



EXEMPTED VILLAGE SCHOOLS

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

July 6, 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 Girls Softball Team: Team members are being recognized for playing in the state Division II title game and winning the first state championship in the history of the program.

- 6. Staff Reports**
 - Financial Update – Mike Sobul

- 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 Reports**

Dr. Jennifer Cornman	C-Tec Board, Legislative Liaison
Dr. Katie Rentel	Newark Granville Community Authority
Thomas Miller	Granville Education Foundation

- 9. Action Agenda**

- 9.01 Unpaid Leave of Absence**

Recommended by Superintendent:

Motion: To approve the following leave of absence:

- Terry Applegate, August 26, 2015.

Dr. Cornman_____Ms. Deeds _____Mr. Ginise _____Mr. Miller_____ Dr. Rentel_____

9.02 Annual Renewal of Food Service Agreement

Recommended by Superintendent:

Motion: Approval of resolution renewing the food service management company Contract with AVI Food Systems, Inc. for the period August 1, 2015 through July 31, 2016. The final renewal year for this contract is for the period August 1, 2018 through July 31, 2019. **(Attachment)**

Dr. Cornman_____Ms. Deeds _____Mr. Ginise _____Mr. Miller_____ Dr. Rentel_____

9.03 Approval of Technology Coach Job Description

Recommended by the Superintendent:

Motion: Approval of the Technology Coach job description effective the 2015 -2016 school year. **(Attachment)**

Dr. Cornman_____Ms. Deeds _____Mr. Ginise _____Mr. Miller_____ Dr. Rentel

9.04 Approval of Application and Technology Coordinator Job Descriptions

Recommended by Superintendent:

Motion: Approval of the Application and Technology Coordinator job descriptions effective the 2015-2016 school year. **(Attachments)**

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 June 15, 2015. **(Attachment)**

B. Employment:

1. Classified Staff Contracts

Superintendent recommends employment of the following classified contract(s) pending verification of all licensure requirements, years of experience calculations, and BCII/FBI criminal records checks.

- Bradley Hoffer, as a Full-Time Bus Driver, a one year contract effective August 17, 2015 for the 2015-2016 school year.
- Burt Hafkin, as a Full-Time Bus Driver, a one year contract effective August 17, 2015 for the 2015-2016 school year.
- Virginia McAnally, as a Full-Time Bus Driver, a one year contract effective August 17, 2015 for the 2015-2016 school year.

2. Substitute Contracts 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 records check.

Substitute Bus Drivers for the 2015-2016 School Year

Jefferson Burkett
Kim Clary
Forrest Fairburn
Gregory Griffith
Larry Holbrook
Deana Killworth
Joe Liff
David Stewart

3. Kindergarten Bus Routes 2015-2016

Superintendent recommends employment of the following kindergarten bus route contract(s) pending verification of all licensure requirements, years of experience calculations, and BCII/FBI criminal record checks.

- Korena Broseus, a one year contract, effective August 17, 2015 for the 2015-2016 school year.
- Robert Johnson, a one year contract, effective August 17, 2015 for the 2015-2016 school year.
- Janet Oglibee, a one year contract, effective August 17, 2015 for the 2015-2016 school year.
- Kimberly Winters, a one year contract, effective August 17, 2015 for the 2015-2016 school year.

4. Resignations

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

- Rob Sexton, Director of Technology, effective July 31, 2015.

5. Volunteers for the 2015-2016 School Year

Superintendent recommends employment of the following volunteer positions pending verification of all licensure requirements, years of experience calculations and BCII/FBI criminal record checks.

- Fred Wolf, MS Football.
- Dave Agosta, HS/MS Cross Country.

6. Certified Staff for 2015-2016 School Year

Superintendent recommends employment of the following certified positions pending verification of all licensure requirements, years of experience calculations and BCII/FBI criminal record checks.

- Mara Hoover as a part-time (.58) HS Science teacher, a one year contract effective August 13, 2015 for the 2015-2016 school year.
- Demaris Rosato as a First Grade Teacher, a one year contract effective August 13, 2015 for the 2015-2016 school year.
- Megan Strucke as a part-time (.30) Orchestra Teacher, a one year contract effective August 13, 2015 for the 2015-2016 school year.
- Katherine VanSickle as a GIS Intervention Specialist, a one year contract effective August 13, 2015 for the 2015-2016 school year.

