



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

**May 16, 2016
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 _____ Mr. Kohn _____

5. Commendations

Granville Archery Teams: All three Granville Archery Teams are being recognized for participating in the Arnold Fitness Classic in Columbus and qualifying to attend the National Archery Tournament in Louisville, KY. Also, two students are being honored for qualifying as individuals based on their scores at the Arnold Classic.

Honorees: Qualifying individuals are Scott Sharp, Allison Covey; Students representing GES, GMS and GHS teams are Mason Liberty, Justin Reid, Allison Covey, Sophie Mouser, Michael Sarap, Amelia Sarap and Luc Kadlic.

6. Student Report

- Permaculture project – GHS AP Environmental Science Class

7. Staff Reports

- Water Update – Tonya Sherburne
- Grounds, Custodial and Maintenance Services Presentation- GCA
- Five Year Forecast – Mike Sobul

8. Board Discussion

- 2018 Levy Structure

9. 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.

10. Board Reports

Dr. Jennifer Cornman
Thomas Miller
Russ Ginise
Mike Sobul

C-TEC Board
Granville Education Foundation
Economic Sustainability
Newark Granville Community Authority

11. Action Agenda

11.01 Approval of Resolution for Membership

Recommended by Superintendent:

Motion: Approval of the Resolution to authorize membership in the Ohio High School Athletic Association for the 2016-2017 school year.

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

11.02 Alliance Dues

Recommended by Superintendent:

Motion: Approval to pay The Alliance for High Quality Education dues from July 1, 2016 through June 30, 2017 of \$3,500.00.

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

11.03 2015-2016 Graduates

Recommended by Superintendent:

Motion: Upon the recommendation of the high school principal, the Superintendent recommends the Board of Education approve the list of 2015-2016 seniors for graduation on Sunday, May 29, 2016 upon the successful completion of the requirements for graduation, as adopted by the State Board of Education and the Granville Board of Education.

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

11.04 Contracted Service Agreement for Evaluation Services

Recommended by Superintendent:

Motion: Approval of the agreement with Steven Guy, Ph.D. for student evaluation services.

Dr. Cornman_____Ms. Deeds _____Mr. Ginise _____Mr. Miller_____ Mr. Kohn_____

11.05 Maternity Leave

Recommended by Superintendent:

Motion: Approval of the following maternity leaves of absence:

- Meghan Strayer, beginning with the birth of the baby on or around August 19, 2016.
- Elizabeth Muhlenkamp, beginning with the birth of the baby on or around June 22, 2016.
- Karly Worrall, beginning with the birth of the baby on or around August 12, 2016.
- Megan Strucke, beginning with the birth of the baby on or around August 21, 2016.

Dr. Cornman_____Ms. Deeds _____Mr. Ginise _____Mr. Miller_____ Mr. Kohn_____

11.06 Leaves of Absence

Recommended by Superintendent:

Motion: Approval of the following leaves of absence:

- Cheryl Walker, retroactive to May 9 -13, 2016.
- Jeanna Giovannelli, retroactive to May 4-10, 2016.

Dr. Cornman_____Ms. Deeds _____Mr. Ginise _____Mr. Miller_____ Mr. Kohn_____

11.07 Board Policy Adoption

Recommended by Superintendent:

Motion: Approve the following Board Policies effective immediately:

- AFC-1 (Also, GCN-1) Evaluation of Professional Staff (Teachers)
- AFC-2 (Also, GCN-2) Evaluation of Professional Staff (Administrators Both Professional and Classified)
- GCB-2-R Professional Staff Contracts and Compensation Plans
- JFCG Tobacco Use By Students

Dr. Cornman_____Ms. Deeds _____Mr. Ginise _____Mr. Miller_____ Mr. Kohn_____

11.08 Granville Education Foundation Grant Recipients for 2015-2016

Recommended by Superintendent:

Motion: Accept the following grants for the 2015-2016 school year from the Granville Education Foundation.

- World Language Library: Michelle Bain, Kira Henkaline, and Tracey Salinas, GHS and GMS; \$1500
- GIS Project Based Learning: Laura Weaver, GIS; \$828
- Drone and Camera: Jim Reding, GHS; \$2672
- Large Format Printer: Sarah Noblett, GHS; \$2037
- Granville Solvents Kiosks: Jim Reding, GHS; \$600
- Learn Fit Desks: Jennifer Riley, Meredith Ervin, GIS; \$1400

Dr. Cornman____Ms. Deeds ____Mr. Ginise ____Mr. Miller____ Mr. Kohn____

11.9 Leaders for Learning Grant

Recommended by Superintendent:

Motion: Accept the Leaders for Learning Grant for Pam Bice, GMS 8th grade teacher, for \$500.00 to purchase books for her classroom library.

Dr. Cornman____Ms. Deeds ____Mr. Ginise ____Mr. Miller____ Mr. Kohn____

11.10 Transportation Physicals

Recommended by Superintendent:

Motion: Approval for Work Site Med Test to perform T8 physicals for members of the transportation department for \$55.00 per driver.

Dr. Cornman____Ms. Deeds ____Mr. Ginise ____Mr. Miller____ Mr. Kohn____

11.11 HSTW Grant for Granville Middle School

Recommended by Superintendent:

Motion: Approval of grant from High Schools That Work (HSTW) for \$5,000 to Granville Middle School for the purpose of planning and coordinating school-wide professional development for Project Based Learning.

Dr. Cornman____Ms. Deeds ____Mr. Ginise ____Mr. Miller____ Mr. Kohn____

11.12 Guidance Counselor Job Description

Recommended by Superintendent:

Motion: Approval of the Guidance Counselor job description effective the 2016-2017 school year. **(Attachment)**

Dr. Cornman____Ms. Deeds ____Mr. Ginise ____Mr. Miller____ Mr. Kohn____

11.13 OSBA Web Based Update Service

Treasurer recommends:

Motion: Approval of the Web Based Update Service Agreement with OSBA for a period of one year effective July 1, 2016 to June 30, 2017.

Dr. Cornman____Ms. Deeds ____Mr. Ginise ____Mr. Miller____ Mr. Kohn____

12. Consent Agenda

12.01 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 April 18, 2016. **(Attachments)**

B. Acceptance of Donations/Gifts:

- A donation of \$300.00 to GHS College Fair from GS Benefit Solutions.
- A donation of \$600.00 to GMS FCCLA from Liberty Tours.
- A donation of a wall map valued at \$95.00 to GES from Raymond and Cynthia Stankunas.

C. Employment:

1. Certified Staff Contracts for the 2016-2017 School Year

Superintendent recommends employment of the following certificated contracts pending verification of all licensure requirements, and BCII/FBI criminal record checks.

- Sean Felder, GHS Social Studies, a one year contract effective the 2016-2017 school year.
- Lori Hudson, GHS English, a one year contract effective the 2016-2017 school year.

2. Administrator Contracts for the 2016-2017 School Year

Superintendent recommends employment of the following administrator contracts pending verification of all licensure requirements, and BCII/FBI criminal record checks.

- Gwenn Spence, Director of Student Services, a one year contract effective August 1, 2016 through July 31, 2017.
- Tonya Sherburne, Director of Human Resources/Operations, a three year contract effective August 1, 2016 through July 31, 2019.
- Ryan Bernath, Assistant Superintendent, a three year contract effective August 1, 2016 through July 31, 2019.
- Gayle Burris, Granville Intermediate School Principal, a two year contract effective August 1, 2016 through July 31, 2018.
- Lisa Ormond, Granville Middle School Principal, a two year contract effective August 1, 2016 through July 31, 2018.
- Kim Clary, Transportation Supervisor, a two year contract effective August 1, 2016 through July 31, 2018.

