



**Granville  
Schools**  
Learning for Life

**GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT  
BOARD OF EDUCATION**

**February 11, 2019**

**6:30 pm**

**AGENDA**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. President's Welcome**
- 4. Roll Call**

Mr. Ginise \_\_\_ Mr. Miller \_\_\_ Dr. Cornman \_\_\_ Ms. Deeds \_\_\_ Mr. Wolf \_\_\_

**5. Commendations**

**Ohio Scholastic Art Competition:** Three GHS Art Students are being recognized for their art work that will be featured in an exhibit in the Columbus College of Art and Design's Acock Gallery.

Honorees: Emma Reamer, Sara Mills, and Mara Shields.

**Auditor of State Award with Distinction:** Treasurer Mike Sobul and his department are being recognized for receiving this award for excellent record keeping.

**6. Staff Report**

- Reading and Writing Workshop Presentation – Molly McCrary and Amanda Gurney
- Update to Board Policy IGBB (First Reading) – Ryan Bernath
- Gifted Handbook (First Reading) – Ryan Bernath

**7. 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.

**8. Board Discussion**

**9. Action Agenda**

**9.01 Approval of GHS Course Book**

*Superintendent recommends:*

Motion: Approval of the GHS Course Book for the 2019-2020 school year.

Mr. Ginise\_\_\_\_Mr. Miller \_\_\_\_Dr. Cornman \_\_\_\_Ms. Deeds \_\_\_\_ Mr. Wolf\_\_\_\_

**9.02 Resolution to Approve Fireproof Contract**

*Superintendent recommends:*

Motion: Approval of the resolution to approve a contract for an amount not to exceed \$66,000 with Fireproof to prepare document preparation and complete scanning of all historical special education student records. The funds to be used are from a one-time federal IDEA Restoration allocation.

Mr. Ginise\_\_\_\_Mr. Miller \_\_\_\_Dr. Cornman \_\_\_\_Ms. Deeds \_\_\_\_ Mr. Wolf\_\_\_\_

**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 Organizational and Regular Meeting of the Board of Education held on Monday, January 7, 2019. (**Attachment**)

**B. Acceptance of Donations/Grants:**

- A donation of \$250.00 for the observation deck at the Land Lab from Ms. Jessica Rettig.
- A donation of one skid of water bottles from Heath Lowe's.
- A donation of \$200.00 for GIS Archery from Service Master of Central Ohio.
- A donation of \$200.00 for GIS Archery from Mickey's Roofing.
- A donation of \$200.00 for GIS Archery from Barry and Pam Hooker.
- Leaders for Learning Grant Awards:
  - Pam Bice, GMS ELA Teacher, \$500.00
  - Ruth Ellen Kozman, GES Reading Specialist, \$468.32

**C. Employment:**

**1. Supplemental Contracts for the 2018-2019 School Year**

*Superintendent recommends employment of the following supplemental contract(s) pending verification of all licensure requirements and BCII/FBI criminal records check.*

**Group 2**

Head Boys Tennis  
Head Track  
Head Girls Lacrosse  
Head Softball (.90)  
Head Softball (.10)

**Name**

Keith Mullins  
Jim Green  
Tara Parsley  
Rae Stuart  
Miranda Fraunfelter-  
Root

**Group 3**

JV Cheerleading (.50)

Julie Hardesty

**Group 4**

Assistant Boys Tennis  
Assistant Baseball (.10)  
Assistant Baseball (.20)  
Assistant Baseball (.80)

Henry Clint Storey  
Darren Athey  
Darren Athey  
Jeff Marietta

Assistant Girls Lacrosse  
Assistant Girls Lacrosse  
Assistant HS Track  
Assistant HS Softball

Bobbi Seidell  
Richard Semer  
James Rogerson  
Jen Anthony

**Group 5**

MS Track  
MS Track  
MS Track (.50)  
MS Track (.50)  
Head MS Softball

Renee Haley  
Susan Day  
Grace Waggoner  
Jamie Rogovin  
Paige Naylor

**2. Substitute Teachers/Aide/Secretary Contracts for the 2018-2019 School Year.**

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

- Samantha Ebert, retroactive to January 18, 2019.
- Nicole Stewart, retroactive to January 18, 2019.
- Cailyn Sutliff, retroactive to January 22, 2019.
- Peter Rotkis, retroactive to January 25, 2019.

- Jordyn Van Horn, retroactive to January 25, 2019.
- Denise Mack, retroactive to February 4, 2019.
- Frankie Folk, retroactive to February 5, 2019.
- Jon Holbrook, retroactive to February 5, 2019.

### 3. Leaves of Absence

*Superintendent submits:*

- Sarah Closson, GES Librarian, a leave of absence effective approximately May 21, 2019 through May 31, 2019.
- Judith Henderson, GHS English Teacher, a leave of absence effective approximately April 22, 2019 through May 31, 2019.
- Lisa Rogers, GIS Instructional Coach, an intermittent leave of absence effective January 30, 2019 through January 29, 2020.
- Amy Petryk, GIS Clinic Nurse, a leave of absence effective February 1, 2019 through February 19, 2019.
- Yvonne Hammonds, GIS Fifth Grade Teacher, a leave of absence effective February 11, 2019 through April 1, 2019.
- Kelly Wallen, GIS Educational Aide, five intermittent unpaid days of absence in the month of February.

### 4. Volunteers

*Superintendent recommends employment of the following volunteer positions pending verification of all licensure requirements and BCII/FBI criminal records check.*

- Jacob Hollis, Assistant Baseball.
- Frank Bickle, Assistant JV Baseball.
- Kreston Harris, Assistant Softball.
- Caitlin Chaney, Assistant Softball.
- Richard Gosnell, Assistant Softball.
- Daniel Mills, Assistant Boys Lacrosse.
- Andrew Durham, Assistant Boys Lacrosse.

#### D. Field Trips:

- GHS spring break student trip to travel to Japan in March, 2020.

