

**ZANESVILLE BOARD OF EDUCATION  
REGULAR MEETING**

**April 15, 2021**

Mrs. French called the meeting to order @ 6:00 p.m. Those answering roll call: Mr. Baldwin, Mrs. French, Mr. Hickman, Mr. Swope. Mr. Bunting was absent. Also present were Mr. Baker, Superintendent and Mr. Young, Treasurer.

**#21-095 APPROVAL OF BOARD MINUTES**

Mr. Swope moved and Mr. Baldwin seconded that the Board of Education approves the minutes of the Zanesville Board of Education Work Session on March 16, 2021 and Regular Meeting on March 18, 2021.

Those voting aye: Mr. Baldwin, Mrs. French, Mr. Hickman, Mr. Swope. President declared motion carried.

**#21-096 REPORT OF THE TREASURER**

Mr. Swope moved and Mr. Hickman seconded to approve the following recommendations:

**March Financial Reports**

Approve the following financial reports:

Financial report by fund

Expenditure report

Investment report

**Reconciliations**

Approve the following reconciliations:

General and Payroll

**Monthly Financials – Zanesville Community High School**

Approve the March 2021 minutes, bank reconciliation and financial reports for the Zanesville Community High School.

**Donations**

Accept the following donations:

\$20,000 and gift bags of school supplies from the Dollar General Corporation's Reading Revolution Program to be used at John McIntire Elementary.

\$20,000 and gift bags of school supplies from the Dollar General Corporation's Reading Revolution Program to be used at National Road Elementary.

\$20,000 and gift bags of school supplies from the Dollar General Corporation's Reading Revolution Program to be used at Zane Grey Elementary and Intermediate.

Those voting aye: Mrs. French, Mr. Hickman, Mr. Swope, Mr. Baldwin. President declared motion carried.

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**#21-097      RESIGNATION - CLASSIFIED**

Mr. Swope moved and Mr. Baldwin seconded to approve the resignation of Melanie Bleakney, Head Food Service at Zane Grey Intermediate, effective June 1, 2021. Reason for resignation is retirement.

Approve the resignation of Kody Hittle, Fleet Manager, effective May 5, 2021. Reason for resignation is personal.

Those voting aye: Mrs. French, Mr. Hickman, Mr. Swope, Mr. Baldwin. President declared motion carried.

**#21-098      EMPLOYMENT - CLASSIFIED**

Mr. Swope moved and Mrs. French seconded to approve the employment of Lisa Krouskoupf as a 3-hour Bus Aide, effective date of employment is March 29, 2021. Salary will be Regular Aide, step 0 from the appropriate salary schedule pending licensure and background check.

Approve the employment of Keith Smith as Custodian at Zane Grey Intermediate, effective April 12, 2021. Salary will be Maintenance I, step 0 from the appropriate salary schedule pending licensure and background check.

Approve the employment of Matthew Sturgill as Custodian at Zanesville Middle School, effective April 12, 2021. Salary will be Maintenance I, step 0 from the appropriate salary schedule pending licensure and background check.

Those voting aye: Mr. Swope, Mr. Baldwin, Mrs. French, Mr. Hickman. President declared motion carried.

**#21-099      TRANSFER - ADMINISTRATIVE**

Mr. Swope moved and Mr. Hickman seconded to approve the transfer of Chad Grandstaff, Interim Principal at Zanesville High School, 12 months, 260 days, to Assistant High School Principal/SpEd Supervisor, 11 months, 222 days, at Zanesville High School, effective 2021-2022 school year. Rate of pay will be AP11(5-9), step 5 from the appropriate salary schedule pending proper certification and background check.

Those voting aye: Mr. Baldwin, Mrs. French, Mr. Hickman, Mr. Swope. President declared motion carried.

**#21-100      TRANSFER - CLASSIFIED**

Mr. Swope moved and Mr. Hickman seconded to approve the transfer of Joseph Pollock, temporary Head Maintenance I at Zane Grey Elementary, to reflect permanent Head Maintenance I, effective March 31, 2021 pending background check. Rate of pay and step will remain the same.

Approve the transfer of Cindy McPeck, 3- hour Food Service at Zane Grey Elementary, to reflect 7 hour Food Service, effective March 31, 2021 pending background check. Rate of pay and step to remain the same.

Those voting aye: Mrs. French, Mr. Hickman, Mr. Swope, Mr. Baldwin. President declared motion carried.

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**#21-101 CORRECTION TO CONTRACT - CERTIFICATED**

Mr. Swope moved and Mrs. French seconded to approve the following correction to the contract approved at the March 18, 2021 Board of Education Meeting for Courtney Pepper, Guidance Counselor at Zanesville High School to reflect MA, Step 5, effective for the 2021-2022 school year, pending appropriate certification and background checks.

Those voting aye: Mrs. French, Mr. Hickman, Mr. Swope, Mr. Baldwin. President declared motion carried.

**#21-102 EXTENDED TIME - SPECIAL EDUCATION**

Mr. Swope moved and Mr. Baldwin seconded to approve extended time for the following staff members during the Summer of 2021. The purpose is to allow each staff member to evaluate and meet with preschool parents as and when needed. Rate of pay will be the hourly rate of their daily per diem:

Name	Title	Not to Exceed
Hollie Eltringham	Intervention Specialist	75 Hours
Dee Peyton	Intervention Specialist	75 Hours
Amber Cohagen	Speech Pathologist	75 Hours
Emma McCullough	Speech Pathologist	75 Hours
Abbe Mumford	Speech Pathologist	75 Hours
Samantha Gruey	Psychologist	75 Hours
Linda Seekatz	Psychologist	75 Hours

Those voting aye: Mr. Hickman, Mr. Swope, Mr. Baldwin, Mrs. French. President declared motion carried.

**#21-103 EXTENDED TIME - CERTIFICATED**

Mr. Swope moved and Mrs. French seconded to approve extended time for the following individuals for the summer of 2021 prior to the 2021-2022 school year. Rate of pay will be per diem rate, as and when needed:

Name	Position	Not to Exceed
Beverly Guinsler	Nurse	10 Days
Trisha Wilson	Nurse	5 Days
Alison Todd	Nurse	5 Days
Jacqueline Hoover-Renner	Nurse	5 Days
Betty Caw	School Counselor	5 Days
Rhonda Pennington	School Counselor	5 Days
Willamarie Jackson	School Counselor	5 Days
Courtney Pepper	School Counselor	5 Days

Those voting aye: Mr. Swope, Mr. Baldwin, Mrs. French, Mr. Hickman. President declared motion carried.

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**#210-104      EXTENDED TIME - CLASSIFIED**

Mr. Swope moved and Mr. Hickman seconded to approve extended time for the following individuals for the summer of 2021 prior to the 2021-2022 school year. Rate of pay will be per diem rate, as and when needed:

Name	Title	Not to Exceed
Carol Cramer	Administrative Assistant	10 Days
Erica Vankirk	Administrative Assistant	10 Days

Approve extended time for the following individuals from June 14, 2021 to July 30, 2021. Rate of pay will be per diem rate, as and when needed:

Name	Position
Allison Doyle	Building Secretary
Jennifer Stewart	Building Secretary

Those voting aye: Mr. Baldwin, Mrs. French, Mr. Hickman, Mr. Swope. President declared motion carried.

**#21-105      FMLA LEAVE OF ABSENCE**

Mr. Swope moved and Mr. Hickman seconded to approve a revision to the previously approved FMLA leave of absence for Eric Baldwin, Teacher at Zanesville Middle School, effective March 31, 2021 to July 14, 2021 to reflect working remotely on Fridays only, effective April 9, 2021 to May 28, 2021.

Those voting aye: Mrs. French, Mr. Hickman, Mr. Swope, Mr. Baldwin. President declared motion carried.

**#21-106      EMPLOYMENT - SUBSTITUTES/HOME INSTRUCTORS**

Mr. Swope moved and Mr. Baldwin seconded to approve Cole Pennington as a long-term substitute teacher, pending appropriate certification and background checks for the remainder of the 2020-2021 school year, effective March 31, 2021. Rate of pay will be \$90.00 per day.

Approve Jennifer Shepherd as Substitute Latchkey personnel, pending appropriate certification and background checks for the remainder of the 2020-2021 school year, effective March 22, 2021.

Approve the following substitutes, as and when needed, pending appropriate licensing and background checks:

<b>Substitute Maintenance</b>		
Lawrence Chandler	Marion (Sonny) Krause	Devaughn Harris

Approve the following home instructors, as and when needed, pending appropriate certification and background checks for the 2020-2021 school year:

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**Home Instructors**

Lois Frame

Those voting aye: Mrs. French, Mr. Hickman, Mr. Swope, (abstained on J. Shephard), Mr. Baldwin. President declared motion carried.

**#21-107 VOLUNTEERS**

Mr. Swope moved and Mr. Hickman seconded to approve the volunteers for the Zanesville City Schools for the 2020-2021 school year pending appropriate certifications and backgrounds checks:

First Name	Last Name	Season	Sport	Position
Nicholas	Bilyeu	Spring	Baseball	Volunteer Assistant Coach

Those voting aye: Mr. Hickman, Mr. Swope, Mr. Baldwin, Mrs. French. President declared motion carried.

**#21-108 2021 GRADUATION LIST**

Mr. Swope moved and Mr. Baldwin seconded to approve the attached listing of Zanesville High School graduates, pending completion of all graduation requirements for the 2020-2021 school year.

