

Board of Education Regular Meeting

November 20, 2018

5:30 P.M.

Zanesville City Schools

Zane Grey Intermediate

968 Pine St.

Zanesville, Oh 43701

Board of Education Members:

Brian Swope - President

Scott Bunting – Vice President

Mike Coulson

Fred Curry

Vicky French



Doug Baker, Ed. D.
Superintendent

Mike Young
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.

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Year End Alumni Event

Vicky French – 200th Anniversary of Zanesville City Schools (2018)

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- Audit Committee – Brian Swope and Fred Curry
- Insurance Committee – Mike Coulson
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C. ROLL CALL – Mike Young

_____ Bunting _____ Coulson _____ Curry _____ French _____ Swope

D. INTRODUCTION OF GUEST

OSBA Honor Roll 2018 Recognition – Brandon Hannahs

The Zanesville City School Board of Education names Brandon Hannahs to the 2018 OSBA Media Honor Roll, calling attention to the ongoing responsible and exemplary nature of reporting on this community’s public schools.

We express our appreciation for your balanced and accurate approach to sharing with this community both the challenges facing our schools and the successes achieved by the staff and students. Your work has aided this community in focusing on the goal of providing the best public schools we can for every child who attends them.

GOOD AWARDS



John McIntire Elementary

Nathan Galigher
Joseph Ewart
Cecilia Ewart
Lucy Thorne

National Road Elementary

Dillon Rush
Kaleeya Angler
Madison Klinehoffer

Zane Grey Elementary

Tae’Shaune Shinn
Jazmine Conrad
Zoe Browning
Kamarra Goins
Breonia Taylor

E. ZEA PRESENTATIONS/COMMENTS

F. ZANESVILLE COMMUNITY HIGH SCHOOL REPORTS/UPDATES

G. 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 October 16, 2018.

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

_____ Bunting _____ Coulson _____ Curry _____ French _____ Swope

H. REPORT OF THE TREASURER OF THE BOARD OF EDUCATION – Mike Young

BE IT RESOLVED, to approve the following recommendations:

1. October Financial Reports

Approve the following financial reports:

Financial report by fund
Expenditure report
Investment report

2. Reconciliations

Approve the following reconciliations:

General
Payroll

3. Monthly Financials – Zanesville Community High School

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

H. REPORT OF THE TREASURER OF THE BOARD OF EDUCATION – Mike Young (con’t)

4. Supplemental Contract

Approve the following supplemental contract for the 2018-2019 school year.

First Name	Last Name	Sport	Position	Year 2018-19	Class	Stipend
Doug	Baker	Wrestling	Junior Varsity Coach	4	VII	\$3,018.00

_____ moved and _____

Seconded the adoption of the motion, and roll call resulted.

_____ Coulson _____ Curry _____ French _____ Swope _____ Bunting

**I. SUPERINTENDENT’S RECOMMENDATIONS – Doug Baker
PERSONNEL RECOMMENDATIONS**

BE IT RESOLVED, to approve the following personnel recommendations:

1. Resignation – Extended Day Program Administrator

Approve the resignation of Steven Foreman as Extended Day Program Administrator for FY19 school year as of December 31, 2018 pending appropriate salary and benefit adjustments in accordance with the transfer to Assistant Superintendent.

_____ moved and _____

Seconded the adoption of the motion, and roll call resulted.

_____ Curry _____ French _____ Swope _____ Bunting _____ Coulson

2. Resignations - Classified

Accept the resignation of Sherrie Saling as Bus Driver for Zanesville City Schools, effective October 30, 2018.

Accept the resignation of Karl Border as special needs van driver, effective October 21, 2018.

Accept the resignation of Nicole Stewart as Food Service personnel at National Road Elementary, effective October 16, 2018.

**I. SUPERINTENDENT’S RECOMMENDATIONS – Doug Baker
PERSONNEL RECOMMENDATIONS (con’t)**

Accept the retirement of Michael Goins, bus aide for Zanesville City Schools, effective October 29, 2018.

_____ moved and _____
Seconded the adoption of the motion, and roll call resulted.
_____ French _____ Swope _____ Bunting _____ Coulson _____ Curry

3. Employment – Certificated

Approve the following certificated personnel for the remainder of the 2018-2019 school year, pending appropriate certification requirements and background checks. Salary to be pro-rated.