3. Certified Staff Contract Renewals

Each person listed will receive a full-time contract unless otherwise noted:

One Year Contracts (2016-2017 school years)

Barbara Blatter – GMS FCCLA – 3 periods (Retired/Rehired)
 Gina Burdick – District Nurse
 Chad Timmons – School Psychologist
 Erin Bade – GES Kindergarten
 Bryan McLain – GHS Chemistry
 Kyle Bergeron – GMS Math
 Mara Hoover – P/T (.58) GHS Science
 Demaris Rosato – GES First Grade
 Megan Strucke – P/T (.30) GIS Orchestra
 Kathrine VanSickle, GIS Intervention Specialist

Two Year Contracts (2016-2017; 2017-2018 school years)

Lori Fuller – GES First Grade
 Jane Ludwig – GES Third Grade
 Robin Massey – GES Advanced Learner Teacher
 Kira Henkaline – GMS Spanish
 Scott Krueger – GMS Science
 Christian Reinke – GMS/GHS Technology
 Jamie Reinke – GMS Intervention Specialist
 Kathrine White – GMS Science
 Mary Jane Burgess – GHS Intervention Specialist
 Dana Decker – GHS Language Arts
 Nate Evans – GHS Intervention Specialist
 Judith Henderson – GHS Language Arts
 Emily Moon – GHS Chemistry/Physical Science
 Elizabeth Muhlenkamp – GHS Social Studies

Three Year Contracts (2016-2017; 2017-2018; 2018-2019 school years)

Letitia Abram – GIS Librarian
Dawn Parisi – GHS/GMS ELL
Jenna Sparks – GHS Social Studies
Jennifer Newell – GHS Science
Adam Teeters – GHS Social Studies
Emily Hartman – GIS Music
Amanda Tucker – GIS Art
Sue Borchers Zeanah – GMS Physical Education
Tim Beck – GMS Intervention Specialist
Dustin Grime – GMS Dean of Students
Diana Parini – GIS Fourth Grade
Lisa Smith – GES Third Grade
Nimarta Roberts – GES Guidance Counselor
Holly Wheeler – Occupational Therapist
Meghan Strayer – GHS Intervention Specialist

Continuing Contracts

Sarah Closson, GES Librarian
Brooke Chute, GIS Sixth Grade
Brandi Cooper, GHS Guidance Counselor
Meg Haller, GMS Social Studies
Alison Weate, GIS Fifth Grade
Jessica Wilson, GES Second Grade
Laura Weaver, GIS Fifth Grade
Dianne McDonald, GHS Physics
Joshua Grischow, GMS Social Studies
Stephanie Cousino, GIS Fifth Grade
Julie Wilcox, GIS Sixth Grade
Lisa Rogers, GIS Instructional Coach

4. Classified Staff Contract Renewals

Each person listed will receive a full-time contract unless otherwise noted:

One Year Contracts (2016-2017 School Year)

Mary Jodi Schaeffer, GES Educational Aide
Carol Higgins, GES Educational Aide
Eric Thompson, Systems Administrator

Two Year Contracts (2016-2017; 2017-2018 School Years)

Patty Donovan, P/T Educational Aide assigned to bus routes
Bonnie Moreland, P/T Educational Aide assigned to bus routes
Beth Downing – GIS Technology Aide
Melinda Van Wey – P/T Educational Aide
Evan McCullough, Technology Application Coordinator

Burt Hafkin, Bus Driver
Brad Hoffer, Bus Driver
Ginny McAnally, Bus Driver

Continuing Contracts

Larry Holbrook, Bus Driver
Robert Johnson, Bus Driver
Todd Mann, Bus Driver
Thomas Miller, Bus Driver
John Thoma, Bus Driver
Tim Stanton, Theater Manager
Kelly Wallen, GIS Educational Aide

5. Exempted Employee Contract Renewals

- Lisa Fitch, Treasurer's Office Professional 2, a two year contract for the 2016-2017 and 2017-2018 school years.
- Tina Washka, Assistant Treasurer, a two year contract for the 2016-2017 and 2017-2018 school years.
- Janelle King, Administrative Assistant to the Superintendent and Assistant Superintendent, a two year contract for the 2016-2017 and 2017-2018 school years.
- Marie Kreger, Human Resources Secretary, a two year contract for the 2016-2017 and 2017-2018 school years.

6. Extended Time Contract for the 2016-2017 School year

- Laura Whittington, Athletic Secretary, 5 days.

7. Extended Time Contract for the 2015-2016 School year

- Tim Stanton, Theater Manager, up to 60 hours for the summer of 2016.

8. Resignations

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

- Audrey Hager, GHS Biology Teacher, effective the end of the 2015-2016 school year .
- Rodney Fields, GHS Industrial Technology Club Advisor, effective the end of the 2015-2016 school year.

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

End of Consent Agenda

13. Finances

13.01 Financial Statements

Treasurer recommends:

Motion: Approval of the April, 2016 financial report. **(Attachment)**

Dr. Cornman____Ms. Deeds ____Mr. Ginise ____Mr. Miller____ Mr. Kohn____

13.02 Resolution for HB 264 Project

Treasurer recommends:

Motion: Approval of resolution to issue up to \$1,000,000 in notes to finance a HB 264 energy efficiency project.

Dr. Cornman____Ms. Deeds ____Mr. Ginise ____Mr. Miller____ Mr. Kohn____

13.03 Resolution for GIS Roof Replacement

Treasurer recommends:

Motion: Approval of a resolution to issue \$440,000 in notes for roofs and other capital improvements.

Dr. Cornman____Ms. Deeds ____Mr. Ginise ____Mr. Miller____ Mr. Kohn____

14. Adjournment

Motion: To adjourn.

Dr. Cornman____Ms. Deeds ____Mr. Ginise ____Mr. Miller____ Mr. Kohn____

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
REGULAR MEETING MINUTES
April 18, 2016

Monday, April 18, 2016

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 6:30 p.m. Responding to roll call was: Dr. Jennifer Cornman, Ms. Amy Deeds, Mr. Russell Ginise, and Mr. Andrew Kohn. Mr. Thomas Miller arrived at 6:41 p.m. Also present was Jeff Brown, Superintendent, and Michael Sobul, Treasurer.

Pledge of Allegiance

President's Welcome

Commendations

Indoor State Track Participants: Granville High School indoor track team members who participated in the state tournament this season will be honored for their hard work and winning performances.

Honorees: Joe Pappas, Jonny Lukins, Forrest Lee, Thomas Patton, Tyler Keenan, Dustin Braden, Rafi Degenero, Micaela DeGenero, Rosie Lamb, Natalie Price, Gracie Dennison, Destiny Braden, Riley Bruck, Alyssa Christian, Tori Flowers and Elle Dickerman.

OHSAA State Swim Team Participants: Three Granville High School swim team members will be honored for qualifying for the state swim meet in Canton.

Honorees: Sarah Martin, Colin McDermott and Rowan Moore

OHSAA State Wrestling Team Participants: Three Granville High School wrestlers will be honored for their outstanding performances which qualified them to participate at the state tournament this season.

Honorees: Mathieu Holt, Luke Mendicino, and Alex Eckels

National Merit Finalists: Five Granville High School students are being honored for advancing to be a National Merit Finalist.

Honorees: John Ball, Daniel Gibson, Zoe Guiney, Sage Kaplan-Goland and Cameron Richards.

PTO Auction Planning Committee: We are recognizing three volunteers who dedicated more than a year of planning to this extremely successful fundraising effort.

Honorees: Christy Teeter, Emma Butler, and Denise Sproul



Granville Board of Education
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2014-2015 Auditor's Award: Tim Kraft from the Ohio State Auditor's Office will present Granville Exempted Village School District with the 2015 Award of Distinction for the financial audit and Comprehensive Annual Financial Report.

