GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT
BOARD OF EDUCATION
December 14, 2015
6:30 p.m.

AGENDA

1. Call to Order

2. Pledge of Allegiance

3. President’s Welcome

4. Roll Call
   
   Dr. Cornman  Ms. Deeds  Mr. Ginise  Mr. Miller  Dr. Rentel

5. Commendations

Granville High School Girls’ Soccer Team Members: The GHS Girls Soccer team is being recognized for reaching the Division II OHSAA State Finals for the second time in the last three years.


Granville Cross Country Team Members: Athletes from the girls’ and boys’ cross country teams will be recognized for their outstanding season.


Athletic Director of the Year: Kevin Jarrett, Athletic Director, will be commended for his selection as the Ohio Interscholastic Athletic Administrators Association’s Athletic Director of the Year for Central Ohio.

Honoree: Kevin Jarrett
Retiring Board Member: Katie Rentel is being commended for her service on the Granville School Board since January of 2012.

Honoree: Katie Rentel

6. Student Reports
   - Simon Krajewski
   - First Lego League team

7. Staff Reports
   - Innovation Process Update – Jeff Brown

8. Public Comments

   This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.

   See Board Policy No. 0169.1 – Public Participation at Board Meetings.

9. Action Agenda

9.01 Overnight Field Trips

   Recommended by Superintendent:

   Motion: Approve the Granville High School Cuba spring break trip tentatively leaving March 24 and returning April 2, 2017 of the 2016-2017 school year.

   Approve the GHS softball team to travel to Myrtle Beach, SC leaving on Thursday March 24, 2016 and returning in the evening on Monday, March 28, 2016.

   Approve the Granville Intermediate School Fifth Grade Discovery students to travel to Camp 4H Ohio. They will leave May 4, at 9:00 am and return at 2:00 pm on May 5, 2016.

   Approve the Granville Intermediate School Fourth Grade Discovery students to travel to Pittsburgh, Pennsylvania. They will leave April 17, at 7:00 am and return on April 18, 2015 at 5:00 pm.

   Dr. Cornman_____Ms. Deeds _____Mr. Ginise _____Mr. Miller_____Dr. Rentel____

9.02 Maternity Leave of Absence

   Recommended by Superintendent:
Motion: Approval of the following leave of absence:

- Carrie Bell, beginning with the birth of the child which is expected to be on or around May 2, 2016 through the end of the 2015-2016 school year.

Dr. Cornman_____ Ms. Deeds ____ Mr. Ginise ____ Mr. Miller ____ Dr. Rentel____

9.03 Leaves of Absence

The Superintendent recommends:

Motion: Approval of the following leaves of absence:

- Cheridy Keller, GMS Vocal Music Teacher, retroactive to November 2nd through November 24, 2015.
- Sandra Cunningham, Transportation, beginning December 18, 2015, for approximately ten weeks.
- Kim Winters, Transportation, beginning December 15, 2015, until approximately February 1, 2016.

Dr. Cornman_____ Ms. Deeds ____ Mr. Ginise ____ Mr. Miller ____ Dr. Rentel____

9.04 OSBA Membership

Recommended by Superintendent:

Motion: Approval to join the Ohio School Board Association for the 2016 calendar year.

Dr. Cornman_____ Ms. Deeds ____ Mr. Ginise ____ Mr. Miller ____ Dr. Rentel____

9.05 Legal Assistance Fund Membership

Recommended by Superintendent:

Motion: Approval to join the Ohio School Board Association Legal Assistance fund for the 2016 calendar year.

Dr. Cornman_____ Ms. Deeds ____ Mr. Ginise ____ Mr. Miller ____ Dr. Rentel____

9.06 Authorization for Testing Expenses

The Superintendent recommends:

Motion: Authorization for ACT/Quality Core testing expenses not to exceed $30,000.

Dr. Cornman_____ Ms. Deeds ____ Mr. Ginise ____ Mr. Miller ____ Dr. Rentel____
9.07 Granville Middle School ROX (Ruling Our Experiences) Club

The Superintendent recommends:

Motion: Approval of GMS ROX Club for the 2015-2016 school year.

Dr. Cornman _____ Ms. Deeds _____ Mr. Ginise _____ Mr. Miller _____ Dr. Rentel _____

9.08 Tennis Court Site Improvements Design Contract

The Superintendent recommends:

Motion: Approval to contract with MSA Sport to design site improvements for replacement of the tennis courts on the GHS/GMS campus.

Dr. Cornman _____ Ms. Deeds _____ Mr. Ginise _____ Mr. Miller _____ Dr. Rentel _____

9.09 Approval of Educational Aide Job Description

The Superintendent recommends:

Motion: Approval of Educational Aide job description effective the 2015-2016 school year. (Attachment)

Dr. Cornman _____ Ms. Deeds _____ Mr. Ginise _____ Mr. Miller _____ Dr. Rentel _____

9.10 Approval of Resolution for Purchase of Maintenance Dump Truck

The Superintendent recommends:

Motion: Approval of resolution authorizing purchase of a maintenance dump truck not to exceed $52,000.

Dr. Cornman _____ Ms. Deeds _____ Mr. Ginise _____ Mr. Miller _____ Dr. Rentel _____

10. Consent Agenda

10.01 Approval of Routine Business by Consent

The Superintendent recommends the acceptance of the following consent items.