Mr. Ginise \_\_\_\_ Mr. Miller \_\_\_\_ Dr. Cornman \_\_\_\_ Ms. Deeds \_\_\_\_ Mr. Wolf \_\_\_\_

### End of Consent Agenda

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## 11. Finances

### 11.01 Financial Statements

*Treasurer recommends:*

Motion: Approval of the January, 2019 financial report.

Mr. Ginise\_\_\_Mr. Miller \_\_\_Dr. Cornman \_\_\_Ms. Deeds \_\_\_ Mr. Wolf\_\_\_

**11.02 Kennedy Cottrell Richards, Accountants and Consultants for Business and Government**

*Treasurer recommends:*

Motion: Approval of the contract for Kennedy Cottrell Richards, Accounts and consultants for Business and Government, to assist with the preparation of the Comprehensive Annual Financial Report (CAFR) for fiscal years 2019 and 2020 at a rate of \$12,500 for each of the years. (Attachment)

Mr. Ginise\_\_\_Mr. Miller \_\_\_Dr. Cornman \_\_\_Ms. Deeds \_\_\_ Mr. Wolf\_\_\_

**11.03 Approval of Resolution**

*Treasurer recommends:*

Motion: Approval of the resolution to approve a contract for an amount of \$1 per ADM, not to exceed \$2,600, with Educational Service Center of Northeast Ohio, to support the work of the Cupp-Patterson School Funding Workgroup.

Mr. Ginise\_\_\_Mr. Miller \_\_\_Dr. Cornman \_\_\_Ms. Deeds \_\_\_ Mr. Wolf\_\_\_

**12. Executive Session**

Motion: To consider the employment of a public employee or official.

Mr. Ginise\_\_\_Mr. Miller \_\_\_Dr. Cornman \_\_\_Ms. Deeds \_\_\_ Mr. Wolf\_\_\_

**13. Adjournment**

Motion: To adjourn.

Mr. Ginise\_\_\_Mr. Miller \_\_\_Dr. Cornman \_\_\_Ms. Deeds \_\_\_ Mr. Wolf\_\_\_

## **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



Granville Board of Education  
ORGANIZATIONAL MEETING MINUTES  
January 7, 2019

**Monday, January 7, 2019**

The Granville Exempted Village School District Board of Education held its Organizational Meeting at the District Office on this date. The President Pro Tempore, Mr. Russ Ginise chaired the meeting.

These written minutes, with resolutions passed and any attachments, in combination with the video recording made of Board proceedings, which is available to the public

<https://www.youtube.com/channel/UCWxDRkiU3RBhj4XUPaa9vYg> together constitute the official minutes of the meeting of the Granville Exempted Village School District Board of Education conducted on the date referenced above.

**Call to Order**

President Pro Tempore Mr. Russ Ginise called the meeting to order at 6:30 p.m.

**Pledge of Allegiance**

**Roll Call**

Responding to roll call was: Mr. Russ Ginise, Mr. Thomas Miller, Dr. Jennifer Cornman, Ms. Amy Deeds, and Mr. Fred Wolf. Also present was Jeff Brown, Superintendent, and Michael Sobul, Treasurer.

**ORGANIZATIONAL MEETING**

**01.07.01 Election of Board President for 2019**

Moved by Ms. Deeds to nominate Mr. Ginise as Board President for 2019.

On vote to close nominations for Board President.

Mr. Ginise, aye; Mr. Miller, aye; Dr. Cornman, aye; Ms. Deeds, aye; Mr. Wolf, aye. Motion carried.

Moved by Ms. Deeds, seconded by Mr. Miller to approve Mr. Russ Ginise as Board President.

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

**NEWLY ELECTED PRESIDENT PRESIDING**

**01.07.02 Election of Board Vice-President for 2019**

Moved by Dr. Cornman to nominate Mr. Miller as Board Vice-President for 2019.

On vote to close the nominations for Board Vice-President.

Mr. Ginise, aye; Mr. Miller, aye; Dr. Cornman, aye; Ms. Deeds, aye; Mr. Wolf, aye. Motion carried.



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Moved by Ms. Deeds, seconded by Mr. Wolf to approve Mr. Miller as Vice President.

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

**01.07.03 Approval of Board Policies and Regulations Currently in Effect**

Moved by Ms. Deeds, seconded by Dr. Cornman to adopt the Granville Exempted Village School District policies and regulations currently in effect at the end of 2018 for 2019 until they are modified by Board action.

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

**01.07.04 Adoption of Agenda and Meeting Notification Procedures**

Moved by Dr. Cornman, seconded by Mr. Wolf, to adopt the Agenda and Meeting Notification Procedure as Presented:

**NOTIFICATION OF BOARD MEETINGS**

Due notice of all official Board meetings will be given to the press, the public, and all Board members.

**Organizational Meeting** – A notice of the organizational meeting, including any special or regular meeting following the organizational meeting, will be given in the same manner as notice for regular and special meetings of the Board.

**Regular Meetings** - A notice of the time and place of the regularly scheduled meetings, or of any change in time or place thereof, will be given to the media and those requesting advance personal notice at least 48 hours prior to the meeting.

**Special Meetings** - A special meeting may be called by the president or treasurer or by any two members of the Board by serving written notice of the time and place of the meeting upon each Board member at least two days before the meeting date. The notice must be signed by the officers and members calling the meeting.

The Board will not hold a special meeting unless it gives at least 24 hours of notice to the news media who have requested notification, except that, in the event of an emergency, the member or members calling the meeting will notify the media that have requested notification immediately of the time, place, and purpose of the meeting.

**Personal Notice of Meetings** - Any person who wishes to receive personal notice of any change in time or place of a regular meeting, or of any regular or special meeting of the Board at which any specific type of business is to be discussed, may receive the advance notice by requesting the treasurer to put their name on a mailing list.

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

**01.07.05 Board Member/Designee Assignments**





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Moved by Ms. Deeds, seconded by Dr. Cornman to accept the Board Member/Designee Assignments and Superintendent's Committee Assignments.

