

**ZANESVILLE BOARD OF EDUCATION
REGULAR MEETING**

June 19, 2018

Mr. Bunting, Vice President called the meeting to order @ 5:30 p.m. Those answering roll call: Mr. Bunting, Mr. Coulson, Mr. Curry, Mrs. French. Mr. Swope was absent. Also present were Mr. Baker, Superintendent, Mr. Young, Treasurer.

#18- 148 REMOVE AGENDA ITEMS

Mr. Curry moved and Mr. Bunting seconded to remove Agenda Items #1 and #2. Those voting aye: Mr. Bunting, Mr. Coulson, Mr. Curry, Mrs. French. Vice President declared motion carried.

#18-149 APPROVAL OF BOARD MINUTES

Mr. Curry moved and Mrs. French seconded that the Board of Education approves the minutes of the Zanesville Board of Education regular meeting on May 15, 2018. Those voting aye: Mr. Coulson, Mr. Curry, Mrs. French, Mr. Bunting. Vice President declared motion carried.

#18-150 REPORT OF THE TREASURER

Mr. Coulson moved and Mr. Bunting seconded to approve the following recommendations:

May Financial Reports

Approve the following financial reports:

- Financial report by fund
- Expenditure report
- Investment report

Reconciliation:

Approve the following reconciliations:

- General
- Payroll

Monthly Financials – Zanesville Community High School

Approve the May 2018 minutes, bank reconciliation and financial reports for the Zanesville Community High School.

Temporary Appropriations

Approval of temporary appropriations for FY 2019 as follows: General and all other funds (except state and federal grants) not to exceed 75% of last year's actual expenditures. All state and federal funds will be appropriated as to their remaining balances.

Appropriations

Approve the Treasurer to make the necessary appropriation adjustments to close the books for the fiscal year ending June 30, 2018.

General	001	600,000.00	To update for current year rev/exp
Public School Support	018	20,648.00	To update for current year rev/exp
Other Grant	019	(12,703.00)	To update for current year rev/exp
District Agency	022	49,874.98	To update for current year rev/exp

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Employee Benefits Self Ins	024	400,000.00	To update for current year rev/exp
One Net	451	10,800.00	To update for current year rev/exp
Title I Sch Imp A	536	220,416.69	To update for current year rev/exp
Title I	572	5,995.31	To update for current year rev/exp
Title II A	590	(79.68)	To update for current year rev/exp
21 st Century	599	66,853.58	To update for current year rev/exp

Those voting aye: Mr. Curry, Mrs. French, Mr. Bunting, Mr. Coulson. Vice President declared motion carried.

#18-151 CONTINUING CONTRACTS

Mrs. French moved and Mr. Curry seconded to approve Tami Fike to receive a 3 Year limited contract beginning with the 2018-2019 school year.

Those voting aye: Mrs. French, Mr. Swope, Mr. Bunting, Mr. Coulson, Mr. Curry. President declared motion carried.

#18-152 RESIGNATIONS – CERTIFICATED

Mr. Curry moved and Mr. Bunting seconded to accept the resignation of Tim Stover, Math Teacher at Zanesville High School, effective August 16, 2018.

Reason for resignation is other employment. Accept the resignation of Alan Higgins, Zane Grey Elementary Teacher, effective August 16, 2018.

Reason for resignation is other employment.

Accept the resignation of Hall Randles, Director of Instructional Services, effective July 31, 2018. Reason for resignation is other employment.

Those voting aye: Mr. Bunting, Mr. Coulson, Mr. Curry, Mrs. French. Vice President declared motion carried.

#18-153 SUMMER LUNCH PROGRAM

Mr. Coulson moved and Mrs. French seconded that the Head Cooks working the summer Lunch Program will be paid their regular hourly rate for the duration of the program. All other employees working the summer programs shall be paid at the rate of \$11.00 per hour.

Those voting aye: Mr. Coulson, Mr. Curry, Mrs. French, Mr. Bunting. Vice President declared motion carried.

18-154 TRANSFER - CLASSIFIED

Mrs. French moved and Mr. Bunting seconded to approve the transfer of James Hardesty, technology intern, to computer technician (10 month-212 days) effective June 1, 2018, pending appropriate certification and background checks. Rate of pay will be \$15.91 per hour.

Those voting aye: Mr. Curry, Mrs. French, Mr. Bunting, Mr. Coulson. Vice President declared motion carried.

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Name	Title	Not to Exceed
Lori Lee	District Librarian/Instructional Technology	10 days
Colby Schmitt	Guidance Supervisor	10 days
Bev Guinsler	Head School Nurse	4 days
Kathy Schmid	School Nurse	4 days

Those voting aye: Mrs. French, Mr. Bunting, Mr. Coulson, Mr. Curry. Vice President declared motion carried.

