for 2014-2015 School Year  

Tim Mattis	Pep Band Director – FHS @ \$1,505.50
Gordon Myers	Culinary Arts Catering @ \$821.18
Jennifer Snyder	J.V. Girls' Soccer Coach – FHS @ \$3,849.30
Brian Sheehe	Middle School Drum Line Director @ \$1,710.80
Loveda Van Der Molen	Middle School Intramural Director – Glenwood @ \$1,026.48

CLASSIFIED PERSONNEL

C. Correction to September 8, 2014 Agenda

Toni Leonard, Kim Cosiano and Jenny Shorter  
 From: Lincoln Building Intervention Grant @ \$9.74/hour  
 To: Lincoln Building Intervention Grant @ \$22.01/hour

D. Appointments

The assistant superintendent recommends approval of the following appointments, at salaries in accordance with the adopted salary schedules, and contingent upon subsequent receipt by the Board of a report from B.C.I. which is not inconsistent with the applicant's answers on the employment application:

1. Lead Person, Headstart

Cathy Bosworth (Lead Person-Elementary, Headstart)  
 Salary: 6 hours per day @ Step 1, \$10.55/hour  
 Effective: September 22, 2014

2. Custodian  
 Cherrie Miller (Initial Assignment–Custodian)  
 Salary: \$15.61/hour  
 Effective: October 1, 2014
  
3. Aide  
 Kari Redman (Special Education Aide, Jacobs)  
 Rate of pay: Step 1 @ \$12.70/hour  
 Effective: September 9, 2014
  
4. Northview/Washington Preschool Nurse  
 Cassie VanHorn (Northview/Washington Preschool, Nurse)  
 Salary: \$21.86/hour for 4.5 hours/day  
 Effective: October 6, 2014
  
5. Flexible Instructional Assistant @ \$22.01 (Acct# general funds)  
 Carmen Collins for 28.75hours/week – Jefferson  
 Jenna DeRose for 29.5 hours/week – Jacobs
  
6. Softball Summer Camp Stipend (Acct: 300-4534-143-9477-302-840)  
 Michael Colyer \$105 (Event Manager)  
 Paige Jansen \$52.50 (Assistant Event Manager)  
 Jim Gangle \$52.50 (Assistant Event Manager)
  
7. Noon Hour Monitor @ \$9.43/hour  
 Julie Bolyard – Bigelow Hill  
 Barbara Clark – Chamberlin Hill  
 Rose Crow – Northview  
 Marlene Yoxtheimer – Bigelow Hill
  
8. Building Grant @ \$9.74/hour  
 Robyn Kryling - Northview  
 Bridgette Lloyd – Bigelow Hill  
 Kimberly Rozelle - Jefferson
  
9. Credit Recovery Tutor @ \$21.06/hr effective August 1, 2014 through October 3, 2014 as needed  
 Janet Engle
  
10. Bigelow Hill Intervention Block Grant for 7.5 hrs/week @ \$22.01/hour (001-1910-141-2008-000000-306)  
 Julie Miller
  
11. Substitute and/or Per Diem Employees  
 Stephen Arnott – Substitute Custodian @ \$10.67/hour  
 Tiffany Koch – Substitute Noon Hour Monitor @ \$9.43/hour  
 Amy Ring – Substitute Bus Driver @ \$13.08/hour effective September 16, 2014  
 Charles Wilson – Substitute Security Guard @ \$15.00/hour
  
12. Supplemental Duty Assignments – Non-Certificated Personnel for 2014-2015 School Year

WHEREAS, in accordance with the provision of the Ohio Revised Code 3313.53, the duly appointed representatives of the Findlay Board of Education have offered the following extra-duty positions, listed below, to the certificated employees of the district and have advertised the positions to certificated personnel not employed by the district, and

WHEREAS, no qualified certificated individuals have been found for these positions,

NOW BE IT THEREFORE RESOLVED, that the Findlay Board of Education hereby deems it appropriate to employ

Non-certificated personnel for the specified positions for a period not to exceed one (1) year and that the compensation shall be according to the adopted salary schedule for said position(s):

Ashley Carey      Assistant Show Director - FHS @ \$1,009.37 (to be paid through the ESC)  
Ron Harris        Assistant Freshman Football Coach – FHS @ \$3,318.95

13.      Volunteer – 2014-2015 Classified Club Advisors/Helpers

Kim Blake – Key Club Volunteer  
Jena Luna – Hockeyette Advisor

E.      Approval of Policy 1.12 Evaluation of Instructional Staff and Policy 1.08 Evaluation of Administrators

The superintendent recommends approval of Policy 1.12 Evaluation of Instructional Staff as shown in **EXHIBIT B** and Policy 1.08 Evaluation of Administrators as shown in **EXHIBIT A**.