FIRST NAME	LAST NAME	MIDDLE NAME	SUFFIX
Malikhi	Cortez	Adams	
Doris	Diana	Alexander	
Kierstyn	Skye	Allen	
Rhyle	Elizabeth	Antonetz	
Keegan	Joseph	Ball	
Tristan	Delayne	Banks	
Paige	Riley	Barnett	
Jolynne	Charlie Louise Dallas	Barr	
TJ	Matthew	Bellerive	
Julieta		Benitez	
Brianne	Nicole	Bettis	
Javen	Parker	Bice	
Chiara	Monae	Black	
Drew	Allen	Boyer	

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Shawntelle	Marie	Brandon	
Dominick	John	Brennan	
Lillianna	Naomi	Bright	
Elizabeth	Mae	Bruce	
Malakhi	Amell Keshawn	Bryant	
Adam	Lee	Bryslan	
Callie	Elyse	Buchanan	
Bradley	Micheal	Burgett	
Isaiah	Andre	Butcher	
Nicholas	Andrew	Byler	
Gabrielle	Lynann	Campbell	
Roger	Katray	Carper	III
Casey	William	Cassell	
Mya	Brynae	Christian-Murray	
Malakai	Anthony	Churchill	
Mia	Anne	Ciprio	
Devin	Thomas	Clemons	
Ajah	Rene'	Clifford	
Jasmine	Rose	Colburn	
Javen	Joseph	Conrad	
Rayquaan	Nathan	Corbett	
Brandalyn	Ashlee Nichole	Corbin	
William	Rollin	Cornell	II
Jordan	Michaela	Coulson	
Zoe'	Lynn	Cramer	
Sydney	Rosella	Cronin	
Elektra	Gwendalyn	Curtis	
Caitlin	Marie	Daniels	
Kimberly	Ann Marie	Darby	
Meya	Shayonna	Derwacter-Nutter	

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Angel	Marie	Dobbins	
Hunter	Wade	Doyle	
Taylor	Nicole-Elane	Drake	
Andrew	William	Dregallo	
Skyler	Micheal	Dunn	
Allyson	Jo	Eckelberry	
Delaney	Mae	Emory	
Tonni		Engle-Meadows	PLUS 22
Bridget	Lynn	Everetts	
Zachary	Alan	Fell	
Emily	Nicole	Ferry	
Madisyn	Renee	Fisher	
Skylar	Lynn Marie	Flowers	
Dontae	Allen	Ford	
Teela	Nevaeh	Fowler	
MacKenzie	Rose	Frazier	
Noah	Trejohn	Fultz	
Zyarie	Mae	Giamarco	
Gregory	Lee	Gibson	III
Isaac	Jaydon	Giles	
Alexandria	Marie	Gilmore	
Kiaunna	Marie	Goins	
Haizen	Andrew	Grannon	
Jeremi	Kai Alixander	Green	
Shelby	Lynn	Gregg	
Drew	Michael	Hague	
Makiah	Rae	Hampton	
Diamond	Amilia	Hanning	
Christian	Joel	Hatfield	
Lawrence	Wayne	Heidt	

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Dominick	Jarius	Henderson	
Courtney	Morgan	Hiltbrunn	
Isaiah	Malik	Hocker	
Audriaunna	Elaine Claire	Hoffer	
Abigail	Diane	Holstein	
Rilyn	Summer	Humphrey	
Gyde	Macatusa	Johnson	
Molly	Elizabeth	Kappes	
Tatiana	Marie	Kasper	
Joseph	Isaac	Kastner	
Kalah	Michele	Kellems	
Peyton	Madison	Kenily	
Kylie	Nicole	Kennedy	
Olivia	Marie	Kennedy	
Kobe	Na'il	King	
Zoie	Mae	Kinney	
Cylee	Cheyenne	Knight	
Emmah	Mikal	Kronenbitter	
Kylie	Jo	Kuebler	
Xavier	Lil'mar	Lambert	
Hailee	Lynn	Law	
Xziya	Jeanetta	Lea	
Senia	Charlenea	Lewis	
Caden	Isaiah	Lightfoot	
Jadyn	Alexis	Lundell	
Christopher	Michael	Lutgen	
Alyson	Dawn	Mackell	
Silk	Sky	Mack'Turner	
McKenzie	Marie	Malone	
Carson	Matthew	Martin	



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Rihana	Rajayh	Martin
Ian	Richard	Matson
Allyanna	Raelynn	Mayle
Jamal	Monteze	Mayle
Kaydis	Nichole	Mayles
Colin	Joseph	McBrayer
Matthew	Allen Lee	McBride
Quade	Lloyd	McConnell
Katelyn	Trace	McMillion
Taylor	Rayne	McNeish
Malcom	Jamal	McPeak
Donovan	Richard Edward	Metz
Walker	Allen	Miller
Josh	Eugene	Moore
Parker	Wayne	Moorehead
Alexis	Lee	Morrison
Preston	Lee	Needles
Wesley	Harold Alexander	Nestor
Daniel	Allan	Nicholson
Brody	Allen	Norman
Kiersten	Dawn	Norris
Seamus	Patrick	O'Connor
Edward	Joseph	Ormond
Caleb	Russell	Parr
Isaac	Alan	Payton
Kaitlyn	Ann	Plummer
Ne'Ausha	Perez	Powell
Kyle	Lee	Pritchard
Jeffrey	Robert Shelton	Redman

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Thomas	Patrick	Reid	
Lydia	Rachel	Reynolds	
Isaiah	Mathew	Richards	
David	Arthur	Roach	
Kaleb	Adam	Roberts	
Jae'shel	Lynn	Ross-Hu	
Nikia	Monay	Rutter	
Jayden	Michael	Scales	
Elizabeth	Ann	Sceurman	
Heather	Dawn	Sharrer	
Ava	Madysen	Shaw	
Jacob	Anthony	Skaggs	
Kelsey	Lee	Skaggs	
Tyler	Hunter	Smith	
Sebastian	William	Snyder	
Jacob	Marcus	Sontag	
Arianna	Chanel	Sowers	
Kerris	Renee	Sowers	
Jovita	Jill	Spargrove	PLUS 22
Kara	Electra	Stachler	PLUS 22
Tyler	James	Stalder	
Laykin	Rachelle	Starkey	
Sara	Elaine	Stephenson	
Noah	Lee	Stires	
Jai'Sean	Corshea	Strickland	
Lillian	Virginia	Strong	
Kelcie	Mae	Strouse	
Carrie	Jean	Stuchell	

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Michelle	Renee	Thompson	PLUS 22
Caleb	James	Tittle	
Julia	Mercedes	Torres	
Michaela	Dawn	Tumblin	
Jack	Thomas	Tysinger	
Kurt	Harley Hunter	Vance	
Harmony	Marie	VanFossen	
Tylik	Arkimeem	Vaughn	
Jaiden	Elizabeth	Vollmer	
Avalon	Malee Lenn	Walker	
Deja	Ariaye	Walker	
Derek	Martin	Wallace	
Otto	Bryant	Wallace	III
Jacob	Christopher	Wiersma	
Alexandra	Nicole	Wilson	
Madison	Isabella	Winland	
Austin	Allen	Wise	
Kayla	Dorthy	Witte	
E'naaji	Amin Nafee	Wright	
Keith	Allen	Wyatt	III
Brayden	Cole	Ziemer	

Those voting aye: Mr. Swope, Mr. Baldwin, Mrs. French, Mr. Hickman. President declared motion carried.

**#21-109 SUPPLEMENTAL CONTRACTS**

Mr. Swope moved and Mrs. French seconded to approve the Supplemental Contract employment for Cedric Harris as Head Varsity Boys Basketball Coach, Class II, experience level 0; Summer Fitness, Class X, experience level 0; and Fall Fitness, Class X, experience level 6. Effective April 8, 2021.

Those voting aye: Mr. Baldwin, Mrs. French, Mr. Hickman, Mr. Swope. President declared motion carried.

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**#21-110 ZCHS ADMINISTRATIVE CONTRACT**

Mr. Swope moved and Mrs. French seconded to approve a four-year contract extension for Jeffrey Moore, Director/Principal of the Zanesville Community High School, for the period August 1, 2022 through July 31, 2026. Salary will begin at step 15-19 LD from the Zanesville City Schools Administrative Salary Schedule and will also include full pickup on the pickup of the employee's share of STRS. All salary and benefits will be paid by the Zanesville Community High School and this contract extension was approved by the school's Board of Directors at its March 17, 2021 meeting.

Those voting aye: Mrs. French, Mr. Hickman, Mr. Swope, Mr. Baldwin. President declared motion carried.

**#21-111 ZCHS ADMINISTRATIVE CONTRACT AMENDMENT**

Mr. Swope moved and Mr. Baldwin seconded to approve amending the current contract for Jeffrey Moore, Director/Principal of the Zanesville Community High School, to include full pickup on the pickup of the employee's share of STRS for the period August 1, 2021 through July 31, 2022. This change in benefits will be paid by the Zanesville Community High School and the amended contract was approved by the school's Board of Directors at its March 17, 2021 meeting.

Those voting aye: Mrs. French, Mr. Hickman, Mr. Swope, Mr. Baldwin. President declared motion carried.

**#21-112 EMPLOYMENT - SUMMER MAINTENANCE**

Mr. Swope moved and Mrs. French seconded to approve hiring up to 20 summer maintenance personnel, as and when needed, for the summer of 2021. Rate of pay will be \$10 per hour.

Those voting aye: Mr. Swope, Mr. Baldwin, Mrs. French, Mr. Hickman. President declared motion carried.

**#21-113 SCHOOL CALENDAR 2021-2022**

Mr. Baldwin moved and Mr. Hickman seconded to approve the attached revised school calendar for the 2021-2022 school year.

Those voting aye: Mr. Baldwin, Mrs. French, Mr. Hickman, Mr. Swope. President declared motion carried.

**#21-114 MEMORANDUM OF UNDERSTANDING - MVESC**

Mr. Swope moved and Mr. Baldwin seconded to approve the attached Memorandum of Understanding between Zanesville City Schools and Muskingum Valley Educational Service Center regarding the roles and responsibilities of each party as they relate to the financial assistance for the hiring of Mental Health Providers.

Those voting aye: Mrs. French, Mr. Hickman, Mr. Swope, Mr. Baldwin. President declared motion carried.

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**#21-115      RESOLUTION - GRADUATION REQUIREMENTS FOR THE CLASS OF 2021**

Mr. Swope moved and Mr. Hickman seconded to approve the attached Resolution to modify high school curriculum requirements for the 2020-2021 school year graduates as a result of the COVID-19 pandemic.

Those voting aye: Mrs. French, Mr. Hickman, Mr. Swope, Mr. Baldwin. President declared motion carried.

**#21-116      DISTRICT JOB DESCRIPTION FOR APPROVAL**

Mr. Swope moved and Mr. Baldwin seconded to approve the attached Director of Human Resources & Curriculum Instruction job description. Those voting aye: Mr. Hickman, Mr. Swope, Mr. Baldwin, Mrs. French. President declared motion carried.

**#21-117      RESIGNATION - ADMINISTRATIVE SUPPORT**

Mr. Swope moved Mr. Hickman seconded to accept the resignation of Jacob Fisher, Technology Supervisor, effective June 14, 2021. Reason for resignation is personal.

Those voting aye: Mr. Baldwin, Mrs. French, Mr. Hickman, Mr. Swope. President declared motion carried.

**#21-118      ZANESVILLE CITY SCHOOLS STRATEGIC PLAN**

Mr. Swope moved and Mr. Baldwin seconded to approve the attached Zanesville City Schools Strategic Plan for August 2019 to July 2024.