Student Report – Simon Krajewski

Staff Report

- Water Report Update – Jeff Brown
- High School, Middle School, Intermediate School, and Elementary School Handbooks (First Reading) – Jeff Brown
- Substance Abuse – Matt Durst
- OH YES Survey – Matt Durst
- Student Services Update – Gwenn Spence

Board Discussion

- Substance Abuse

Public Comments

Board Reports

- Dr. Jennifer Cornman Legislative Update
- Thomas Miller Granville Education Foundation

Action Agenda

As recommended by the Superintendent

04.18.01 Overnight Trips

Moved by Mr. Ginise, seconded by Ms. Deeds for approval of the following overnight student trips:

- Cindy Shaffer and Barbara Blatter to take 7 GHS and GMS students to San Diego, California for the National FCCLA Conference. They will leave July 3, 2016 and return July 7, 2016.
- Kristen Snyder and Sara Sharp to take GHS Choir and Drama students to New York City, November 17 – 19, 2016.
- Jennifer Mosquera to take GHS foreign language students to Spain in the 2016-2017 school year. They will leave June 19, 2017 and return June 28, 2017.
- GHS Varsity Softball team to travel to Ashland, Ohio for a tournament. They will leave April 22, 2016 and return on April 23, 2016.

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



Granville Board of Education
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04.18.02 Approval of Infrastructure Project – Tennis Courts

Moved by Mr. Ginise, seconded by Mr. Kohn for approval of contract with Vasco Sports Contractors of Massillon, OH for tennis court replacement at Granville High School.

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

04.18.03 Approval of Leave of Absence

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

- Ruth Ellen Kozman, GES Teacher, approximately April 4 – 8, 2016.

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

04.18.04 Approval of Unpaid Leave of Absence

Moved by Mr. Ginise, seconded by Ms. Deeds for approval of the following unpaid leaves of absence:

- Dawn Parisi, May 13, 2016.
- Lisa Fitch, May 20, 2016.

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

04.18.05 Approval of Maternity Leave

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

- Emily Moon, approximately 10 weeks, expected to begin with the birth of the baby on June 19, 2016

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

04.18.06 Approval of School Fees for the 2016-2017 School Year

Moved by Mr. Ginise, seconded by Ms. Deeds for approval Approve the following fees for the 2016-2017 school year:

- Granville Elementary School
- Granville Intermediate School
- Granville Middle School
- Granville High School

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



Granville Board of Education
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04.18.07 Approval of LCESC Contracts for 2016-2017

Moved by Mr. Miller, seconded by Mr. Ginise to approve the following LCESC agreements for the 2016-2017 school year:

- Early Childhood Disabled Preschool Funding Flow Agreement
- Early Childhood Disabled Preschool Contract
- Special Education and Related Service's Contract

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

04.18.08 Approval LACA Service Level Agreement for 2016-2017

Moved by Ms. Deeds, seconded by Mr. Miller to approve the service level agreement between Licking Area Computer Association and Granville Exempted Village School District for the period of July 1, 2016 to June 30, 2017.

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

Consent Agenda

04.18.08 Approval of Routine Business by Consent

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

Adoption of Minutes: Adopt the minutes of the Organizational and Regular Meeting of the Board of Education held on Monday, March 14, 2016.

Acceptance of Donations/Gifts:

- A donation of \$500.00 from State Farm Insurance to Granville Schools.
- A donation of \$150.00 from St. Frances DeSales Church to GHS Band.
- A donation in materials (wood) of \$3,500.00 from The Conway Family to the GHS for Industrial Technology classes.
- A donation of \$50.00 from the Granville Athletic Boosters to the Ken Marshall Memorial Scholarship.
- Anonymous donations totaling \$1,000.00 to GHS Band

Employment:

1. Non-renewal of non-teaching supplemental contracts for 2016-2017 school year

Superintendent recommends the non-renewals of the following supplemental contracts for the 2016-2017 school year:

- Group I, II, III, IV, V, VI, VII, VIII



Granville Board of Education
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2. Non-renewal of Certified Contracts for 2016-2017 school year

Superintendent recommends the non-renewal of the following certified contracts for the 2016-2017 school year:

- Eliza Kroger, GMS Physical Education teacher.

3. Substitute Contracts for 2015-2016

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

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

- Jordan McLain, retroactive to March 15, 2016.

Substitute Bus Drivers for the 2015-2016 School Year

- Gretchen Hawk, retroactive to April 9, 2016.

4. Home Instructors for the 2015-2016 School Year

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

- Jayme Blackstone, retroactive to March 16, 2016.
- Evelyn Steensen, retroactive to March 30, 2016.

5. Supplemental Contracts for the 2015-2016 school year

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

Group 4

Asst. Varsity Boys Lacrosse
Asst. Softball Coach

Name

Mitchell McDonough
Jen Anthony

6. Classified Contracts

- Tim Stanton, Theater Manager, extended time contract to be paid by time sheet, effective August 12, 2016, as a one- year contract for the 2016-2017 school year.



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7. Extended Time Contracts for the 2016-2017 School Year

- Sarah Closson, GES Librarian, 5 days.
- Letitia Abram, GIS Librarian, 5 days.
- Dustin Grime, GMS Dean, 5 days.
- Erica Mackley, GMS Librarian, 5 days.
- Misti Postle, GMS Guidance Counselor, 10 days.
- Sally Gummere, GHS Librarian, 5 days.
- Brandi Cooper, GHS Guidance Counselor, 17 days.
- Amber Gilsdorf, GHS Guidance Counselor, 17 days.
- TBD, GHS Guidance Counselor, up to 17 days.
- Tara Parsley, District Physical Therapist, 10 days
- Holly Wheeler, Occupational Therapist, 10 days
- Steffie Peters, Speech/Language Pathologist, 5 days
- Emily Browder, Speech/Language Pathologist, 5 days
- Melissa Schmidgall, District Psychologist, 10 days
- Chad Timmons, District Psychologist, 10 days
- Gina Burdick, District Nurse, 4 days.

8. Extended Time Contracts for the 2015-2016 School Year

- Gina Burdick, District Nurse, 2 days.

9. Certified Staff for the 2016-2017 School Year

- Elizabeth Untied, as a GES First Grade Teacher, a one year contract effective August 12, 2016 for the 2016-2017 school year.
- Janie Zawacki, as a GHS Math Teacher, a one year contract effective August 12, 2016 for the 2016-2017 school year.
- Leanna Daniels, as a GES Third Grade Teacher, a one year contract effective August 12, 2016 for the 2016-2017 school year.

10. Resignation

- Ann Raffay, GHS Guidance Counselor, effective the end of the 2015-2016 school year.
- Katherine Woos, GMS Teacher, effective the end of the 2015-2016 school year.
- Molly Gardner, effective the end of the 2015-2016 school year (revision).
- Rodney Fields, Jr., GHS Industrial Technology Teacher, effective the end of the 2015-2016 school year.

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



Granville Board of Education
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End of Consent Agenda

Finances

The Treasurer recommends the acceptance of the following agenda items:

04.18.12 Approval of Financial Statements

Moved by Mr. Ginise, seconded by Mr. Miller for approval of the March 2016 Financial Report (On file in the Treasurer's Office).

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

04.18.13 Adjournment

Moved by Ms. Deeds, seconded by Mr. Ginise to adjourn the meeting at 9:26 p.m.