F.      Special Education waiver Request for Bigelow Hill

The superintendent recommends the approval of the Special Education waiver for Bigelow Hill Intermediate School as shown in **EXHIBIT C**.

G.      Student Activity Budgets

The superintendent recommends the approval of the Bigelow Hill Student Council Activity Budget as shown in **EXHIBIT D** and the Student Activity Budget for P.A.S.T. as shown in **EXHIBIT E**.

Roll call: Mrs. Robertson, aye; Dr. Siebenaler Wilson, aye; Mrs. Dysinger, aye; Mrs. Lockard, aye; Mr. Pochard, aye. President Pochard declared the motion carried.

**ACTION ITEM**

**2014-009-010 Out of State Trip**

It was moved by Mrs. Lockard, seconded by Dr. Siebenaler Wilson to approve the 7<sup>th</sup> grade REACH students' out-of-state trip to Northern Kentucky to learn about the Underground Railroad as shown in **EXHIBIT F**:

Roll call: Mrs. Lockard, aye; Dr. Siebenaler Wilson, aye; Mrs. Dysinger, aye; Mr. Pochard, aye; Mrs. Robertson, aye. President Pochard declared the motion carried.

**REPORTS FROM THE BOARD**

- A.      Mental Health/Trauma Informed Care (TIC) – Mrs. Dysinger discussed the recent mental health/trauma informed care meeting. She stated the team has grown from five members to ten.
- B.      Book Study – Mrs. Lockard led a discussion on the book study, Myth 8. This chapter covered that if you hand pick your students, of course your test scores will be great.

**SUPERINTENDENTS COMMENTS**

Mr. Kurt shared the agenda for the BOE Retreat on October 13<sup>th</sup> and informed the Board that the Millstream students would be preparing the dinner for them. He also shared the first draft of the Board meeting times and dates for 2015.

**BOARD'S COMMENTS**

Mrs. Dysinger shared that she had relatives in town that took a tour of Donnell and the high school and were very impressed with their treatment and the leadership of Mr. Williams and Mr. Shank. She thanked them both for being such wonderful representatives of the district.

**2014-009-011 Executive Session**

It was motioned by Mrs. Dysinger, seconded by Mrs. Robertson to go into executive session at 6:27 pm for the purpose of discussing the purchase of land and employment of personnel.

Roll call: Mrs. Dysinger, aye; Mrs. Robertson, aye; Mrs. Lockard, aye; Mr. Pochard, aye; Dr. Siebenaler Wilson, aye. President Pochard declared the motion carried.

**2014-009-012 Adjournment**

It was motioned by Mr. Pochard, seconded by Dr. Siebenaler Wilson to adjourn the meeting at 7:36 pm.

Roll call: Mr. Pochard, aye; Dr. Siebenaler Wilson, aye; Mrs. Dysinger, aye; Mrs. Lockard, aye; Mrs. Robertson, aye. President Pochard declared the motion carried.

\_\_\_\_\_  
President

\_\_\_\_\_  
Treasurer

To be read and approved on October 27, 2014.

EVALUATION OF INSTRUCTIONAL STAFF

The superintendent will institute and mandate a comprehensive program of evaluations of Instructional Staff. Instructional Staff is defined as District employees who are employed under a teacher license issued under Ohio Revised Code Chapter 33, or under a professional or permanent teacher’s certificate issued under former section 3319.222 and who spend at least 50% of the time providing student instruction. Instructional staff shall be evaluated in accordance with O.R.C. Sections 3319.111 and 3319.112 consistent with the Framework adopted by the Ohio State Board of Education.

