

**Board of Education Special Regular Meeting
July 26, 2011
5:30 P.M.
Zanesville City Schools
Administrative Center Board Room
160 N. Fourth Street
Zanesville, Ohio**

Board of Education Members:

*Lee Eppley, President
Brian Swope, Vice President
Scott Bunting
Anne Hoffer
Janet Stewart*



*Terry Martin, Superintendent
Jolene Carter, Treasurer*

ZANESVILLE CITY SCHOOLS

VISION STATEMENT

Zanesville City Schools is the premier district in southeastern Ohio providing innovative and progressive educational experiences, where culturally diverse students are engaged in learning and supported by our caring staff in safe and state-of-the-art facilities.

Zanesville City Schools, the district you will never outgrow!

MISSION STATEMENT

Zanesville City Schools provides all students the opportunity to reach their full potential and ultimately become responsible, productive, life-long learners, and contributing citizens of the United States of America in a global society.

BELIEF STATEMENTS

WE BELIEVE the cultural diversity of our community brings strength and unity to the learning environment and that respect for individual differences is critical to the educational process.

WE BELIEVE our students can learn at high levels, in different ways and at different times when provided equal opportunities.

WE BELIEVE we must provide relevant, meaningful learning experiences so that our students are active, literate and self-directed learners.

WE BELIEVE our schools must be safe, child-centered environments with equal access for all to the educational process.

WE BELIEVE our staff and community must promote and model lifelong learning for students throughout our school district.

WE BELIEVE our students must be prepared to function in and adapt to a changing and diverse society.

WE BELIEVE that a superior and well-funded school district is the foundation for student learning and a prosperous community

WE BELIEVE strong interaction among the family, school, and community, based on mutual trust, honesty and open communication supports student learning.

TABLE OF CONTENTS

July 26, 2011

Special Regular Board Meeting – 5:30 p.m.

| | | | |
|--|--|------|---|
| A. | CALL TO ORDER – President | | |
| B. | PLEDGE OF ALLEGIANCE | | |
| C. | ROLL CALL – Jolene Carter | Page | 1 |
| D. | INTRODUCTION OF GUEST | | |
| E. | ZEA PRESENTATIONS/COMMENTS | | |
| F. | REPORT OF BOARD OF EDUCATION | | |
| | 1. Approval of Minutes | Page | 1 |
| LEGISLATIVE AND OTHER TOPICS PUBLIC PARTICIPATION | | | |
| G. | REPORT OF TREASURER OF THE BOARD OF EDUCATION – Jolene Carter | | |
| | 1. June Financial Reports | Page | 1 |
| | 2. Reconciliations..... | Page | 1 |
| | 3. Change Funds..... | Page | 2 |
| | 4. Petty Cash Funds..... | Page | 2 |
| | 5. OSBA Workers’ compensation Group Rating Program..... | Page | 2 |
| | 6. Property, Liability & Fleet Insurance | Page | 2 |
| H. | SUPERINTENDENT’S RECOMMENDATIONS – Terry Martin | | |
| | PERSONNEL RECOMMENDATIONS | | |
| | 1. Employment - Certificated..... | Page | 3 |
| | 2. Resignations - Classified..... | Page | 3 |
| | 3. Recall from Reduction in Force - Classified..... | Page | 4 |
| | 4. Certificated Administrators Salary Schedules | Page | 4 |
| | 5. Classified Administrators Salary Schedules | Page | 4 |
| | 6. Certificated Administrative Salary Notices/Contracts..... | Page | 4 |
| | 7. Classified Administrative Salary Notices | Page | 4 |
| | 8. Classified Contracts | Page | 4 |
| | 9. Work Schedules | Page | 5 |
| | 10. CORE Teacher Leaders | Page | 5 |

TABLE OF CONTENTS

July 26, 2011
Special Regular Board Meeting – 5:30 p.m.

H. SUPERINTENDENT’S RECOMMENDATIONS – Terry Martin BUSINESS RECOMMENDATIONS

| | |
|---|--------|
| 11. Agreement with Southeast Ohio rehabilitation Services, LLC..... | Page 5 |
| 12. Transition Agreement Between Muskingum County Head Start and Zanesville City Schools | Page 6 |
| 13. Resolution Adopting A Calamity Day Alternative Make-up Plan | Page 6 |
| 14. Memorandum of Understanding Between Muskingum County Emergency Management Agency and Zanesville City Schools | Page 7 |
| 15. Agreement with Licking Rehabilitation Services, Incorporated, (D.B.A.: Rehab Associates - Newark | Page 7 |
| 16. Agreement between Muskingum County Board of DD, MVESC and Local School Districts for Preschool Services at the Early Childhood and Family Center..... | Page 7 |