7. Supplemental Contracts for 2015-2016

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 0

Theater Arts Producer & Director
Marching Band Director

Name

Sara Sharp
Jerod Smith

Group 1

Head Boys Soccer
Head Girls Soccer
Head Cheerleading Coach-Fall/Winter
Instrumental Music I

Shawn King
Scott Forster
Stephanie Cantlin
Jerod Smith

Group 2

Head Field Hockey
Instrumental Music II

Bobbi Seidell
Andrew Krumm

Group 3

Asst. HS Volleyball
Asst. HS Boys Basketball
Freshman Football

Matt Duston
Rich Bell
Ross Matheny

Asst. HS Boys Soccer
Asst. HS Girls Soccer
Steel Band
Asst. Marching Band Director
Musical Director
Color Guard Advisor
Head Competition Cheerleading Coach

Steve Barns
Richard Semer
Andrew Krumm
Andrew Krumm
Sara Sharp
Emily Hare
Misti Postle

Group 4

Asst. HS/MS Cross Country
MS Football (.50)
MS Football (.50)
Head MS Basketball – 7th grade
LPDC Committee Member
Asst. Boys Golf
HS Yearbook
HS Vocal Music Performances
LPDC Committee Member
Asst. Field Hockey

George Brown
Mark Rine
Rich Eckels
Paul Drake
Michelle Bain
Bob Hollen
Judith Henderson
Kristen Snyder
Renee Runyan
Tara Parsley

Group 5

MS Yearbook (.50)
MS Yearbook (.50)
Football Site Manager
Soccer Site Manager (1.25)
MS Cross Country
Asst. HS/MS Cross Country
MS Boys Golf
Junior Class Advisor (.50)
Junior Class Advisor (.50)
Academic Team Advisor
HS Vendor Assessment Coordinator
Orchestra Performances
Piano Accompanist (.30)
Piano Accompanist (.70)

Steffie Peters
Jessica Banchevsky
Paul Drake
Jim Windon
Jim Green
Todd Patton
Paul Drake
Grace Waggoner
Mary Jane Burgess
Gerald Holmes
Bobbi Seidell
Samantha Schnabel
Cheridy Saunders
Casey Cook

Group 6

MS Applied Fine Arts Team Leader
MS Team Leader – Grade 7
MS Team Leader – Grade 8
MS Drama
MS Yearbook Pictures
Latin Club Advisor
HS Spanish Club
Senior Class Advisor
HS Math Team Leader
HS Applied/Fine Arts Team Leader
HS Science Team Leader
HS Student Council Advisor (.50)
HS Student Council Advisor (.50)

Brook Roshon
Pam Bice
Jill Esh
Tom Burkett
Lisa Yeager
Derrick Fisher
Jennifer Mosquera
Beth Simmons
Sue Hoben
Cindy Shaffer
Jim Reding
Jody Overholt
Tiera Cramer

HS Global Language Team Leader
French Club Advisor
HS Social Studies Team Leader
National Honor Society Advisor
HS Language Arts Team Leader

Regina Benson
Regina Benson
JR Wait
Chris Sattelmeyer
EB Smith

Group 7

MS Washington DC Trip
MathCounts Coach
MS Ski Club (.5)
MS Ski Club (.5)
Power of the Pen
Mock Trial
HS Newspaper
Key Club Advisor
Varsity G Club
HS Ski Club

Dustin Grime
Jill Dunham
James Browder
Katie Woos
Susan Cramer
JR Wait
Amy Tolbert
Cindy Shaffer
Grace Waggoner
Mike Duncan

Group 8

MS Musical Director
MS Vocal Music Performance
MS FCCLA
HS FCCLA
MS Instrumental Music Performance
HS Spanish Honor Society
Sophomore Class Advisor
Freshman Class Advisor
National Honor Society Committee
National Honor Society Committee
National Honor Society Committee
National Honor Society Committee
National Honor Society Committee
Envirothon Club

Cheridy Saunders
Cheridy Saunders
Barbara Blatter
Cindy Shaffer
Jerod Smith
Jennifer Mosquera
Corinne Caye
Jeremy Hopping
Jeremy Hopping
Regina Benson
EB Smith
Sue Hoben
Jim Reding
Jim Reding

Dr. Cornman____Ms. Deeds ____Mr. Ginise ____Mr. Miller____ Dr. Rentel____

End of Consent Agenda

11. Adjournment

Motion: To adjourn.