A. Each teacher will be evaluated using multiple factors from the following categories (as weighted):

1. Student Growth Measures (50%).

- Student academic growth will be measured through the inclusion of value-added scores where value-added scores are available from the Ohio Department of Education (ODE) consistent with O.R.C. Section 3319.112.
- The District may administer assessments chosen from the Ohio Department of Education’s assessment list for teachers of subjects where value-added scores are not available and/or local measures of student growth using state-designed criteria and guidance.

In calculating student academic growth for an evaluation, a student shall not be included if the student has 45 or more absences for the school year.

2. Teacher Performance (50%).

Factors considered in assessment of teacher performance may include: rapport with students, positive learning environment, mastery of academic content, appropriate implementation of instructional and assessment strategies, collaboration and communications with school/District staff, and professional responsibility and growth.

Each evaluation will consist of two (2) formal observations of the teacher at least thirty (30) minutes each in duration, as well as periodic classroom walkthroughs.

Each teacher shall be evaluated at least once each school year, except as otherwise provided by statute and this policy (below). The evaluation will be completed by May 1st and each teacher will receive a written report of the results of his/her evaluation by May 10th.

Observations of Limited/Extended Limited Contract Teacher Under Consideration for Non-Renewal

Each teacher on a limited contract or extended limited contract who is under consideration for nonrenewal shall have at least three (3) formal observations.

“Accomplished” or “Skilled” Rated Teacher

The Board may elect to evaluate each teacher who received a rating of “Accomplished” on the teacher’s most recent evaluation once every three school years and once every two school years for teachers rated “Skilled” as long as they maintain a rating of “expected” or “above expected” growth on their Student Growth Measures. “Off cycle” teachers must be observed at least once, have a minimum of three (3) walk-through’s completed and be conferenced with at least one time during the year in which they are not being formally evaluated along with maintaining a Student Growth Measure rating of “expected” or “above expected” growth.

The “on cycle” evaluation shall be completed on or before May 1st of the applicable school year, and the teacher shall receive a written report of the results of the evaluation on or before May 10th of that school year

B. General Provisions

1. The Board adopts the following procedures to be used by district administrators to improve the quality of instruction students receive, improve student learning, strengthen professional competence and in making teacher retention and promotion decisions:
  - a. The most recent evaluation for affected teachers shall be considered (to the extent the teacher has been employed by the district during that time) and any other documentation or evaluation as deemed relevant by the administration.
  - b. The Board will comply with O.R.C. 3319.58.
2. In accordance with Ohio Revised Code Section 3319.112(B)(1), the following levels of performance for teachers will be utilized in assigning ratings for evaluations: Accomplished, Skilled, Developing, Ineffective.
3. The Board adopts the following procedures to be used by district administrators in removing poorly-performing teachers:
  - a. The process of nonrenewal of teachers if they are in their last year of a limited or extended limited contract.
  - b. The process of O.R.C. 3319.16 will be used to terminate a continuing contract teacher or a limited or extended limited contract teacher during the term of the limited or extended limited contract, taking into account the most recent evaluation (to the extent the teacher has been employed by the district during that time) and any other documentation or evaluation as deemed relevant by the administration.
4. The Board’s plan for the allocation of financial resources to support professional development is as follows:

- a. The determinations of the Superintendent for priority in the use of resources.
- b. Consideration by the Board annually of the amount of public money that can be devoted to professional development, given the District's financial condition and other needs.
- c. The optimization of available federal, state or organizational grants, for professional development.
- d. The Board will comply with professional development requirements of O.R.C. 3319.58 as a priority.

This policy does not apply to the Superintendent, administrators, teacher supplemental contracts, or teachers employed as substitutes or to any person employed under a teacher license/certificate that spends less than fifty percent (50%) providing student instruction.

R.C. 3319.02, 3319.11, 3319.111, 3319.112, 3333.0411

A.C. 3301-35-03(A)

Adopted 3/11/2013

Revised 9/03/2014



## **EVALUATION OF ADMINISTRATORS**

The Superintendent will institute and maintain a comprehensive program for the evaluation of administrative personnel. Administrative personnel include the assistant superintendent, directors, principals and assistant principals, and all other personnel required to maintain certificates/licenses.