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

Dr. Jennifer Cornman, President

Mike Sobul, Treasurer



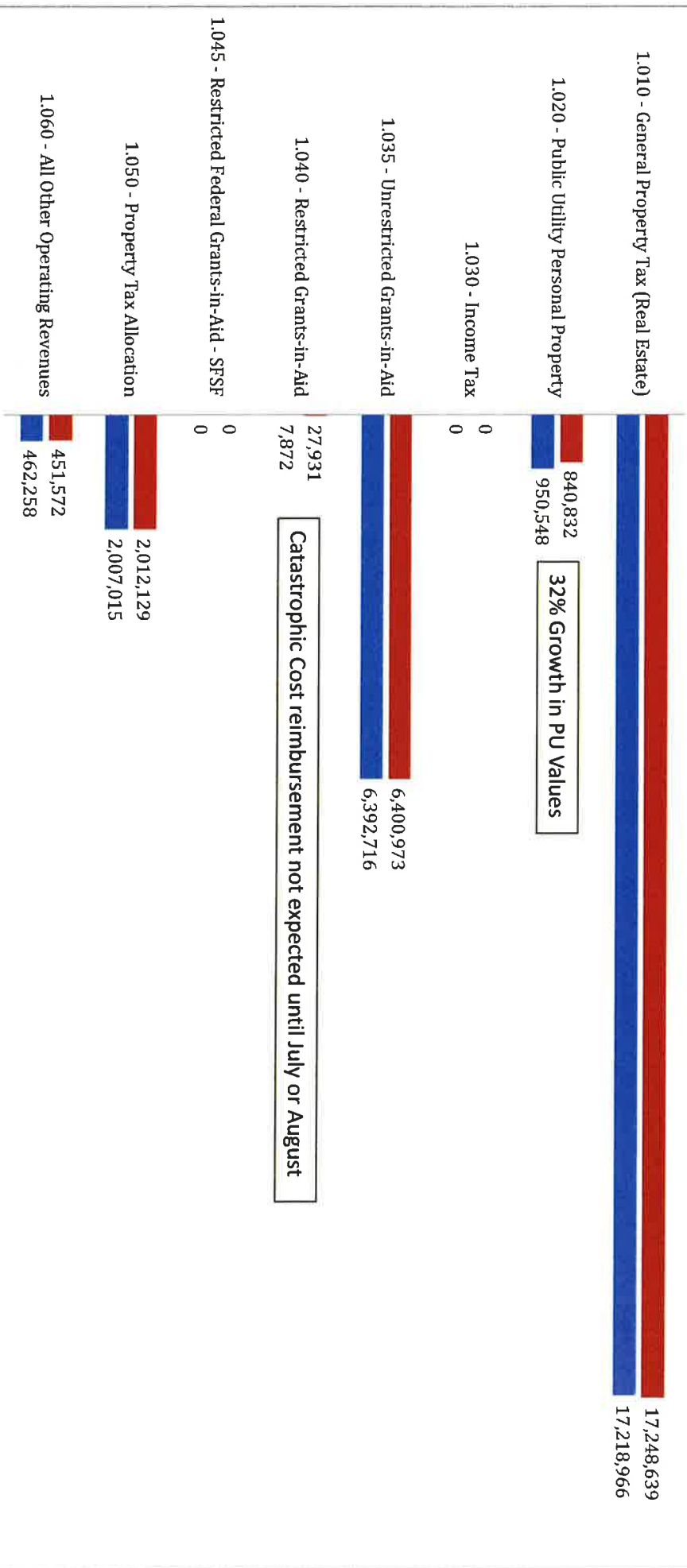
Five Year Forecast

May 2016

Mike Sobul, CFO/Treasurer

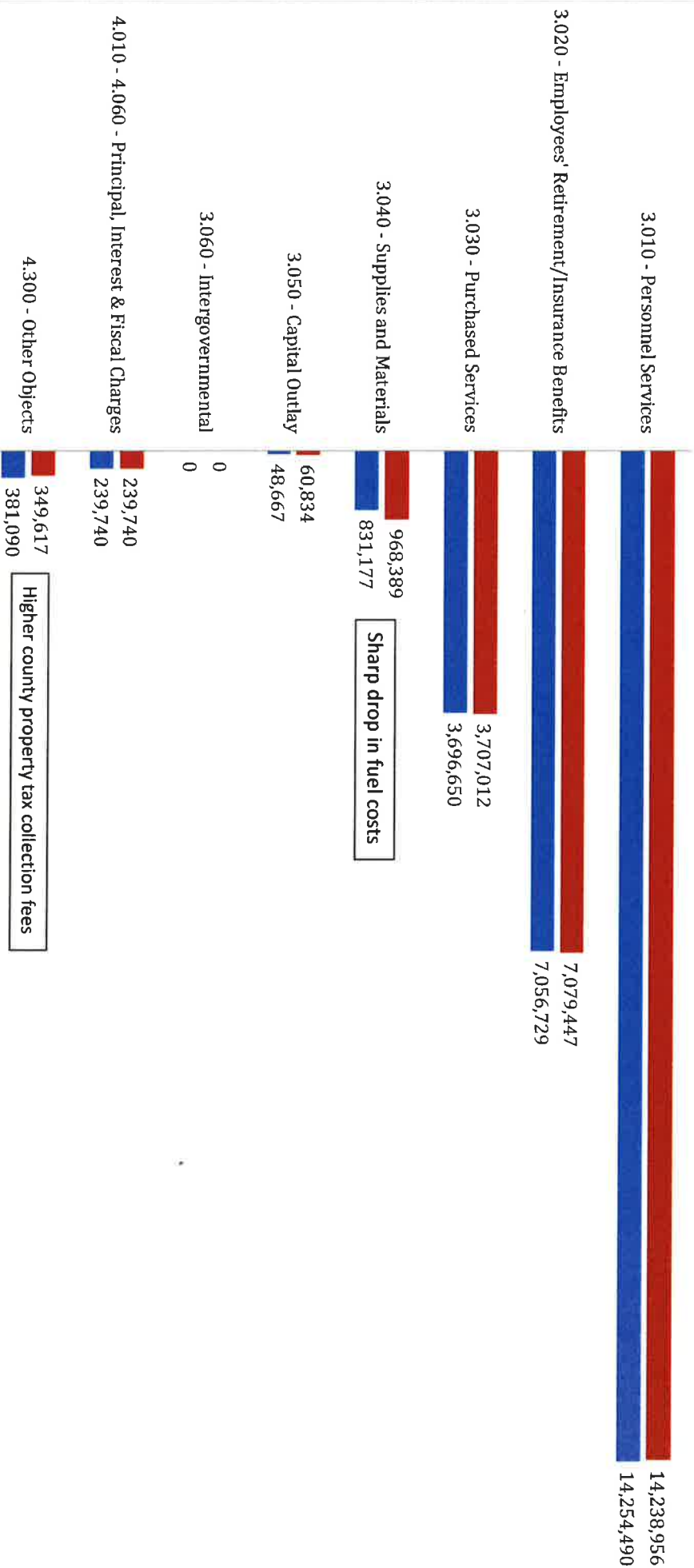
Current Fiscal Year Revenue Comparison Previous Forecast to Current Forecast

■ 10/26/2015 ■ 4/27/2016



Current Fiscal Year Expenditure Comparison Previous Forecast vs. Current Forecast