**2019 Assignments**

|   |                                     |
|---|-------------------------------------|
| Granville Recreation District                 | Mr. Brian Costa                     |
| C-TEC   | Dr. Jennifer Cornman                |
| Granville Education Foundation                | Mr. Fred Wolf                       |
| Granville Foundation                          | Ms. Olivia Aguilar                  |
| Licking County Tax Incentive Review Committee | Mr. Michael Sobul – until departure |
| Newark-Granville Community Authority          | Mr. Michael Sobul – until departure |
| Granville Village Planning Commission         | Mr. Jeremy Young                    |
| Granville Chamber of Commerce                 | Mr. Jeffrey Brown                   |
|   | Mr. Michael Sobul                   |
| Regional Advisory Council                     | Mr. Jeffrey Brown                   |
| Legislative Liaison                           | Mr. Jeffrey Brown                   |

**Superintendent's Committee Assignments**

|   |                                    |
|---|------------------------------------|
| Benchmark 1: Whole Child Committee              | Ms. Amy Deeds, Mr. Russ Ginise     |
| Benchmark 2: World Class Education Committee    | Dr. Jen Cornman, Mr. Russ Ginise   |
| Benchmark 3: Operations and Resources Committee | Mr. Thomas Miller, Mr. Fred Wolf   |
| Benchmark 4: Finance Committee                  | Dr. Jen Cornman, Mr. Thomas Miller |
| Benchmark 5: Community Committee                | Mr. Fred Wolf, Ms. Amy Deeds       |

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

**01.07.06 Board Member Compensation**

Moved by Mr. Miller, seconded by Dr. Cornman, to approve board member compensation rates:

For all **new terms** commencing after January 11, 2016, members of the Board of Education shall be compensated at the rate of \$50.00 per meeting.

Reference O.R.C. 3313.12, and Article II, Section 20 of the Ohio Constitution prohibits any increase or decrease in compensation of a public officer during his existing term of office. (On file in the Treasurer's office)

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

**01.07.07 Resolution to Create Service Fund**

Moved by Dr. Cornman, seconded by Ms. Deeds, to approve the following Resolution:



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WHEREAS, such sums of money to be known as the service fund and to be used in paying the expenses of members of the Board and their official representatives, when said expenses are actually incurred in the performance of their duties inside of the school district.

NOW WHEREAS, be it resolved, that the Board of Education does hereby appropriate for the purpose of said service fund this amount of \$3,000.00.

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

**01.07.08 Resolution to Establish Board Meeting Times, Dates, and Locations**

Moved by Mr. Miller, seconded by Ms. Deeds, to approve the following Resolution:

BE IT RESOLVED that the Board of Education sets the meeting dates for regular Board meetings and scheduled special meetings as needed. All regular meetings will begin at 6:30 p.m. in the district office. The regular meeting dates may be changed when needed by the Board.

Proposed Meeting Schedule for Regular Meetings

| <u>DATE</u>                         | <u>Meeting/Work Session</u> |
|-------------------------------------|-----------------------------|
| Monday, January 07, 2019            | Organizational Meeting      |
|                                     | Regular Meeting             |
| Monday, February 11, 2019           | Regular Meeting             |
| Monday, March 18, 2019              | Regular Meeting             |
| Monday, April 15, 2019              | Regular Meeting             |
| Monday, May 20, 2019                | Regular Meeting             |
| Monday, June 17, 2019 (FY Year End) | Regular Meeting             |
| Monday, TBD                         | Regular Meeting             |
| Monday, August 12, 2019             | Regular Meeting             |
| Monday, September 16, 2019          | Regular Meeting             |
| Monday, October 21, 2019            | Regular Meeting             |
| Monday, November 18, 2019           | Regular Meeting             |
| Monday, December 16, 2019           | Regular Meeting             |

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

**01.07.09 Adopt Standing Authorizations for the Calendar Year**

Moved by Mr. Miller, seconded by Mr. Wolf that the Board empower the following employees to act on its behalf:

**Authorize the Superintendent to Hire Staff between Board Meetings**



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The Superintendent is authorized, during periods when this Board is not in session, to make offers of employment directly to candidates for either teaching or nonteaching positions on behalf of this Board, and to acknowledge acceptance of such offers on behalf of this Board, subject to a subsequent vote of ratification by this Board; provided however, that upon ratification by this Board, the employment shall be deemed effective as of the date and time of the employee's acceptance of the Superintendent's offer.

Nothing in this resolution shall require the Board of Education to employ or continue to employ an individual who has not provided a criminal records check satisfactory to the Board or who has not satisfied any other prerequisite to employment created by law or Board policy. The authorization provided by this resolution shall [remain in effect until withdrawn by formal action of this Board] [commence on January 7, 2019 and remain in effect through January 2020].

**Authorize the Superintendent to Accept Resignations**

The Superintendent is authorized, on behalf of this Board, to accept resignations which have been submitted by employees during times when this Board is not in session, subject to ratification by this Board; provided however, that upon ratification by this Board, such resignations shall be deemed effective as of the date and time of the Superintendent's acceptance.

The authorization provided by this resolution shall [remain in effect until withdrawn by formal action of this Board] [commence on January 07, 2019 and remain in effect through January 2020].

**Authorize the Treasurer to Pay Bills and Payroll**

Authorizes the Treasurer to pay all bills and payroll liabilities within the limits of the appropriation resolution as bills are received and when merchandise has been received in good condition.

**Authorize Memberships for 2019**

Authorizes renewal of the following memberships in the following organization for the 2019 calendar year:

- Metropolitan Educational Technology Association

**Authorize Investment of Funds**

The Treasurer is authorized to invest in accordance with the current district investment policy interim funds and tax collection advances as they become available for the purpose of realizing interest income for the school district.

**Authorization to Request Tax Advance**

The Treasurer is authorized to request advances from the County Auditor on Real Estate and Personal Property Tax revenue for a period of one year for the calendar year of 2019.



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**Designate the Superintendent as Purchasing Agent**

The Superintendent is designated the purchasing agent for all purchases made by the Board of Education up to the limit prescribed by law.

**Authorize Participation in State and Federal Projects or Programs**

Authorizes the Superintendent and/or the Director of Curriculum and Instruction as the Board's official representative for submitting all county, state and federal projects or programs.