#18-161 SUPPLEMENTAL RESIGNATIONS

Mr. Coulson moved and Mr. Curry seconded to approve the following supplemental resignations for the 2018-2019 school year.

Name	Position	Reason
Jeff Tysinger	Football-August Practice 2 nd Position	Personal

Those voting aye: Mr. Bunting, Mr. Coulson, Mr. Curry, Mrs. French. Vice President declared motion carried.

#18-162 PROFESSIONAL DEVELOPMENT – SUMMER 2018

Mr. Bunting moved and Mr. Curry seconded to approve the following teacher to attend training on Eureka math. The training is being held in Columbus from July 24-27, 2018. The teacher will receive \$100 stipend/per day.

Hillary McGee	John McIntire Elem
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Approve the following teacher to attend mentor training in July for 2 days at MVESC. She will receive \$100/day stipend.

Emily Brady	Zane Grey Intermediate
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Those voting aye: Mr. Coulson, Mr. Curry, Mrs. French, Mr. Bunting. Vice President declared motion carried.

#18-163 SUMMER EMPLOYMENT - LATCHKEY

Mr. Coulson moved and Mrs. French seconded to approve Deborah Grubb, Director of the Latchkey Program, at her regular hour rate of pay, for all additional hours worked during the summer 2018. Hours are to be requisitioned.

Approve the following personnel as Latchkey staff for summer 2018, pending background check and appropriate certification. Rate of pay to be \$12.00 per hour and paid from the latchkey budget, according to requisitions.

Ruth Seevers	Alexis Nelson	Katherine Schneider	Amanda Wells	Drema Rhodes
Brenda Knaup	Kaleigh Harris	Rebecca Norris Harris	Charlea Ware	
Mary Sue Fenton (substitute)	Diana Martin (substitute)			

Those voting aye: Mr. Curry, Mrs. French, Mr. Bunting, Mr. Coulson. Vice President declared motion carried.

**ZANESVILLE BOARD OF EDUCATION
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#18-167 CERTIFICATED AND CLASSIFIED ADMINISTRATOR SALARY SCHEDULE

Mr. Bunting moved and Mr. Curry seconded to approved the attached Certificated and Classified Administrative Salary Schedules for the 2018-19 school year.
Those voting aye: Mr. Coulson, Mr. Curry, Mrs. French, Mr. Bunting. Vice President declared motion carried.

#18-168 WORK CALENDARS

Mr. Coulson moved and Mrs. French seconded to approve the attached various work schedules for classified employees for the 2018-2019 school year.
Those voting aye: Mr. Curry, Mrs. French, Mr. Bunting, Mr. Coulson. Vice President declared motion carried.

#18-169 EMPLOYMENT – ADMINISTRATIVE

Mr. Bunting moved and Mr. Coulson seconded to approve Danielle Kinsey, 6th grade teacher at Zane Grey Intermediate (182 days) to reflect Assistant Principal at Zane Grey Elementary (2 year contract -202 days/year), pending certification and background check, effective August 6, 2018. Rate of pay will be AP10, step 0 from the Administrative / Certificated Salary Scale.
Those voting aye: Mrs. French, Mr. Bunting, Mr. Coulson, Mr. Curry. Vice President declared motion carried.

#18-170 EMPLOYMENT – CERTIFICATED

Mrs. French moved and Mr. Bunting seconded to approve the following certificated personnel for the 2018-2019 school year pending appropriate certification requirements and background checks.

Alaina Lindamood – Speech/Language Pathologist

Experience:	Step 5	College:	University of Akron
Effective Date:	August 17, 2018	Amount:	MA

Abbe Mumford - Speech/Language Pathologist

Experience:	Step 14	College:	Cleveland State University
Effective Date:	August 17, 2018	Amount:	MA

Nathan Brownrigg – ZHS/ZCHS Science Teacher

Experience:	Step 12	College:	Mary Grove College
Effective Date:	August 17, 2018	Amount:	MA

David Everson – ZCHS Intervention Specialist

Experience:	Step 9	College:	Ohio State University
Effective Date:	August 17, 2018	Amount:	MA

Those voting aye: Mr. Bunting, Mr. Coulson, Mr. Curry, Mrs. French. Vice President declared motion carried.

**ZANESVILLE BOARD OF EDUCATION
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#18-164 SUMMER INSTRUCTION – SPECIAL EDUCATION

Mr. Curry moved and Mr. Bunting seconded to enter into agreement with the following to provide extended school year service as per required by IEP team:

Trisha Holmes: 30 hours over an 8 week period. Rate of pay will be twenty dollars per hour.

Carrie Stallard: 20 hours over and 8 week period. Rate of pay will be twenty dollars per hour.

Martha Mitchell: 10 hours per week for eleven weeks. Rate of pay will be twenty dollars per hour.

Katie Sites: 30 hours over an eight week period. Rate of pay will be twenty dollars per hour.