■ 10/26/2015 ■ 4/27/2016



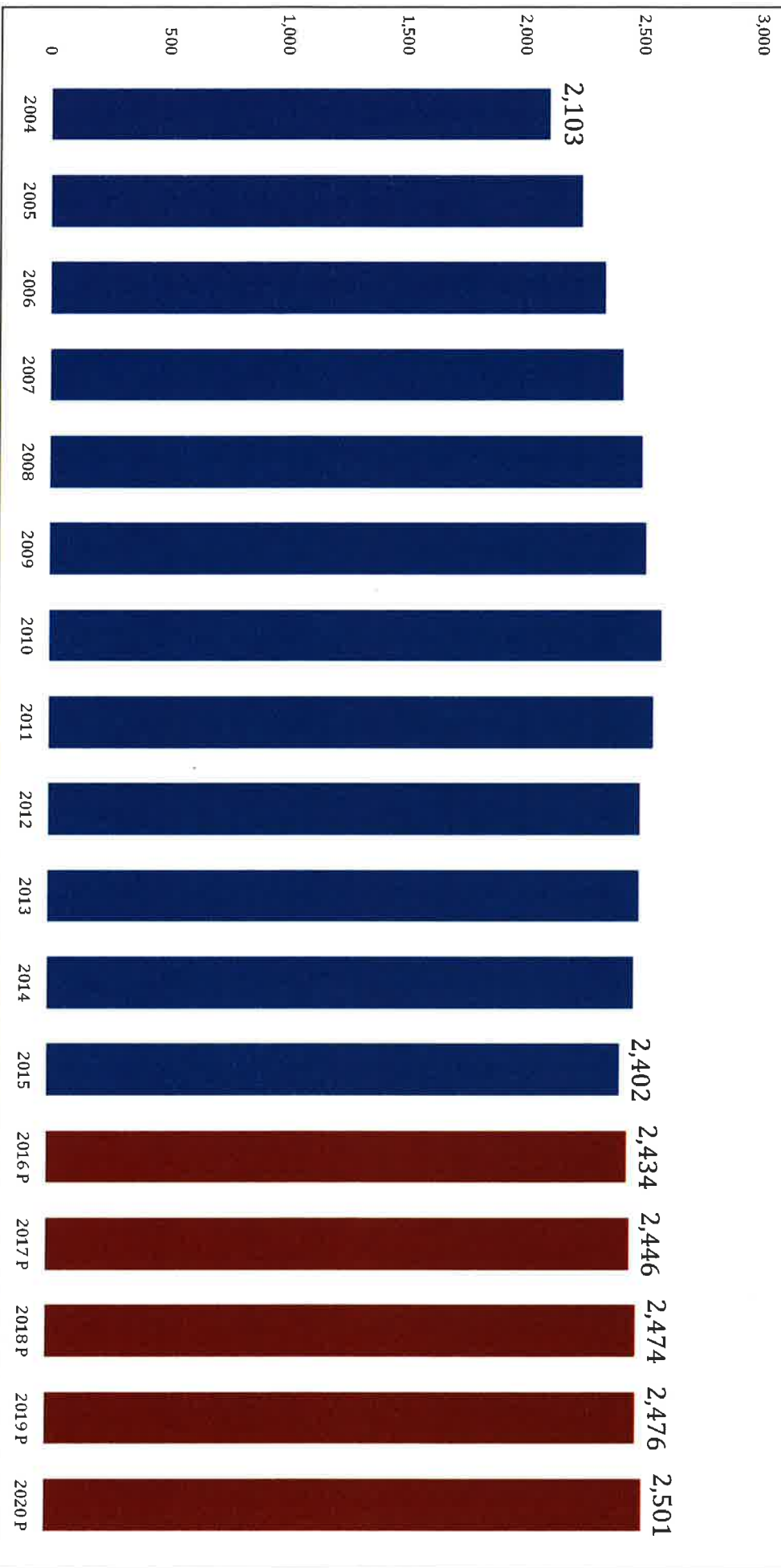
Five-Year Forecast with Global Language in 2017/18

Income and Expense Simplified Statement - Projected Fiscal Years

GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT

	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	
Beginning Balance	4,459,793	4,970,302	4,087,858	3,439,037	2,213,816	
+ Revenue	27,062,843	27,326,043	28,022,141	28,485,907	29,087,204	
+ Proposed Renew/Replacement Levies	-	-	-	-	-	
+ Proposed New Levies	-	-	-	-	-	
- Expenditures	(26,552,334)	(28,208,487)	(28,670,962)	(29,711,128)	(31,133,916)	
= Revenue Surplus or Deficit	510,509	(882,444)	(648,821)	(1,225,221)	(2,046,712)	
Ending Balance	4,970,302	4,087,858	3,439,037	2,213,816	167,104	

Historic vs. Projected Enrollment



Head Count Summary/Analysis

GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT

	2016	2017	2018	2019	2020
Prior Year Actual/Estimated Enrollment (October Count)	<u>2,402</u>	2,434	2,446	2,474	2,476
Projected Changes to Prior Year Enrollment					
Net All-Grade Level Mobility Factor (Change) to Prior Year	56	59	59	60	60
Net Aggregate Manual Adjustments to Mobility Factor	24	17	17	17	17
New Kindergartners In	148	135	160	140	150
Loss of Seniors from Prior Year	-196	-199	-208	-215	-202
Net Change in Outgoing and Incoming Pupils	-48	-64	-48	-75	-52
Current Year Estimated Enrollment (Simulated October Count)	2,434	2,446	2,474	2,476	2,501
District Head Count					
K	148	135	160	140	150
1	162	175	160	188	166
2	172	173	187	171	200
3	158	181	182	197	180
4	163	166	190	191	207
5	192	169	172	196	197
6	192	200	177	180	204
7	193	196	204	180	183
8	224	196	199	207	183
9	205	228	199	202	210
10	220	206	229	200	203
11	206	213	200	222	194
12	199	208	215	202	224
Total Can Differ by Rounding	2,434	2,446	2,474	2,476	2,501
Year-Over-Year Percentage Change	1.33%	0.49%	1.14%	0.08%	1.01%

Forecast Compare - Compares Previous Forecast to Current Forecast
For Fiscal Year: 2017

GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT

Revenue:	Forecasted as of:		Dollar Difference	Percentage Variance	Revenue Variance Notes:
	10/26/2015 Fiscal Year 2017	5/5/2016 Fiscal Year 2017			
1.010 - General Property Tax (Real Estate)	17,354,167	17,260,411	(93,756)	-0.54%	River Road TIF
1.020 - Public Utility Personal Property	861,360	1,083,994	222,634	25.85%	Higher PU Values
1.030 - Income Tax	-	-	-	0	
1.035 - Unrestricted Grants-in-Aid	6,431,238	6,356,070	(75,168)	-1.17%	On guarantee rather than small amount of growth
1.040 - Restricted Grants-in-Aid	28,008	84,484	56,476	201.64%	2 years of catastrophic cost reimbursements and higher Career Tech
1.045 - Restricted Federal Grants-in-Aid - SFSP	-	-	-	0	
1.050 - Property Tax Allocation	2,031,854	2,019,988	(11,866)	-0.58%	
1.060 - All Other Operating Revenues	429,094	517,896	88,802	20.70%	River Road TIF
1.070 - Total Revenue	27,135,721	27,322,843	187,122	0.69%	
2.070 - Total Other Financing Sources	3,200	3,200	-	0.00%	
2.080 - Total Revenues and Other Financing Sources	27,138,921	27,326,043	187,122	0.69%	
Expenditures:					
3.010 - Personnel Services	14,747,756	14,824,828	77,071	0.52%	Fewer retirements than anticipated, lower cost of steps
3.020 - Employees' Retirement/Insurance Benefits	7,430,594	7,414,087	(16,508)	-0.22%	
3.030 - Purchased Services	3,790,947	3,856,184	65,237	1.72%	
3.040 - Supplies and Materials	1,002,583	1,010,032	7,449	0.74%	
3.050 - Capital Outlay	60,834	48,667	(12,167)	-20.00%	
3.060 - Intergovernmental	-	-	-	0	
4.010 - 4.060 - Principal, Interest & Fiscal Charges	239,740	239,740	-	0.00%	
4.300 - Other Objects	356,143	384,950	28,807	8.09%	Higher tax collection fees
4.500 - Total Expenditures	27,628,598	27,778,487	149,889	0.54%	
5.040 - Total Other Financing Uses	30,000	430,000	400,000	1333.33%	Transfer to PI for one-to-one technology
5.050 - Total Expenditures and Other Financing Uses	27,658,598	28,208,487	549,889	1.99%	
				0	
6.010 - Revenue Surplus/(Shortfall) - Line 2.080, Less 5.050	(519,677)	(882,444)	(362,767)	69.81%	
7.010 - Cash Balance at Beginning of Year	4,789,416	4,970,302	180,886	3.78%	
7.020 - Cash Balance at End of Year [Line 7.010 +/- Line 6.010]	4,269,738	4,087,858	(181,880)	-4.26%	