Authorization for the Superintendent, without further action by the Board, to apply on behalf of said district to participate in any federal and state projects or programs for which approval by said Board is required. Authorizes the Treasurer to pay stipends in the amount specified when authorized by grant applications.

**Waive Reading Board Minutes**

Authorization to waive the Treasurer reading the Board minutes of prior meetings at the Board of Education regular meeting and special meetings.

**Authorize Superintendent to Approve Field Trips**

The Superintendent is authorized to approve field trips as needed. Board members will be informed of approved field trips in a timely manner.

**Authorize Expenditure of Meeting and Other Incidental Expenses**

The Board authorizes the Superintendent to expend public funds for coffee, meals, refreshments and other amenities (i.e., flowers, awards) within the appropriate budgets in compliance with Auditor of State Bulletin 2004-002.

**Acceptance of Responsibility for Concession Stand Operations**

Authorize the Superintendent to send the required annual letter to the Licking County Health Department accepting responsibility for the concession operations for the Granville Exempted Village School District.

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

**01.07.10 Adjournment**

Moved by Ms. Deeds, seconded by Dr. Cornman to adjourn the Organizational Meeting at 6:48 p.m.

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



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Mr. Russ Ginise, President

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Mike Sobul, Treasurer

**CONCLUSION OF ACTIONS REQUIRED FOR ORGANIZATIONAL BUSINESS**



Granville Board of Education  
REGULAR MEETING MINUTES  
January 7, 2019

**Monday, January 7, 2019**

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 Mr. Russell Ginise called the meeting to order at 6:48 p.m. Responding to roll call was: Mr. Russell Ginise, Mr. Thomas Miller, Dr. Jennifer Cornman, Ms. Amy Deeds, and Mr. Fred Wolf. Also present was Jeff Brown, Superintendent and Michael Sobul, Treasurer.

These written minutes, with resolutions passed and any attachments, in combination with the video recording made of Board proceedings, which is available to the public at <https://www.youtube.com/channel/UCWxDRkiU3RBhj4XUPaa9vYg> together constitute the official minutes of the meeting of the Granville Exempted Village School District Board of Education conducted on the date referenced above.

**President's Welcome**

**Pledge of Allegiance**

**Commendations**

**School Board Recognition Month**

The Ohio School Boards Association is celebrating School Board Recognition Month during January to build awareness and understanding of the vital role that an elected board of education plays in our society. The Granville Board of Education, like school boards across our state and country, provides critical leadership to our students, staff and community.

Our school board sets the direction for our public schools by envisioning the community's educational future. It sets policies and procedures to govern all aspects of school district operation. The school board keeps attention focused on progress toward the school district's goals and maintains two-way communication with all segments of the community.

On behalf of the students and staff of the Granville Exempted Village Schools, we wish to thank each Board Member for your service and commitment to our schools.

Presentation of Books to Board Members: *The Culture Code* by Daniel Coyle

**Staff Reports**

- Newark Granville Community Authority – Mike Sobul
- Secure Student Pick Up (SSP) – Travis Morris
- Portrait of a Graduate Presentation – Jeff Brown

**Board Discussion**

**Action Agenda**



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**01.07.01 Approval of Resolution of Appointment**

Moved by Dr. Cornman, seconded by Mr. Wolf for approval of the resolution appointing the Business Advisory Council of the Licking County Educational Service Center to serve as the Business Advisory Council for the Granville Exempted Village School District.

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

**Consent Agenda**

**01.07.02 Approval of Routine Business by Consent**

Moved by Mr. Miller, seconded by Ms. Deeds 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 December 17, 2018.

**Acceptance of Donations/Gifts/Grants:**

- A donation of \$2,500.00 to the Science Olympiad from The Malishenko Family Charitable Fund.
- A donation of \$250.00 to the GHS Chorus from The Works.
- A donation of \$25.00 to the GHS Chorus from Kendal at Granville.
- A grant of \$500.00 to GHS for a living green wall from The Columbus Zoo for the Teen ECP Summit Grant.
- A donation of \$200.00 to GIS Archery from Amy Pope and Seth Gross.
- A donation of \$200.00 to GIS Archery from Charlie Laidlaw-Smith.
- A donation of \$200.00 to GIS Archery from Greg and Angela Walter.

**Employment:**

**1. Supplemental Contracts for the 2018-2019 School Year**

*Superintendent recommends employment of the following supplemental contract(s) pending verification of all licensure requirements and BCII/FBI criminal records check.*

**Group 4**

Assistant HS Track  
Assistant HS Track

**Name**

Chrisi Rogerson  
Bart Smith

**Group 5**

Assistant HS/MS Track

Rich Hilaman

**Group 8**

MS Vocal Performances (.75)

John Krumm

**2. Classified Staff for the 2018-2019 School Year**





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*Superintendent recommends employment of the following classified staff contract(s) pending verification of all licensure requirements and BCI/FBI criminal records checks.*

- Heather McCarthy, Educational Aide Assigned to a Bus, retroactive to December 12, 2018.

**3. Substitute Teachers/Aide/Secretary Contracts for the 2018-2019 School Year.**

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

- Cheryl Houser, effective December 13, 2018

**4. Home Instructors for the 2018-2019 School Year**

*Superintendent recommends employment of the following home instructor contract(s) pending verification of all licensure requirements and BCI/FBI criminal records checks.*

- Mara Hoover, retroactive to December 3, 2018.
- Pam Ianni, retroactive to December 11, 2018.

**5. Volunteers**

*Superintendent recommends the following volunteer(s) pending verification of BCI/FBI criminal records checks.*

- Nicholas Capaci, Assistant MS Wrestling.
- Connor Garber, Assistant MS Wrestling.

**6. Leaves of Absence**

*Superintendent submits:*

- Sarah Noblett, GHS Art Teacher, an unpaid day January 18, 2019.
- Jennifer Riley, GIS Teacher, an unpaid day March 6, 2019.
- Lisa Finney-Hartshorn, GES Teacher, intermittent leave beginning November 29, 2018 through November 28, 2019.