Dr. Cornman____Ms. Deeds ____Mr. Ginise ____Mr. Miller____ Dr. Rentel____

*Note: June Monthly Financial Report will be presented at the August Board meeting.

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

First Addendum to Agreement

This First ADDENDUM TO AGREEMENT ("First Addendum") is made and entered into as of the 1st day of July, 2015 by and between the Granville Exempted Village Schools Board of Education, Ohio (the "board") and AVI Foodsystems, Inc. (AVI).

Whereas, the Board and AVI are parties to that Agreement dated July 1, 2014 for providing food services at various Board owned school facilities (the "Agreement"); and

Whereas, the initial term of the Agreement was for the period July 1, 2014 through June 30, 2015; and

Whereas, the parties intend to renew the Agreement for the period July 1, 2015 through June 30, 2016 in accordance with the terms set forth herein.

Now, therefore, in consideration of the promises and of the mutual covenants and agreements set forth, and for other good and valuable consideration, the Board and AVI agree to amend the Agreement as follows:

Section 1. Capitalized Terms. Capitalized terms in this First Addendum shall have the same meaning as those in the agreement in the initial term Agreement unless otherwise defined herein or unless another meaning is indicated by the context.

Section 2. Renewal of Agreement. The Agreement, as amended by the First Addendum, is hereby renewed for the period July 1, 2015 through June 30, 2016 (the "First Renewal Term").

Section 3. Management Fee. The Management Fee for the First Renewal Term shall be \$39,955.44:

Section 4. Guarantee. The Guarantee for the First Renewal Term shall be breakeven and is based on a minimum of 178 food service operating days for both lunch and breakfast.

Section 5. Projected Expenses/Budget. The projected expenses/budget for the Operations for the First Renewal Term, inclusive of Reimbursable Costs and Management Fee, is \$719,725.10 and estimated revenue of \$739,844.96. (See attached Schedule E-3 attached hereto)

All other provisions of the Agreement are unchanged and remain in full force and effect.

IN WITNESS WHEREOF, AVI and Board have duly executed this First Addendum as of the date set forth above.

AVI Foodsystems, Inc.

By: Chief Financial Officer

Board of Education of the

Granville Exempted Village Schools

By: Superintendent

By: Treasurer

CERTIFICATE

The undersigned, Treasurer of the Board of Education of the Granville Exempted Village Schools, Ohio, certifies that the money required to meet the obligations of the Board under the First Addendum to Agreement with AVI Foodsystems, Inc. have lawfully appropriated by the Board for such purposes and are in the treasury or in the process of collection to the credit an appropriate fund, free from any previous encumbrances.

This Certificate is given in compliance with Sections 5705.41 of the Revised Code.

Date _____, 2015

Treasurer, Board of Education

Granville Exempted Village Schools, Ohio

**Granville Exempted Village School District
Job Description**

Title: TECHNOLOGY COACH

File 506

Reports to: Director of Technology & Building Principal

Job Objective: To assist and support district staff in the successful integration of technology into the curriculum.

**Minimum
Qualifications:**

- Experience in a variety of technologies including how to integrate those technologies into an educational setting.
- Skilled in Microsoft software including Windows XP/7 and Office 2010.
- Communicates the use and needs of instructional technology with staff and administration.
- Meets all mandated health requirements.
- 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.
- Effective organizational, planning and project management skills.

**Essential
Function:**

- Models classroom instruction that integrates the Technology best practices into everyday teaching and lesson planning.
- Supports District technology initiatives at the district and building level.
- Promotes the use of appropriate technology instructional tools in all academic areas.
- Serves as a resource for building Technology Professional Development and provides opportunities consistent with the district's direction and philosophy.
- Collects evidence of successful technology integration.
- Provides preliminary staff instruction in the use of mission critical technology systems.
- Serves as an instructional technology advocate.
- Uses proper communication to ensure building level department's needs are being met.
- Other duties as assigned by the Superintendent or his/her designee.