Forecast Compare - Compares Previous Forecast to Current Forecast
For Fiscal Year: 2018

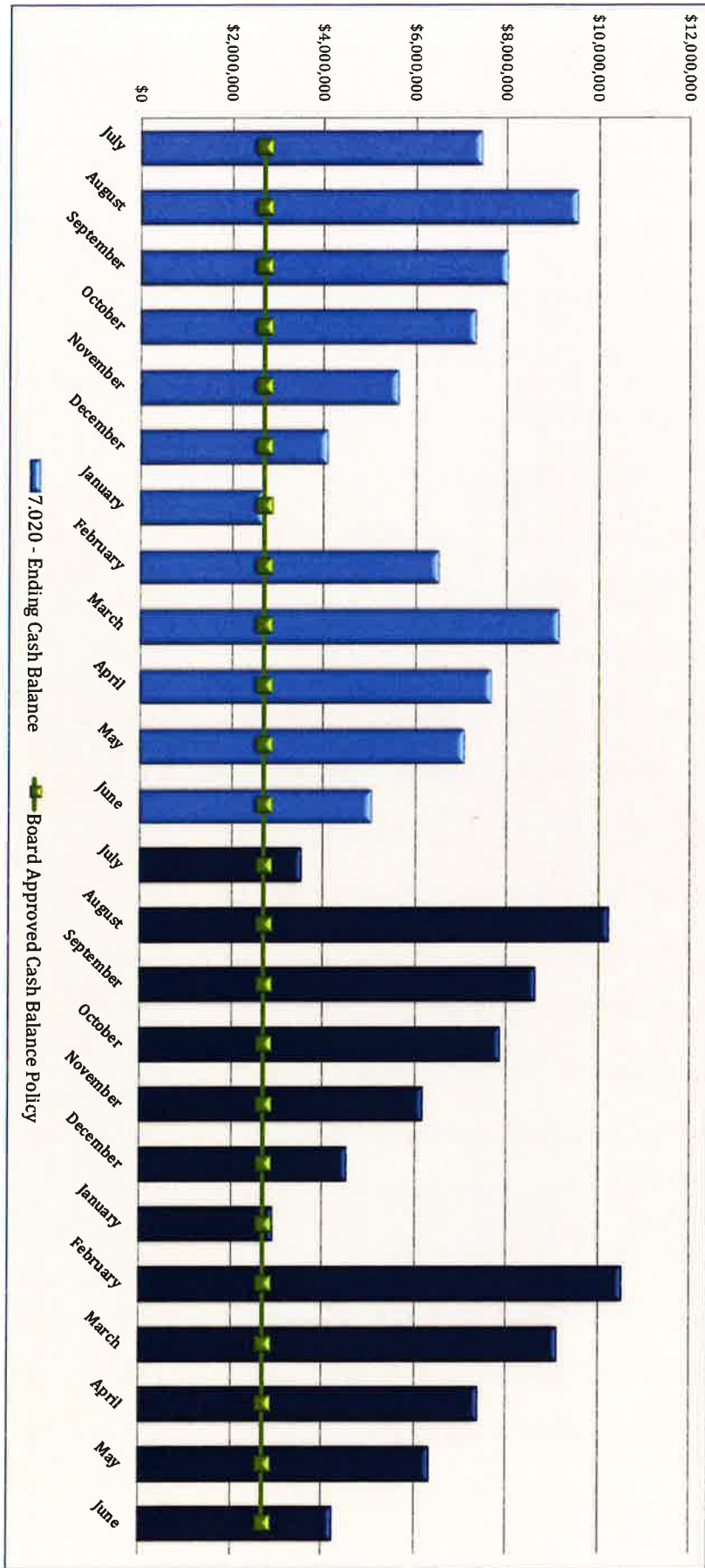
GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT

Forecasted as of:		10/26/2015	5/5/2016		
Revenue:		Fiscal Year 2018	Fiscal Year 2018	Dollar Difference	Percentage Variance
1.010 - General Property Tax (Real Estate)		17,692,164	17,677,201	(14,963)	-0.08%
1.020 - Public Utility Personal Property		891,508	1,121,920	230,413	25.85%
1.030 - Income Tax		-	-	-	0
1.035 - Unrestricted Grants-in-Aid		6,692,847	6,591,795	(101,053)	-1.51%
1.040 - Restricted Grants-in-Aid		28,084	78,252	50,168	178.63%
1.045 - Restricted Federal Grants-in-Aid - SFSF		-	-	-	0
1.050 - Property Tax Allocation		2,056,079	2,044,813	(11,266)	-0.55%
1.060 - All Other Operating Revenues		427,410	504,960	77,550	18.14%
1.070 - Total Revenue		27,788,093	28,018,941	230,849	0.83%
2.070 - Total Other Financing Sources		3,200	3,200	-	0.00%
2.080 - Total Revenues and Other Financing Sources		27,791,293	28,022,141	230,849	0.83%
Expenditures:					
3.010 - Personnel Services		14,935,403	15,073,992	138,588	0.93%
3.020 - Employees' Retirement/Insurance Benefits		7,972,512	7,973,332	820	0.01%
3.030 - Purchased Services		3,846,075	3,879,279	33,204	0.86%
3.040 - Supplies and Materials		1,021,009	1,033,106	12,096	1.18%
3.050 - Capital Outlay		60,834	48,667	(12,167)	-20.00%
3.060 - Intergovernmental		-	-	-	0
4.010 - 4.060 - Principal, Interest & Fiscal Charges		239,740	239,740	-	0.00%
4.300 - Other Objects		362,829	392,847	30,018	8.27%
4.500 - Total Expenditures		28,438,403	28,640,962	202,559	0.71%
5.040 - Total Other Financing Uses		30,000	30,000	-	0.00%
5.050 - Total Expenditures and Other Financing Uses		28,468,403	28,670,962	202,559	0.71%
6.010 - Revenue Surplus/(Shortfall) - Line 2.080, Less 5.050		(677,110)	(648,821)	28,289	-4.18%
7.010 - Cash Balance at Beginning of Year		4,269,738	4,087,858	(181,880)	-4.26%
7.020 - Cash Balance at End of Year (Line 7.010 +/- Line 6.010)		3,592,628	3,439,037	(153,591)	-4.28%

Addition of Global language and lower step costs
Higher costs for student services