**7. Resignations**

*Superintendent submits:*

- Gerald Holmes, GHS Math Teacher, retroactive to December 31, 2018.
- Gerald Holmes, Head Girls Golf Coach, retroactive to December 31, 2018.
- Mackenzie Coleman, JV Cheerleading coach, retroactive to December 26, 2018.

**Field Trips:**

Granville High School Varsity Baseball team to travel to Myrtle Beach, South Carolina March 23-28, 2019.

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

**End of Consent Agenda**





Granville Board of Education  
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**Finances**

The Treasurer recommends the acceptance of the following agenda items:

**01.07.03 Approval of Financial Statements**

Moved by Ms. Deeds, seconded by Mr. Miller for approval of the December 2018 Financial Report (On file in the Treasurer's Office).

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

**01.07.04 Resolution Accepting Amounts and Rates**

Moved by Dr. Cornman, seconded by Ms. Deeds to approve the resolution to accept the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the county auditor.

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

**01.07.05 Executive Session**

Moved by Mr. Miller, seconded by Dr. Cornman to enter into executive session at 9:00 p.m.

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

**01.07.06 Adjournment**

Moved by Ms. Deeds, seconded by Dr. Cornman to adjourn the meeting at 10:20 p.m.

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

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Mr. Russ Ginise, President

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Mike Sobul, Treasurer



**Granville  
Schools**  
Learning for Life

GRANVILLE EXEMPTED VILLAGE SD

# **Monthly Financial Report**

FY 2019 Cash Flow Activity Through: January

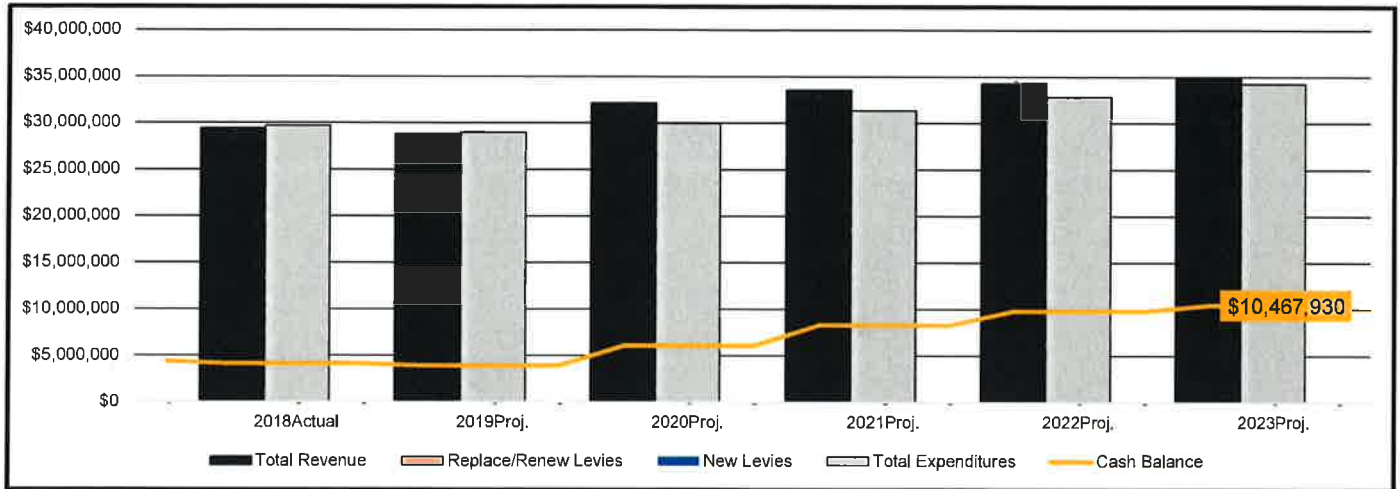
Mike Sobul, CFO

2/8/2019

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**Current Forecast Results through January**  
**Total Revenue, Total Expenditures, Cash Balance**



Includes Applicable Renewal Levies

**Trend Forecast Updated Through FYTD January Compared to Previously Filed Forecast**  
**Change In Line 7.02 Ending Cash Balance + Renewal Levies Resulting from Forecast Updated as of January**

|                                | FY 2019   | FY 2020   | FY 2021   | FY 2022    | FY 2023     |
|--------------------------------|---|-----------|-----------|------------|-------------|
| Ending Cash Balance at:        | <b>Ending Cash Balance (Line 7.02) + Renewal Levies</b> |           |           |            |             |
| Previous Forecast              | 3,584,334   | 3,158,826 | 1,721,812 | (605,998)  | (3,959,069) |
| Updated Forecast as of January | 3,894,536   | 6,062,033 | 8,278,423 | 9,817,210  | 10,467,930  |
| Change                         | 310,202   | 2,903,207 | 6,556,611 | 10,423,208 | 14,426,999  |
| % of Cumulative Annual Budget  | 1.1%  | 4.9%      | 7.3%      | 8.5%       | 9.2%        |

Previous Forecast Date: 10/11/2018

**Current Forecast -- Projected Revenue Surplus/(Shortfall) by Year**

| Includes Applicable Renewal Levies | Does not include proposed new levies. |           |           |           |         |
|------------------------------------|---------------------------------------|-----------|-----------|-----------|---------|
|                                    | FY 2019                               | FY 2020   | FY 2021   | FY 2022   | FY 2023 |
| Revenue Over/(Under)               |                                       |           |           |           |         |
| Expenditures (Line 6.01)           | (229,923)                             | 2,167,497 | 2,216,390 | 1,538,787 | 650,720 |

Note: The above forecast may reflect updates due to actual cash flow results or other internal/external variables.

With the certification of the income tax passed by the voters in November, the current forecast includes the revenue impact of that levy and the corresponding inside millage swap. The swap moves 1.25 mills from the operating fund to the permanent improvement fund in 2018, payable in 2019, and another 1.5 mills in 2019, payable in 2020. In addition, actual 2018 property tax values have been factored into the forecast.

The forecast does not include any reversal of budget corrections that were made in response to the income tax failure in May. Pay-to-Participate fees are continued and none of the positions that were eliminated are assumed to be brought back. This will be a topic for discussion during our budget process in the spring.