<b>Goal 1: Academic Achievement – Curriculum, Instruction, Assessment, Learning Environment (Climate) &amp; Technology</b>					
By July, 2024, ZCS will increase academic achievement for all students as measured by meeting and/or exceeding state averages on achievement tests and ensuring students are college and career ready at graduation.					
<b>Strategy 1.1 – Educators will implement and monitor individual student growth through the implementation of the OIP 5-step process with fidelity so as this process becomes part of the ZCS culture.</b>					
<b>Action</b>		<b>Data Points</b>	<b>Person(s) Responsible</b>	<b>Resources Needed</b>	<b>Timeline</b>
1.1.1	ZCS will use the OIP structure of DLT, BLT, & TBT to determine students' academic needs.	<ul style="list-style-type: none"> <li>• DLT Notes</li> <li>• BLT Notes</li> <li>• TBT Notes</li> </ul>	<ul style="list-style-type: none"> <li>• District Administrators</li> <li>• Building Administrators</li> <li>• Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• CORE/PLC Time</li> <li>• Common Assessments</li> <li>• SST 12 Support</li> <li>• Calendar identifying which data is to be collected &amp; analyzed</li> </ul>	Monthly and ongoing through July 2024

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				for BLT & DLT.	
1.1.2	ZCS teachers will utilize the board approved enhanced pacing guides and course syllabi.	<ul style="list-style-type: none"> <li>• Completed Common Enhanced Pacing Guides</li> <li>• Completed Common Course Syllabi</li> </ul>	<ul style="list-style-type: none"> <li>• District Administrators</li> <li>• Building Administrators</li> <li>• Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Common Enhanced Pacing Guides</li> <li>• Common Course Syllabi</li> </ul>	Annually and ongoing through July 2024
1.1.3	ZCS will utilize common assessments, benchmarking assessments, formative assessments, & summative assessments to analyze student academic data.	<ul style="list-style-type: none"> <li>• DLT Notes</li> <li>• BLT Notes</li> <li>• TBT Notes</li> <li>• 5-Step Process</li> </ul>	<ul style="list-style-type: none"> <li>• District Administrators</li> <li>• Building Administrators</li> <li>• Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• CORE/PLC Time</li> <li>• Common Assessments</li> <li>• Benchmark Assessments</li> <li>• State Assessments</li> <li>• SST 12 Support</li> </ul>	Annually and ongoing through July 2024
1.1.4	ZCS will provide professional development for new teachers and administrators on the OIP 5-Step process.	<ul style="list-style-type: none"> <li>• New Teacher PD Agenda</li> <li>• BLT Notes</li> <li>• TBT Notes</li> </ul>	<ul style="list-style-type: none"> <li>• District Administrators</li> <li>• Building Administrators</li> <li>• Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• PD Time on New Teacher Day</li> <li>• Mentoring on 5-Step Process overseen veteran educators</li> </ul>	Annually and ongoing through July 2024

**Progress Monitoring Goal/Periodic Check-Ins:**

**Goal 1: Academic Achievement – Curriculum, Instruction, Assessment, Learning Environment (Climate) & Technology**

By July, 2024, ZCS will increase academic achievement for all students as measured by meeting and/or exceeding state averages on achievement tests and ensuring students are college and career ready at graduation.

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**Strategy 1.2 – Educators will align resources (human, supplies, materials) with findings from the OIP process.**

	Action	Data Points	Person(s) Responsible	Resources Needed	Timeline
1.2.1	ZCS will increase educational options for students, PK-12. (what they learn) This includes, but is not limited to: AP courses, grade 8- high school credit, ASL, common writing rubric, preschool, inclusive practices.	<ul style="list-style-type: none"> <li>• DLT Notes</li> <li>• BLT Notes</li> <li>• TBT Notes</li> </ul>	<ul style="list-style-type: none"> <li>• District Administrators</li> <li>• Building Administrators</li> <li>• Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• technology (1:1)</li> <li>-technology scope &amp; sequence (P-12)</li> <li>- PD &amp; resources for writing rubric</li> </ul>	Annually and ongoing through July 2024
1.2.2	ZCS will increase problem-based learning opportunities for our students, PK-12. (how they learn) This includes, but is not limited to: conceptual math, Literacy Collaborative, Maker Spaces-NRE, JME library, PAST, PLTW & Gateway.	<ul style="list-style-type: none"> <li>• DLT Notes</li> <li>• BLT Notes</li> <li>• TBT Notes</li> </ul>	<ul style="list-style-type: none"> <li>• District Administrators</li> <li>• Building Administrators</li> <li>• Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• PBL- PD on what it is, how to move classroom in that direction</li> <li>-technology</li> <li>-resources for Makers Spaces, expand Makers Spaces to all schools</li> </ul>	Annually and ongoing through July 2024
1.2.3	ZCS will implement a PK-12 positive behavioral support (PBS) system for students. This will address looking at character education programs, such as <i>The Leader in Me</i> .	<ul style="list-style-type: none"> <li>• DLT Notes</li> <li>• BLT Notes</li> <li>• TBT Notes</li> </ul>	<ul style="list-style-type: none"> <li>• District Administrators</li> <li>• Building Administrators</li> <li>• Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• create a team to explore various programs</li> <li>- provide PD (PBIS.com- explore, what is it, soft skills/agency, Jim Stillpepper (6 County), Responsive Classroom)</li> <li>- implement with fidelity/ make part of the BLT and DLT discussions</li> <li>-CARE Teams at ZMS &amp; ZHS to</li> </ul>	Annually and ongoing through July 2024

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				address non-academic barriers- hygiene, dress	
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**Progress Monitoring Goal/Periodic Check-Ins:**

**Goal 1: Academic Achievement – Curriculum, Instruction, Assessment, Learning Environment (Climate) & Technology**

By July, 2024, ZCS will increase academic achievement for all students as measured by meeting and/or exceeding state averages on achievement tests and ensuring students are college and career ready at graduation.

**Strategy 1.3 – Educators will collaborate with partners to increase opportunities for our students.**

Action		Data Points	Person(s) Responsible	Resources Needed	Timeline
1.3.1	ZCS will seek opportunities to collaborate with educational institutions to enhance learning of our students. This includes, but is not limited to: Zane State, OU-Z, Mid-East, OSU. The goal is to deepen the existing relationships, and add more.	<ul style="list-style-type: none"> <li>• DLT Notes</li> <li>• BLT Notes</li> <li>• TBT Notes</li> </ul>	<ul style="list-style-type: none"> <li>· District Administrators</li> <li>· Building Administrators</li> <li>· Teachers</li> </ul>	<ul style="list-style-type: none"> <li>· Opportunities to bring the community to the school with options like Breakfast Club/NT- one per grade level, interact with community partners, Lunch Bunch, All Pro Dads-need at ZMS too.</li> <li>-Opportunities for the students to explore their community with options like a Capstone Project for seniors, mentoring, community service</li> <li>-Career Exploration: volunteer/ work in place of interest,</li> </ul>	Annually and ongoing through July 2024
1.3.2	ZCS will seek opportunities to collaborate with community organizations to enhance learning of our students. This includes, but is not limited to: Genesis, City Engineer, County	<ul style="list-style-type: none"> <li>• DLT Notes</li> <li>• BLT Notes</li> <li>• TBT Notes</li> </ul>	<ul style="list-style-type: none"> <li>· District Administrators</li> <li>· Building Administrators</li> <li>· Teachers</li> </ul>	<ul style="list-style-type: none"> <li>· Opportunities to bring the community to the school with options like a Capstone Project for seniors, mentoring, community service</li> <li>-Career Exploration: volunteer/ work in place of interest,</li> </ul>	Annually and ongoing through July 2024



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	<p>Engineer, Zandex, Muskingum County Library, Muskingum Valley Health Center, Muskingum Behavioral Health. The goal is to deepen these, and add more.</p>			<p>increase college experiences by partnering with instructors, attend classes &amp; labs, visit all IHE within a 60 mile radius, have college students come in to discuss what college life is about</p> <ul style="list-style-type: none"> <li>- grade 3 (elementary) - Community members (reading, eating lunch, job fairs, social dancing, etiquette dinner, advisory committee for each school to spread</li> <li>- Have employees in service organizations (noon Rotary, Kiwanis, Soroptomists, Sertoma, Boy Scouts-Girl Scotus, faith-based</li> </ul>	
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**Progress Monitoring Goal/Periodic Check-Ins:**

**Goal 2: Safety & Facilities**

By July, 2024, ZCS will provide all students with a safe and state-of-the-art facilities that meet their academic, co-curricular, and extra-curricular needs.

**Strategy 2.1 – Improve and update emergency systems and safety plans district wide.**

Action	Data Points	Person(s) Responsible	Resources Needed	Timeline
2.1.1 Provide all staff with both written and digital procedures	<ul style="list-style-type: none"> <li>• Written Safety Plans</li> <li>• Digital Safety Plans</li> </ul>	<ul style="list-style-type: none"> <li>• District Administrator</li> </ul>	<ul style="list-style-type: none"> <li>• NaviGate Prepared</li> </ul>	Annually and ongoing through July 2024

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	for responding to various safety situations.		<ul style="list-style-type: none"> <li>• Building Administrators</li> </ul>		
2.1.2	Provide all staff with opportunities to engage in “proactive” practice opportunities to carry out safety plans.	<ul style="list-style-type: none"> <li>• Drill logs</li> <li>• Professional Development/In-service agenda</li> </ul>	<ul style="list-style-type: none"> <li>• District Administrators</li> <li>• Building Administrators</li> <li>• Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Professional Development</li> <li>• Safety Plans</li> <li>• Local Law Enforcement</li> <li>• Public Safety Personnel</li> </ul>	Monthly (Drill logs) Annually and ongoing through July 2024
2.1.3	Utilize the alarm and camera systems in each building to the fullest extent.	<ul style="list-style-type: none"> <li>• Written Process &amp; Procedures for engaging alarms.</li> <li>• No “dead” spots in video for “trouble” areas at each facility.</li> </ul>	<ul style="list-style-type: none"> <li>• District Administrators</li> <li>• Building Administrators</li> </ul>	<ul style="list-style-type: none"> <li>• Fully operational alarm system.</li> <li>• Additional video cameras</li> </ul>	Annually and ongoing through July 2024
2.1.4	Develop a process to not have our schools be considered a “soft target.”	<ul style="list-style-type: none"> <li>• Updated District/School Safety Plans</li> <li>• Trained Personnel</li> <li>• Coordination with local law enforcement.</li> </ul>	<ul style="list-style-type: none"> <li>• District Administrators</li> <li>• Building Administrators</li> <li>• School Board</li> </ul>	<ul style="list-style-type: none"> <li>• Legal Recommendations</li> <li>• School Board Approval</li> <li>• Updated District Safety Plan</li> <li>• Trained Personnel</li> </ul>	Annually and ongoing through July 2024
<b>Progress Monitoring Goal/Periodic Check-Ins:</b>					

**Goal 2: Safety & Facilities**

By July, 2024, ZCS will provide all students with a safe and state-of-the-art facilities that meet their academic, co-curricular, and extra-curricular needs.