The purpose of administrator evaluations will be to assess the performance of administrators and to provide information upon which to base employment and personnel decisions and to comply with State law. Evaluations should also assist administrators to develop their professional abilities in order to better accomplish the effective management of the school system.

The evaluation process for principals and assistant principals is set forth by Ohio Revised Code Section 3319.02(D). Evaluation procedures for principals and assistant principals include the components set forth for administrative personnel, but include some additional requirements. Principal and assistant principal evaluations must be based on principles comparable to the teacher evaluation policies adopted under Ohio Revised Code Section (RC) 3319.111, but must be tailored to the duties and responsibilities of principals and assistant principals and the environment in which they work. Therefore, principals and assistant principals are evaluated like other administrators, but with the addition of the State Board of Education's evaluation framework requirements.

The phrase "other administrator" as used in the statute is defined as being comprised of three basic types: (1) licensed administrators; (2) non-licensed supervisors and management-level employees and (3) business managers.

Evaluations will be conducted at least once a year, according to the following guidelines:

1. In the year an administrator's contract does not expire, the evaluation is completed by June 10th and a copy is given to the administrator.
2. In the year an administrator's contract does expire, two evaluations are completed, one preliminary and one final. The preliminary evaluation is conducted at least 60 days prior to June 1 and prior to any Board action on the employee's contract. A written copy of the preliminary evaluation is given to the administrator at this time.
3. The final evaluation includes the Superintendent's intended recommendation for the contract of the employee. A written copy of the final evaluation must be provided to the employee at least five days prior to the Board's action to renew or non-renew the employee's contract. The employee may request a meeting with the Board prior to any Board action on his/her contract. The employee may have a representative of his/her choice at the meeting.
4. Evaluations will be made by the person to whom the administrator is immediately responsible.
5. Results of the evaluation will be put in writing and discussed with the administrator by the person who makes the valuation.
6. The administrator being evaluated will have the right to attach a memorandum to the written evaluation.
7. Results of the evaluations will be kept in personnel files maintained in the central office.

Information gathered and written evaluative documents used in retention, promotion, or termination of an administrator will be accessible to the person concerned or his representative.

This policy is adopted pursuant to ORC Section 3319.02 and is not intended to create any legal rights independent of the requirements of that statute.

Adopted 1/10/96  
Revised 1/24/05  
Revised 3/19/2012  
Revised 2/20/2013  
Revised 3/11/2013  
Revised 9/03/2014



**Student Services Department**

1100 Broad Avenue  
Findlay, OH 45840

**Office Number:**  
419.425.8231

**FAX Number:**  
419.427.5467

**Special Needs Supervisor  
Preschool-5<sup>th</sup> Grade:**  
Kathy Young  
419.425.8245

**Special Needs Supervisor  
6<sup>th</sup> Grade-12<sup>th</sup> Grade:**  
Mary Hill  
419.425.8238

**School Psychologists:**

Christie Lammers  
419.425.8206

Julie von Stein  
419.427.5402

Vicki Miracle  
419.427.5403

Amanda Byers  
419.420.7024

**Date:** September 12, 2014  
**To:** Mr. Edward Kurt and Board of Education  
**From:** Kathy Young, Special Needs Supervisor /wp  
**Re:** Special Education Class Size Waiver Request – Bigelow Hill

A 4<sup>th</sup> grade student with an existing IEP has moved in to our district. This new student is receiving intervention services from Nicole Roach at Bigelow Hill, bringing the total number of students being served by Mrs. Roach to 17. The standard model for an intervention classroom is limited to 16 children.

A class-size waiver is being submitted to the Ohio Department of Education. Please be assured that FAPE (Free Appropriate Public Education for children with disabilities) will be provided to every child. Local BOE approval of the waiver is a requirement for approval by ODE.

Be assured that all children will receive quality intervention services.

Questions and concerns may be directed to Kathy Young, Special Needs Supervisor, at (419) 425-8245.

# FINDLAY CITY SCHOOL DISTRICT STUDENT ACTIVITY BUDGET

Activity Code 200-9200 Date 9/10/2014

Activity Name Student Council-Bigelow Hill

Activity Purpose (define concisely)

To promote school activities.