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District.

Each Staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

**Abilities
Required:**

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

- Promotes a positive work/learning environment.

- Acknowledges personal responsibility for decisions and conduct.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively. Meets deadlines despite time constraints.
- Maintains an acceptable attendance record and is punctual.
- Maintains accurate and up-to-date technical knowledge.
- Quickly learns and adapts to new situations.

**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:

- Exposure to adverse weather conditions and seasonal temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- 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 at various heights, in confined spaces, and/or in variable/diminished lighting.
- 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.

GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: APPLICATION COORDINATOR

Reports to: Technology Coordinator

Job Objective: The Application Coordinator has responsibility for assisting the Technology Coordinator in the operation of the central data systems of the school district and for providing expertise to insure the successful operation of the integration of technology in the classroom.

**Minimum
Qualifications:**

- A minimum of five (5) years of experience working with computers and networks. Experience in educational organizations is desirable.
- Meets all mandated health requirements.
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Ability to evaluate and resolve routine technical problems. Proficiency in computer software languages, applications, tools, database management systems, operating systems, and hardware.
- Keeps current with technology, instructional strategies, and other innovations that support job functions.
- Effective organizational, planning, and project management skills.
- Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of students.
- Expertise in the identification and use of technology equipment/software applications suitable for diverse instructional settings and user abilities. Ability to address the needs of adult learners.
- Experience with instructing personnel in the use and operations of various systems hardware and software.

**Desired
Experience:**

- Active Directory
- Windows Server, 2008 R2 and 2012 R2
- Schoology or other LMS
- Office 365
- Sharepoint
- Hyper-V and Virtualization Technologies
- Spiceworks
- Experience with Powershell

**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.

- Works with staff to improve student learning through the use of technology in all areas of the curriculum. Works with teachers to explore adaptations that enhance classroom activities.
- Provides leadership in the provision of technology in-service and self-directed learning programs.

APPLICATION COORDINATOR

- Oversees and participates in district-wide help desk services.
- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Promotes a safe, efficient, and effective work/learning environment. Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion of reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- 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.
- Monitors/maintains LAN performance information
- Thorough knowledge of various operating systems including, but not limited to OSX, Windows and Linux.

Abilities Required:

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

- Engenders staff enthusiasm and teamwork. Promotes a positive work/learning environment.
- Acknowledges personal responsibility for decisions and conduct.
- Skillfully manages individual, group, and organizational interactions.
- Interprets information accurately and initiates effective responses.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively. Meets deadlines despite time constraints.
- Maintains an acceptable attendance record and is punctual.
- Maintains accurate and up-to-date technical knowledge.
- Quickly learns and adapts to new situations.

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.

- Exposure to adverse weather conditions and seasonal temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- 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 at various heights, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

APPLICATION COORDINATOR

Performance

Evaluation:

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

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GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: **TECHNOLOGY COORDINATOR**

File 110

Reports to: Assistant Superintendent

Job Objective: Coordinates the planning, delivery, assessment, and ongoing improvement of technology programs.

**Minimum
Qualifications:**

- Bachelor's degree in Computer Science or a related field.
- Meets all mandated health requirements.
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Ability to evaluate and resolve routine technical problems. Proficiency in computer software languages, applications, tools, database management systems, operating systems, and hardware.
- Keeps current with technology, instructional strategies, and other innovations that support job functions.
- Effective organizational, planning, and project management skills.
- Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of students.
- Expertise in the identification and use of technology equipment/software applications suitable for diverse instructional settings and user abilities.
- Ability to address the needs of adult learners.
- Available to work irregular hours and/or a non-traditional schedule.

**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.

- Coordinates the implementation of the district's technology and professional development plan. Develops and implements strategies to enhance staff and student use of technology resources. Promotes close working relationships with all stakeholders.
- Administers state and federal technology grants. Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district.
- Maintains open and effective communications. Promotes the district's mission, philosophy, and vision. Serves as an information resource. Keeps stakeholders informed about emerging issues.
- Monitors community demographics, resources, and emerging trends. Helps mobilize the community to maintain a strong commitment of support for the school district.
- Analyzes data to improve school operations. Helps develop and implement the district's strategic plan. Identifies and develops partnerships that enhance district services.
- Provides staff leadership and consensus development. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Administers the board-approved budget for assigned areas of responsibility. Approves the purchase of supplies and equipment. Ensures that program resources are equitably apportioned.