A. Adoption of Minutes:

Adopt the minutes of the regular Board of Education meeting held on November 16, 2015. (Attachments)

B. Donations:
• A donation of $150.00 to GHS Band from Circleville Pumpkin Show, Inc.
• A donation of $900.00 to GMS ROX from Granville Kiwanis for student tuition and supplies.
• A donation of $175.00 in paint and supplies to GMS ROX from Lowe’s in Heath.
• A $25.00 gift card donation to GMS ROX club from Heath Target.
• A $20.00 donation to GHS Student Council from Granville Whit’s.
• A $150.00 donation to GHS Blue Notes from Granville Recreation District.
• A $250.00 donation to GHS Choir from Granville Kiwanis.

C. Employment:

1. Substitute Teachers/Secretaries/Aides for the 2015-2016 School Year

   Superintendent recommends employment of the following substitute contract(s) pending verification of all licensure requirements and BCII/FBI criminal record checks.

   • Jason Noll (retroactive to November 16, 2015).
   • Natalie Charles
   • Brock Schroeder
   • Amanda Eberts

2. Resignation

   Superintendent recommends with appreciation of service, approval of the following retirements:

   • Harrison Thorp, Systems Administrator, effective immediately.

3. Supplemental Contracts for the 2015-2016 School Year

   Superintendent recommends employment of the following supplemental contract(s) pending verification of all licensure requirements, years of experience calculations, and BCII/FCI criminal record reports:

   **Group 3**
   Head Indoor Track **Name**
   Jim Green

   **Group 5**
   Boys Basketball Site Manager **Name**
   Laura Whittington

4. Volunteers

   Superintendent recommends employment of the following volunteer positions pending verification of all licensure requirements, and BCII/FCI criminal record reports:
End of Consent Agenda

11. Finances

11.01 Financial Statements

Treasurer recommends:

Motion: Approval of the November, 2015 financial report. (Attachment)

Dr. Cornman _____ Ms. Deeds _____ Mr. Ginise _____ Mr. Miller _____ Dr. Rentel _____

12. Resolution Authorizing Transfer of Excess Funds from Bond Retirement Account

Treasurer recommends:

Motion: Resolution authorizing the transfer of monies from the bond retirement fund to a specific permanent improvement fund.

Dr. Cornman _____ Ms. Deeds _____ Mr. Ginise _____ Mr. Miller _____ Dr. Rentel _____

13. Resolution for Funds Transfer Relating to GMS Science Olympiad

Treasurer recommends:

Motion: Resolution approving a fund transfer, with the approval of the Granville Education Foundation, of $79.50 from fund 007 (GMS Science Olympiad Grant Account) to fund 200 (GMS Science Olympiad Activity Account).

Dr. Cornman _____ Ms. Deeds _____ Mr. Ginise _____ Mr. Miller _____ Dr. Rentel _____

14. Adjournment

Motion: To adjourn.

Dr. Cornman _____ Ms. Deeds _____ Mr. Ginise _____ Mr. Miller _____ Dr. Rentel _____
Public Participation at Board Meetings

The Board of Education recognizes the value to school governance of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest. In order to permit the fair and orderly expression of such comment, the Board shall provide a period for public participation at every regular meeting of the Board and shall publish rules to govern such participation in Board meetings. The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct. The presiding officer shall be guided by the following rules:

A. Public participation shall be permitted as indicated on the agenda.
B. Anyone having a legitimate interest in the actions of the Board may participate during the public portion of a meeting.
C. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name, address, and group affiliation, if and when appropriate.
D. Each statement made by a participant shall be limited to approximately three (3) minutes duration.
E. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
F. Tape or video recordings are permitted, providing the person operating the recorder has received approval from the Superintendent prior to the Board meeting and agrees to the placement of the equipment and to abide by the following conditions: 1) no obstructions are created between the Board and the audience; 2) no interviews are conducted in the meeting room while the Board is in session; 3) no commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.
G. The presiding officer may 1) interrupt, warn, or terminate a participant’s statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant; 2) request any individual to leave the meeting when that person does not observe reasonable decorum; 3) request the assistance of law enforcement officers in the removal of a disorderly person when that person’s conduct interferes with the orderly progress of the meeting; 4) call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.
H. The portion of the meeting during which the participation of the public is invited shall be limited to approximately thirty (30) minutes at the beginning of the meeting early in the agenda.

From Granville Exempted Village Schools ByLaws and Policies No. 0169.1
Monday, November 16, 2015

The Granville Exempted Village School District Board of Education met in regular session at the District Office on this date. The President of the Board Dr. Jennifer Cornman called the meeting to order at 6:32 p.m. Responding to roll call was: Ms. Amy Deeds, Mr. Russell Ginise, Mr. Thomas Miller and Dr. Kathryn Rentel. Also present was Jeff Brown, Superintendent, Mike Sobul, Treasurer.

Commendations

**Lou’s Crew, GHS Boys Soccer Team:** The GHS Boys Soccer Team is being commended for a service project they created, called Score One for Families in Need. The project included a work day and an organized drive to collect supplies for the Ronald McDonald House at Nationwide Children’s Hospital.

**Honorees:** Organizers Jacob Alexander, Clay Huber, Alex Libertini, Will Nock and Jack Boyd

**Field Hockey Coach of the Year:** Two GHS Field Hockey Coaches are being recognized for being honored as “Coaches of the Year” by the field hockey association.