**Strategy 2.2 – Provide proper training for the Health and Safety of all staff, students and visitors**

Action	Data Points	Person(s) Responsible	Resources Needed	Timeline
2.2.1 Maintain and provide staff training	<ul style="list-style-type: none"> <li>• 100% Staff completion</li> </ul>	<ul style="list-style-type: none"> <li>• District Administrator</li> <li>• Building Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Public School Works system</li> </ul>	Bi-Annually and ongoing through July 2024

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2.2.2	Maintain Local Law/Safety Enforcement Training	<ul style="list-style-type: none"> <li>Conducted at each School building</li> <li>Public Safety Personnel</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> <li>Local Law/Safety Enforcement</li> </ul>	<ul style="list-style-type: none"> <li>Public Safety Personnel</li> </ul>	Annually and ongoing through July 2024
2.2.3	School Resource Officers	<ul style="list-style-type: none"> <li>Stationed at each School Building</li> </ul>	<ul style="list-style-type: none"> <li>District Administrator</li> <li>Zanesville City/Zanesville Police Department</li> <li>Muskingum County Sheriff Department</li> </ul>	<ul style="list-style-type: none"> <li>Police Officer</li> </ul>	Annually and ongoing through July 2024
2.2.4	Maintain Mental Health Support	<ul style="list-style-type: none"> <li>Services in place at each School Building</li> </ul>	<ul style="list-style-type: none"> <li>District Administrator</li> <li>Building Administrator</li> <li>Counselors</li> </ul>	<ul style="list-style-type: none"> <li>Public Mental Health Personnel/Agencies</li> </ul>	Annually and ongoing through July 2024

Progress Monitoring Goal/Periodic Check-Ins:

**Goal 2: Safety & Facilities**

By July, 2024, ZCS will provide all students with a safe and state-of-the-art facilities that meet their academic, co-curricular, and extra-curricular needs.

**Strategy 2.3 – Provide clean and economical school facilities**

	Action	Data Points	Person(s) Responsible	Resources Needed	Timeline
2.3.1	Provide personnel the proper equipment and training	<ul style="list-style-type: none"> <li>Site inspections at each School building</li> <li>Work orders</li> <li>Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>District Administrators</li> <li>Building Administrators</li> <li>Facilities Staff</li> </ul>	<ul style="list-style-type: none"> <li>Budget for Maintenance</li> <li>Ongoing training</li> <li>Public School Works</li> </ul>	Monthly Annually and ongoing through July 2024
2.3.2	Efficient Utilities	<ul style="list-style-type: none"> <li>Energy audit for District Buildings</li> <li>Track Utility Bills</li> </ul>	<ul style="list-style-type: none"> <li>District Administrators</li> <li>Building Administrators</li> <li>Facilities Staff</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring</li> <li>Budget</li> </ul>	Monthly Annually and ongoing through July 2024

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<b>Progress Monitoring Goal/Periodic Check-Ins:</b>					

<b>Goal 3: Finances (includes grant writing)</b>					
By July, 2024, ZCS will generate funds and budget resources that are aligned with district goals; support student learning and activities; and, remain fiscally solvent.					
<b>Strategy 3.1 – Transition current curriculum to electronic materials where applicable and improve technology.</b>					
	Action	Data Points	Person(s) Responsible	Resources Needed	Timeline
3.1.1	ZCS will look to purchase electronic materials instead of hardback books as the curriculum is updated to meet academic needs.	<ul style="list-style-type: none"> <li>• Curriculum needs</li> <li>• Curriculum Resources</li> </ul>	<ul style="list-style-type: none"> <li>• District Administrators</li> <li>• Building Administrators</li> <li>• Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• State Foundation</li> <li>• Title Grants</li> <li>• Foundation Grants</li> <li>• Private Grants</li> </ul>	Annually and ongoing through July 2024
3.1.2	ZCS teachers will be provided training and professional development as curriculum is updated.	<ul style="list-style-type: none"> <li>• PD agenda</li> <li>• BLT notes</li> <li>• TBT notes</li> </ul>	<ul style="list-style-type: none"> <li>• District Administrators</li> <li>• Building Administrators</li> <li>• Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• State Foundation</li> <li>• Title Grants</li> </ul>	Annually and ongoing through July 2024 as needed
3.1.3	ZCS will strive to have technology and devices to provide a one-to-one ratio of devices to students.	<ul style="list-style-type: none"> <li>• Inventory list</li> <li>• Remaining useful lives of current inventory</li> </ul>	<ul style="list-style-type: none"> <li>• District Administrators</li> <li>• Building Administrators</li> <li>• Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• State Foundation</li> <li>• P/I Funds</li> </ul>	Achieved - need to maintain
<b>Progress Monitoring Goal/Periodic Check-Ins:</b>					

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**Goal 3: Finances (includes grant writing)**

By July, 2024, ZCS will generate funds and budget resources that are aligned with district goals; support student learning and activities; and, remain fiscally solvent.

**Strategy 3.2 – Provide a safe and secure learning environment with quality facilities for students and staff.**

Action		Data Points	Person(s) Responsible	Resources Needed	Timeline
3.2.1	Maintain and provide updates when needed to existing security components.	<ul style="list-style-type: none"> <li>• Building doors &amp; locks.</li> <li>• Security/Fire alarms</li> <li>• Inside/Outside security cameras</li> </ul>	<ul style="list-style-type: none"> <li>• District Administrators</li> <li>• Building Administrators</li> <li>• Facilities Staff</li> <li>• Tech Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Facilities budget</li> <li>• Tech budget</li> <li>• P/I funds</li> </ul>	Annually and ongoing through July 2024
3.2.2	ZCS will continue to provide a resource officer at ZHS and look to add additional officers as the budget will allow.	<ul style="list-style-type: none"> <li>• Availability of officers</li> <li>• Negotiated costs</li> <li>• Buildings in most need</li> </ul>	<ul style="list-style-type: none"> <li>• District Administrators</li> <li>• Building Administrators</li> </ul>	<ul style="list-style-type: none"> <li>• State Foundation</li> <li>• Foundation Grants</li> <li>• Private Grants</li> </ul>	Annually and ongoing through July 2024
3.2.3	Maintain new buildings with quality preventive maintenance to ensure a long lasting life of the buildings.	<ul style="list-style-type: none"> <li>• Maintenance of all building systems (HVAC, electrical, etc.)</li> <li>• Needed repairs</li> <li>• Work orders</li> </ul>	<ul style="list-style-type: none"> <li>• District Administrators</li> <li>• Building Administrators</li> <li>• Facilities Staff</li> </ul>	<ul style="list-style-type: none"> <li>• State Foundation</li> <li>• Maintenance Budget</li> <li>• P/I Funds</li> </ul>	Annually and ongoing through July 2024
3.2.4	ZCS will look at construction of new buildings or additional space to existing buildings to enhance the areas of vocational study, preschool, STEM and extra-curricular activities.	<ul style="list-style-type: none"> <li>• District needs</li> <li>• Enrollment numbers</li> <li>• Availability of funds</li> <li>• Availability of financing</li> </ul>	<ul style="list-style-type: none"> <li>• District Administrators</li> <li>• Board of Education</li> </ul>	<ul style="list-style-type: none"> <li>• State Foundation</li> <li>• Maintenance Budget</li> <li>• P/I Funds</li> </ul>	Review enrollment and academic needs annually

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**Goal 3: Finances (includes grant writing)**

By July, 2024, ZCS will generate funds and budget resources that are aligned with district goals; support student learning and activities; and, remain fiscally solvent.

**Strategy 3.3 – Provide competitive salary and benefit package to district employees while balancing with district budget.**

Action		Data Points	Person(s) Responsible	Resources Needed	Timeline
3.3.1	ZCS will continue to strive to have a competitive salary schedule that is competitive to both surrounding districts and similar districts statewide to ensure attracting quality personnel.	<ul style="list-style-type: none"> <li>• Current bargaining agreements</li> <li>• District needs</li> <li>• Enrollment numbers</li> </ul>	<ul style="list-style-type: none"> <li>• District Administrators</li> <li>• Board of Education</li> <li>• Union Leaders</li> </ul>	<ul style="list-style-type: none"> <li>• State Foundation</li> <li>• Title Grants</li> <li>• Five-year Forecast</li> <li>• Enrollment projections</li> </ul>	Per negotiated agreement cycle
3.3.2	ZCS will continue to balance the cost of insurance and the benefits provided with the rules of the Affordable Care Act looking at ways to avoid additional fees on excess “high” cost plans.	<ul style="list-style-type: none"> <li>• Affordable Care Act</li> <li>• Cost of current benefits</li> <li>• Expected rate increase</li> <li>• Other plan options</li> </ul>	<ul style="list-style-type: none"> <li>• District Personnel</li> <li>• Board of Education</li> <li>• Union Leaders</li> </ul>	<ul style="list-style-type: none"> <li>• District Budget</li> <li>• Five-year Forecast</li> </ul>	Per negotiated agreement cycle
3.3.3	ZCS will continue to provide professional development and training to both certified and classified staff.	<ul style="list-style-type: none"> <li>• Ohio Department of Education requirements</li> <li>• ORC changes</li> <li>• Curriculum changes</li> </ul>	<ul style="list-style-type: none"> <li>• District Administrators</li> <li>• Building Administrators</li> </ul>	<ul style="list-style-type: none"> <li>• District Budget</li> <li>• Title Grants</li> </ul>	Annually and ongoing through July 2024

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**Goal 4: Human Resources – Attract, Retain, Develop, & Evaluate Qualified Candidates for Employment (includes Wellness)**

By July, 2024, ZCS will provide students with highly qualified support staff, teachers, and leaders who are confident in their craft and provide students with positive role models.

**Strategy 4.1 – Proactively anticipate vacancies; then recruit and employ highly qualified teachers, leaders, support staff, including substitute staff.**

Action		Data Points	Person(s) Responsible	Resources Needed	Timeline
4.1.1	Develop a process and climate that facilitates the anticipation of vacancies and personnel needs of the district at the earliest possible time.	<ul style="list-style-type: none"> <li>Staff Surveys</li> <li>Principal Staff Reviews</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> <li>Building Administration</li> </ul>	<ul style="list-style-type: none"> <li>AppliTrack</li> <li>Survey Form(s)</li> <li>Contract Language Review</li> </ul>	Annually and ongoing through July 2024
4.1.2	Implement a standard procedure for announcing vacancies internally and externally.	<ul style="list-style-type: none"> <li>Check-off Sheet to complete with each vacancy.</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> </ul>	<ul style="list-style-type: none"> <li>AppliTrack</li> <li>Check-off Sheet</li> <li>List of “best” places to list and announce vacancies per vacancy type.</li> </ul>	Annually and ongoing through July 2024
4.1.3	Develop a “new” teacher/employee academy to welcome and prepare new employees to the district	<ul style="list-style-type: none"> <li>Calendar listing dates of the new teacher/employee academy.</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> <li>Building Principals</li> <li>Zanesville Education Association</li> <li>Zanesville OAPSE</li> </ul>	<ul style="list-style-type: none"> <li>Agenda with pertinent items needed for new teachers/employees per vacancy type.</li> </ul>	Annually and ongoing through July 2024

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**Goal 4: Human Resources – Attract, Retain, Develop, & Evaluate Qualified Candidates for Employment (includes Wellness)**

By July, 2024, ZCS will provide students with highly qualified support staff, teachers, and leaders who are confident in their craft and provide students with positive role models.