Allison Palmer: 30 minutes per week for eight weeks to provide speech services. Rate of pay will be her hourly per diem.

Martha Mitchell: 30 minutes per week for eight weeks to provide speech services. Rate of pay will be her hourly per diem.

Those voting aye: Mrs. French, Mr. Bunting, Mr. Coulson, Mr. Curry. Vice President declared motion carried.

**#18-165 MATERNITY/FAMILY MEDICAL LEAVE OF ABSENCE –
CERTIFICATED**

Mr. Bunting moved and Mrs. French seconded to approve a paid/unpaid maternity/family medical leave of absence for Kathleen Phillips, Speech Language Pathologist, effective- August 20, 2018 through November 9, 2018. Reason for leave is to care for newborn.

Those voting aye: Mr. Bunting, Mr. Coulson, Mr. Curry, Mrs. French. Vice President declared motion carried.

#18-166 SUPPLEMENTAL CONTRACTS

Mr. Curry moved and Mr. Coulson seconded to approve the following supplemental resignations for the 2018-19 school year.

Name	Position	Reason
Nate Seekatz	ZHS Boys Basketball Varsity Asst	Personal
Nate Seekatz	ZHS Boys Basketball Fall Fitness	Personal
Michal Law	ZMS Wrestling/8 th Grade Coach	Personal
Cedric Harris	ZHS Boys Basketball Reserve Head Coach	Personal

Approve the following supplemental contracts for the 2018-19 school year.

Name	Sport/Bldg	Position	Exp	Class	Stipend
Cedric Harris	ZHS Boys Basketba	Varsity Assistant	3	VI	\$3,354.00
Cedric Harris	ZHS Boys Basketba	Fall Fitness	3	X	\$1,006.00
Jordan Bouterse	ZHS Boys Basketba	Reserve Head Coach	0	VI	\$3,018.00
Jordan Bouterse	ZHS Boys Basketba	Fall Fitness	0	X	\$838.00

Those voting aye: Mr. Bunting, Mr. Coulson, Mr. Curry, Mrs. French. Vice President declared motion carried.

**ZANESVILLE BOARD OF EDUCATION
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#18-171 RESIGNATION – CERTIFICATED

Mr. Curry moved and Mr. Coulson seconded to accept the resignation of Kayla Jones, 2nd grade Inclusion Intervention Specialist at Zane Grey Elementary, effective August 16, 2018. Reason for resignation is other employment.

Those voting aye: Mr. Bunting, Mr. Coulson, Mr. Curry, Mrs. French. Vice President declared motion carried.

#18-172 CONTRACT WITH GENESIS HEALTHCARE SYSTEM

Mr. Bunting moved and Mrs. French seconded to approve a contract with Genesis Healthcare System to provide athletic training coverage for the 2018-2019 school year. Two athletic trainers will be provided at a total cost of \$30,000.

Those voting aye: Mr. Bunting, Mr. Coulson, Mr. Curry, Mrs. French. Vice President declared motion carried.

#18-173 DISTRICT JOB DESCRIPTION FOR APPROVAL

Mrs. French moved and Mr. Curry seconded to approve the attached Paraprofessional Early Childhood Exceptional Services job description.

Those voting aye: Mr. Coulson, Mr. Curry, Mrs. French, Mr. Bunting. Vice President declared motion carried.

#18-174 EXECUTIVE SESSION

Mr. Coulson moved and Mrs. French 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 promotion or compensation of public employee(s) or officials

Time entered executive session: 6:10 p.m.

Time returned to public session: 7:03 p.m.

Those voting aye: Mr. Curry, Mrs. French, Mr. Bunting, Mr. Coulson. Vice President declared motion carried.

**ZANESVILLE BOARD OF EDUCATION
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#18-175 SUPPLEMENTAL CONTRACTS/VOLUNTEERS

Mr. Coulson moved and Mrs. French seconded to approve the following supplemental contracts for the 2018-2019 school year.