**Honorees:** Tara Parsley and Bobbi Seidell

**Student Report** – John Ball – Youth in Government program overview

**Staff Reports**
- State Data – Ryan Bernath
- Facility Study – Tonya Sherburne

**Board Discussion**
- Newark TIF Agreement – Mike Sobul and Jeff Brown
- One to One Technology – Jeff Brown

**Board Reports**
- Jen Cornman C-TEC

**Action Agenda**

As recommended by the Superintendent

**11.16.01 Approval of Board Policy Updates**

Moved by Mr. Miller, seconded by Mr. Ginise to approve the following Granville Board Policy Changes effective October, 2015:
- DN, School Properties Disposal
- GCB-2-R, Professional Staff Contracts and Compensation Plans (Administrators)
Granville Board of Education
REGULAR MEETING MINUTES
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- IGBE, Remedial Instruction (Intervention Services)
- IGBEA, Reading Skills Assessments and Intervention (Third Grade Guarantee)
- IGBEA-R, Reading Skills Assessments and Intervention (Third Grade Guarantee)
- IKE, Promotion and Retention of Students
- IKF, Graduation Requirements
- LBB, Cooperative Educational Programs
- CFA, Site-Based Management Councils (Removed)
- CFA-R, Site-Based Management Councils (Removed)
- AFC-2, Evaluation of Professional Staff (Administrators Both Professional and Support) Revision
- AFC-1, also GCN-1, Evaluation of Professional Staff (OTES) Revision
- GCN-1, also AFC-1, Evaluation of Professional Staff (OTES) Revision
- GCN-2, also AFC-2, Evaluation of Professional Staff (Administrators Both Professional and Support) Revision

On vote: Dr. Cornman, aye; Ms. Deeds, aye; Mr. Ginise, aye; Mr. Miller, aye; Dr. Rentel, aye. Motion carried.

11.16.02 Approval of Leave of Absence

Moved by Ms. Deeds, seconded by Mr. Miller to approval of the following leaves of absence:

- Robert Johnson, Bus Driver, retroactive to October 12 through October 23, 2015.
- Mary Jane Burgess, HS Teacher, retroactive to November 5, 2015 for approximately three weeks.
- Ruth Ellen Kozman, GES Teacher, retroactive to November 2, 2015 for approximately two weeks.
- Judith Ward, Bus Driver, beginning December 3, 2015 for approximately 10 days.
- Jenna Sparks, GHS Social Studies Teacher, December 7, 2015 through December 18, 2015.

On vote: Dr. Cornman, aye; Ms. Deeds, aye; Mr. Ginise, aye; Mr. Miller, aye; Dr. Rentel, aye. Motion carried.

11.16.03 Approval of 2016-2017 School Calendar

Moved by Mr. Ginise, seconded by Dr. Rentel to approve the 2016-2017 school calendar.

On vote: Dr. Cornman, aye; Ms. Deeds, aye; Mr. Ginise, aye; Mr. Miller, aye; Dr. Rentel, aye. Motion carried.

11.16.04 Approval of Granville Education Foundation Grant Recipients for 2015-2016

Moved by Mr. Ginise, seconded by Dr. Rentel to accept the following grants for 2015-2016 school year from the Granville Education Foundation and the Licking County Foundation:

- Chromalux Lamp and Mat Cutter; Sarah Noblett, GHS, $910.
- Electric Strings Quartet; Samantha Schnabel, GHS, $4000 from GEF and $2,260 from Granville Music Boosters.
- Movement in the Classroom; Karly Worrall, GHS, $3,000.
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- Heart Safe CPR Program; Shelby Gaul et al, GMS, $3,000.
- Fun and Deep Thinking Math; Leslie Hopping, GIS, $1,017.

On vote: Dr. Cornman, aye; Ms. Deeds, aye; Mr. Ginise, aye; Mr. Miller, aye; Dr. Rentel, aye. Motion carried.

11.16.05 Approval of Independent Contractor Agreement

Moved by Ms. Deeds, seconded by Mr. Miller for approval of the Independent Contractor Contract with Andrea Ilbach, an Independent Tutor in the State of Ohio ("Contractor") retroactive to October 19, 2015.

On vote: Dr. Cornman, aye; Ms. Deeds, aye; Mr. Ginise, aye; Mr. Miller, aye; Dr. Rentel, aye. Motion carried.

11.16.06 Approve of Systems Administrator Position

Moved by Mr. Miller seconded by Ms. Deeds for approval of Harrison Thorp for a one year contract as a Systems Administrator effective November 23, 2015 for the remainder of the 2015-2016 school year.

On vote: Dr. Cornman, aye; Ms. Deeds, aye; Mr. Ginise, aye; Mr. Miller, aye; Dr. Rentel, aye. Motion carried.

11.16.07 Approval of TIF Agreement

Moved by Mr. Ginise, seconded by Dr. Rental for approval of a resolution to waive the 45 day reporting requirement for implementation of a TIF agreement with the City of Newark for parcels 056-042264-00.355, 056-041370-01.000, and 056-045684-00.000 along River Road within the Granville Exempted Village School District.

On vote: Dr. Cornman, aye; Ms. Deeds, aye; Mr. Ginise, aye; Mr. Miller, aye; Dr. Rentel, aye. Motion carried.