## FY 19 Analysis of Month of January Actual and Estimated

| January                        |                              | Revenue |                         | January                 |                              |
|--------------------------------|------------------------------|---------|-------------------------|-------------------------|------------------------------|
| Actual Cash Flow For the Month | Actual Compared to Last Year |         |                         | Estimated For the Month | Actual Compared to Estimated |
| 691,242                        | ▲ 47,461                     | 7.4%    | <b>Total Revenue</b>    | 645,200                 | ▲ 46,042                     |
| -                              | -                            |         | Real Estate Taxes       | -                       | -                            |
| -                              | -                            |         | Public Utility PP Taxes | -                       | -                            |
| -                              | -                            |         | Income Tax              | -                       | -                            |
| 599,372                        | ▼ (1,275)                    |         | State Revenue           | 601,200                 | ▼ (1,828)                    |
| -                              | -                            |         | Prop Tax Allocation     | -                       | -                            |
| 91,867                         | ▲ 48,848                     |         | Other Revenue           | 44,000                  | ▲ 47,867                     |
| 3                              | ▼ (112)                      |         | Other Sources           | -                       | ▲ 3                          |

| January                        |                              | Expenditures |                           | January                 |                              |
|--------------------------------|------------------------------|--------------|---------------------------|-------------------------|------------------------------|
| Actual Cash Flow For the Month | Actual Compared to Last Year |              |                           | Estimated For the Month | Actual Compared to Estimated |
| 2,878,870                      | ▼ (84,137)                   | -2.8%        | <b>Total Expenditures</b> | 2,555,588               | ▲ 323,282                    |
| 1,259,605                      | ▼ (15,656)                   |              | Salaries                  | 1,272,500               | ▼ (12,895)                   |
| 1,085,956                      | ▼ (61,646)                   |              | Benefits                  | 823,000                 | ▲ 262,956                    |
| 447,221                        | ▲ 66,033                     |              | Purchased Services        | 382,000                 | ▲ 65,221                     |
| 61,860                         | ▲ 14,864                     |              | Supplies                  | 51,000                  | ▲ 10,860                     |
| 232                            | ▲ 122                        |              | Capital                   | 3,983                   | ▼ (3,751)                    |
| 14,191                         | ▼ (1,189)                    |              | Other Expenses            | 13,300                  | ▲ 891                        |
| 9,805                          | ▼ (86,665)                   |              | Other Uses & Debt         | 9,805                   | -                            |

### Year-Over-Year Cash Balance Comparison

|                                    | FY 2018   | FY 2019   | Yr-Over-Yr Change |
|------------------------------------|-----------|-----------|-------------------|
| January, End of Month Cash Balance | 1,294,817 | 1,384,745 | 89,928            |

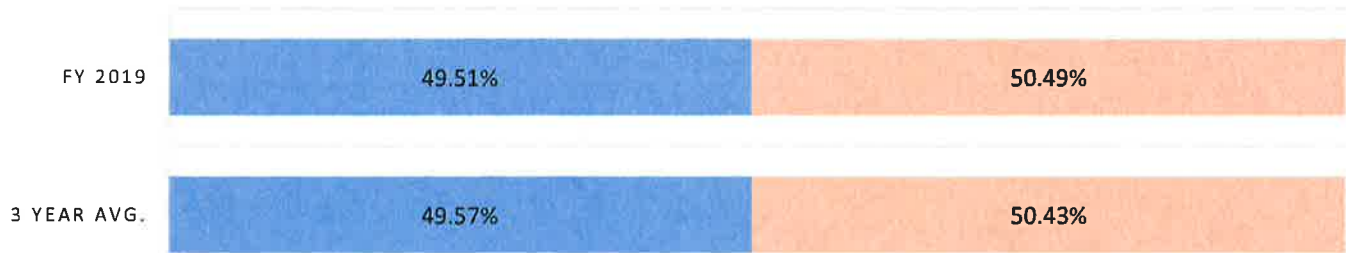
Revenues in January were ahead of estimates because of higher than expected interest income. Expenditures were sharply higher because of the catch-up from December STRS not being posted until early January.

## FY 19 Actual July - January Received As Percentage of Annual Total Revenue

### FY 2019 % OF ANNUAL RECEIVED PLUS FEBRUARY - JUNE REMAINING

■ FYTD July - January, Actual % of Total Received

■ February - June, Remaining Needed to Meet Forecast



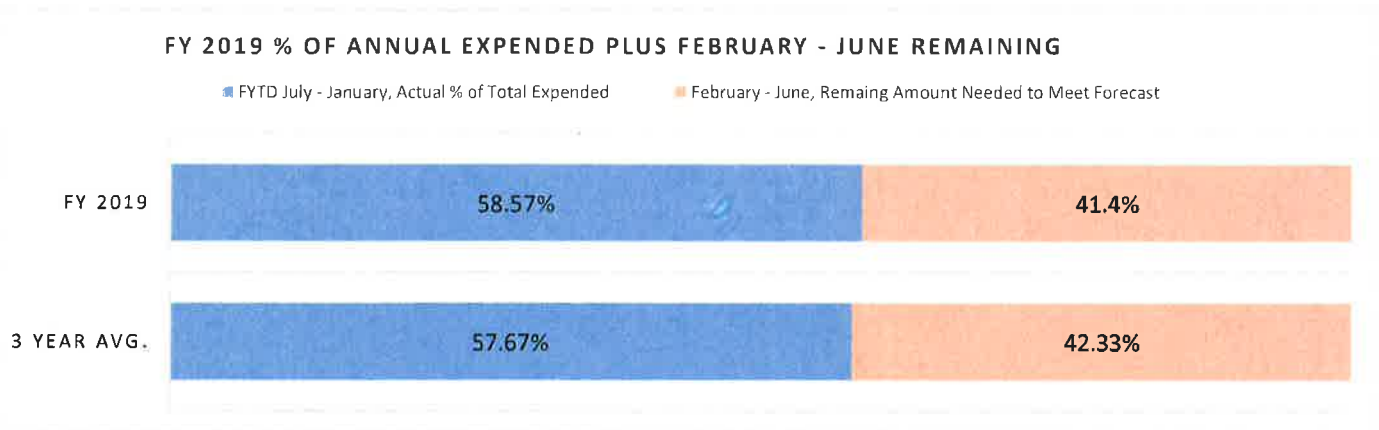
## FY 19 Annual Revenue Forecast, FYTD Actual, and Remaining Cash Flow Estimate