Buchanan, Lori – 2nd Grade Teacher John McIntire Elementary
Experience: 0 **College:** Ohio University
Effective Date: November 1, 2018 **Amount:** BA

_____ moved and _____
Seconded the adoption of the motion, and roll call resulted.
_____ Swope _____ Bunting _____ Coulson _____ Curry _____ French

4. Employment – Classified

Approve the employment of Karl Border as special needs Van Driver. Effective date of employment is August 31, 2018. Rate of pay will be MD Aide, Step 0, from the appropriate salary schedule, pending appropriate certification and background check.

Approve the employment of Judy Gaumer as 3 hour food services, at National Road Elementary, effective October 24, 2018, pending appropriate certification and background check. Rate of pay to be Cafeteria II, Step 0, from the appropriate salary schedule.

Approve the employment of Angela Saxton as 3 hour food services, at Zanesville High School, effective October 24, 2018, pending appropriate certification and background check. Rate of pay to be Cafeteria II, Step 0, from the appropriate salary schedule.

Approve the employment of Terry Harris as a Bus Driver for Zanesville City Schools, effective September 24, 2018, pending appropriate certification and background check. Rate of pay to be Transportation, Step 0, from the appropriate salary schedule.

Approve the employment of Tricia Reilly as a Bus Aide for Zanesville City Schools, effective November 7, 2018, pending appropriate certification and background check. Rate of pay to be Regular Aide, Step 0, from the appropriate salary schedule.

**I. SUPERINTENDENT’S RECOMMENDATIONS – Doug Baker
PERSONNEL RECOMMENDATIONS (con’t)**

Approve the employment of Kelsi Sheets as a Van Driver for Zanesville City Schools, effective November 7, 2018, pending appropriate certification and background check. Rate of pay to be MD Aide, Step 0, from the appropriate salary schedule.

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

_____ Bunting _____ Coulson _____ Curry _____ French _____ Swope

5. Employment – Permanent Substitute

Approve the following permanent substitutes, as and when needed, pending appropriate background checks for the 2018-2019 school year. Rate of pay will be \$80.00 per day.

Permanent Substitutes			
Breanne Fox			

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

_____ Coulson _____ Curry _____ French _____ Swope _____ Bunting

6. Employment – Substitutes/Home Instructor

Approve the following substitutes, as and when needed, pending appropriate certification and background checks for the 2018-2019 school year.

Substitute Aide/Bus Aide/Van Aide			
Ellie Wolfe	Tamara Terrill	Stephanie Gebhart	

Substitute Bus Driver			
Amy Pieper	Tamara Terrill	Lisa Strong	

Substitute Food Services			
Sandra Pickett	Lisa Miller	Mandy Samson	

**I. SUPERINTENDENT’S RECOMMENDATIONS – Doug Baker
PERSONNEL RECOMMENDATIONS (con’t)**

Approve the following home instructors, as and when needed, pending appropriate certification and background checks for the 2018-2019 school year.

Home Instructors			
Tina Denny			

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

_____ Curry _____ French _____ Swope _____ Bunting _____ Swope

7. Transfer – Classified

Approve the transfer of Nicole Stewart from 3 hour food service to van driver-Bridgeway route, effective October 16, 2018, pending background check and proper certification. Rate of pay is MD Aide, step 0 from the appropriate salary schedule.

Approve the transfer of Karl Border from special needs van driver to van aide-Bridgeway route, effective October 22, 2018, pending background check and proper certification. Rate of pay is regular aide, step 0 from appropriate salary schedule.

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

_____ French _____ Swope _____ Bunting _____ Coulson _____ curry

8. Early Graduation – Zanesville High School

Approve Beverly Sue Puryear, as a Zanesville High School graduate as of October 13, 2018. Beverly is in the 22+ program at Mid-East Career Center and has completed all graduation requirements.

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

_____ Swope _____ Bunting _____ Coulson _____ Curry _____ French

**I. SUPERINTENDENT’S RECOMMENDATIONS – Doug Baker
PERSONNEL RECOMMENDATIONS (con’t)**

9. Supplemental Contracts

Approve the following supplemental resignations for the 2018-2019 school year, effective October 24, 2018.

Name	Position	Reason
Sarah Meadows	Varsity Assistant Girls Track Coach	Personal
Valencia Clark	Varsity Boys Tennis Coach	Personal
Cedric Harris	Assistant Boys Varsity Basketball	Transfer to new position
Kelvin Grimmatt	Assistant Girls Varsity Basketball	Transfer to new position

Approve the following supplemental contracts for the 2018-2019 school year.