Activity source of income with estimated amounts in dollars:

	<b>Fund Raiser Beginning Balance</b>	<u>\$ 540</u>
a. <u>School Store</u>	<u>\$ 1,200</u>	
b. <u>Candy Grams</u>	<u>\$ 100</u>	
c. _____	<u>\$</u>	
d. _____	<u>\$</u>	
e. _____	<u>\$</u>	
	<b>Revenue Anticipated</b>	<u>\$ 1,300</u>
	<b>Total Balance &amp; Revenue</b>	<u>\$ 1,840</u>

Activity Estimated Expenditures

a. <u>School store</u>	<u>\$ 900</u>	
b. <u>Candy Grams</u>	<u>\$ 50</u>	
c. <u>Student Council Dance</u>	<u>\$ 100</u>	
d. <u>Teacher Appreciation Week</u>	<u>\$ 100</u>	
e. _____	<u>\$</u>	
	<b>Total Estimated Expenditures</b>	<u>\$ 1,150</u>
	<b>Anticipated Balance at End of Year</b>	<u>\$ 690</u>

Activity Advisor (Please Print) Mackenzie Wenner

Building Principal \_\_\_\_\_

Superintendent \_\_\_\_\_

STUDENT ACTIVITY BUDGET

Activity Code: 200-9405 Date: \_\_\_\_\_

Activity Name: P.A.S.T(Learn and Serve)

Activity Purpose: (define concisely)

Preservation, archeology and serving together. We do fundraisers and service projects related to archeology and historic preservation. We also do archeology and historic preservation.

REVENUE: Sources of income

- a. clean stadium
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_

Beginning Balance: \$	<u>5,018.58</u>
\$	<u>300.00</u>
\$	_____
\$	_____
\$	_____
\$	_____
\$	_____

Total Anticipated Revenue \$ 300.00

Total Revenue Balance \$ 5,318.58

EXPENSES:

- a. Field trip-Johnson's Island
- b. Charitable donation, Johnson's Island
- c. Charitable donations
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_

\$	<u>500.00</u>
\$	<u>200.00</u>
\$	<u>1,000.00</u>
\$	_____
\$	_____
\$	_____

Total Anticipated Expenses \$ 1,700.00

Total Ending Fund Balance \$ 3,618.58

Activity Advisor: Dianna Schweinfurth, Gene Damon

Building Principal: Ryan Imke

Superintendent: \_\_\_\_\_

OK  
EK  
9-11-14

Dear Mr. Kurt and Findlay City Board of Education,

The seventh grade REACH staff at Donnell and Glenwood ask that we be allowed to take our seventh grade classes to Northern Kentucky May 14 and 15, 2015 to learn about the Underground Railroad. We feel this trip has been a valuable teaching tool for students as it has extended student knowledge outside of the classroom. The Underground Railroad trip extends the curriculum taught in the REACH classroom but also correlates with the Social Studies curriculum. Administrators from both schools have given permission and feel this is a trip that has positive effects. I am asking on behalf of both 7<sup>th</sup> grade REACH teachers, Jenna Potteiger and myself, and Donnell and Glenwood Middle Schools that we again be allowed to take the Underground Railroad field trip in order to develop the standard "extending student education."

Sincerely,

Kate Winger

Donnell Middle School



**RECEIVED**

SEP 10 2014

Office of Superintendent  
Findlay City Schools

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Findlay Schools  
The Pathways to Freedom  
May 14-15, 2015 One night/Two Days  
Thursday/Friday  
America Interstate Coach – 614-888-6687

Students/Chaperones should bring:

Weather related clothing, comfortable walking shoes, jacket, umbrella, toiletries, appropriate clothing based on weather forecast and extra spending money for the gift shops. (One full breakfast, one boxed lunch, one full lunch, one full dinner, meal taxes and gratuities).

Property has in-door pool - pack bathing suits. Each student and adult is responsible for luggage - PLEASE be sure ALL luggage is marked with name, address and phone.

***Day One -Thursday- May 14, 2015 Boxed lunch and dinner cruise included.***

**7:00 am** - Motor coach Report time to load coach and prepare for departure. Coach name is America Interstate. Phone number of Coach Company is 614-888-6687. Coach can seat 55 passengers.