First Name	Last Name	Sport	Position	Step Year 2018-19	Class	Stipend
Scott	Aronhalt	Basketball - Boys	Varsity Head Coach	28	II	\$6,372.00
Scott	Aronhalt	Basketball - Boys	Basketball/Other Equip Mgr	13	II	\$6,372.00
Scott	Aronhalt	Basketball - Boys	Summer Fitness	27	X	\$1,174.00
Scott	Aronhalt	Basketball - Boys	Fall Fitness	27	X	\$1,174.00
Nate	Seekatz	Basketball - Boys	Varsity Assistant Coach	15	VI	\$3,689.00
Nate	Seekatz	Basketball - Boys	Fall Fitness	20	X	\$1,174.00
Cedric	Harris	Basketball - Boys	Reserve Head Coach	3	VI	\$3,354.00
Cedric	Harris	Basketball - Boys	Fall Fitness	3	X	\$1,006.00
Andy	Bennett	Basketball - Boys	Freshman Head Coach	12	VIII	\$2,347.00
Garrett	Young	Basketball - Boys	Coach - 8th Grade (Blue)	2	VIII	\$2,012.00
David	Balo	Basketball - Boys	Coach - 8th Grade (White)	16	VIII	\$2,347.00
Donald(DJ)	Harris	Basketball - Boys	Coach - 7th Grade (White)	2	VIII	\$2,012.00
John	Wheeler	Basketball - Boys	Coach - 7th Grade (Blue)	9	VIII	\$2,347.00
Seth	Martin	Basketball - Girls	Varsity Coach	1	II	\$5,701.00
Seth	Martin	Basketball - Girls	Fitness	1	X	\$838.00
Kelvin	Grimmett	Basketball - Girls	Varsity Assistant	0	VI	\$3,018.00
Bridgette	Neighbors	Basketball - Girls	Junior Varsity Coach	1	VI	\$3,018.00
Eric	Baldwin	Basketball - Girls	Middle School Coach - 8th Grade	7	VIII	\$2,347.00
Valerie	Toothman	Basketball - Girls	Middle School Coach - 7th Grade	3	VIII	\$2,012.00
Leslie	Bryan	Bowling	Coach	2	VI	\$3,354.00
Donald	Stewart	Bowling	Assistant Coach	2	VII	\$2,683.00
Taylor	Potts	Ski Club	Advisor	1	X	\$838.00
Miranda	Walker	Swimming	Varsity Head Coach	5	VI	\$3,689.00
Todd	Riley	Swimming	Varsity Assistant Coach	3	VIII	\$2,012.00
Katie	Blemker	Swimming	Volunteer			
Michael	Law	Wrestling	Middle School Coach - 8th Grade	1	VIII	\$1,677.00
Stina	Harrop	Vocal Music Director	Zanesville Middle School	4	X	\$1,174.00
Danielle	Frank	Cheerleading/ZMS	Advisor	0	VII	\$2,347.00
Hillary	Collins	Cheerleading/ZHS	Freshman Advisor	0	VII	\$2,347.00
Brittasha	King	Cheerleading/ZHS	JV Coach	0	VII	\$2,347.00
James	Spraggins	Football/ZMS	Coach	8	VIII	\$2,347.00
Scott	Weekley	Girls Soccer/ZHS	Volunteer			

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Frank	Vankirk	Girls Soccer/ZHS	Volunteer			
Caitlyn	Price	Girls Soccer/ZHS	Volunteer			
Gerald	Cook	Football/ZHS	Volunteer			
Todd	Whiteman	Football/ZHS	Volunteer			

Those voting aye: Mr. Bunting, Mr. Coulson, Mr. Curry, Mrs. French. Vice President declared motion carried.

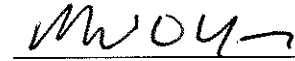
#18- 176 MEETING ADJOURNMENT

Mr. Curry moved and Mr. Bunting seconded that the Zanesville City Schools Board of Education meeting is adjourned @7:04 p.m.

Those voting aye: Mrs. French, Mr. Bunting, Mr. Coulson, Mr. Curry. Vice President declared motion carried.



President



Treasurer



Administrative Center

ZANESVILLE CITY SCHOOLS

956 Moxahala Avenue ZANESVILLE, OHIO 43701 PHONE: (740) 454-9751

JUNE 19, 2018

REGULAR BOARD MEETING

ATTACHMENTS:

Certified and Classified Administrator Salary
Schedule

RESOLUTION # 18-167

ZANESVILLE CITY

Administrative Salary Schedule

CERTIFICATED

2018-2019

Step	OT/PT 10 Month	SP School Psychologist	DS Dean of Students	LS Licensed Supervisor	AP10 10 Month Assistant Principal
0-4	\$ 57,653	\$ 57,653	\$ 59,432	\$ 66,036	\$ 66,036
5-9	\$ 60,535	\$ 60,535	\$ 62,404	\$ 69,338	\$ 69,338
10-14	\$ 63,562	\$ 63,562	\$ 65,524	\$ 72,804	\$ 72,804
15-19	\$ 67,925	\$ 67,925	\$ 68,800	\$ 76,445	\$ 76,445
20-24	\$ 70,076	\$ 70,076	\$ 72,240	\$ 80,267	\$ 80,267
25+	\$ 73,581	\$ 73,581	\$ 75,853	\$ 84,281	\$ 84,281

Step	AP11 11 Month Assistant Principal	EP Elementary Principal	MSP 12 Month Middle School Principal	HSP 12 Month High School Principal	LD 12 Month Licensed Director
0-4	\$ 72,639	\$ 81,237	\$ 83,857	\$ 86,488	\$ 89,102
5-9	\$ 76,272	\$ 85,299	\$ 88,050	\$ 90,812	\$ 93,558
10-14	\$ 80,084	\$ 89,564	\$ 92,453	\$ 95,353	\$ 98,236
15-19	\$ 84,089	\$ 94,042	\$ 97,076	\$ 100,120	\$ 103,147
20-24	\$ 88,294	\$ 98,744	\$ 101,929	\$ 105,126	\$ 108,305
25+	\$ 92,709	\$ 103,681	\$ 107,026	\$ 110,382	\$ 113,720