First Name	Last Name	Sport	Position	Year 2018-19	Class	Stipend
Cedric	Harris	Basketball	Associate Head Boys Coach	0	V	\$4,024.00
Devin	Barnhouse	Basketball	Assistant Boys Varsity Basketball Coach	0	VI	\$3,018.00
Kelvin	Grimmett	Basketball	Associate Head Girls Varsity Basketball Coach	0	V	\$3,689.00
Nathan	Brownrigg	Football	Associate Head Coach	0	V	\$3,689.00
Nathan	Brownrigg	Football	August Practice	0	IX	\$1,174.00
Christian	Mason	Wrestling	8 th Grade Coach	0	VIII	\$1,677.00
Kyle	Woerner	Basketball	9 th Gr Boys Basketball- Volunteer			

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

_____ Bunting _____ Coulson _____ Curry _____ French _____ Swope

10. 21st Century After School Tutors and Substitutes

Approve the following personnel as 21st Century After-School Tutors for a portion of the 2018-2019 school year. Tutors will be funded through Federal Programs, at the rate of \$30 per hour plus fringes. Program operates from 3:10pm to 5:40pm each day per schedule, plus one hour paid planning time per day. 21st Century Coordinator will develop schedule of operation.

Teachers:

Heather Krause	Hillary McGee	Jodi Riggle	Kathy Stillwell	Karen Moore
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Katie Sites	Carrie Stallard	Ashley Lucas	Sarah Gantzer	Emily Brady
Kim Farmer	Lauren France	Dianna Donahue	Kaleigh Harris	Lisa Clark
Melissa Nelson	Summer Bendle	Cathy Haynes	Brianna Mullett	Alisa Mumford
Danielle Gore	Samantha Tyson	Jim Baker		

Approve Substitute Teachers as and when needed:

Substitute Teachers:

Krista Decker	Allex Osborne
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_____ moved and _____ seconded the adoption of the motion, and roll call resulted.

_____ Coulson _____ Curry _____ French _____ Swope _____ Bunting

11. 21st Century After-School Aides

Approve the following personnel as 21st Century After-School Aides for a portion of the 2018-2019 school year. Aides will be funded through Federal Programs, at the rate of \$12 per hour plus fringes. Program operates from 3:10pm to 5:40pm each day per schedule. One aide will work each morning from 7:45am to 8:45am. 21st Century Coordinator will develop schedule of operation.

Aides:

Jennifer Myers	Kathy Foster	Dawn Dailey	Sally Haser	Janie Lewis
Becky Forsythe	Tammy Besser	Diana Martin	Gayla Ware	Tina McDonald
Stephanie Bunfill	Deb Davis	Angela Swingle	Tami Fike	Lacie Hittle

Approve Substitute Aides as and when needed:

Substitute Aides:

Toni James	Lisa Krouskoupf
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_____ moved and _____ seconded the adoption of the motion, and roll call resulted.

_____ Curry _____ French _____ Swope _____ Bunting _____ Coulson

**I. SUPERINTENDENT’S RECOMMENDATIONS – Doug Baker
PERSONNEL RECOMMENDATIONS (con’t)**

12. ZHS Site Coordinator for Teen Trendsetter Program FY19

A resolution to approve Nate Seekatz as the Zanesville High School site coordinator for the Barbara Bush Foundation for Literacy’s Teen Trendsetter Program. The ZHS Site Coordinator will be responsible for signing high school students into the program, facilitating schedules/transportation, and serving as a liaison to the elementary site coordinators at a cost of \$1000 for the FY19 school year. Stipend will be paid from Dollar General Literacy Foundation Grant.

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

_____ French _____ Swope _____ Bunting _____ Coulson _____ Curry

13. Volunteers

Approve the following list of volunteers for the Zanesville City Schools for the 2017-18 school year pending appropriate backgrounds checks.

Name	Building	Type
Margaret Ritterbeck	JME	Community
Lori Geiger	JME	Parent
Robert Rodeheaver	JME	Parent
Karen Sommers	JME	Community
Audra Ladd	JME	Parent

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

_____ Swope _____ Bunting _____ Coulson _____ Curry _____ French

14. ZHS Concessions

Approve a stipend for Carrie Bunting, Supervisor of Student Services at ZCHS, in the amount of \$4,500.00 for the management of ZHS Concessions for the 2018-2019 school year.

Approve a stipend for Allison Doyle, Secretary at JME, in the amount of \$4,500.00 for the management of ZHS Concessions for the 2018-2019 school year.