PICK UP POINT is Donnell Middle School 301 Baldwin Ave. Findlay Ohio  
Contact: Kate Winger 419-494-3339 cell

37 students and 6 chaperones or teachers and 1 driver for a total of 44 guests

**7:15 AM**- Travel to Columbus Ohio 97 miles with a comfort stop en route.

\* **Suggestion for comfort stop:** On highway Rt 23 South, McDonald's on the right side before arriving in Delaware, Ohio.

**Escort:** Contacts at the Kelton House are Chuck Miller/Dr. Mary Olderman – 614-464-2022 Announce arrival. Group will be greeted by a representative of the Kelton House and the driver will be shown where to park. Box Lunches will be delivered at 10:30 a.m. to take on the trip to Cincinnati.

**9:45 am** - Arrival to Columbus, Ohio – **Kelton House** – The Kelton family was sympathetic to

the abolitionist cause and assisted fugitive slaves on their road to freedom. The Underground

Railroad was a route for runaway slaves from the southern plantations north to freedom in Canada, using the North Star for direction. **The Kelton House was one of several safe houses or stations along East Town Street in Columbus.**

Columbus had steadfast supporters both for and against slavery. Fernando Kelton and his wife Sophia believed slavery was wrong and did all they could to aid runaways. This was dangerous work because it was against Ohio and U.S. law: Anyone caught hiding slaves, giving them food or clothing, or helping them flee north risked six months in jail and a \$1,000 fine. Yet the Keltons persisted. Students will EXPERIENCE a forty- five **minute a tour of the house** and a forty five minute dramatic presentation in our theater room.

**Escort:** Shane's catering will be delivering the boxed lunches to the Kelton House @ 10:30 a.m. Contact at Shane's is Sarah @ 614-358-5555.

**Lunch consists of Turkey and Cheddar on White Bun with lettuce, tomato, fruit salad and cookie and chips and condiment packets on the side. Assorted soft drinks will be delivered for guests to select from.**

**11:00 am-** Depart with BOXED LUNCH and travel 40 minutes to rest area. Rest area is located at the 68 mm off I-71 South.

**Escort:** You may want to wait to pass out lunch until you get to the rest area. About 11:40 am.

Departure from Rest area no later than 12:30 pm 75 miles from Rest Area to Freedom Center

**1:45 PM-** Arrival to the Freedom Center **1301 Western Avenue, Cincinnati, Ohio 45203**

**Escort:** Your contact number at the Freedom Center is **513-287-7027**.

**PLEASE PRESENT CHECK IN SLIP located in your group tour folder**

- There will be a guided Civil War Tour for the students.
- **Escort ONLY** - go to the group sales desk and pick up tickets. – **booked under the name of Donnell Middle School**
- Return to bus with tickets and wait for a staff member or volunteer to board the bus and give a brief orientation.
- Please stress to group not to bring in any candy or gum or to use flash photography or video.
- Restrooms can be used prior to proceeding upstairs at the Freedom Center.

The Freedom Center also has a Gift Shop.

Driver will take coach to a different location for parking.

**Arrival to the National Underground Railroad Freedom Center.** *An \$80 million facility - 3 buildings, 5 stories, 7 exhibit galleries - the first of its kind in the nation - which highlights the area's role in the effort to help slaves escape across the Ohio River to eventual freedom in*



*Canada, before the Civil War.* Your tour begins in the *Suite for Freedom*, an **opening film experience** in a 350-seat, cutting-edge technology theatre featuring a conversation

The group will experience the most important icon in the Freedom Center, an **authentic Slave Pen**, one of the **only remaining in the United States**. View the interactive exhibit featuring an *Introduction to the Underground Railroad* from 1830-1861, showcasing leading figures such as Harriet Tubman and Frederick Douglass. *The Hall of Heroes* illustrates every day heroes through interactive displays. Examine contemporary *Freedom Struggles* and the progression of the *Language of Freedom*.

**5:15 pm- Start boarding coach out front of the Freedom Center PLEASE** be sure everyone is on time since the coach cannot stay on the street for any length of time

**5:30 PM-** Depart for Queen City Riverboats, Ky. located across the river in Dayton KY

Travel 5 miles to Queen City Riverboats for evening cruise, commentary, entertainment and dinner.