**Strategy 4.2 – Collaborate with the Professional Development Committee to offer meaningful professional development opportunities for buildings, grade levels and curricular needs to help in retaining quality employees**

Action		Data Points	Person(s) Responsible	Resources Needed	Timeline
4.2.1	Develop a professional development calendar for each academic year listing available trainings/activities.	<ul style="list-style-type: none"> <li>Teacher/Staff Survey of needs.</li> <li>Calendar listing dates of ongoing professional development.</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> <li>Building Principals</li> <li>Zanesville Education Association</li> <li>Zanesville OAPSE</li> </ul>	<ul style="list-style-type: none"> <li>Funding for PD.</li> <li>Internal and external facilitators/trainers</li> <li>Manual with descriptions, times, and locations of PD</li> </ul>	Annually and ongoing through July 2024
4.2.2	Staff input in planning of professional development opportunities	<ul style="list-style-type: none"> <li>Survey the staff regarding their needs to be successful in implementing district initiatives</li> </ul>	<ul style="list-style-type: none"> <li>PD Committee</li> <li>Curriculum Director</li> <li>Human Resource Director</li> <li>Building Principals</li> </ul>	<ul style="list-style-type: none"> <li>Survey and results</li> </ul>	Annually and ongoing through July 2024

Progress Monitoring Goal/Periodic Check-Ins:

**Goal 4: Human Resources – Attract, Retain, Develop, & Evaluate Qualified Candidates for Employment (includes Wellness)**

By July, 2024, ZCS will provide students with highly qualified support staff, teachers, and leaders who are confident in their craft and provide students with positive role models.

**Strategy 4.3 – Promote a positive staff culture by providing work/life benefits, resources and opportunities to support and ensure a productive and positive Blue Devil Family**

Action		Data Points	Person(s) Responsible	Resources Needed	Timeline
4.3.1	Provide Zanesville City Schools employees with a Blue Devil	<ul style="list-style-type: none"> <li>Decrease in the number of staff leaving for other positions in</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> <li>Building Principals</li> </ul>	<ul style="list-style-type: none"> <li>Business Sponsors</li> <li>Materials for the kit</li> </ul>	Annually and ongoing through July 2024



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	Survival Kit to be used in promoting a positive staff culture and wellness support	surrounding districts	<ul style="list-style-type: none"> <li>Central Office Staff</li> </ul>		
4.3.2	Create a committee to decide what is to be included in the survival kit	<ul style="list-style-type: none"> <li>Creation of the survival kit</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> <li>Building Principals</li> <li>Central Office Staff</li> </ul>	<ul style="list-style-type: none"> <li>Members of the committee</li> <li>Calendar of meetings</li> </ul>	Annually and ongoing through July 2024
4.3.3	Develop financial planning opportunities for our employees to become informed consumers in handling financial matters	<ul style="list-style-type: none"> <li>Calendar listing dates of opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Financial Professionals from the community</li> </ul>	<ul style="list-style-type: none"> <li>List of Financial Professionals serving our community</li> </ul>	Annually and ongoing through July 2024
4.3.4	Develop opportunities for Zanesville City Schools staff to address team building, as well as, opportunities to address mental and physical wellbeing	<ul style="list-style-type: none"> <li>Reduction in time spent out of the classroom due to use of sick leave and personal time</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> <li>Building Principals</li> <li>Central Office Staff</li> <li>Strategic Planning Goal 4 Committee</li> </ul>	<ul style="list-style-type: none"> <li>Create partnerships to address out-of-school issues that affect recruitment and retention of staff</li> </ul>	Annually and ongoing through July 2024

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**Goal 5: Communication, Parent Engagement, Community Engagement & Partnerships**

By July, 2024, ZCS will improve internal and external communications with stakeholders and provide opportunities for stakeholders to engage in the life of the school.

**Strategy 5.1 – Strengthen student, family, and community participation in school activities.**

Action		Data Points	Person(s) Responsible	Resources Needed	Timeline
5.1.1	Pilot student-led conferences in all buildings.	<ul style="list-style-type: none"> <li>P/T Conference Schedules</li> <li>Training of Students Completed</li> <li>Student-led Conference Talking Point Agenda</li> </ul>	<ul style="list-style-type: none"> <li>Building Principals</li> <li>Teachers</li> </ul>	<ul style="list-style-type: none"> <li>Portfolios of Student Work</li> <li>Professional Development for Teachers</li> <li>Template of Student-led Conference</li> <li>Schedule of Conferences</li> </ul>	Achieved 2020 and maintain through 2024
5.1.2	Communicate event dates both internally and externally using all formats such as: one call, Social Media, School Newsletters, School/District Website, Print Flyers, etc. . .	<ul style="list-style-type: none"> <li>Evidence/Artifacts of Communication</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> <li>Building Principals</li> <li>Teachers</li> <li>District Communication Liaison</li> </ul>	<ul style="list-style-type: none"> <li>Access to Communication Tools</li> <li>Event Calendars</li> </ul>	Monthly and ongoing through July 2024
5.1.3	Develop “special” nights for students/schools/community groups to attend events that are hosted by the district at no or little cost.	<ul style="list-style-type: none"> <li>Schedule of Events in which parents/students invited at no or little cost.</li> <li>Increased attendance levels at school sponsored events.</li> </ul>	<ul style="list-style-type: none"> <li>Building Principals</li> <li>Treasurer</li> <li>Athletic Director</li> <li>Activity Directors</li> </ul>	<ul style="list-style-type: none"> <li>Mechanism to permit the invited participants to attend events at no or little cost</li> <li>Special seating area for invited guests</li> </ul>	Monthly and ongoing through July 2024

**Progress Monitoring Goal/Periodic Check-Ins:**

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**Goal 5: Communication, Parent Engagement, Community Engagement & Partnerships**

By July, 2024, ZCS will improve internal and external communications with stakeholders and provide opportunities for stakeholders to engage in the life of the school.

**Strategy 5.2 – Strengthen student leadership in schools to enact positive change.**

<b>Action</b>		<b>Data Points</b>	<b>Person(s) Responsible</b>	<b>Resources Needed</b>	<b>Timeline</b>
5.2.1	Send district-level representatives to meet with student groups bi-annually	<ul style="list-style-type: none"> <li>Survey of likes/dislikes about school.</li> </ul>	<ul style="list-style-type: none"> <li>Community members and others not directly associated with the school</li> </ul>	<ul style="list-style-type: none"> <li>Survey instrument</li> <li>Online data collector</li> </ul>	Bi-Annually and ongoing through July 2024
5.2.2	Compile information gleaned from the surveys and prepare a report to be shared with principals and administration	<ul style="list-style-type: none"> <li>Completed surveys</li> </ul>	<ul style="list-style-type: none"> <li>Community members and others not directly associated with the school.</li> <li>Director of T-1 &amp; Special Programs</li> </ul>	<ul style="list-style-type: none"> <li>Data collector</li> <li>Surveys</li> <li>Compiled report</li> </ul>	Bi-Annually and ongoing through July 2024
5.2.3	Communicate results both internally and externally using all formats such as: one call, Social Media, School Newsletters, School/District Website, Print Flyers, etc. . .	<ul style="list-style-type: none"> <li>Evidence/Artifacts of Communication</li> </ul>	<ul style="list-style-type: none"> <li>District Administration</li> <li>Building Principals</li> <li>Teachers</li> <li>District Communication Liaison</li> </ul>	<ul style="list-style-type: none"> <li>Access to Communication Tools</li> <li>Event Calendars</li> </ul>	Bi-Annually and ongoing through July 2024

**Progress Monitoring Goal/Periodic Check-Ins:**

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**Goal 5: Communication, Parent Engagement, Community Engagement & Partnerships**

By July, 2024, ZCS will improve internal and external communications with stakeholders and provide opportunities for stakeholders to engage in the life of the school.

**Strategy 5.3 – Give stakeholders the opportunity to provide feedback and assume an active role in what is the community’s access to ZCS and celebrate success while planning for the future.**

Action		Data Points	Person(s) Responsible	Resources Needed	Timeline
5.3.1	Survey the community about their impression of ZCS.	<ul style="list-style-type: none"> <li>Survey of likes/dislikes about school district/schools.</li> </ul>	<ul style="list-style-type: none"> <li>Community members and others not directly associated with the school district.</li> </ul>	<ul style="list-style-type: none"> <li>Survey instrument</li> <li>Online data collector</li> </ul>	Annually and ongoing through July 2024
5.3.2	Develop “special” nights for students/schools/community groups to attend events that are hosted by the district at no or little cost.	<ul style="list-style-type: none"> <li>Schedule of Events in which parents/students invited at no or little cost.</li> <li>Increased attendance levels at school sponsored events.</li> </ul>	<ul style="list-style-type: none"> <li>Building Principals</li> <li>Treasurer</li> <li>Athletic Director</li> <li>Activity Directors</li> </ul>	<ul style="list-style-type: none"> <li>Mechanism to permit the invited participants to attend events at no or little cost</li> <li>Special seating area for invited guests</li> </ul>	Monthly and ongoing through July 2024
5.3.3	Celebrate change	<ul style="list-style-type: none"> <li>Schedule of Events in which parents/students invited at no or little cost.</li> <li>Increased attendance levels at school sponsored events.</li> </ul>	<ul style="list-style-type: none"> <li>Building Principals</li> <li>Treasurer</li> <li>Athletic Director</li> <li>Activity Directors</li> </ul>	<ul style="list-style-type: none"> <li>Mechanism to permit the invited participants to attend events at no or little cost</li> <li>Special seating area for invited guests</li> </ul>	Monthly and ongoing through July 2024

**ZANESVILLE BOARD OF EDUCATION  
REGULAR MEETING**

**April 15, 2021**

Progress Monitoring Goal/Periodic Check-Ins:

**Goal 6: Co/Extra-Curricular Activities**

By July, 2024, ZCS will offer meaningful enrichment experiences at all grade levels for students to enhance their academic learning and to create a well-rounded student.