Consent Agenda

The Superintendent recommends the acceptance of the following consent items.

11.16.08 Approval of Routine Business by Consent

Moved by Ms. Deeds, seconded by Mr. Miller for approval of the following items as recommended by the Superintendent.

Adoption of Minutes: Adopt the minutes of the regular Board of Education meeting held on October 19, 2015.

Donations:
- Dixon, Davis, Bagent & Company donated $250.00 to the GIS Archery program.
- Second Chance Humane Society donated $250.00 to the GIS Archery program.
- Aspire donated $603.04 to purchase computer software for GEVS.
Granville PTO donated $7,000.00 to GIS for the Book Room.
- Granville PTO donated $10,000.00 to the GIS Principal’s Fund and $3,833.15 to the GES Principal’s Fund.
- Jill Esh, Middle School math teacher, was awarded a Leaders for Learning Grant from the Licking County Foundation in the amount of $495.00 to purchase five Insignia Flex 8” Android Tablets for her classroom. Ruth Ellen Kozman, Elementary School Reading Intervention Teacher, was also awarded a Leaders for Learning Grant from the Licking County Foundation in the amount of $445.00 to purchase a variety of books to use with students during reading intervention. These grants are supported by the Lindorf-Warner Memorial Fund of the Licking County Foundation.

Employment:

1. Substitute Teachers/Secretaries/Aides for the 2015-2016 School Year

   Superintendent recommends employment of the following substitute contract(s) pending verification of all licensure requirements and BCII/FBI criminal record checks.

   - Sandra Meddles (retroactive to October 28, 2015).
   - Benjamin Yeater

2. Retirements

   Superintendent recommends with appreciation of service, approval of the following retirements:

   - Corrine Caye, HS Social Studies Teacher, effective May 26, 2016.

3. Resignation

   Superintendent recommends with appreciation of service, approval of the following retirements:

   - Marvin Bright, GHS Head Wrestling Coach, retroactive to November 11, 2015.
   - Shelby Gaul, GMS Health Clinic Nurse, effective January 8, 2016.

4. Supplemental Contracts for the 2015-2016 School Year

   Superintendent recommends employment of the following supplemental contract(s) pending verification of all licensure requirements, years of experience calculations, and BCII/FBI criminal record reports:

   **Group 2**
   
<table>
<thead>
<tr>
<th>Name</th>
<th>Group 2</th>
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<tbody>
<tr>
<td>Marvin Bright</td>
<td>Head Wrestling (.95)</td>
</tr>
<tr>
<td>Doug Steffeny</td>
<td>Head Wrestling (.05)</td>
</tr>
<tr>
<td>Brian Doner</td>
<td>Head Boys Swimming (.50)</td>
</tr>
<tr>
<td>Kelly Doner</td>
<td>Head Boys Swimming (.50)</td>
</tr>
</tbody>
</table>
Group 3  
Asst. Varsity Girls Basketball  
Lacie Buckey

On vote: Dr. Cornman, aye; Ms. Deeds, aye; Mr. Ginise, aye; Mr. Miller, aye; Dr. Rentel, aye. Motion carried.

End of Consent Agenda

Finances

The Treasurer recommends the acceptance/approval of the following agenda items:

11.16.09 Approval of Financial Report

Moved by Mr. Ginise seconded by Ms. Deeds for approval of the October, 2015 Financial Report.

On vote: Dr. Cornman, aye; Ms. Deeds, aye; Mr. Ginise, aye; Mr. Miller, aye; Dr. Rentel, aye. Motion carried.

11.16.10 Approval of Agreement with Rich & Gillis Law Group

Moved by Ms. Deeds seconded by Mr. Ginise for approval of the 2016 agreement with Rich & Gillis Law Group to monitor and pursue our real estate issues.

On vote: Dr. Cornman, aye; Ms. Deeds, aye; Mr. Ginise, aye; Mr. Miller, aye; Dr. Rentel, aye. Motion carried.

11.16.11 Approval of Resolution Authorizing Transfer of Funds for GHS Student Council

Moved by Ms. Deeds, seconded by Dr. Rentel authorizing the transfer of the remaining fund balance of $3,530.99 from the classes of 2010, 2012 and 2013 as well as from the defunct high school store into a fund for use by the GHS Student Council for projects with long-lasting value to the high school.

On vote: Dr. Cornman, aye; Ms. Deeds, aye; Mr. Ginise, aye; Mr. Miller, aye; Dr. Rentel, aye. Motion carried.

11.16.12 Approval of Resolution Authorizing Transfer of Funds for Reimbursement of Account

Moved by Mr. Ginise, seconded by Ms. Deeds authorizing the transfer of $340.69 from the grant fund (007) to the principal’s fund (018) to reimburse the GMS principal account for a purchase from FY 2015 that was erroneously coded.

On vote: Dr. Cornman, aye; Ms. Deeds, aye; Mr. Ginise, aye; Mr. Miller, aye; Dr. Rentel, aye. Motion carried.
11.16.13 Approval of Resolution Approving Appropriation

Moved by Mr. Ginise, seconded by Ms. Deeds for approval of a supplemental appropriation of $3,579.80 in fund 019 for professional development related expenses and to approve reimbursement to Lori Fender that same amount for retroactive expenses incurred attending Teacher's College Reading and Writing Project at Columbia University.