H. SUPERINTENDENT’S RECOMMENDATION – Terry Martin OTHER RECOMMENDATIONS

| | |
|---------------------------|--------|
| 17. Policy Adoption | Page 8 |
|---------------------------|--------|

I. REPORT/DISCUSSION ITEMS

- Architects – Building Update

J. CLOSING COMMENTS

K. EXECUTIVE SESSION.....

L. MEETING ADJOURNMENT.....

C. ROLL CALL – Jolene Carter

_____ Bunting _____ Eppley _____ Hoffer _____ Stewart _____ Swope

D. INTRODUCTION OF GUEST

E. ZEA PRESENTATIONS/COMMENTS

F. REPORT OF THE BOARD OF EDUCATION

1. Approval of Board Minutes

BE IT RESOLVED that the Board of Education approves the minutes of the Zanesville Board of Education Regular Meeting on June 21, 2011 and the Special Meeting on July 8, 2011.

_____ moved and _____
seconded the adoption of the motion, and roll call resulted.

_____ Bunting _____ Eppley _____ Hoffer _____ Stewart _____ Swope

G. REPORT OF THE TREASURER OF THE BOARD OF EDUCATION – Jolene Carter

BE IT RESOLVED, to approve the following recommendations:

1. June Financial Reports

Approve the following financial reports:

- Financial report by fund
- Expenditure report
- Investment report

2. Reconciliations

Approve the following reconciliations for June:

- General
- Payroll

G. REPORT OF THE TREASURER OF THE BOARD OF EDUCATION – Jolene Carter

3. Change Funds

Approve the following change funds for the 2011-12 school year:

| | |
|---------------------------------|--|
| ZHS (Athletic Business Manager) | \$3,000 (for athletic functions, sales, dances, etc) |
| Concession | \$2,500 (change for concessions) |
| Lunchroom (Vicki Wheeler) | \$ 300 (change for lunch time) |

The Treasurer will be responsibility for these funds and return of same.

4. Petty Cash Funds

Approve the following petty cash funds for the 2011-12 school year:

| | |
|---------------------------------|---|
| ZHS (Athletic Business Manager) | \$5,000 (to pay officials, ticket takers, police, etc.) |
| Zanesville Middle School | \$1,200 (to pay officials, ticket takers, police, etc.) |
| Adm. Center (Vicki Wheeler) | \$ 200 (for bus drivers' meals) |

5. OSBA Workers' Compensation Group Rating Program

Whereas, Section 4123.29 ORC mandated the Bureau of Workers' Compensation create a workers' compensation group rating plan which would allow like employers to group together to achieve a potentially lower premium rate than they may otherwise be able to acquire as individual employers;

Whereas, the Ohio School Boards Association has retained CompManagement, Inc. as the servicing agent to perform administrative, actuarial, cost control, claims, safety consulting services for program participates;

Therefore, be it resolved that the Zanesville City School District Board of Education hereby agrees to the requirements set forth in the membership application and makes application to participate in the 2012 OSBA Risk Management and Workers Compensation Group Rating Program and directs the Treasurer to pay the enrollment fee of \$9,430. The estimated savings is \$27,342.

6. Property, Liability & Fleet Insurance

Approve property, liability & fleet insurance with the Ohio Casualty Insurance Company through the Young Insurance Agency effective July 1, 2011 through June 30, 2012 at an annual rate of \$92,260.

_____ moved and _____
seconded the adoption of the motion, and roll call resulted.

_____ Eppley _____ Hoffer _____ Stewart _____ Swope _____ Bunting

**H. SUPERINTENDENT'S RECOMMENDATIONS – Terry Martin
PERSONNEL RECOMMENDATIONS**

1. Employment - Certificated

Approve the following certificated personnel for the 2011-2012 school year pending appropriate certification requirements and background checks.

James Matthew Heagen – Social Studies Teacher at Zanesville High School

Experience: 0 **College:** Capital University (BA)
Effective Date: 8/23/11 **Amount:** \$30,754

Clay B. Lawyer – 5th Grade Teacher at Zane Grey Elementary

Experience: 0 **College:** University of Akron (BA+139)
Effective Date: 8/23/11 **Amount:** \$31,554

_____ moved and _____
seconded the adoption of the motion, and roll call resulted.

_____ Hoffer _____ Stewart _____ Swope _____ Bunting _____ Eppley

2. Resignation – Classified

Approve the resignation date of Linda Sowers, Librarian at National Road Elementary to reflect an effective date of July 1, 2011, in place of August 1, 2011

_____ moved and _____
seconded the adoption of the motion, and roll call resulted.

_____ Stewart _____ Swope _____ Bunting _____ Eppley _____ Hoffer

**H. SUPERINTENDENT’S RECOMMENDATIONS – Terry Martin
PERSONNEL RECOMMENDATIONS**

3. Reduction in Force

Approve the following personnel for reduction in force for the 2011-2012 school year due to insufficient funds:

| Name | Position | Building |
|--------------|-----------------|-------------------------------|
| Donnie Mayle | Custodian | Rufus Putnam Community School |

_____ moved and _____
seconded the adoption of the motion, and roll call resulted.

_____ Swope _____ Bunting _____ Eppley _____ Hoffer _____ Stewart

4. Certificated Administrators Salary Schedules

Approve the attached certificated administrative salary schedules and fringe benefits for the 2011-2012 school year.