**Strategy 6.1 – Engage students and parents to ensure the district is offering/promoting the opportunities that meet student interest and that students can logistically participate.**

Action		Data Points	Person(s) Responsible	Resources Needed	Timeline
6.1. 1	Review student participation numbers for internal program offerings at the elementary, middle school, and high school levels. This should include the traditional athletic and music/art offerings as well as emerging student interests.	<ul style="list-style-type: none"> <li>• Student survey</li> <li>• Baseline data on current student participation in co/extra-curricular activities</li> </ul>	<ul style="list-style-type: none"> <li>• District Administrators</li> <li>• Building Administrators</li> <li>• Athletic Director</li> <li>• Teachers</li> <li>• Advisors</li> <li>• Coaches</li> <li>• Directors</li> </ul>	<ul style="list-style-type: none"> <li>• Student surveys</li> <li>• Baseline data</li> <li>• Annual updated participation data</li> </ul>	Beginning with the conclusion of Fall Activities 2019 and ongoing with the conclusion of Fall, Winter, & Spring through 2024.
6.1. 2	Based on data from action step above, internal activities will be enhanced or eliminated based upon student participation. Internal activities may be added as student interest changes.	<ul style="list-style-type: none"> <li>• Results of survey</li> <li>• Ongoing student participation numbers following establishment of 2019 baseline numbers</li> </ul>	<ul style="list-style-type: none"> <li>• District Administrators</li> <li>• Building Administrators</li> <li>• Athletic Director</li> <li>• Teachers</li> <li>• Advisors</li> <li>• Coaches</li> <li>• Directors</li> </ul>	<ul style="list-style-type: none"> <li>• Student surveys</li> <li>• Baseline data</li> <li>• Annual updated participation data</li> </ul>	Beginning with the conclusion of Fall Activities 2019 and ongoing with the conclusion of Fall, Winter, & Spring through 2024.

Progress Monitoring Goal/Periodic Check-Ins:

**ZANESVILLE BOARD OF EDUCATION  
REGULAR MEETING**

**April 15, 2021**

**Goal 6: Co/Extra-Curricular Activities**

By July, 2024, ZCS will offer meaningful enrichment experiences at all grade levels for students to enhance their academic learning and to create a well-rounded student.

**Strategy 6.2 – Increase stakeholder awareness of extra/co-curricular activities available to students.**

Action		Data Points	Person(s) Responsible	Resources Needed	Timeline
6.2.1	Develop a manual of internal extra/co-curricular activities available to students by grade level.	<ul style="list-style-type: none"> <li>Collected data needed to complete the manual of extra/co-curricular activities</li> </ul>	<ul style="list-style-type: none"> <li>District Administrators</li> <li>Building Administrators</li> <li>Athletic Director</li> <li>Coaches/Advisors / Directors</li> </ul>	<ul style="list-style-type: none"> <li>Activities List</li> <li>Collection Document</li> </ul>	Collection of Data by Winter 2019 Updated annually through Summer 2024
6.2.2	Publish the manual of internal extra/co-curricular activities available to students that includes contact information and dates of the activity.	<ul style="list-style-type: none"> <li>Hard copy of manual available at all buildings</li> <li>Digital copy of manual posted on the ZCS website</li> </ul>	<ul style="list-style-type: none"> <li>District Administrators</li> <li>Building Administrators</li> <li>Athletic Director</li> <li>ZCS Media Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Completed manual of internal extra/co-curricular activities</li> </ul>	Initial published document (hard copy & digital) Spring 2020 Updated annually through Summer 2024
6.2.3	Develop parent/student awareness events at the building level to promote student opportunities.	<ul style="list-style-type: none"> <li>List of parent/student awareness events.</li> </ul>	<ul style="list-style-type: none"> <li>District Administrators</li> <li>Building Administrators</li> </ul>	<ul style="list-style-type: none"> <li>Coordination of message and events by Building Administrators</li> </ul>	Initial school awareness event Spring 2020 Ongoing through Spring 2024
<p><b>Progress Monitoring Goal/Periodic Check-Ins:</b></p>					

**ZANESVILLE BOARD OF EDUCATION  
REGULAR MEETING**

**April 15, 2021**

**Goal 6: Co/Extra-Curricular Activities**

By July, 2024, ZCS will offer meaningful enrichment experiences at all grade levels for students to enhance their academic learning and to create a well-rounded student.

**Strategy 6.3 – Publicize an inclusive “calendar of events” to assist in coordinating internal activities/events and reducing conflicts.**

Action		Data Points	Person(s) Responsible	Resources Needed	Timeline
6.3.1	Develop a “single point of contact” to collect event dates (who, when, where) regarding both internal activities and activity seasons.	<ul style="list-style-type: none"> <li>District Activities Calendar</li> </ul>	<ul style="list-style-type: none"> <li>District Administrators</li> <li>Building Administrators</li> <li>Athletic Director</li> <li>Directors/Coaches/ Advisors</li> <li>ZCS Media Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Internal Contacts</li> <li>List of available internal events and activities available to students</li> </ul>	Winter 2019 to begin draft district calendar. Ongoing through Summer 2024
6.3.2	Publicize and provide access to the “calendar of events” to all stakeholders.	<ul style="list-style-type: none"> <li>Master Calendar of Events/Activities posted and updated on the ZCS website</li> </ul>	<ul style="list-style-type: none"> <li>District Administrators</li> <li>Building Administrators</li> <li>Athletic Director</li> <li>Directors/Coaches/ Advisors</li> <li>ZCS Media Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>ZCS Website Tab/Area to post the events and activities calendar</li> <li>Mechanism/Procedures for ongoing updating of the information on the events and activities calendar</li> <li>Back to School Nights, One-Call, External Events, and PTO meetings.</li> </ul>	Winter 2019 to begin draft district calendar. Ongoing through Summer 2024

**Progress Monitoring Goal/Periodic Check-Ins:**

**ZANESVILLE BOARD OF EDUCATION  
REGULAR MEETING**

**April 15, 2021**

**Goal 7: Community School Sponsoring**

By July, 2024, ZCS will earn the designation of Effective or Above on the Community School Sponsor Report Card as measured by the ODE Office of Community Schools.

**Strategy 7.1 – Earn a Component Rating of Meets (3) or Above on the Academic Performance Indicator.**

Action		Data Points	Person(s) Responsible	Resources Needed	Timeline
7.1.1	Earn an “Exceeds Standards” rating on the High School Test Passage Rate Component of the Dropout Recovery State Report Card.	<ul style="list-style-type: none"> <li>▪ Dropout Recovery State Report Card</li> </ul>	<ul style="list-style-type: none"> <li>• Zanesville City Schools Board of Directors</li> </ul>	<ul style="list-style-type: none"> <li>• Rigorous Curriculum</li> <li>• Benchmark Assessments</li> <li>• Staff Professional Development</li> </ul>	Annually and ongoing through July 2024
7.1.2	Continue to maintain an “Exceeds Standards” rating on the Gap Closing Component of the Dropout Recovery State Report Card.	<ul style="list-style-type: none"> <li>• Dropout Recovery State Report Card</li> </ul>	<ul style="list-style-type: none"> <li>• Zanesville City Schools Board of Directors</li> </ul>	<ul style="list-style-type: none"> <li>• Rigorous Curriculum</li> <li>• Benchmark Assessments</li> <li>• Staff Professional Development</li> </ul>	Annually and ongoing through July 2024
7.1.3	Maintain the “Exceeds Standards” rating on the Progress Component of the Dropout Recovery State Report Card.	<ul style="list-style-type: none"> <li>• Dropout Recovery State Report Card</li> </ul>	<ul style="list-style-type: none"> <li>• Zanesville City Schools Board of Directors</li> </ul>	<ul style="list-style-type: none"> <li>• Rigorous Curriculum</li> <li>• Benchmark Assessments</li> <li>• Staff Professional Development</li> <li>• Ensure all students participate in state required assessments</li> </ul>	Annually and ongoing through July 2024
7.1.4	Continue to maintain an “Exceeds Standards” in all Graduation Rate rating Components of the Dropout Recovery State Report Card.	<ul style="list-style-type: none"> <li>• Dropout Recovery State Report Card</li> </ul>	<ul style="list-style-type: none"> <li>• Zanesville City Schools Board of Directors</li> </ul>	<ul style="list-style-type: none"> <li>• Rigorous Curriculum</li> <li>• Benchmark Assessments</li> <li>• Staff Professional Development</li> </ul>	Annually and ongoing through July 2024



**ZANESVILLE BOARD OF EDUCATION  
REGULAR MEETING**

April 15, 2021

**Goal 7: Community School Sponsoring**

By July, 2024, ZCS will earn the designation of Effective or Above on the Community School Sponsor Report Card as measured by the ODE Office of Community Schools.

**Strategy 7.2 – Earn a Component Rating of Effective (2) or Above on the Compliance Indicator.**

Action		Data Points	Person(s) Responsible	Resources Needed	Timeline
7.2.1	The sponsor will provide technical assistance to community schools to ensure that all ORC requirements are met	<ul style="list-style-type: none"> <li>Requirements for new school opening</li> <li>EMIS submissions</li> <li>Timely administration of content knowledge assessments for teachers in low performing schools</li> </ul>	<ul style="list-style-type: none"> <li>Zanesville City Schools Board of Directors</li> </ul>	<ul style="list-style-type: none"> <li>Staff Professional Development</li> <li>Monthly Update Meetings</li> </ul>	Annually and ongoing through July 2024
7.2.2	The sponsor will provide all required Information to the Public regarding the community school operations	<ul style="list-style-type: none"> <li>School Calendar</li> <li>Informational programs</li> <li>Monitoring and Oversight</li> </ul>	<ul style="list-style-type: none"> <li>Zanesville City Schools Board of Directors</li> </ul>	<ul style="list-style-type: none"> <li>Website</li> <li>Calendar</li> <li>Annual Report</li> <li>State Issued Report Card</li> <li>Other Required documents</li> </ul>	Annually and ongoing through July 2024

**Progress Monitoring Goal/Periodic Check-Ins:**

**ZANESVILLE BOARD OF EDUCATION  
REGULAR MEETING**

**April 15, 2021**

**Goal 7: Community School Sponsoring**

By July, 2024, ZCS will earn the designation of Effective or Above on the Community School Sponsor Report Card as measured by the ODE Office of Community Schools.

**Strategy 7.3 – Earn a Component Rating of Meets Standards (3) or Above on the Quality Practices Indicator.**

Action		Data Points	Person(s) Responsible	Resources Needed	Timeline
7.3.1	The sponsor will develop means and measures to ensure that Commitment & Capacity requirements are met.	<ul style="list-style-type: none"> <li>• Mission &amp; Strategic Plan</li> <li>• Goals and Self-Evaluation</li> <li>• Roles &amp; Responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Zanesville City Schools Board of Directors</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Meetings</li> <li>• Site Visits</li> <li>• Site Visit Feedback</li> <li>• Audit Exit Conference</li> <li>• Completed self-evaluation</li> </ul>	Annually and ongoing through July 2024
7.3.2	The sponsor will develop means and measures to ensure that the Application Process & Decision Making requirements are met.	<ul style="list-style-type: none"> <li>• Rigorous Criteria for new schools.</li> <li>• An approved application and timeline posted to the website</li> </ul>	<ul style="list-style-type: none"> <li>• Zanesville City Schools Board of Directors</li> </ul>	<ul style="list-style-type: none"> <li>• Timeline &amp; Application</li> <li>• Evaluation Rubric</li> <li>• Website</li> </ul>	Annually and ongoing through July 2024
7.3.3	The sponsor will develop means and measures to ensure that the Performance Contracting requirements are met.	<ul style="list-style-type: none"> <li>• Contract terms for renewal and nonrenewal</li> <li>• Updated contract</li> </ul>	<ul style="list-style-type: none"> <li>• Zanesville City Schools Board of Directors</li> </ul>	<ul style="list-style-type: none"> <li>• Updated Signed and Approved by both boards contract</li> <li>• Monthly meetings</li> <li>• Site visits and feedback</li> </ul>	Annually and ongoing through July 2024
<b>Progress Monitoring Goal/Periodic Check-Ins:</b>					

Those voting aye: Mr. Swope, Mr. Baldwin, Mrs. French, Mr. Hickman. President declared motion carried.