NOTE: Superintendent and Treasurer positions are not subject to the Administrative Salary Scale. The Assistant Treasurer will be classified with the Non-Licensed Supervisors. An employee may be considered for up to 5 years of experience for prior positions and up to 10 years of total administrative experience at the discretion of the Superintendent and Board of Education. Retire/rehires are not subject to the salary scale. Pick-up and pick-up on the pick-up are not offered on the salary scale.

Revised 3/2018 (includes 1.75%)

ZANESVILLE CITY SCHOOLS

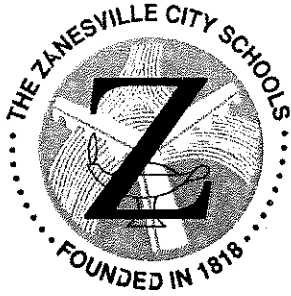
Administrative Salary Schedule NON-CERTIFICATED

2018-2019

Step	ATT Attendance Officer/Court Liaison	NLS Non-Licensed Supervisor	FM Facilities Manager	NLD Non-Licensed Director
0-4	\$ 40,476	\$ 44,027	\$ 57,652	\$ 80,189
5-9	\$ 42,500	\$ 46,229	\$ 60,534	\$ 84,199
10-14	\$ 44,625	\$ 48,540	\$ 63,561	\$ 88,409
15-19	\$ 46,856	\$ 50,967	\$ 66,739	\$ 92,829
20-24	\$ 49,199	\$ 53,515	\$ 70,076	\$ 97,470
25+	\$ 51,658	\$ 56,191	\$ 73,580	\$ 102,344

NOTE: Superintendent and Treasurer positions are not subject to the Administrative Salary Scale. The Assistant Treasurer will be classified with the Non-Licensed Supervisors. An employee may be considered for up to 5 years of experience for prior positions and up to 10 years of total administrative experience at the discretion of the Superintendent and Board of Education. Retire/rehires are not subject to the salary scale. Pick-up and pick-up on the pick-up are not offered on the salary scale.

Revised 3/2018(includes 1.75%)



Administrative Center

ZANESVILLE CITY SCHOOLS

956 Moxahala Avenue ZANESVILLE, OHIO 43701 PHONE: (740) 454-9751

JUNE 19, 2018

REGULAR BOARD MEETING

ATTACHMENTS:

Work Calendars

RESOLUTION # 18-168

**ZANESVILLE CITY SCHOOLS
CLASSIFIED EMPLOYEES CALENDAR
2018-2019**

SECRETARY - 12 MONTHS

Contract: August 1, 2018 through July 31, 2019

The following holidays are computed in the work schedule:

Labor Day	September 3, 2018	Martin Luther King	January 21, 2019
Veterans' Day	November 12, 2018	Presidents' Day	February 18, 2019
Thanksgiving	November 22, 23, 2018	Good Friday	April 19, 2019
Christmas	December 25, 2018	Memorial Day	May 27, 2019
New Year's Day	January 1, 2019	Independence Day	July 4, 2019

Month	Working Days	Holidays	Total
August 2018	23	0	23
September 2018	19	1	20
October 2018	23	0	23
November 2018	19	3	22
December 2018	19	1	20
January 2019	21	2	23
February 2019	19	1	20
March 2019	21	0	21
April 2019	21	1	22
May 2019	22	1	23
June 2019	20	0	20
July 2019	22	1	23
TOTAL	249	11	260

December 24, 2018 - No Work, No Pay Day

Salaries for the above positions are computed on an 8 hour day (2080 hours).

To compute the full contract, multiply the total number of hours (including holidays) by the hourly rate for the applicable position and step on the salary schedule.

In addition to legal holidays, vacation for the full year is provided in accordance with the schedule below:

VACATION SCHEDULES

Upon Date of Hire	Accrual of .833 days per month
After completing five (5) years	Accrual of 1.25 days per month
After completing ten (10) years	Accrual of 1.667 days per month

Vacation balances shall be allowed to accrue up to one (1) year's allocation

**ZANESVILLE CITY SCHOOLS
CLASSIFIED EMPLOYEES CALENDAR
2018-2019**

SECRETARY - 11 MONTHS

First Day of Contract: July 23, 2018

Last Day of Contract: June 20, 2019

The following holidays are computed in the work schedule:

Labor Day	September 3, 2018
Veterans' Day	November 12, 2018
Thanksgiving	November 22, 23, 2018
Christmas	December 25, 2018
New Year's	January 1, 2019
Martin Luther King	January 21, 2019
Presidents' Day	February 18, 2019
Good Friday	April 19, 2019
Memorial Day	May 27, 2019