On vote: Dr. Cornman, aye; Ms. Deeds, aye; Mr. Ginise, aye; Mr. Miller, aye; Dr. Rentel, aye. Motion carried.

11.16.14 Adjournment

Moved by Ms. Deeds, seconded by Dr. Rentel to adjourn the meeting at 8:26 p.m.

On vote: Dr. Cornman, aye; Ms. Deeds, aye; Mr. Ginise, aye; Mr. Miller, aye; Dr. Rentel, aye. Motion carried.

Dr. Jennifer Cornman, President

Mike Sobul, Treasurer
Title: EDUCATIONAL AIDE

Reports to: Principal, Special Services Director, assigned teacher, school nurse and/or health clinic nurse

Job Objective: Performs a variety of non-teaching classroom support and student personal care services as directed under the supervision of an assigned teacher.

Minimum Qualifications:

- Meets mandated state and federal qualification (i.e., completion of requisite higher education credit hours/courses, approved degree, or successful passage of a sanctioned professional standards test).
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology and other workplace innovations that support job functions.
- Valid state department of education permit appropriate for the assignment.
- Ability to physically assist students with disabilities (e.g., mobility, transferring, positioning, etc.).
- Self-directed, congenial disposition, and strong diplomacy skills.
- Successful completion of communicable disease, child abuse/neglect, behavioral management, CPR, and/or first aid may be required as a condition of employment.

Essential Functions:

The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks for assignments. Carefully follows directions. Seeks advice when expectations are unclear.
- Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Works with the administrators and teachers to address persistent behavior problems.
- Promotes the proper use, care, and security of school property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

CLASSROOM DUTIES:

- Checks with the teacher for instructions. Works with small groups and/or individual students.
• Helps students with remedial and/or enrichment activities. Reinforces instructional objectives introduced by the teacher. Maintains a positive learning environment.
• Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.
• Supports an inclusive educational environment. Helps students with disabilities participate in appropriate learning activities as directed.
• Actively participates in programmed recreational activities as directed.
• Performs clerical work related to classroom activities. Prepares and distributes classroom materials. Maintains records as directed.
• Prepares classroom equipment for use (e.g., computers, media resources, etc.).
• Helps keep program and storage areas orderly (e.g., stores equipment, shelves books, cleans spills, etc.). Sanitizes equipment as directed.
• Supervises non-classroom activities as directed (e.g., arrival/departure, lunch, recess, field trips, library, computer lab, etc.).

OFFICE DUTIES:
• Keeps informed about program and procedure changes. Greets and assists office visitors. Answers and directs phone calls. Takes messages. Manages calls efficiently to keep lines open.
• Types routine school documents. Duplicates and collates materials. Helps prepare special mailings.
• Helps maintain an orderly office. Keeps materials properly filed.
• Prepares displays and bulletin boards as directed.
• Processes incoming, outgoing, interoffice mail and faxes.
• Receives deliveries and notifies recipients about the arrival of packages. Stores and inventories office supplies as directed.
• Receives, sorts, and counts money collected in the building as directed. Prepares records suitable for audits.
• Processes students arriving late to school. Collects class attendance forms. Distributes absentee list. Prepares attendance records as directed.
• Assists student helpers in the performance of their duties.
• Monitors students sent to the office for illness or discipline reasons.
• Renders basic first aid and administers student medications when a school nurse is not available.
• Locates students as requested. Processes homework requests for absent students.
• Learns to operate all office equipment. Provides back-up support for other office staff during breaks, interruptions, and absences as directed.

SPECIAL EDUCATION DUTIES:
• Checks with the supervisor to learn about the needs of the assigned student.
• Acquires basic skills that support student needs (e.g., sign language, finger spelling, etc.).
• Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.
• Supports an inclusive educational environment. Helps students with disabilities participate in appropriate learning activities as directed.
• Assists with bus loading and unloading procedures.
• Inspects harnesses, belts, and other safety devices. Immediately corrects or reports unsafe conditions and/or defective equipment.
• Facilitates student mobility. Helps students use assistive and/or augmentative devices.
• Positions students to take full advantage of each learning environment (e.g., line-of-sight, proximity to equipment, height of work surfaces, etc.).
• Follows prescribed medical plans and/or assists students with personal hygiene care (e.g., toileting, catheterization, etc.) as trained by a licensed health care professional.
• Helps feed students. Complies with personal hygiene rules and standard sanitation procedures,
• Supervises rest periods when applicable.
• Collects relevant data for students as directed by the intervention specialist.

CLINIC DUTIES:
• Consults with school district nurse and building staff to identify ongoing/emerging health service needs of students.
• Assists with the preparation of the clinic/treatment area. Assists with requisitions supplies to school district nurse and/or health clinic nurse. Helps set up equipment and implement procedures with school district nurse and health clinic nurse to ensure that all medicines are stored safely.
• Consults with staff to facilitate the early identification of health risks and refers them to the clinic health nurse.
• Provides assistance to sick and injured students. Administers first aid in conjunction with the district school nurse and/or health clinic nurse investigates and documents injuries. Ensures the accuracy of records. Notifies health clinic nurse if squad is called.
• Reviews medical emergency authorization forms and health action plans. Ensures that permission forms are on file as needed for the release of health information. Communicates information to staff when required.
• Implements all required state minimum student health screening activities are completed as directed by school district nurse and/or health clinic nurse.
• Maintains accurate records and submits required data on time to school district nurse and/or health clinic nurse.
• Consults with parents as needed (e.g., phone calls, notes, meetings, etc.).
• Helps students monitor and manage acute/chronic medical conditions as needed under the supervision of the school district nurse and/or health clinic nurse.