Projected Monthly Cash Flow

Board Approved Cash Balance Guidelines \$ 2,706,284



2016

2017

Capital Budget

Includes 2018/19 inside
millage swap as part of
levy strategy

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Beginning Balance	1,061,695	1,051,495	388,178	-323,059	-538,570	-479,402
Projected Revenue	1,068,500	1,072,320	1,083,043	1,483,527	1,660,000	1,676,600
Transfer from Bond	350,000			350,000		
Other Technology	229,944	154,500	105,000	115,000	105,000	115,000
Staff Computer Replacement			50,000	50,000	64,000	70,000
Other Computer Replacement		147,000	187,500	187,500	120,000	130,000
Dell Computers	0	45,000	45,000	45,000		
One-to-One	0	37,000	92,920	96,600	85,100	87,400
Fiberoptic Wiring	58,957	0	0	0	0	
Capital Projects	680,285					
Concrete & Asphalt		170,000	185,550	189,818	194,183	198,650
Flooring		46,850	52,000	67,000	54,420	55,671
Mechanicals		314,227	260,000	315,000	237,000	331,000
Projects		200,000	200,000	200,000	200,000	200,000
Roofs		65,000	30,000	173,000	30,000	30,000
Textbooks	127,801	35,000	75,000	75,000	75,000	75,000
Musical Instruments	14,989	15,000	15,000	15,000	15,000	15,000
Theater Upkeep	4,992	12,000	12,000	12,000	12,000	5,000
Furniture	40,139	200,000	200,000	200,000	200,000	200,000
Furniture-One-to-One		0				
General Maintenance	112,558	91,800	93,600	95,500	45,000	0
Buses	73,830	73,830	73,830	80,000	80,000	80,000
Other Vehicles	50,804	45,300	32,000	49,000	0	
Fees	34,400	33,130	34,880	33,620	34,130	35,000
Contingency	0	50,000	50,000	50,000	50,000	50,000
Total	1,428,700	1,735,637	1,794,280	2,049,038	1,600,833	1,677,721
Ending Balance	1,051,495	388,178	-323,059	-538,570	-479,402	-480,523

Levy Update

- Based on the forecast, we are planning to be on the ballot in 2018 for new operating money
- The 1.7 mill PI levy expires in 2019 and can be renewed
- The 0.5 mill maintenance levy expires in 2019 and cannot be renewed
- The bond millage rate is expected to be reduced in 2019 by 0.5 mills due to this year's refunding
- Newark/Granville Community Authority special assessments start ending in 2021

Levy Strategy

- Plan on additional property tax or a new earned income tax
- Include enough millage/tax rate to allow the PI levy to not be renewed
- Move inside millage from operating to PI to create a permanent PI funding source and to bolster PI resources



GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT

Monthly Financial Report

For the F.Y. 2016 Month Ending: April
5/9/2016



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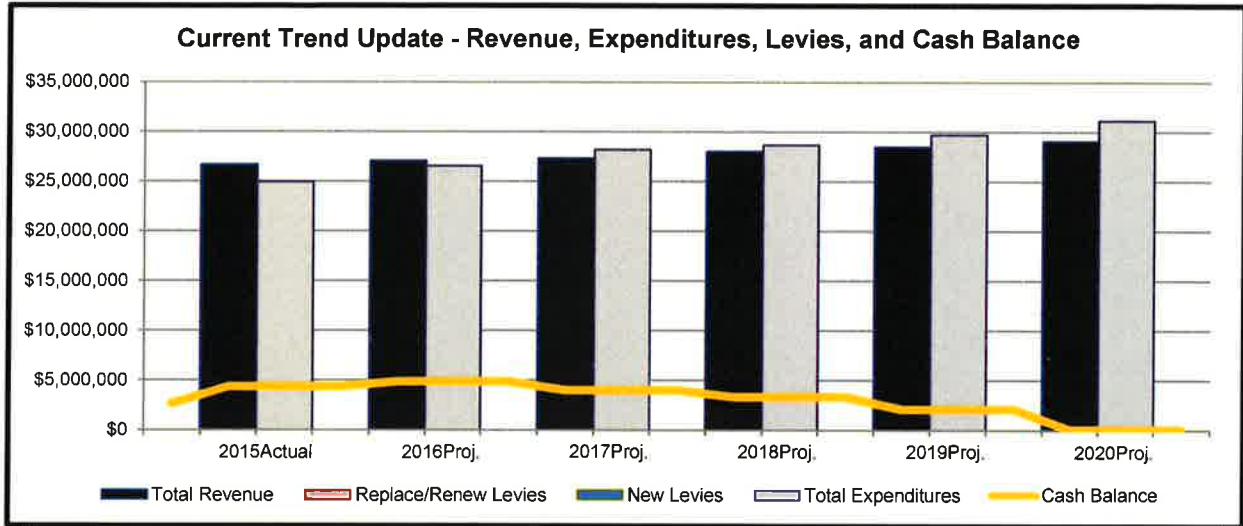
Overview

Page

- 4 Net operating revenues are slightly lower than in the October forecast due to one-to-one purchases and global language
- 5 Revenue collections as a percent of annual totals are on track through April.
- 6 Expenditures as a percent of annual expected amounts are on track through April.
- 7 Revenues through April are running slightly ahead of projections after adjusting for early receipt of property tax rollbacks.
- 8 Expenditures are at estimates through April.
- 9 Cash balances remain above district cash balance guidelines through June 2017.
- 10 Total cash on hand is about \$14 million at the end of April.



Updated Forecast Trend For The Month of April, F.Y. 2016



Projected Revenue Surplus/(Shortfall) by Year					
	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Revenue Surplus/ (Shortfall)	\$510,509	(\$882,444)	(\$648,821)	(\$1,225,221)	(\$2,046,712)

Forecast Updated Trend			
Compared to Updated Trend Forecast as of 5/9/2016			
Variance between Prior and Current Forecast:	2016	2017	2018
Current Forecast Revenue Trend OVER/UNDER Prior	0.28%	0.69%	0.83%
Current Forecast Expenditure Trend OVER/UNDER Prior	-0.40%	1.99%	0.71%
Cumulative Variance \$\$\$ Impact on Ending Cash Balance	\$180,886	(\$181,880)	(\$153,591)

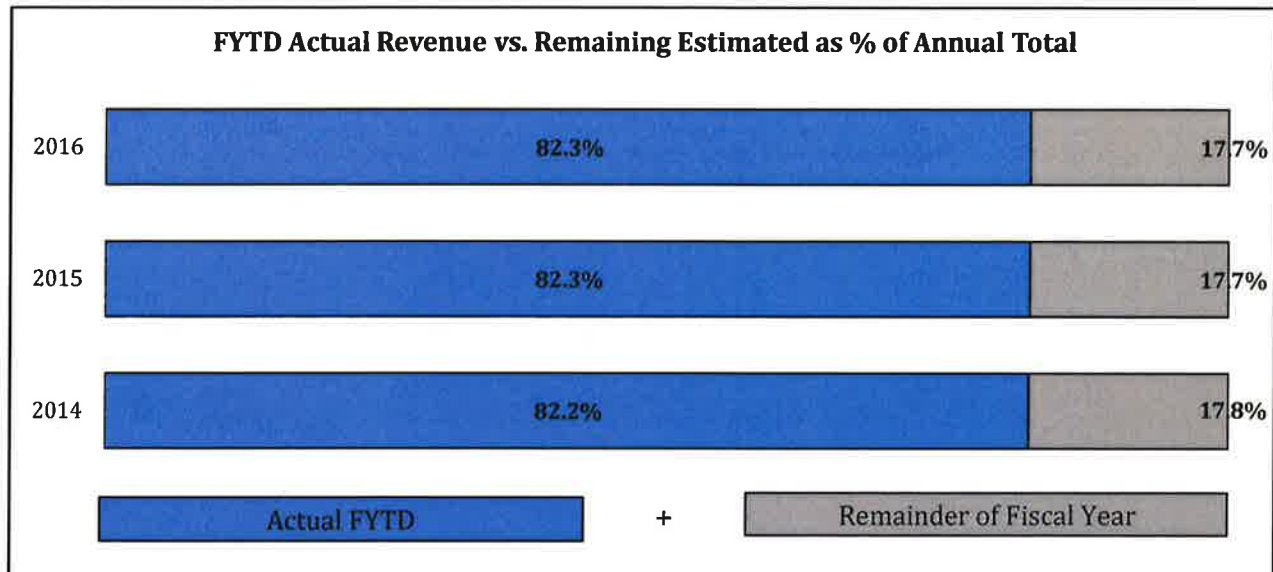
What are current forecast trends?