Month	Working Days	Holidays	Total
July 2018	7	0	7
August 2018	23	0	23
September 2018	19	1	20
October 2018	23	0	23
November 2018	18	3	21
December 2018	15	1	16
January 2019	20	2	22
February 2019	19	1	20
March 2019	21	0	21
April 2019	21	1	22
May 2019	22	1	23
June 2019	14	0	14
July 2019	0	0	0
TOTAL	222	10	232

Salaries for the above positions are computed on: 8 hour day (1856 hours)

To compute the full contract, multiply the total number of hours (including holidays) by the hourly rate for the applicable position and step on the salary schedule.

**ZANESVILLE CITY SCHOOLS
CLASSIFIED EMPLOYEES CALENDAR
2018-2019**

SECRETARY - 10 1/2 MONTHS

First Day of Contract: July 30, 2018

Last Day of Contract: June 13, 2019

The following holidays are computed in the work schedule:

Labor Day	September 3, 2018
Veterans' Day	November 12, 2018
Thanksgiving	November 22, 23, 2018
Christmas	December 25, 2018
New Year's	January 1, 2019
Martin Luther King	January 21, 2019
Presidents' Day	February 18, 2019
Good Friday	April 19, 2019
Memorial Day	May 27, 2019

Month	Working Days	Holidays	Total
July 2018	2	0	2
August 2018	23	0	23
September 2018	19	1	20
October 2018	23	0	23
November 2018	18	3	21
December 2018	15	1	16
January 2019	20	2	22
February 2019	19	1	20
March 2019	21	0	21
April 2019	21	1	22
May 2019	22	1	23
June 2019	9	0	9
July 2019	0	0	0
TOTAL	212	10	222

Salaries for the above positions are computed on an 8 hour day (1776 hours).

To compute the full contract, multiply the total number of hours (including holidays) by the hourly rate for the applicable position and step on the salary schedule.

**ZANESVILLE CITY SCHOOLS
CLASSIFIED EMPLOYEES CALENDAR
2018-2019**

SECRETARY - 10 MONTHS

First Day of Contract: August 6, 2018

Last Day of Contract: June 6, 2019

The following holidays are computed in the work schedule:

Labor Day	September 3, 2018
Verans' Day	November 12, 2018
Thanksgiving	November 22, 23, 2018
Christmas	December 25, 2018
New Year's	January 1, 2019
Martin Luther King	January 21, 2019
Presidents' Day	February 18, 2019
Good Friday	April 19, 2019
Memorial Day	May 27, 2019

Month	Working Days	Holidays	Total
August 2018	20	0	20
September 2018	19	1	20
October 2018	23	0	23
November 2018	18	3	21
December 2018	15	1	16
January 2019	20	2	22
February 2019	19	1	20
March 2019	21	0	21
April 2019	21	1	22
May 2019	22	1	23
June 2019	4	0	4
July 2019	0	0	0
TOTAL	202	10	212

Salaries for the above positions are computed on: 8 hour day (1696 hours)
7.5 hour day (1590 hours)
7 hour day (1484 hours)

To compute the full contract, multiply the total number of hours (including holidays) by the hourly rate for the applicable position and step on the salary schedule.

**ZANESVILLE CITY SCHOOLS
CLASSIFIED EMPLOYEES CALENDAR
2018-2019**

SECRETARY - 9 1/2 MONTHS

First Day of Contract: August 13, 2018

Last Day of Contract: May 30, 2019

The following holidays are computed in the work schedule:

Labor Day	September 3, 2018
Veterans' Day	November 12, 2018
Thanksgiving	November 22, 23, 2018
Christmas	December 25, 2018
New Year's	January 1, 2019
Martin Luther King	January 21, 2019
Presidents' Day	February 18, 2019
Good Friday	April 19, 2019
Memorial Day	May 27, 2019

Month	Working Days	Holidays	Total
August 2018	15	0	15
September 2018	19	1	20
October 2018	23	0	23
November 2018	18	3	21
December 2018	15	1	16
January 2019	20	2	22
February 2019	19	1	20
March 2019	21	0	21
April 2019	21	1	22
May 2019	21	1	22
June 2019	0	0	0
July 2019	0	0	0
TOTAL	192	10	202

Salaries for the above positions are computed on: 8 hour day (1616 hours)
7.5 hour day (1515 hours)
7 hour day (1414 hours)

To compute the full contract, multiply the total number of hours (including holidays) by the hourly rate for the applicable position and step on the salary schedule.