**ZANESVILLE BOARD OF EDUCATION  
REGULAR MEETING**

**April 15, 2021**

**#21-119 POLICY ITEMS FOR ADOPTION:**

Mr. Swope moved and Mr. Hickman seconded to approve the following policy items:

Policy 1422	Nondiscrimination and Equal Employment Opportunity
Policy 1623	Prohibition Against Disability Discrimination in Employment
Policy 1662	Anti-Harassment
Policy 2260	Nondiscrimination and Access to Equal Educational Opportunity
Policy 3122	Nondiscrimination and Equal Employment Opportunity
Policy 3123	Prohibition Against Disability Discrimination in Employment
Policy 3362	Anti-Harassment
Policy 4122	Nondiscrimination and Equal Employment Opportunity
Policy 4123	Prohibition Against Disability Discrimination in Employment
Policy 4362	Anti-Harassment
Policy 5517	Anti-Harassment

Those voting aye: Mr. Baldwin, Mrs. French, Mr. Hickman, Mr. Swope. President declared motion carried.

**#21-120 EXECUTIVE SESSION**

Mr. Swope moved and Mr. Baldwin seconded to go into executive session:

WHEREAS board of education and other governmental bodies are required by statute "to take official action and to conduct all deliberations upon official business only in open meetings, unless the subject matter is specifically exempted by law";

WHEREAS "the minutes need only reflect the general subject matter of discussions in executive session", and

WHEREAS the members of a public body may hold an executive session only at a regular or special meeting for the sole purpose of consideration of any of the matters set forth below.

NOW THEREFORE BE IT RESOLVED under the provisions of ORC 121.22 the board hereby enters executive session for the reason(s) herein stated:

  X   Personnel matters  
  X   to consider the appointment of employee(s) [reemployment] or public employees or officials

  X   preparing for, conducting, or reviewing negotiations or bargaining sessions with employees

Time entered executive session: 6:35 p.m.

Time returned to public session: 7:40 p.m.

Those voting aye: Mrs. French, Mr. Hickman, Mr. Swope, Mr. Baldwin. President declared motion carried.

**ZANESVILLE BOARD OF EDUCATION  
REGULAR MEETING**

**April 15, 2021**

**#21-121      EMPLOYMENT - ADMINISTRATIVE**

Mr. Swope moved and Mrs. French seconded to approve a three-year contract, 12 months, 260 days, for Timothy Gagliardo as Principal at Zanesville High School, effective August 1, 2021. Salary will be HSP (10-14) step 10 on the Administrative salary scale, pending appropriate certification requirements and background checks.

Those voting aye: Mr. Hickman, Mr. Swope, Mr. Baldwin, Mrs. French. President declared motion carried.

**#21-122      DONATION OF SICK DAYS**

Mr. Swope moved and Mr. Baldwin seconded to deny the transfer of sick leave days from the following ZEA member to Adrianna Hambrick.

<b>Name</b>	<b>Days Requested</b>	<b>Days Approved</b>
Diana Donahue	8	8

Those voting aye: Mr. Hickman, Mr. Swope, Mr. Baldwin, Mrs. French. President declared motion carried.

**#21-123      EMPLOYMENT – ADMINISTRATIVE**

Mr. Swope moved and Mr. Baldwin seconded to approve a two-year contract, 12 months, 260 days, for Kellie Hayden as Director of Human Resources/Curriculum 7-12, effective August 1, 2021. Salary will be LD (5-9) step 5 on the Administrative salary scale, pending appropriate certification requirements and background checks.

Those voting aye: Mrs. French, Mr. Hickman, Mr. Swope, Mr. Baldwin. President declared motion carried.

**#21-124      EXTENDED TIME - ADMINISTRATIVE**

Mr. Swope moved and Mr. Hickman seconded to approve Kellie Hayden, Director of Human Resources/Curriculum 7-12, for extended time not to exceed 10 days in July 2021 to prepare for 2021-2022 school year.

Those voting aye: Mrs. French, Mr. Hickman, Mr. Swope. Mr. Baldwin voted No. President declared motion carried.

**#21-125      MEETING ADJOURNMENT**

Mr. Swope moved and Mr. Baldwin seconded that the Zanesville City Schools Board of Education meeting is adjourned @ 7:42 p.m. Those voting aye: Mrs. French, Mr. Hickman, Mr. Swope, Mr. Baldwin. President declared motion carried.

  
\_\_\_\_\_  
*President*

  
\_\_\_\_\_  
*Treasurer*

**ZANESVILLE CITY SCHOOLS  
ZANESVILLE, OHIO  
2021-2022 SCHOOL CALENDAR**

New Teacher Workshop	Wednesday, August 18, 2021
In-Service Day	Thursday, August 19, 2021
In-Service Day	Friday, August 20, 2021
Students First Day	Monday, August 23, 2021

Zanesville High School Parent/Teacher Conference Evening	Monday, November 1, 2021
Zanesville Middle School Parent/Teacher Conference Evening	Wednesday, November 3, 2021
Preschool/Elementary Parent/Teacher Conference Evening	Thursday, November 4, 2021

Preschool/Elementary Parent/Teacher Conference Evening	Monday, November 8, 2021
Zanesville High School Parent/Teacher Conference Evening	Tuesday, November 9, 2021
Zanesville Middle School Parent/Teacher Conference Evening	Thursday, November 10, 2021

In-Service/PD Day	Friday, January 7, 2022
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Zanesville High School Parent/Teacher Conference Evening	Tuesday, February 1, 2022
Zanesville Middle School Parent/Teacher Conference Evening	Wednesday, February 2, 2022
Preschool/Elementary Parent/Teacher Conference Evening	Thursday, February 3, 2022

PD Day	Monday, February 7, 2022
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Preschool/Elementary Parent/Teacher Conference Evening	Tuesday, February 8, 2022
Zanesville Middle School Parent/Teacher Conference Evening	Wednesday, February 9, 2022
Zanesville High School Parent/Teacher Conference Evening	Thursday, February 10, 2022

In-Service/ PD Day	Friday, March 18, 2022
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Commencement	Saturday, May 21, 2022
Last Day for Students	Tuesday, May 25, 2022
Teachers Last Day	Wednesday, May 26, 2022

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**SCHOOL WILL NOT BE IN SESSION ON THE FOLLOWING DAYS**

September 6, 2021	Labor Day
November 11, 2021	Veterans' Day
November 24, 2021	P/T Exchange Day
November 25, 26, 29, 2021	Thanksgiving Recess
December 22 - 31, 2021	Holiday Recess
January 17, 2022	Martin Luther King Day
February 18, 2022	P/T Exchange Day
February 21, 2022	Presidents' Day
April 11 - 15, 2022	Spring Break
May 30, 2022	Memorial Day

This calendar is subject to change as a result of gubernatorial, Ohio General Assembly, and/or State Department of Education directive. Days required to be made up due to calamity will be scheduled for November 11, 2021, December 22, 2021, April 13, 14, 2022, May 27, 31, 2022, June 1, 2, 3, 6, 7, 8, 9, 10, 2022. Additional Instructional Days required to be made up pursuant to R. C. 3317.01 (B) shall, as needed, be scheduled sequentially on weekdays beginning with June 13, 2022.

*Grading Periods Elementary Schools, Middle & High Schools*

Friday, October 22, 2021  
Friday, January 7, 2022  
Friday, March 18, 2022  
Tuesday, May 25, 2022

Tentative 3/15/2021

*Handwritten note:* 7/1/2021 # 2: 118

**DRAFT**

**MEMORANDUM OF UNDERSTANDING  
between  
VISION TO LEARN,  
a California not for profit corporation  
and  
ZANESVILLE CITY SCHOOLS**

This Memorandum Of Understanding ("MOU") is effective as of 3/01/2021 and is entered into by and between **Vision To Learn** ("Provider") and **Zanesville City Schools** ("District").

The purpose of this MOU is to facilitate the provision of vision screenings, vision examinations, and related services for students in the District through Provider's personnel and its independent contractors using a mobile vision clinic ("Mobile Clinic").

**1. Description of Services.** Provider will provide the following vision services (the "Services") to students referred to Provider by the District as having been identified as potentially having uncorrected vision difficulties (hereafter referred to as "Referred Student(s)"):

- A. Basic vision examination for Referred Students
- B. Prescription and fitting of glasses
- C. Provision of glasses from Provider's available selection. Glasses will be delivered on a separate date approximately three weeks after exam.
- D. As feasible and appropriate, referrals to the school nurse for additional care where indicated.

**2. Services Provided Without Charge** This Agreement is a non-monetary contractual agreement between the parties and is not intended to result in any direct or indirect costs to District, families or students regardless of socioeconomic status. Neither the District nor any student will be asked to pay for Provider's services. Provider reserves the right to seek reimbursement from Medicaid for services provided to covered participants. No participant will be denied service based on their lack of insurance.

**3. Schools to be Served.** Schools to be served and dates of service will be determined jointly by agreement of the District and the Provider ("Selected Schools").

**4. Role of the District.** In order to enable Vision To Learn to provide the Services, the District will be responsible for the following:

- Conduct vision screenings for all students to identify students requiring further examination
- Distribute an "opt-out" consent form to each student's parent/guardian informing them of the upcoming free vision screening, eye exam and glasses to be provided by Vision To Learn, and providing them an opportunity to decline Vision To Learn's service.
- Maintain a list of students who have opted out of the service and be responsible for ensuring those students are not sent to Provider for the service.
- Provide Vision To Learn a spreadsheet or physical list of students with relevant demographic and contact information to facilitate screenings, exams and glasses provision.

*David [unclear] at [unclear]*

- Provide parking and electrical service for the Mobile Clinic (a converted Mercedes Sprinter) on the date of exams, and a classroom or other suitable space for glasses delivery on the date of delivery.
- Provide staff or volunteers to accompany Referred Students to and from the Mobile Clinic.
- Provide demographic and other data requested by Provider.
- Provide access to photocopy and/or fax machine for incidental use.

**5. Responsibilities of Provider.**

- Provider will be responsible for staffing the Mobile Clinic and obtaining any necessary or appropriate licenses, permits or registrations.
- Provider will provide the services.
- Provider will maintain in effect the following forms of insurance in the following amounts:
  - Commercial General Liability Insurance - \$1,000,000 per occurrence.
  - Vehicle Liability Insurance - \$1,000,000 per occurrence
  - Worker's Compensation Insurance.
  - Professional Liability Insurance - \$1,000,000 per occurrence.
- Provider will retain records on services provided for Referred Students.