**Escort:** Your contact at Queen City Riverboats is Shelly @ 859-292-8687. Dennis will be your Captain. Your Tour Ambassador, Alex, will greet the group on the coach. He will take care of loading the guests onto the boat and seating them. Everyone will be able to go up to the top deck which is covered and take in the views. Full hot dinner. Restrooms.

Arrival to Queen City Riverboat dock in Dayton Kentucky. **RIVER CITY CRUISE- 2 hour cruise 6:00-8:00 pm** - Experience power of the Ohio river and try to envision the slaves crossing into freedom as you sit back and relax on a two hour scenic cruise down or up the beautiful OHIO...begin with a **full hot dinner with dessert with Captains commentary**. Dinner will include Fried Chicken, Salad, Rolls, Roasted Potatoes, Mac and Cheese and Brownies. **\*\*\*Note - Soft drinks and lemonade are available at the bar at no charge during the entire cruise. \*\*\***

Cruise is climate controlled and will be chartered just for your group. Upstairs deck is covered on the top but the sides are open for viewing and picture taking.

8:00 pm – Disembark and head to property. **PLEASE CALL PROPERTY and let them know you are en route so everything is ready for your arrival. 859-727-0144**  
**605 Viox Road Erlanger, KY 41018**

**Escort:** Your contact at the Wingate is Scott Wright @ 859-727-0144. Announce arrival and pick up key packets and distribute to all guests. Scott will greet the guests on the coach.

Guests will handle their own luggage. There will be coffee and cookies available in the lobby/breakfast area upon arrival. Coffee is available in the lobby 24/7.

8:30 pm- Check in to The Wyndham by Wingate (Erlanger, Kentucky) guests will be rewarded with the utmost in hospitality and personal comfort. This property offers guests an **indoor pool (open until 11:00 pm). The rooms are beautiful and well appointed. All rooms offer two queen beds or one king and one pull out sofa king.**

**Escort:** Please remind guests that breakfast seating available in Room A & B exclusively for Donnell Middle School beginning at 6:00 a.m. Students will STILL NEED TO GO THROUGH THE ACTUAL BREAKFAST AREA TO PICK UP FOOD.

Alert guests that tomorrow departure will be at 8:00 a.m. All guests are responsible for their bringing their own luggage to coach and load in coach bay by 7:45 am.

**Day Two-May 15, 2015, Friday (Breakfast and lunch included)**

**\*\*Please be sure guests wear comfortable walking shoes and weather appropriate clothing.**

**Escort:** Breakfast will be available in breakfast room but there is additional seating in Room A & B for your group beginning at 6:00 a.m.

6:00 AM until departure - Breakfast at property - No need to dine as group. Scrambled eggs, a meat, biscuits, waffles, oatmeal with variety of toppings, cut fruit, yogurt, sweet breads and toast and bagels, cereals. There will be a meeting room for your group, A & B and the breakfast area.

7:45 am - Bring luggage to motor coach (students and chaperones are responsible for own luggage handling).

8:00 am – Depart for Washington Visitor's Center, **2028 Old Main Street, Washington KY 41096** - Travel 62 miles to Maysville, Ky.

**Escort:** Your contact at the Washington Visitors Center is Suzie Pratt @ 606-584-0239 (cell). Pull the coach to the Visitor's Center. Someone will meet the group. The guides will direct the driver to the parking area.

**9:30 pm Arrive at the Visitor's center in OLD WASHINGTON to meet tour guides. 2028 Old Man Street Washington KY 41096 606-759-7411 in case of delays.**

**ESCORTS: Please divide guests into 2 groups – each group will have a guide.)**

**Tour of Old Washington (established in 1786) - Over 45 different historic buildings and**

**monuments will be viewed.**

Start tour (*group will be split into smaller groups BUT will experience the same things throughout tour*).

**Highlights of your guided tour:**

- **Harriet Beecher Stowe Slavery to Freedom Museum** - Stand on the courthouse lawn where Harriet Beecher Stowe witnessed her first slave auction and inspired her to write *Uncle Tom's Cabin*. Visit the Albert Sydney Johnston childhood home. Johnston was a great confederate civil war general who died at the Battle of Shilo.
- **Paxton Inn** (c.1810), a favorite meeting place for lawyers and citizens. Was a station on the Underground Railroad when owned by James Paxton. View the hidden staircase where
- slaves hid until they could pass to safety
- **Court House Lawn** - The place where Harriet Beecher Stowe witnessed the slave auction.