Abilities Required:
The following personal characteristics and skills are important for the successful performance of assigned duties.

• Acknowledges personal accountability for decisions and conduct.
• Demonstrates professionalism and contributes to a positive work environment.
• Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
• Exhibits consistency, resourcefulness, and resilience.
• Maintains an acceptable attendance record and is punctual.
• Performs duties efficiently with limited supervision. Meets deadlines despite time constraints.
• Prepares accurate and timely paperwork. Verifies and correctly enters data.
• Reacts productively to interruptions and changing conditions.
• Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions:
To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

• Balancing, bending, crouching, kneeling, reaching, and standing.
• Exposure to adverse weather conditions and temperature extremes.
• Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
• Exposure to blood-borne pathogens and communicable diseases.
• Interactions with aggressive, disruptive, and/or unruly individuals.
• Operating and/or riding in a vehicle.
• Lifting, carrying, and moving work-related supplies/equipment.
• Traveling to meetings and work assignments.
• Using a computer keyboard and monitor for prolonged periods.
• Working in proximity to moving mechanical parts.

Performance Evaluation:

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Granville Exempted Village School District Board of Education.

The Granville Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

2014-2015
Revised December 2015
GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT

Monthly Financial Report

For the F.Y. 2016 Month Ending: November
12/11/2015
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### Overview

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<thead>
<tr>
<th>Page</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Net operating revenues are trending slightly worse than in 2016-2018, but better in FY 2019 and 2020.</td>
</tr>
<tr>
<td>5</td>
<td>Revenue collections as a percent of annual totals are on track through November.</td>
</tr>
<tr>
<td>6</td>
<td>Expenditures as a percent of annual expected amounts are on track through November.</td>
</tr>
<tr>
<td>7</td>
<td>Revenues are 0.4 percent below estimates through October.</td>
</tr>
<tr>
<td>8</td>
<td>Expenditures are 2.2 percent above estimates through October.</td>
</tr>
<tr>
<td>9</td>
<td>Cash balances remain above district cash balance guidelines through June 2017.</td>
</tr>
<tr>
<td>10</td>
<td>Total cash on hand is $9.7 million after completion of the bond refunding.</td>
</tr>
<tr>
<td>11</td>
<td>2015 property tax valuations are 0.6 percent higher than was forecast in October.</td>
</tr>
</tbody>
</table>
Updated Forecast Trend For The Month of November, F.Y. 2016

![Current Trend Update - Revenue, Expenditures, Levies, and Cash Balance](chart)

<table>
<thead>
<tr>
<th>Revenue Surplus/(Shortfall) by Year</th>
<th>FY 2016</th>
<th>FY 2017</th>
<th>FY 2018</th>
<th>FY 2019</th>
<th>FY 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue Surplus/ (Shortfall)</td>
<td>$237,531</td>
<td>($525,828)</td>
<td>($597,822)</td>
<td>($1,233,275)</td>
<td>($1,979,792)</td>
</tr>
</tbody>
</table>

**Forecast Updated Trend**

Compared to Updated Trend Forecast as of 12/11/2015

<table>
<thead>
<tr>
<th>Variance between Prior and Current Forecast:</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Forecast Revenue Trend OVER/UNDER Prior</td>
<td>0.25%</td>
<td>0.65%</td>
<td>0.86%</td>
</tr>
<tr>
<td>Current Forecast Expenditure Trend OVER/UNDER Prior</td>
<td>0.60%</td>
<td>0.66%</td>
<td>0.56%</td>
</tr>
<tr>
<td>Cumulative Variance $$$ Impact on Ending Cash Balance</td>
<td>($92,091)</td>
<td>($98,242)</td>
<td>($18,954)</td>
</tr>
</tbody>
</table>

What are current forecast trends?

The fiscal condition of the district in the short run has weakened slightly since the October forecast, but in the long run is somewhat improved. Revenue forecasts have improved primarily because of the greater than expected growth in public Utility Property values this year.

Offsetting the increased revenues are further increases in anticipated expenditures on student services.

Page 12 of the report has a more detailed overview of the changes in the five-year forecast.
Fiscal Year To Date -- Year-Over-Year Revenue Comparison

Analysis of actual revenue for the fiscal year period July - November.