**6. Term & Termination.** This agreement will continue in effect until terminated by either party upon 180 days notice to the other, or by mutual consent.

In witness whereof this agreement has been executed as of the later date set forth below:

**ZANESVILLE CITY SCHOOLS**

**VISION TO LEARN**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

4/6/2021

BoardDocs@ PL



Book Policy Manual  
 Section Special Release - April 2021  
 Title Sample Resolution: Graduation Requirements for the Class of 2021  
 Code 3 - Sample Resolution jr 4/6/2021  
 Status  
 Last Revised April 15, 2021

Zanesville City SCHOOL DISTRICT BOARD OF EDUCATION  
 RESOLUTION NO. \_\_\_\_\_  
**GRADUATION REQUIREMENTS  
 FOR THE CLASS OF 2021**

**WHEREAS**, the Zanesville City School District Board of Education ("Board") has adopted a policy or resolution that requires students to complete a more challenging curriculum than is otherwise required by State law to be eligible to earn a diploma issued by the District; and

**WHEREAS**, House Bill 67 was adopted into law as an emergency measure which authorized school districts to modify graduation requirements for the 2020-21 school year in response to challenges presented by the pandemic; and

**WHEREAS**, as a result of the COVID-19 pandemic and its impact on the educational system, the Board has determined that it is in the best interest of the District's students to modify graduation requirements for this school year; and

**WHEREAS**, the Board of Education authorizes the Superintendent to modify graduation requirements in accordance with this resolution and State law.

**NOW THEREFORE**, be it resolved by the Zanesville City School District Board of Education as follows:

**SECTION I**

The Board of Education hereby authorizes the Superintendent to modify high school curriculum requirements for the 2020-21 school year as deemed appropriate. The Superintendent will evaluate a student's eligibility to receive a District-issued diploma based on modified curriculum requirements.

**SECTION II**

The Board of Education will issue a high school diploma to any student enrolled in twelfth grade or is on track to graduate this school year but has not completed requirements for a high school diploma if the student's principal, in consultation with teachers and counselors, reviews the student's progress toward meeting either the regular or modified graduation requirements and determines the student has successfully completed the curriculum and/or the student's Individualized Education Program ("IEP").

**SECTION III**

The description of the minimum requirements for graduation applicable to the graduating class of the 2020-2021 school year are set forth in the attached Exhibit A.

**SECTION IV**

It is found and determined that all formal action of this Board concerning or related to the adoption of this Resolution was adopted in an open meeting of this Board, and all deliberations of this Board and any of its committees that resulted in such formal actions were adopted in meetings open to the public, in compliance with all applicable requirements of the Ohio Revised Code.



4/6/2021

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\_\_\_\_\_ moved and \_\_\_\_\_ seconded the motion that the above Resolution be adopted.

Upon roll call and the adoption of the Resolution, the vote was as follows:

Yeas:

Nays:

ADOPTED this 15th day of April, 2021.

\_\_\_\_\_  
Treasurer/CFO

**CERTIFICATE**

The undersigned hereby certifies that the foregoing is a true and correct copy of a Resolution adopted at a meeting held on the 15th day of April, 2021, together with a true and correct extract from the minutes of said meeting to the extent pertinent to consideration and adoption of said Resolution.

\_\_\_\_\_  
Treasurer/CFO

**DRAFT**

ZANESVILLE CITY SCHOOLS DISTRICT  
JOB DESCRIPTION

TITLE:	DIRECTOR OF HUMAN RESOURCES & CURRICULUM INSTRUCTION	REPORTS TO:	Superintendent
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**TRAINING QUALIFICATIONS**

- Valid Ohio administrative license, certification, and/or related job experiences appropriate for the assignment.
- Experience developing, recruiting, promoting, and maintaining a diverse workforce.
- Experience in developing compensation strategies, health programs, and personnel analysis.
- Experience in labor negotiations.
- Expertise in the identification and use of educational options, auxiliary services, and district employee standards.
- Knowledge of labor laws and work experience in personnel administration.
- Successful instructional leadership experience and/or any additional qualifications, training or other credentials, as determined by the Board of Education.

**REQUIRED SKILLS AND ABILITIES**

- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing.
- Leadership Ability: Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them.
- Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts.
- Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions.
- Technology Skills: Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email.

**PERSONAL QUALIFICATIONS**

- Demonstrates enthusiasm and a sincere desire to aide and ensure the safety of all.
- Is able to accept constructive criticism/feedback.
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community.
- Is conscientious and assumes responsibility for one's own work performance.
- Anticipates problems and unforeseen events and deals with them in an appropriate manner.
- Demonstrates an ability to make proper decisions when required.
- Demonstrates loyalty to the administrative team.
- Possesses high moral character and a good attendance record.
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation.
- Participates in appropriate professional organizations and their activities.
- Maintains a calm attitude and sense of control at all times.
- Maintains a high level of ethical behavior and confidentiality of information.
- Possesses the ability to be flexible and adaptable to changing situations.

### **JOB GOAL.**

Direct the effective and efficient delivery of human resources for the Zanesville City School District; understand the development of a global workforce and the requirements for a highly qualified staff; monitor and make appropriate decisions based on labor/employment laws by keeping current on employment contracts and place of work environment; implement change in company structure when needed, design and implement value-added personnel strategies, ensure high quality educational service, and promote a positive work environment.

Serves as a district instructional leader in the Department of Curriculum and Instruction; serve as the District Testing Coordinator for Grades K-12, District Coordinator for Resident Educators; consults with the superintendent, principals and directors in the management of all aspects of curriculum, student performance data, professional development, and collaborating with instructional coaches.

### **WORK ENVIRONMENT/CHARACTERISTICS AND CONDITIONS**

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. 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.

- Occasional work that may extend beyond the normal workday.
- Occasional exposure to blood, bodily fluids and tissue.
- Occasional operation of a vehicle under inclement weather conditions.
- Occasional interaction among unruly children/adults.
- Many situations that require hand motions, e.g., computer keyboard typing, writing.
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop.
- Consistent requirements to lift, carry, push and pull various supplies and/or equipment up to a maximum of 50 pounds.

### **DUTIES AND RESPONSIBILITIES – HUMAN RESOURCES**

1. Interprets and administers the certified union contracts and board policies of the district as they pertain to employees.
2. Coordinates evaluation and recommended improvements to district policies related to personnel (codification).
3. Supervises processes for recruiting, selecting, and assigning the best-qualified and diverse workforce to all positions in the district including the tasks of background checks, interviews, posting, recommended appointments; plans and utilizes placement of workers in the most effective and efficient positions.
4. Facilitates recruitment and document flow for successful and unsuccessful candidates.
5. Recommends all assignments, transfers, dismissals, and promotion of all personnel.
6. Monitors education laws, rules, and regulations; oversees and/or updates administrative procedures to comply with legal mandates.
7. Researches and develops policy and procedures through the use of NEOLA or other electronic board policy software; work with NEOLA to maintain, update and inform the district about policy, forms, and guideline changes; work with the superintendent and treasurer to review and approve board policy.
8. Maintains effective communications with staff to resolve problems.
9. Participates in employee hearing/grievance processes.
10. Assist in the development and coordination of the sections of the budget that pertain to personnel; reviews and analyzes composition and costs of the labor force.
11. Certifies employee classifications and salaries to the treasurer's office and maintains adequate records of personnel including HQT for certificated staff.

12. Confers with principals and supervisors to determine building staffing needs based on variables such as enrollment, budget parameters and student needs; uses auditing processes to analyze structure, costs, in relationship to conditions of the economy (local, state, federal).
13. Participates in negotiations with bargaining unit to formulate strategy, salary schedules, benefits, and terms/conditions of employment and language issues.
14. Participates in regular labor/management, health, and/or other related HR committee meetings.
15. Keeps current on licensure changes and procedure.
16. Performs fiscal management by preparing and administering the district's personnel budget, including forecasting personnel expenditures; recommends cost saving measures.
17. Expresses high expectations and monitors staff performance; collaborates with principals to improve staff competencies; supports opportunities for staff to develop new skills and participates in staff evaluations when requested.
18. Provides leadership, advice and collaboration with other departments in the planning and delivery of staff development programs that improve teacher outcomes (e.g., methods, skills, all staff orientations, etc.).
19. Plays a significant leadership role in building staff morale and positive staff relations throughout the district.
20. Uses technology for managing the workforce; upholds computer technology acceptable use policies.
21. Respects personal privacy; maintains the confidentiality of privileged information.
22. Maintains visibility; encourages parent organizations; supports and participates in school and student activities as time permits.
23. Participates in national, state, and/or regional activities that advance district goals.
24. Participates in professional growth opportunities.
25. Strives to develop rapport and serve as a positive role model for others.
26. Acts as the hearing officer in Title IX; Civil Rights Federal Reporting, and complaints involving civil rights of employees.
27. Performs other specific job-related duties as directed by the superintendent.

## **DUTIES AND RESPONSIBILITIES**

### **Leadership – Curriculum and Instruction**

1. Serves as the Testing Coordinator for grades PK-12 including:
  - a. working in collaboration with the Teachers for Grades PK-12;
  - b. analyzing district, state and federal assessment data for the district;
  - c. managing the implementation and certification of required state and federal testing;
  - d. organizing, managing, and implementing all standardized testing with the building including:
    - i. training for staff.
    - ii. maintaining accurate and complete records.
    - iii. coordinating distribution and collection of secure test materials.
    - iv. administering tests in accordance with the established test calendar.
    - v. providing and completing all test documents to the Ohio Department of Education by established deadlines.
2. Serves as a member of the District Leadership Team utilizing all school system, community and state resources in providing district leadership.
3. Maintains on-going communications with the superintendent and district office personnel regarding school activities, problems, and instructional matters.
4. Assists in the preparation and/or in presentation of reports or materials as requested by the district office, Board of Education, Muskingum County Educational Service Center or the State Department of Education.
5. Keeps abreast of trends, research, and developments in the professional by attending professional meetings, reading professional journals, and other publications, and discussing problems of mutual interest with others in the field.
6. Works with and alongside instructional coaches throughout the district.

7. Assists in the collection, dissemination, and analysis of building student/staff data for buildings as assigned.
8. Assists in the development of job embedded training opportunities.
9. Collaborates, develops, and implements professional development planning.
10. Facilitates Remote Education Program and serves as a liaison for students transitioning from one method of educational delivery to another.
11. Assists with the district implementation of the Ohio Improvement Process.
12. Assists in monitoring the implementation of appropriate instructional strategies.
13. Assists with the development and implementation of the District's Comprehensive Continuous Improvement Plan (CCIP).
14. Attends state, district and building level leadership meetings as assigned.
15. Completes other duties and responsibilities as assigned.

TERMS OF EMPLOYMENT:	260 Contract Days
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