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

_____ Bunting _____ Coulson _____ Curry _____ French _____ Swope

**I. SUPERINTENDENT’S RECOMMENDATIONS – Doug Baker
PERSONNEL RECOMMENDATIONS (con’t)**

15. Preschool Extended Day

Approve the following personnel to cover extended day duties for preschool at a pay rate of \$15 per hour.

Lisa Clark	Wendy Winland	Dawn Daily
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_____ moved and _____
seconded the adoption of the motion, and roll call resulted.

_____ Coulson _____ Curry _____ French _____ Swope _____ Bunting

**I. SUPERINTENDENT’S RECOMMENDATIONS – Doug Baker
BUSINESS RECOMMENDATIONS**

16. Agreement with HBS – Healthcare Billing Services, Inc.

Approval to enter into agreement with Healthcare Billing Services, Inc. (HBS) to act on behalf of the district in all areas dealing with Medicaid billing. This agreement will be ongoing, terminated by either party with a thirty day written notice. Charge will be billed monthly at 7% of the total Ohio Medicaid School Program receipts.

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

_____ Curry _____ French _____ Swope _____ Bunting _____ Coulson

17. Contract - HVAC

Approve a contract with Air Force One in the amount of \$36,088.00 to provide planned HVAC maintenance for 8 hours per week for the period November 1, 2018 through October 31, 2019.

Approve a contract with Air Force One in the amount of \$11,752.00 to provide planned HVAC controls maintenance for 4 hours every other week for the period November 1, 2018 through October 31, 2019.

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

_____ French _____ Swope _____ Bunting _____ Coulson _____ Curry

**I. SUPERINTENDENT’S RECOMMENDATIONS – Doug Baker
BUSINESS RECOMMENDATIONS (Con’t)**

18. Purchase of Property

Authorize the execution of an agreement of purchase and sale with Bart A. Dingey for the purchase by the board of real property located at Harvard Street and Cornell Street in Zanesville, Ohio. Total purchase price is \$167,000.00.

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

_____ Swope _____ Bunting _____ Coulson _____ Curry _____ French

**I. SUPERINTENDENT’S RECOMMENDATIONS – Doug Baker
OTHER RECOMMENDATIONS**

19. District Job Descriptions for Approval

Approve the attached job descriptions for Assistant Superintendent, Executive Director of Operations/Student Services, 21st Century Site Coordinator and Concession Stand Manager.

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

_____ Bunting _____ Coulson _____ Curry _____ French _____ Swope

20. Policies Items for Adoption

Approve the following policy Items for adoption:

- 2432 Driver Education
- 2461 Recording of District Meetings Involving Students and/or Parents
- 2623 Student Assessment and Academic Intervention Services
- 3122.01 Drug-Free Workplace
- 3217 Weapons
- 4162 Drug and Alcohol Testing of CDL License Holders
- 4362 Anti-Harassment
- 5517 Anti-Harassment
- 5517.02 Sexual Violence

**I. SUPERINTENDENT’S RECOMMENDATIONS – Doug Baker
OTHER RECOMMENDATIONS (con’t)**

- 5610 Removal, Suspension, Expulsion, and Permanent Exclusion of Students
- 5610.02 In School Discipline
- 5610.03 Emergency Removal of Students
- 5611 Due Process Rights
- 6320 Purchases
- 6325 Procurement – Federal Grants/Funds
- 8141 Mandatory Reporting of Misconduct by Licensed Employees
- 8403 School Resource Officer

21. Guidelines for Adoption

Approve the following guideline for adoption:

- 5610 Suspension and Expulsion
- 5610.02 In-School Discipline
- 5610.03 Emergency Removal of Students
- 8620 Bus Driver Procedures

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

_____ Coulson _____ Curry _____ French _____ Swope _____ Bunting

J. REPORT/DISCUSSION ITEMS

Muskingum Valley Park District

Year End Alumni Event

Vicky French - 200th Anniversary of Zanesville City Schools (2018)

K. BOARD COMMITTEE UPDATES

- Legislative Liaison – Vicky French
- Business Advisory Council – Vicky French
- Student Achievement Liaison – Scott Bunting
- Audit Committee – Brian Swope and Fred Curry
- Insurance Committee – Mike Coulson
- Buildings & Grounds Committee – Scott Bunting and Fred Curry

L. CLOSING COMMENTS

M. 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
 - _____ 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.

_____ Curry _____ French _____ Swope _____ Bunting _____ Coulson

N. 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.

_____ French _____ Swope _____ Bunting _____ Coulson _____ Curry