- Plans, procures, and manages supplemental service contracts related to assigned programs.
- Coordinates research on hardware and software compatibility and the inspection and testing equipment/software. Facilitates construction/installation activities.
- Coordinates the design and installation of wired/wireless networks (e.g., hubs, routers, voice/data switches, wiring, etc.).
- Coordinates set-up and maintenance of file servers.
- Supervises the development and implementation of disaster recovery procedures that minimize down time.
- Develops procedures that promote the proper use, care, and security of technology resources (e.g., consent forms, maintenance, storage, etc.). Oversees the maintenance and routine cleaning of equipment. Keeps work areas orderly. Schedules repairs by vendors as needed. Maintains repair records.
- Monitors compliance with all hardware and software licensing agreements.
- Oversees a perpetual inventory control system for fixed assets. Prepares an end-of-year report.
- Oversees the development and maintenance of the district's web site.
- Provides leadership in the provision of technology in-service and self-directed learning programs.
- Works with staff to improve student learning through the use of technology in all areas of the curriculum. Works with teachers to explore adaptations that enhance classroom activities.
- Oversees and participates in district-wide help desk services.
- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Helps staff resolve problems that impede student participation in appropriate learning activities.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues. Prepares student conduct reports/discipline recommendations when applicable.
- Promotes a safe, efficient, and effective work/learning environment. Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion of reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- 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.

**Abilities
Required:**

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

- Engenders staff enthusiasm and teamwork. Promotes a positive work/learning environment.
- Acknowledges personal responsibility for decisions and conduct.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively. Meets deadlines despite time constraints.
- Maintains an acceptable attendance record and is punctual.

- Maintains accurate and up-to-date technical knowledge.
- Quickly learns and adapts to new situations.

**Supervisory
Responsibility:**

Supervises and evaluates assigned staff under the direction of the superintendent. Assumes responsibility for the results of duties delegated to staff.

**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.

- Exposure to adverse weather conditions and seasonal temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
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- Traveling to meetings and work assignments.
- Using a computer keyboard and monitor for prolonged periods.
- Working at various heights, in confined spaces, and/or in variable/diminished lighting.
- 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.

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Granville Board of Education
REGULAR MEETING MINUTES
June 15, 2015

Monday, June 15, 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 6:33 p.m. Responding to roll call was: Dr. Jennifer Cornman, Ms. Amy Deeds, Mr. Russell Ginise, and Mr. Thomas Miller. Dr. Kathryn Rentel arrived at 6:42 p.m. Also present was Jeff Brown, Superintendent, Mike Sobul, Treasurer.

Pledge of Allegiance

Commendations

Granville Schools Retirees: Nine employees of the Granville Schools are being recognized for their years of dedication and service to students.

Honorees: Denise Ciferno, Al Spens, Jill Riggs, Paula BeVier, Ken Hale, Pam Thompson, Jon Bennett, Kay Eclebery, Flo Desmone

Destination Imagination Team: Granville team members will be recognized for advancing to the national tournament. They represented Ohio at the Global Finals in May in Tennessee against over 8,000 state finalists from the US and 15 other countries.

Honorees: Rick Duffus, Jackson Clark, Emily Tuma, Rose Duffus, Freddie Bell

Girls Track Team: Granville team members are being recognized for placements on individual races as well as the team placing third at the Division I state meet in the 4x800 relay.

Honorees: Cassidy Carey, Micaela DeGenero, Claire Lamb, Kylee McFarland, Maddie Long

Staff Report

- College 101 – Brandi Cooper
- Substance Abuse Policy (First Reading) – Kevin Jarrett

Board Discussions

- State Budget Update

Board Reports

Dr. Jennifer Cornman
Dr. Katie Rentel
Thomas Miller

C-TEC Board, Legislative Liaison
Newark Granville Community Authority
Granville Education Foundation

Action Agenda

As recommended by the Superintendent



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06.15.01 Approval of Calamity Make-up Plan

Moved by Mr. Miller, seconded by Mr. Ginise for approval for the Superintendent to submit to the Ohio Department of Education an Electronic Calamity Make-up Plan for the 2015-2016 school year in regards to Ohio Revised Code 3313.482.