**11:45 a.m.** A **hot buffet lunch** is included at DeSha's in Maysville en route to Ripley. Exact meal to be announce but will be a buffet complete with dessert and soda. (Contact Mindy Howell or Randy Cooper- 606-564-9275.

Be sure rest rooms are utilized before departing for Ripley Ohio since restrooms are very limited.

1:10 pm – Departure - Allow 10 minutes to travel from Old Washington to Ripley Ohio

1:30 pm- Arrival **Group 1** – drop off

**PARKER HOUSE – 300 Front Street Ripley, Ohio 45167** - owned by John Parker, who advanced his status from former slave to successful patented inventor and businessman in Ripley before the Civil War. He is credited with assisting virtually hundreds of slaves North via the Underground Railroad in making their way north to freedom. John P. Parker was born a slave in 1827, bought this home and iron foundry in Ripley before the Civil War and patented 3 inventions. Group 2 will tour at 2:45 p.m.

**Escort:** Announce arrival at the Rankin House. **Coach GROUP 2**

**1:45 PM** - Guided tour of **The Rankin Home** - on Liberty Hill which overlooks the Ohio River and the city of Ripley and is one of the better known sites which assisted in the Underground Railroad efforts. One hundred steps led from Ripley to the house on the hill. **Bring your cameras** for a breathtaking view. Rankin helped more than 2000 slaves to freedom during the 1850's and 1860's and guests will be able to tour the cottage where the activity took place. *Please note that there is a steep hill that guests will need to walk up. Please alert students that this is the same hill thousands of slaves had to walk or run up after crossing the river either by boat or swimming.*

**\*Driver to return** to Parker House and wait for **GROUP 1** to finish. Parker house is located at **300 Front Street**. Once **group 1** is finished at Parker return to Rankin House and **THEN** transport group 2 to Parker House. Wait for **Group 2** to finish at Parker and return to Rankin

House to pick up rest of the group

Group 1 will tour at 2:30 the Rankin House pm

**3:45 PM-** Depart Rankin House and head to Findlay Ohio-220 miles to Findlay Ohio. Comfort stop - allow 3.5 hours of travel plus a 45 minute comfort stop at fast food location.

\* Suggestion: Comfort Stop at Pilot/Subway/Pizza Hut Exit # 36 off I-75 North (OH 123 - Franklin, Ohio). There is also a McDonalds at this exit.

ETA 8:00 pm

Price per person includes – PLEASE NOTE YOU HAVE a 55 passenger motorcoach

Round trip motorcoach transportation Drivers cost and Gratuity is included

One night accommodations \*20 rooms are on reserve

One full breakfast, one boxed lunch, one full lunch with dessert, and full dinner with dessert

Admission to the Kelton House with dramatic presentation and workbook for students,

Admission to the Freedom Center, Two hour Riverboat/Dinner cruise with commentary by Captain, Admission to the Parker House and Rankin House and Old Washington Tour

One entire package is complimentary for tour planner

Special rate for guest sharing with complimentary planner \$145.00 per guest

All planning and coordination by a licensed/bonded/insured/OHIO Registered tour planner

Complete Escort package prior to tour running

Single	\$322.00
Double (2 per room)	\$277.00 per person
Triple 3 per room	\$261.00 per person
Quad 4 per room	\$256.00 per person

\*\*There will not be an additional price for adults....OTT has negotiated group pricing for students and adults.

\$500.00 deposit is due 1/20/2015 \*Refundable up until 4/10/15

4/5/14 Initial rooming list due

4/15/14 – Final payment due

After Final payment is made there will not be any refunds unless a guest has Cancellation Insurance... cost per person \$38 plus \$5.00 handling. If there are any pre-existing conditions then price would be \$51 per person and \$5.00 handling

**Any guest with any specific food requests must submit in writing what they can and cannot eat. This specific request MUST be presented with final payment IN WRITING.**