FYTD Actual Revenue vs. Remaining Estimated as % of Annual Total

<table>
<thead>
<tr>
<th>Year</th>
<th>2016</th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>41.9%</td>
<td>42.0%</td>
<td>41.8%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percent of Annual Total</td>
<td>58.1%</td>
<td>58.0%</td>
<td>58.2%</td>
</tr>
</tbody>
</table>

Actual Fiscal Year To Date Revenue, July - November

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Real Estate Taxes</td>
<td>6,885,695</td>
<td>7,772,601</td>
<td>8,014,205</td>
<td>$241,604 3.1%</td>
</tr>
<tr>
<td>Public Utility PP Taxes</td>
<td>339,020</td>
<td>398,479</td>
<td>415,933</td>
<td>$ 17,454 4.4%</td>
</tr>
<tr>
<td>Income Tax</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-$         0.0%</td>
</tr>
<tr>
<td>State Aid (Formula + Rest)</td>
<td>2,445,920</td>
<td>2,668,632</td>
<td>2,688,863</td>
<td>$ 20,231 0.8%</td>
</tr>
<tr>
<td>State Tax Reimb.</td>
<td>969,029</td>
<td>999,256</td>
<td>1,001,933</td>
<td>$ 2,677 0.3%</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>304,031</td>
<td>362,838</td>
<td>233,931</td>
<td>$(128,907) -35.5%</td>
</tr>
<tr>
<td>Other Sources</td>
<td>64,660</td>
<td>132,831</td>
<td>4,140</td>
<td>$(128,691) -96.9%</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>11,008,355</td>
<td>12,334,637</td>
<td>12,359,005</td>
<td>$ 24,368 0.2%</td>
</tr>
</tbody>
</table>

Total YOY Percentage Change 0.2%

How does fiscal year to date revenue compare to prior years?
The percentage of annual revenue that has been received through November mirrors the last two years. Overall, revenues are up 0.2 percent above last year.
Fiscal Year To Date -- Year-Over-Year Expenditure Comparison
Analysis of Actual Expenditures for the fiscal year period July - November.

<table>
<thead>
<tr>
<th></th>
<th>FYTD Actual Expended vs. Remaining Estimated as % of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>41.9%</td>
</tr>
<tr>
<td></td>
<td>58.1%</td>
</tr>
<tr>
<td>2015</td>
<td>42.5%</td>
</tr>
<tr>
<td></td>
<td>57.5%</td>
</tr>
<tr>
<td>2014</td>
<td>41.3%</td>
</tr>
<tr>
<td></td>
<td>58.7%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Percent of Annual Total</th>
<th>Actual Fiscal Year To Date Expenditures, July - November</th>
<th>F.Y. 2016 YOY Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2014 FYTD</td>
<td>2015 FYTD</td>
</tr>
<tr>
<td>Salaries</td>
<td>5,512,712</td>
<td>5,643,111</td>
</tr>
<tr>
<td>Benefits</td>
<td>2,327,196</td>
<td>2,556,237</td>
</tr>
<tr>
<td>Purchased Services</td>
<td>1,415,976</td>
<td>1,505,444</td>
</tr>
<tr>
<td>Supplies</td>
<td>427,691</td>
<td>475,055</td>
</tr>
<tr>
<td>Capital</td>
<td>41,773</td>
<td>42,338</td>
</tr>
<tr>
<td>Debt, Intergov</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other Objects</td>
<td>153,493</td>
<td>148,308</td>
</tr>
<tr>
<td>Other Uses</td>
<td>3,633</td>
<td>244,562</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>9,882,474</td>
<td>10,615,055</td>
</tr>
</tbody>
</table>

How do fiscal year to date expenditures compare to prior years?
Expenditures through November are in line with 2015 and 2014. Expenditures are up 5.2 percent over last year.
Fiscal Year To Date (July - November) Actual Revenue Compared to Estimates

FY 2016 To-date Estimated Variance as % of Annual Total

For the F.Y. 2016 Period: July - November

<table>
<thead>
<tr>
<th>Revenue:</th>
<th>2016 FYTD Actual</th>
<th>2016 FYTD Estimated</th>
<th>2016 FYTD Actual Over/ (Under) Estimated Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real Estate Taxes</td>
<td>8,014,205</td>
<td>8,094,771</td>
<td>(80,566)</td>
</tr>
<tr>
<td>Public Utility PP Taxes</td>
<td>415,933</td>
<td>399,806</td>
<td>16,127</td>
</tr>
<tr>
<td>Income Tax</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>State Aid (Formula + Restricted)</td>
<td>2,688,863</td>
<td>2,694,027</td>
<td>(5,164)</td>
</tr>
<tr>
<td>State Tax Reimb.</td>
<td>1,001,933</td>
<td>1,009,070</td>
<td>(7,137)</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>233,931</td>
<td>210,000</td>
<td>23,931</td>
</tr>
<tr>
<td>Total Operating Revenue</td>
<td>12,354,865</td>
<td>12,407,674</td>
<td>(52,809)</td>
</tr>
<tr>
<td>Other Non-Op Revenue</td>
<td>4,140</td>
<td>3,200</td>
<td>940</td>
</tr>
<tr>
<td>Total Operating Revenue Plus Other Sources</td>
<td>12,359,005</td>
<td>12,410,874</td>
<td>(51,869)</td>
</tr>
</tbody>
</table>

How do FYTD revenue cash flow estimates compare to actual?

Through November, revenues are just 0.4 percent below estimate. All of the shortfall is accounted for by a large commercial taxpayer that was late paying its second half property taxes. That payment has now been made but will not be received by the district from the county until February. In addition, revenues will pick up in March with the additional public utility revenue the district will receive.
Fiscal Year To Date (July - November) Actual Expenditures Compared to Estimates

FY 2016 To-date Estimated Variance as % of Annual Total

How do FYTD expenditure cash flow estimates compare to actual?
Expenditures through November are 2.2 percent above forecast. The largest chunk of this is in purchased services, which is primarily reflecting timing issues.
Monthly cash flow estimates.