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

06.15.02 Approval 2015-2016 SOAR Leading & Learning Collaborative Agreement

Moved by Ms. Deeds, seconded by Dr. Rentel for approval of the SOAR Leading & Learning Collaborative Agreement Between Battelle for Kids and Granville School District for the 2015-2016 school year.

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

06.15.03 Approval of Administrative and Exempted Employees Salary Schedule Increase

Moved by Mr. Ginise, seconded by Dr. Rentel for approval of the new Administrative and District Exempted Employees Salary Schedules and a 2% salary increase for the Administrative and District Exempted Employees effective the 2015-2016 school year, including the Superintendent.

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

06.15.04 Approval of Sixth Grade Discovery Field Trip

Moved by Ms. Deeds, seconded by Mr. Miller for approval of the sixth grade Discovery class to visit Stone Laboratory on Lake Erie at Put-In-Bay on September 4-5, 2015. The students will leave at 6:45 a.m. on September 4 and return at approximately 5:00 pm on September 5.

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

06.15.05 Approval of Contracted Services Agreements

Moved by Ms. Deeds, seconded by Mr. Miller for approval of the following Contracted Services Agreements:

- Matthew Peitsmeyer to provide weight room supervision from April 13, 2015 to May 8, 2015.
- Derek Fry to provide strength training and conditioning services from July 1, 2015 through June 30, 2016.

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



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06.15.06 Authorization for Textbook Expenses

Moved by Mr. Ginise, seconded by Ms. Deeds for Authorization for Textbook purchases not to exceed \$45,000.00.

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

06.15.07 Acceptance of Granville Education Foundation Grant Recipients for 2015-2016

Moved by Mr. Miller, seconded by Mr. Ginise to accept the following grants for 2015-2016 school year from the Granville Education Foundation:

- Classroom Smart Board; Blair Linton on behalf of GES, \$2701.73.
- DIY Touch Table Learning Commons; Jon Bennett, Glenn Welker and Sally Gummere, GHS, \$5,000.
- Bricklab Across the Curriculum; Donna Murphy, Lisa Stankunas, Jessica Wilson, GES, \$1,309.00.
- GMS Fit4Life; Sue Zeanah, GMS, \$2,797.95.

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

06.15.08 Approval of Alliance Dues

Moved by Ms. Deeds, seconded by Dr. Rentel for the approval to pay The Alliance for High Quality Education dues from July 1, 2015 through June 30, 2016 of \$3,500.00.

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

06.15.09 Approval of Purchased Service Contract

Moved by Mr. Ginise and seconded by Dr. Rentel for approval for purchased service contract for Chad Timmons, School Psychologist, from June 1 through July 31, 2015.

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

Consent Agenda

06.15.10 Approval of Routine Business by Consent

Moved by Ms. Deeds and seconded by Dr. Rentel for approval of the following items as recommended by the Superintendent:

Adoption of Minutes: Adopt the minutes of the regular Meeting of the Board of Education held on Monday, May 18, 2015 as Amended.



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Donations:

- A donation of a piano, valued at \$200, to GHS from Peggy Shafer.
- A donation of \$300.00 to GHS Choir from The Longaberger Company.
- A donation of \$150.00 to GHS Band from First Presbyterian Church.
- A donation of \$1,600.00 to GHS Global Language Department from Aspire.
- A donation of \$50.00 to GMS Archery Club from Terra Nova Builders.
- A donation of \$75.00 to GHS FCCLA Club from Cynthia Shaffer.
- A donation of \$500.00 for the Arrive Alive Program from Medical & Surgical Associates.
- A donation of \$50.00 to GHS Band from the American Legion.
- A donation of \$100.00 to GHS Band from Heisey.

Employment:

1. Certified Staff Contract

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

- Nimarta Roberts, rescind three year contract, effective May 18, 2015.
- Rodney Fields, HS Industrial Technology, a one year contract, for the 2015-2016 school year.
- Bailey Braaten, HS Mathematics, a one year contract, for the 2015-2016 school year.
- Bryan McLain, HS Chemistry, a one year contract, for the 2015-2016 school year.
- Dianne McDonald, HS Physics, a one year contract, for the 2015-2016 school year.
- Kyle Bergeron, MS Math, a one year contract, for the 2015-2016 school year.