| July - June Annual |            |                         | July - January   |            | February - June              |            | Remaining Cash Flow Estimate Over/(Under) Needed to Meet Forecast |
|--------------------|------------|-------------------------|------------------|------------|------------------------------|------------|---|
| Forecast           | YOY Change |                         | FYTD 2019 Actual | YOY Change | Remaining Cash Flow Estimate | YOY Change |   |
| Amount             |            |                         | Amount           |            | Estimate                     |            |   |
| 28,736,363         | ▼ -2.4%    | <b>Total Revenue</b>    | 14,226,100       | ▼ -1.5%    | 14,514,728                   | ▼ -3.4%    | ▲ 4,465   |
| 17,351,186         | ▼ -6.4%    | Real Estate Taxes       | 7,915,948        | ▼ -3.9%    | 9,435,239                    | ▼ -8.4%    | ▲ 1   |
| 1,286,099          | ▲ 8.4%     | Public Utility PP Taxes | 613,201          | ▲ 7.0%     | 672,898                      | ▲ 9.6%     | -   |
| 290,280            | 0.0%       | Income Tax              | -                | 0.0%       | 290,280                      | 0.0%       | -   |
| 6,716,005          | ▼ -0.7%    | State Funding           | 3,987,171        | ▼ -1.0%    | 2,725,892                    | ▼ -0.5%    | ▼ (2,942)   |
| 2,002,821          | ▼ -1.0%    | Property Tax Allocation | 1,011,517        | ▲ 0.3%     | 991,304                      | ▼ -2.3%    | -   |
| 1,049,607          | ▲ 28.4%    | All Other Revenue       | 656,548          | ▲ 39.4%    | 397,857                      | ▲ 15.0%    | ▲ 4,798   |
| 40,365             | ▼ -70.1%   | Other Sources           | 41,715           | ▼ -69.1%   | 1,259                        | > 100%     | ▲ 2,609   |

Note: Remaining Estimated Cash Flow, if realized, would result in total revenue being \$4,465 higher than forecast.

Through January, revenues are about three-one hundredths of a percent above estimate.

## FY 19 Actual July - January Expended As Percentage of Annual Total Expenditures



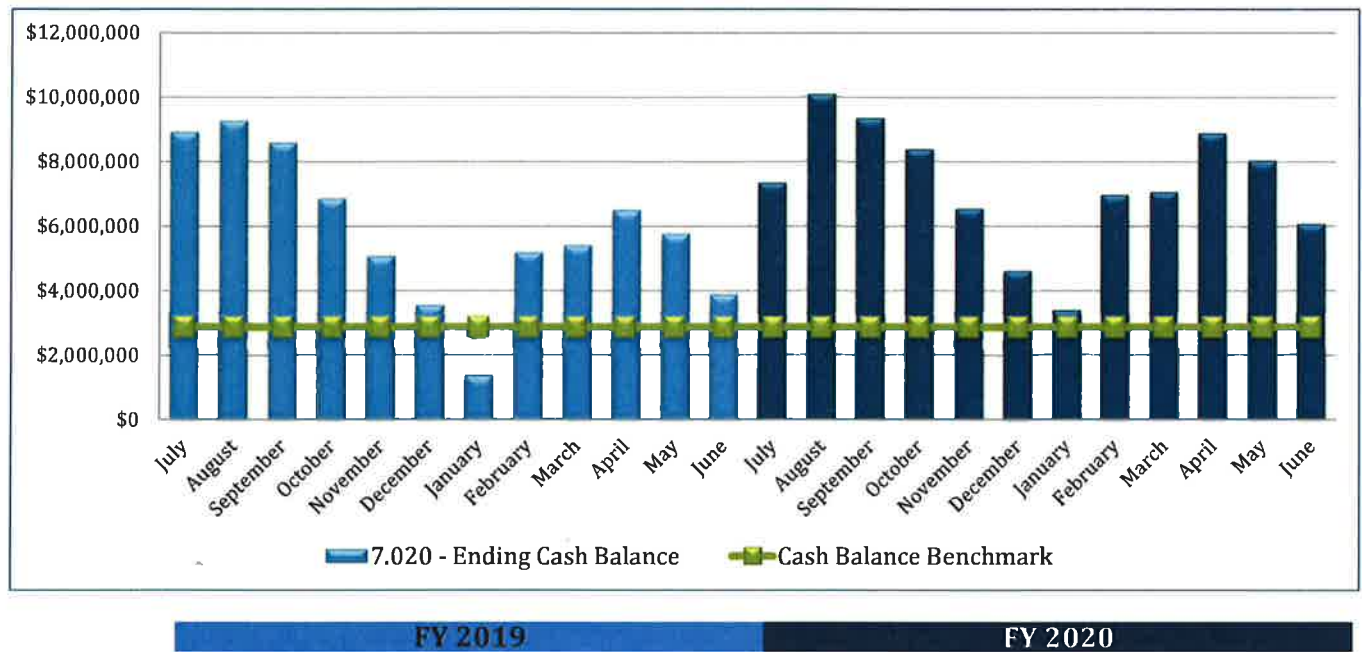
## FY 19 Annual Expenditure Forecast, FYTD Actual, and Remaining Cash Flow Estimate