5. Classified Administrators Salary Schedules

Approve the attached classified administrative salary schedules and fringe benefits for the 2011-2012 school year.

6. Certificated Administrative Salary Notices/Contracts

Approve the attached certificated administrative salaries based on the administrative salary schedules approved for certificated administrators.

7. Classified Administrative Salary Notices

Approve the attached classified administrative salaries based on the administrative salary schedules approved for classified administrators.

8. Classified Contracts

Approve the employment of the classified staff for the forthcoming year, beginning on and after August 1, 2011 as per approved salary schedules in effect.

_____ moved and _____
seconded the adoption of the motion, and roll call resulted.

_____ Bunting _____ Eppley _____ Hoffer _____ Stewart _____ Swope

**H. SUPERINTENDENT’S RECOMMENDATIONS – Terry Martin
PERSONNEL RECOMMENDATIONS (continued)**

9. Work Schedules

Approval of the various work schedules for classified employees for the 2011-2012 school year.

Approval of the administrators (classified and certified) work schedules for the 2011-2012 school year.

_____ moved and _____
seconded the adoption of the motion, and roll call resulted.

_____ Eppley _____ Hoffer _____ Stewart _____ Swope _____ Bunting

10. CORE Teacher Leaders

Accept the resignation of Hillary Starter, Core Leader Teacher for Zanesville Middle School, effective the 2011-2012 school year. Reason for resignation is building transfer.

Approve Steve Morrison and Karen Brock as a CORE Teacher Leaders for the 2011-2012 school year. The CORE Teacher Leader project will be funded through Federal Programs, professional development funding, at the rate of \$4,000 plus fringes.

_____ moved and _____
seconded the adoption of the motion, and roll call resulted.

_____ Hoffer _____ Stewart _____ Swope _____ Bunting _____ Eppley

**I. SUPERINTENDENT’S RECOMMENDATIONS – Terry Martin
BUSINESS RECOMMENDATIONS**

11. Agreement with Southeast Ohio Rehabilitation Services, LLC.

Approval to enter into an agreement with Southeast Ohio Rehabilitation Services, LLC and the Zanesville City Schools for the period of the 2011-2012 school year, for the purpose of providing occupational therapy services to the students of Zanesville City Schools. The rates are unchanged from previous year.

_____ moved and _____
seconded the adoption of the motion, and roll call resulted.

_____ Stewart _____ Swope _____ Bunting _____ Eppley _____ Hoffer

**I. SUPERINTENDENT’S RECOMMENDATIONS – Terry Martin
BUSINESS RECOMMENDATIONS (continued)**

12. Transition Agreement Between Muskingum County Head Start and Zanesville City Schools:

BE IT RESOLVED, to approve the Agreement of Collaboration between Muskingum County Head Start and the Zanesville City School District, to assure the following objectives are achieved: 1) to ensure children eligible to be enrolled are referred to the school system and Head Start; 2) to familiarize and build an understanding between Head Start and public schools of the guidelines and requirements that the public schools and Head Start must follow; 3) to familiarize families of children leaving Head Start with the public school; 4) to share expertise and training between school staff and Head Start staff which may be beneficial in assisting persons who are working with young children; 5) to assist in the provision of the smooth transition of children and families leaving Head Start and entering the school district; and, 6) to evaluate the Transition Agreement periodically and coordinate efforts through annual meetings.

_____ moved and _____
seconded the adoption of the motion, and roll call resulted.

_____ Swope _____ Bunting _____ Eppley _____ Hoffer _____ Stewart

13. Resolution Adopting A Calamity Day Alternative Make-Up Plan (Pending Formal Approval With ZEA)

WHEREAS, the Zanesville Board of Education desires that students have learning opportunities even when schools are closed for any of the reasons specified in section 3317.01 of the Ohio Revised Code and in excess of the number of days authorized in section 3313.48; and

WHEREAS, section 3313.88 authorizes a board of education to file an annual plan with the Ohio Department of Education by August 1 of each year to provide online learning opportunities for students in lieu of attendance on such excess days;

NOW THEREFORE BE IT, AND IT IS, HEREBY RESOLVED that the Zanesville Board of Education hereby approves the following plan and authorizes its filing with the Ohio Department of Education.