2. Substitute Contracts 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 records check.

Substitute Teachers/Aide/Secretary for the 2015-2016 School Year

- Monica Graffeo
- Melissa Goss
- Hayley Hummell
- Christina Addington
- George Jeffers
- Beth Barker (secretary only)
- Isabelle Thatcher
- Anthony Raffa



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3. Granville Christian Academy

Superintendent recommends employment of the following Granville Christian Academy contract(s) pending verification of all licensure requirements, years of experience calculations, and BCII/FBI criminal record checks.

- Jennifer Hill, Textbook Clerk, for a one year contract effective the 2015-2016 school year.
- Lea Ann Parsley, full time School Nurse, for a one year contract effective the 2015-2016 school year.
- Rhonda Malone, part-time Guidance Secretary, for a one year contract effective the 2015-2016 school year.

4. Resignations

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

- Patty Pastor, GES First Grade Teacher, effective the end of the 2014-2015 school year.

5. Supplemental Stipend

Superintendent recommends approval of the following supplemental stipend for the 2015-2016 school year:

- Approval of a \$1,000.00 stipend for Marie Kreger for additional duties as LPDC Clerk effective the 2015-2016 school year.

6. Summer Intervention and Home Instruction for the Summer of 2015

Superintendent recommends employment of the following summer intervention and home instruction contract(s) pending verification of all licensure requirements, years of experience calculations, and BCII/FBI criminal record checks.

Tim Beck
Carrie Bell
Joe Dowling
Herb Breymaier
Amy Mullins
Donna Murphy
Kristen Pargeon
Dawn Parisi
Meghan Strayer
Michelle Willis



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7. Summer School Health/Physical Education

Superintendent recommends the following high school contract pending verification of years of experience calculations, and BCII/FBI criminal record reports:

- Karly Worrall, HS summer school Health/Physical Education teacher for the period of June 1-19, 2015.
- Jackie Buchanan, HS summer school Health/Physical Education teacher, for the period of June 1-19, 2015.

8. Supplemental Contracts for 2015-2016

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 0

Head Football
Head Boys Basketball
Head Girls Basketball

Name

JR Wait
Adam Teeters
Eric Steele

Group 1

Head Girls Volleyball

Todd Parkinson

Group 2

Head Cross Country
Head Boys Golf
Head Girls Golf
Head Girls Tennis

Chrisi Rogerson
Marvin Bright
Gerald Holmes
Keith Mullins

Group 3

Asst. HS Football
Asst. HS Football
Asst. HS Football
Asst. HS Football
Asst. HS Football
Asst. Girls HS Basketball
Asst. Boys HS Basketball

Todd Naille
Eric Steele
Tony Adams
Joe Dowling
Tod King
Guy Michael
Eric Minton

Group 4

Head MS Football – 7th
Head MS Football – 8th

Terry Link
Trevor Wolfe

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



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End of Consent Agenda

Finances

The Treasurer recommends the acceptance of the following agenda items:

06.15.11 Approval of Financial Statements

Moved by Mr. Miller, seconded by Mr. Ginise for approval of the May 2015 Financial Report (On file in the Treasurer's Office).

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

06.15.12 Approval of FY15 Final Appropriation

Moved by Mr. Ginise, seconded by Dr. Rentel for approval of Final Appropriation for Fiscal Year 2015.

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

06.15.13 Approval of FY16 Temporary Appropriation

Moved by Mr. Ginise, seconded by Mr. Miller for approval of Initial Temporary Appropriation for Fiscal Year 2016.

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

06.15.14 Approval of Renewal of Insurance Contract

Moved by Mr. Ginise, seconded by Mr. Miller for approval of the renewal of one year health insurance contract with Gallagher Benefit Services.

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

06.15.15 Executive Session

Moved by Dr. Cornman, seconded by Mr. Ginise to enter into Executive Session at 8:33 p.m. to discuss the employment of a public employee or official.

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



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06.15.16 Adjournment

Moved by Dr. Rentel, seconded by Ms. Deeds to adjourn the meeting at 11.58 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