| July - June Annual |            |                           | July - January          |            | February - June              |            | Remaining Cash Flow Estimate Over/(Under) Needed to Meet Forecast |
|--------------------|------------|---------------------------|-------------------------|------------|------------------------------|------------|---|
| Forecast Amount    | YOY Change |                           | FYTD 2019 Actual Amount | YOY Change | Remaining Cash Flow Estimate | YOY Change |   |
| 28,966,286         | ▼ -2.5%    | <b>Total Expenditures</b> | 16,965,818              | ▼ -3.2%    | 11,994,166                   | ▼ -1.5%    | ▼ (6,302)   |
| 15,876,187         | ▼ -0.1%    | Salaries                  | 9,174,441               | ▲ 0.1%     | 6,708,879                    | ▼ -0.2%    | ▲ 7,133   |
| 7,034,945          | ▼ -6.8%    | Benefits                  | 4,251,077               | ▼ -12.8%   | 2,812,000                    | ▲ 5.0%     | ▲ 28,132  |
| 4,540,604          | ▲ 5.1%     | Purchased Services        | 2,682,943               | ▲ 7.1%     | 1,828,069                    | ▲ 0.7%     | ▼ (29,592)  |
| 872,330            | ▼ -2.5%    | Supplies                  | 498,184                 | ▼ -7.7%    | 373,948                      | ▲ 5.4%     | ▼ (198)   |
| 30,001             | > 100%     | Capital                   | 3,197                   | ▼ -38.9%   | 15,000                       | >100%      | ▼ (11,804)  |
| 361,476            | ▼ -8.2%    | All Other Expenditures    | 170,455                 | ▼ -10.8%   | 193,608                      | ▼ -4.4%    | ▲ 2,587   |
| 250,743            | ▼ -61.1%   | Other Uses                | 185,521                 | ▼ -23.8%   | 62,662                       | ▼ -84.4%   | ▼ (2,560)   |

Note: Remaining Estimated Cash Flow, if realized, would result in total expenditures being -\$6,302 lower than forecast.

Through January, expenditures are about four-one hundredths of a percent below estimate.

## Monthly Cash Balance Projections



Cash is expected to remain at or above the Board Cash Balance Guideline Amount in all months through the end of fiscal year 2020.



## Cash Reconciliation

|                                   |                                      |                 |
|-----------------------------------|--------------------------------------|-----------------|
| DATE: 02/07/2019                  | GRANVILLE EXEMPTED VILLAGE           | PAGE: 1         |
| TIME: 09:49                       | CASH RECONCILIATION AS OF 01/31/2019 | (USAEMSED)      |
|                                   | SUB-TOTALS                           | TOTALS          |
|                                   | -----                                | -----           |
| Gross Depository Balances:        |                                      |                 |
| ICS MMA                           | \$ 140,557.03                        |                 |
| PARK NATIONAL BANK - NEW GENERAL  | 351,625.00                           |                 |
| ICS DEMAND                        | 1,263,347.41                         |                 |
| NBC SECURITIES                    | 1,004,830.34                         |                 |
| STAR OHIO                         | 109,552.45                           |                 |
| PARK NATIONAL BANK-FOOD SERVICES  | 86,489.46                            |                 |
| PARK NATIONAL BANK-FSA ACCOUNT    | 35,692.12                            |                 |
|                                   | -----                                |                 |
| Total Depository Balances (Gross) |                                      | \$ 2,992,093.81 |
| Adjustments to Bank Balance:      |                                      |                 |
| Cash in Transit to Bank           | \$ 13,523.78                         |                 |
| Outstanding Checks                | 40,622.35-                           |                 |
| Adjustments                       | 100.40                               |                 |
| CONSOLO SCHOLARSHIP               |                                      |                 |
|                                   | -----                                |                 |
| Total Adjustments to Bank Balance |                                      | 26,998.17-      |
| Investments:                      |                                      |                 |
| Treasury Bonds and Notes          | \$ 0.00                              |                 |
| Certificate of Deposits           | 1,000,000.00                         |                 |
| Other Securities                  | 0.00                                 |                 |
| Other Investments:                |                                      |                 |
| HO BEN SCHOLARSHIP                | 2,080.26                             |                 |
| Eikenberry Memorial Acct.         | 6,233.71                             |                 |
| CONSOLO SCHOLARSHIP               | 12,322.31                            |                 |
| MARSHALL ACCOUNT                  | 2,554.06                             |                 |
|                                   | -----                                |                 |
| Total Investments                 |                                      | 1,023,190.34    |
| Cash on Hand:                     |                                      |                 |
| Petty Cash:                       |                                      |                 |
| Change Cash:                      |                                      |                 |
| Cash with Fiscal Agent            | 0.00                                 |                 |
|                                   | -----                                |                 |
| Total Cash on Hand                |                                      | 0.00            |
|                                   |                                      | -----           |
| Total Balances                    |                                      | \$ 3,988,285.98 |
|                                   |                                      | =====           |
| Total Fund Balance                |                                      | \$ 3,988,285.98 |
|                                   |                                      | =====           |

Total cash balances in the district at the end of January are about four million dollars. This will be the low point of the year.

**GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT  
RECORDS COMMISSION  
JANUARY 7, 2019  
6:15 P.M.**

**Minutes**

**Record Commission**

The role of the School District records commission is to provide rules for retention and disposal of records of the district and to review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by (ORC 149.41)

The meeting was called to order at 6:11 PM with Mr. Ginise, Mr. Brown, and Mr. Sobul present

**Review of current Record Retention policy and Retention Schedule**

Adoption of amendments to the record retention schedule

Moved By Mr. Brown, Seconded by Mr. Sobul

**Vote: Mr. Ginise-Yes Mr. Brown-Yes Mr. Sobul-Yes**

**Records Disposal**

1. Application for One-Time Disposal of Obsolete Records (RC-1) **-NONE**
2. Certificate of Records Disposal (RC-3) – **Per Schedule of Records Retention**

Moved By Mr. Sobul, Seconded by Mr. Ginise

**Vote: Mr. Ginise-Yes Mr. Brown-Yes Mr. Sobul-Yes**

**Records Storage**

Recommend approval for storage of permanent and long term (greater than 3 years) electronically, where feasible, or offsite at Fireproof Storage facility. Note: records available for retrieval within 24 hours.

Moved by Mr. Ginise, Seconded by Mr. Brown

**Vote: Mr. Ginise-Yes Mr. Brown-Yes Mr. Sobul-Yes**

The meeting was adjourned at 6:13 PM

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Mr. Russ Ginise, President

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Mike Sobul, Treasurer