Expected cash flow remains above cash balance guidelines in each month through June of 2017.
## Cash Reconciliation

**Date:** 12/07/2016  
**Time:** 17:16  
**Cash Reconciliation as of 11/30/2015**  
**Page:** 1  

### Gross Depository Balances:

<table>
<thead>
<tr>
<th>Account</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICB MMA</td>
<td>$7,273,720.36</td>
</tr>
<tr>
<td>PARK NATIONAL BANK - NEW GENERAL</td>
<td>$6,481,485.48</td>
</tr>
<tr>
<td>ICS DEMAND</td>
<td>$326,619.00</td>
</tr>
<tr>
<td>STAR OHIO</td>
<td>$332,316.55</td>
</tr>
<tr>
<td>PARK NATIONAL BANK-FOOD SERVICES</td>
<td>$37,516.00</td>
</tr>
<tr>
<td>PARK NATIONAL BANK-FSA ACCOUNT</td>
<td>$83,052.04</td>
</tr>
<tr>
<td>BOND REFUNDING</td>
<td>$9,598.62</td>
</tr>
<tr>
<td></td>
<td>$22,532.09</td>
</tr>
</tbody>
</table>

### Total Depository Balances (Gross)  

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### Adjustments to Bank Balance:

<table>
<thead>
<tr>
<th>Description</th>
<th>Adjustments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash in Transit to Bank</td>
<td>$12,081.23</td>
</tr>
<tr>
<td>Outstanding Checks</td>
<td>$122,901.20</td>
</tr>
<tr>
<td>Adjustments</td>
<td>$0.00</td>
</tr>
<tr>
<td>PARK NATIONAL BANK BOND PRINCIPAL/INTEREST</td>
<td>$0.00</td>
</tr>
<tr>
<td>STRS BOARD SHARE DEBIT RECONCILING ADJUSTMENT</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Total Adjustments to Bank Balance  

---

### Investments:

<table>
<thead>
<tr>
<th>Description</th>
<th>Investments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treasury Bonds and Notes</td>
<td>$2,600,623.97</td>
</tr>
<tr>
<td>Certificate of Deposits</td>
<td>$2,520,902.27</td>
</tr>
</tbody>
</table>

### Other Securities  

---

### Other Investments:

<table>
<thead>
<tr>
<th>Description</th>
<th>Other Investments</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOBEN SCHOLARSHIP</td>
<td>$2,600.63</td>
</tr>
<tr>
<td>BOB FOSE MEMORIAL</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Eikenberry Memorial Acct.</td>
<td>$9,035.60</td>
</tr>
<tr>
<td>CONSOLO ACCT</td>
<td>$2,590.00</td>
</tr>
<tr>
<td>MARSHALL ACCOUNT</td>
<td>$4,902.21</td>
</tr>
</tbody>
</table>

### Total Investments  

---

### Cash on Hand:

- Petty Cash:
- Change Cash:
- Cash with Fiscal Agent: $0.00

### Total Cash on Hand  

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### Total Balances  

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### Total Fund Balance  

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Overall cash is back to a more normal $9.7 million at the end of November. The debt refunding is now fully complete.
## 2015 Valuations

<table>
<thead>
<tr>
<th>Property Type</th>
<th>Oct. Forecast</th>
<th>Actual</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture</td>
<td>$26,559,914</td>
<td>$26,426,350</td>
<td>($133,564)</td>
</tr>
<tr>
<td>Residential</td>
<td>$359,088,691</td>
<td>$361,303,550</td>
<td>$2,214,859</td>
</tr>
<tr>
<td>Mineral</td>
<td>$200,060</td>
<td>$317,930</td>
<td>$117,870</td>
</tr>
<tr>
<td>P.U. Real</td>
<td>$231,170</td>
<td>$238,500</td>
<td>$7,330</td>
</tr>
<tr>
<td>Industrial</td>
<td>$3,792,605</td>
<td>$3,811,660</td>
<td>$19,055</td>
</tr>
<tr>
<td>Commercial</td>
<td>$41,155,408</td>
<td>$38,849,670</td>
<td>($2,305,738)</td>
</tr>
<tr>
<td>P.U. Personal</td>
<td>$10,325,967</td>
<td>$13,168,900</td>
<td>$2,842,933</td>
</tr>
<tr>
<td>Total Valuation</td>
<td>$441,353,815</td>
<td>$444,116,560</td>
<td>$2,762,745</td>
</tr>
</tbody>
</table>

We have received actual valuations for 2015 from the county auditor. Overall, valuations are about 0.6 percent above what was forecast in October. Residential values are a little higher than expected and commercial values a little lower. Commercial values are low because some construction-in-progress values were anticipated for the Granville Inn renovation and the Middleton project, but none ended up on the tax rolls. Those two properties will be fully picked up next year.

The increase in public utility value has a significant impact on the overall forecast. It adds over $200,000 in revenue per year.
Five-Year Forecast Update

October

The overall five-year forecast has improved modestly from what was approved by the Board in October. The improvement is all in the last two years of the forecast period.

In the first three years, increases from additional property valuation growth is offset by increases in costs for student services. In 2019 and 2020, the property valuation changes and some adjustments to property tax collection estimates yield additional revenue relative the cost increases. By the end of the five-year period, bottom line finances are nearly $700,000 better than in October, going from an anticipated ending cash shortfall of nearly $338,000 to a balance of just over $360,000.