**ZANESVILLE CITY SCHOOLS
CLASSIFIED EMPLOYEES CALENDAR
2018-2019**

**SECRETARY - 9 MONTHS
LIBRARY TECHNICIAN**

First Day of Contract: August 20, 2018

Last Day of Contract: May 22, 2019

The following holidays are computed in the work schedule:

Labor Day	September 3, 2018
Veterans' Day	November 12, 2018
Thanksgiving	November 22, 23, 2018
Christmas	December 25, 2018
New Year's	January 1, 2019
Martin Luther King	January 21, 2019
Presidents' Day	February 18, 2019
Good Friday	April 19, 2019
Memorial Day	May 27, 2019

Month	Working Days	Holidays	Total
August 2018	10	0	10
September 2018	19	1	20
October 2018	23	0	23
November 2018	18	3	21
December 2018	15	1	16
January 2019	20	2	22
February 2019	19	1	20
March 2019	21	0	21
April 2019	21	1	22
May 2019	16	1	17
June 2019	0	0	0
TOTAL	182	10	192

Salaries for the above positions are computed on: 8 hour day (1536 hours).
 7 hour day (1344 hours)
 5 hour day (950 hours)
 4 hour day (768 hours)

To compute the full contract, multiply the total number of hours (including holidays) by the hourly rate for the applicable position and step on the salary schedule.

**ZANESVILLE CITY SCHOOLS
CLASSIFIED EMPLOYEES CALENDAR
2018-2019**

**HIGH SCHOOL LUNCHROOM (3 HRS)
MIDDLE SCHOOL LUNCHROOM (3 HRS)
ELEMENTARY SCHOOL LUNCHROOM (3 HRS)**

First Day of Contract: August 21, 2018

Last Day of Contract: May 21, 2019

The following holidays are computed in the work schedule:

Labor Day	September 3, 2018
Veterans' Day	November 12, 2018
Thanksgiving	November 22, 23, 2018
Christmas	December 25, 2018
New Year's	January 1, 2019
Martin Luther King	January 21, 2019
Presidents' Day	February 18, 2019
Good Friday	April 19, 2019
Memorial Day	May 27, 2019

Month	Working Days	Holidays	Total
August 2018	9	0	9
September 2018	19	1	20
October 2018	23	0	23
November 2018	18	3	21
December 2018	15	1	16
January 2019	20	2	22
February 2019	19	1	20
March 2019	21	0	21
April 2019	21	1	22
May 2019	15	1	16
June 2019	0	0	0
TOTAL	180	10	190

Salaries for the above positions are computed on: 3 hour day (570 hours)

To compute the full contract, multiply the total number of hours (including holidays) by the hourly rate for the applicable position and step on the salary schedule.

**ZANESVILLE CITY SCHOOLS
CLASSIFIED EMPLOYEES CALENDAR
2018-2019**

CUSTODIAL - ENGINEEERS - MAINTENANCE

Contract: August 1, 2018 through July 31, 2019

The following holidays are computed in the work schedule:

Labor Day	September 3, 2018	Martin Luther King	January 21, 2019
Veterans' Day	November 12, 2018	Presidents' Day	February 18, 2019
Thanksgiving	November 22, 23, 2018	Good Friday	April 19, 2019
Christmas	December 25, 2018	Memorial Day	May 27, 2019
New Year's Day	January 1, 2019	Independence Day	July 4, 2019

Month	Working Days	Holidays	Total
August 2018	23	0	23
September 2018	19	1	20
October 2018	23	0	23
November 2018	19	3	22
December 2018	19	1	20
January 2019	21	2	23
February 2019	19	1	20
March 2019	21	0	21
April 2019	21	1	22
May 2019	22	1	23
June 2019	20	0	20
July 2019	22	1	23
TOTAL	249	11	260

December 24, 2018 - No Work, No Pay Day

Salaries for the above positions are computed on an 8 hour day (2080 hours).

To compute the full contract, multiply the total number of hours (including holidays) by the hourly rate for the applicable position and step on the salary schedule.

In addition to legal holidays, vacation for the full year is provided in accordance with the schedule below:

VACATION SCHEDULES

Upon Date of Hire	Accrual of .833 days per month
After completing five (5) years	Accrual of 1.25 days per month
After completing ten (10) years	Accrual of 1.667 days per month

Vacation balances shall be allowed to accrue up to one (1) year's allocation

**ZANESVILLE CITY SCHOOLS
CLASSIFIED EMPLOYEES CALENDAR
2018-2019**

BUS DRIVERS

First Day of Contract: August 21, 2018

Last Day of Contract: May 21, 2019

The following holidays are computed in the work schedule:

Labor Day	September 3, 2018
Veterans' Day	November 12, 2018
Thanksgiving	November 22, 23, 2018
Christmas	December 25, 2018
New Year's Day	January 1, 2019
Martin Luther King	January 21, 2019
Presidents' Day	February 18, 2019
Good Friday	April 19, 2019
Memorial Day	May 27, 2019

Month	Working Days	Holidays	Total
August 2018	9	0	9
September 2018	19	1	20
October 2018	23	0	23
November 2018	18	3	21
December 2018	15	1	16
January 2019	20	2	22
February 2019	19	1	20
March 2019	21	0	21
April 2019	21	1	22
May 2019	15	1	16
June 2019	0	0	0
TOTAL	180	10	190

Salaries for the above positions are computed on a 5 hour day (950 hours).