_____ moved and _____
seconded the adoption of the motion, and roll call resulted.

_____ Bunting _____ Eppley _____ Hoffer _____ Stewart _____ Swope

**I. SUPERINTENDENT’S RECOMMENDATIONS – Terry Martin
BUSINESS RECOMMENDATIONS (continued)**

14. Memorandum of Understanding Between Muskingum County Emergency Management Agency and Zanesville City Schools

Approve the Memorandum of Understanding between the Muskingum County Emergency Management Agency and the Zanesville City Schools to establish an agreement for the use of the following school buildings in the event of a Pandemic Health Event, Man-Made or Natural Disaster Event.

| Name of Building | Address |
|--------------------------|--|
| Zanesville High School | 1701 Blue Ave. Zanesville, OH 43701 |
| John McIntire Elementary | 1275 Roosevelt Ave. Zanesville, OH 43701 |
| National Road Elementary | 3505 East Pike Zanesville, OH 43701 |
| Zane Grey Elementary | 711 Fess Street Zanesville, OH 43701 |

_____ moved and _____
seconded the adoption of the motion, and roll call resulted.

_____ Eppley _____ Hoffer _____ Stewart _____ Swope _____ Bunting

15. Agreement with Licking Rehabilitation Services, Incorporated, (D.B.A.: Rehab Associates – Newark)

Approval to enter into an agreement with Licking Rehabilitation Services and the Zanesville City Schools for the period of the 2011-2012 school year, for the purpose of providing physical therapy services to the students of Zanesville City Schools, at a rate of pay of \$60.00 per hour for physical therapist services and \$55.00 per hour for physical therapist assistant services.

_____ moved and _____
seconded the adoption of the motion, and roll call resulted.

_____ Hoffer _____ Stewart _____ Swope _____ Bunting _____ Eppley

16. Agreement between Muskingum County Board of DD, MVESC and Local School Districts for Preschool Services at the Early Childhood and Family Center

Approve an agreement between the Muskingum county Board of Developmental Disabilities and the following: East Muskingum Local, Franklin Local, Tri-Valley Local, West Muskingum Local, Zanesville City Board of Education and the Muskingum Valley Educational Service Center to extend a collaborative plan for support, instructional and supervisory services to Preschool children who are enrolled in the Preschool Special Education component at the Early Childhood and Family Center.

_____ moved and _____
seconded the adoption of the motion, and roll call resulted.

_____ Stewart _____ Swope _____ Bunting _____ Eppley _____ Hoffer

**I. SUPERINTENDENT’S REPORT & RECOMMENDATIONS – Mr. Martin
OTHER RECOMMENDATIONS**

17. Policy Adoption

Approve Board Policy 5460 Graduation Requirements REVISION to included:

D. Students who have participated in interscholastic athletics, marching band, or cheerleading for at least two (2) full seasons as defined in the Zanesville High School Handbook, while enrolled in grades 9 through 12, and as documented by the (athletic director, and guidance counselor) may be excused from the high school physical education requirement. Students electing such an excuse shall complete one-half (1/2) unit of at least 60 hours of instruction in another course of study which is designated by the Board as meeting the high school curriculum requirements.

_____ moved and _____
seconded the adoption of the motion, and roll call resulted.

_____ Swope _____ Bunting _____ Eppley _____ Hoffer _____ Stewart

J. REPORT/DISCUSSION ITEMS

- Architects – Building Update

K. CLOSING COMMENTS

L. 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:

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

L. EXECUTIVE SESSION (continued)

_____ to consider the promotion or compensation of public employee(s) or officials
_____ to consider the dismissal, discipline, or demotion of employee(s) or students
_____ to consider the investigation of charges or complaints of employee(s) or students

_____ to consider the purchase of property for public purposes
_____ to consider the sale of property at competitive bidding, if premature disclosure of information would give unfair competitive or bargaining advantages to a person whose personal, private interest is adverse to the general public interest
_____ to confer with an attorney for the public body concerning disputes involving the public body that are subject of pending or imminent court action
_____ conference with an attorney
_____ preparing for, conducting, or reviewing negotiations or bargaining sessions with employees
_____ matters required by federal law or state statutes to be confidential
_____ specialized details of security arrangements

Time entered executive session: _____ a.m./p.m.

Time returned to public session: _____ a.m./p.m.

_____ moved and _____
seconded the adoption of the motion, and roll call resulted.

_____ Bunting _____ Eppley _____ Hoffer _____ Stewart _____ Swope

M. MEETING ADJOURNMENT

BE IT RESOLVED, that the Zanesville City Schools Board of Education meeting is adjourned.

Time: _____ a.m./p.m.

_____ moved and _____
seconded the adoption of the motion, and roll call resulted.

_____ Eppley _____ Hoffer _____ Stewart _____ Swope _____ Bunting