3 hour day (570 hours)

To compute the full contract, multiply the total number of hours (including holidays) by the hourly rate for the applicable position and step on the salary schedule.

**ZANESVILLE CITY SCHOOLS
CLASSIFIED EMPLOYEES CALENDAR
2018-2019**

**AIDES (Union)
VISION/HEARING TECHNICIANS (Non-Union)
INTERVENTION ROOM MONITOR (Non-Union)**

First Day of Contract: August 21, 2018

Last Day of Contract: May 21, 2019

The following holidays are computed in the work schedule:

Labor Day	September 3, 2018
Veterans' Day	November 12, 2018
Thanksgiving	November 22, 23, 2018
Christmas	December 25, 2018
New Year's	January 1, 2019
Martin Luther King	January 21, 2019
Presidents' Day	February 18, 2019
Good Friday	April 19, 2019
Memorial Day	May 27, 2019

Month	Working Days	Holidays	Total
August 2018	9	0	9
September 2018	19	1	20
October 2018	23	0	23
November 2018	18	3	21
December 2018	15	1	16
January 2019	20	2	22
February 2019	19	1	20
March 2019	21	0	21
April 2019	21	1	22
May 2019	15	1	16
June 2019	0	0	0
TOTAL	180	10	190

Salaries for the above positions are computed on:

- 8 hour day (1520 hours)
- 7.5 hour day (1425 hours)
- 7 hour day (1330 hours)
- 6.5 hour day (1235 hours)
- 5 hour day (950 hours)
- 4 hour day (760 hours)
- 3.5 hour day (665 hours)
- 3 hour day (570 hours)

To compute the full contract, multiply the total number of hours (including holidays) by the hourly rate for the applicable position and step on the salary schedule.



Administrative Center

ZANESVILLE CITY SCHOOLS

956 Moxahala Avenue ZANESVILLE, OHIO 43701 PHONE: (740) 454-9751

JUNE 19, 2018

REGULAR BOARD MEETING

ATTACHMENTS:

Paraprofessional Early Childhood

Job Description

RESOLUTION # 18-173

**ZANESVILLE CITY SCHOOLS DISTRICT
JOB DESCRIPTION**

TITLE	PARAPROFESSIONAL EARLY CHILDHOOD EXCEPTIONAL SERVICES	REPORTS TO	Principal or Designee
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TRAINING QUALIFICATIONS

- High school diploma or GED equivalency, 2-year college training required or evidence of passing the ParaPro exam.
- Valid Educational Aide permit as issued by the Ohio Department of Education.
- Successful completion of BCI/FBI background checks.
- Experience working with behaviorally at-risk children preferred.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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

Under the direction of the classroom teacher, support and implement an appropriate instructional program to meet the individual needs of students with disabilities as identified through the Individualized Education Program (IEP) process. This position is assigned to a classroom consisting of students who have Early Childhood impairments.

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

1. Ensures safety of students, taking all necessary and reasonable precautions to protect students, equipment, materials and facilities.
2. Implements specific behavior intervention plans.
3. Implements a wide range of behavioral strategies (e.g. time out, manual restraint, required relaxation, response cost, overcorrection, crisis intervention etc.
4. Implements positive reinforcement strategies (e.g. primary, tactile, verbal, social, activity, etc.)
5. Maintains a continuous system of documentation/information collection to measure individual student progress toward academic and behavior goals.
6. Assists personnel as necessary to provide support services to students.
7. Assists in the process of transitioning students to less restrictive programming and/or educational environments.
8. Assists with self-help skills (e.g. physically moving students and equipment, positioning students in specialized equipment, feeding students, and/or change diapers as needed).
9. Requires a significant amount of walking, bending, standing, stooping, and possible physical interventions in order to maintain a positive, structured learning environment.
10. Demonstrates skill in prevention and redirection of disruptive behavior and crisis management techniques.
11. Participates in crisis management training as arranged and assumes responsibility for periodic updates.
12. Has ability to physically intervene with children (e.g. lifting, carrying, physically guiding).
13. Has ability to maintain composure under adverse conditions (e.g. verbal abuse, physical assault, spitting, etc.)
14. Due to the challenging behavioral needs of the assigned children, there may be some exposure to verbal and/or physical abuse.
15. Assumes responsibility for professional growth and development remaining current in the literature and best practices that inform the field.
16. Participates in ongoing professional development opportunities.
17. Demonstrates regular and predictable attendance.
18. Maintains required license(s).

TERMS OF EMPLOYMENT	180 Contract Days
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