The 2017 and 2018 forecasts now reflect the one-to-one technology and global language initiatives .



Fiscal Year To Date -- Year-Over-Year Revenue Comparison

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



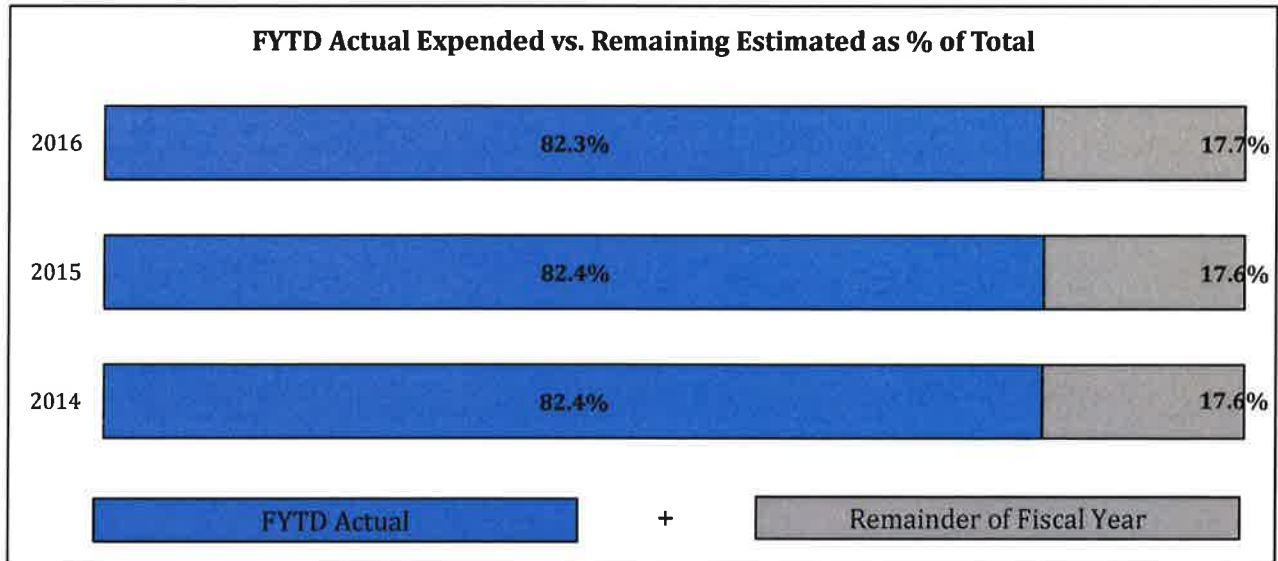
Percent of Annual Total		Actual Fiscal Year To Date Revenue, July - April			F.Y. 2016	
		2014 FYTD	2015 FYTD	2016 FYTD	YOY Change	
63.6%	Real Estate Taxes	15,834,758	16,760,488	17,218,967	\$ 458,479	2.7%
0.0%	Public Utility PP Taxes	737,670	814,610	950,548	\$ 135,938	16.7%
0.0%	Income Tax	-	-	-	\$ -	0.0%
23.7%	State Aid (Formula + Rest)	4,952,661	5,351,521	5,382,633	\$ 31,112	0.6%
7.4%	State Tax Reimb.	969,029	999,256	2,007,015	\$ 1,007,759	100.9%
1.7%	Other Revenue	560,813	494,390	417,394	\$ (76,996)	-15.6%
0.1%	Other Sources	69,338	110,969	22,835	\$ (88,134)	-79.4%
100%	Total Revenue	23,124,269	24,531,234	25,999,392	\$ 1,468,158	6.0%
		Total YOY Percentage Change			6.0%	

How does fiscal year to date revenue compare to prior years?

The year-over-year revenue change is distorted because of the property tax rollbacks. These were received during April this year but May last year. Without the distortion, revenues are up a little under two percent.

Fiscal Year To Date -- Year-Over-Year Expenditure Comparison

Analysis of Actual Expenditures for the fiscal year period July - April.



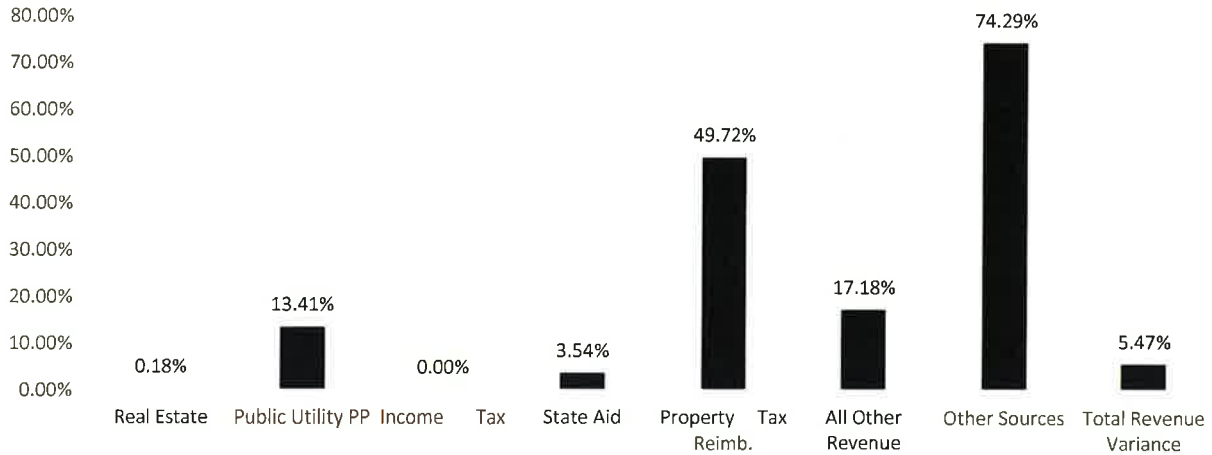
Percent of Annual Total		Actual Fiscal Year To Date Expenditures, July - April			F.Y. 2016	
		2014 FYTD	2015 FYTD	2016 FYTD	YOY Change	
53.7%	Salaries	10,874,326	11,251,945	11,771,617	\$ 519,672	4.6%
26.5%	Benefits	4,692,542	5,128,030	5,832,864	\$ 704,834	13.7%
13.9%	Purchased Services	2,748,991	2,803,548	3,125,122	\$ 321,574	11.5%
3.1%	Supplies	715,137	763,579	656,589	\$ (106,990)	-14.0%
0.2%	Capital	53,020	51,563	42,317	\$ (9,246)	-17.9%
0.9%	Debt, Intergov	-	-	-	\$ -	0.0%
1.4%	Other Objects	336,876	330,308	369,445	\$ 39,137	11.8%
0.2%	Other Uses	267,723	251,463	37,042	\$ (214,421)	-85.3%
100%	Total Expenditures	19,688,615	20,580,436	21,834,996	\$ 1,254,560	
Total YOY Percentage Change					6.1%	

How do fiscal year to date expenditures compare to prior years?

Expenditures through April are in line with 2015 and 2014 as a percentage of annual spending. Expenditures are up 6.1 percent over last year. As has been the case through the year, the growth is primarily being driven by benefits and purchased services.

Fiscal Year To Date (July - April) Actual Revenue Compared to Estimates

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



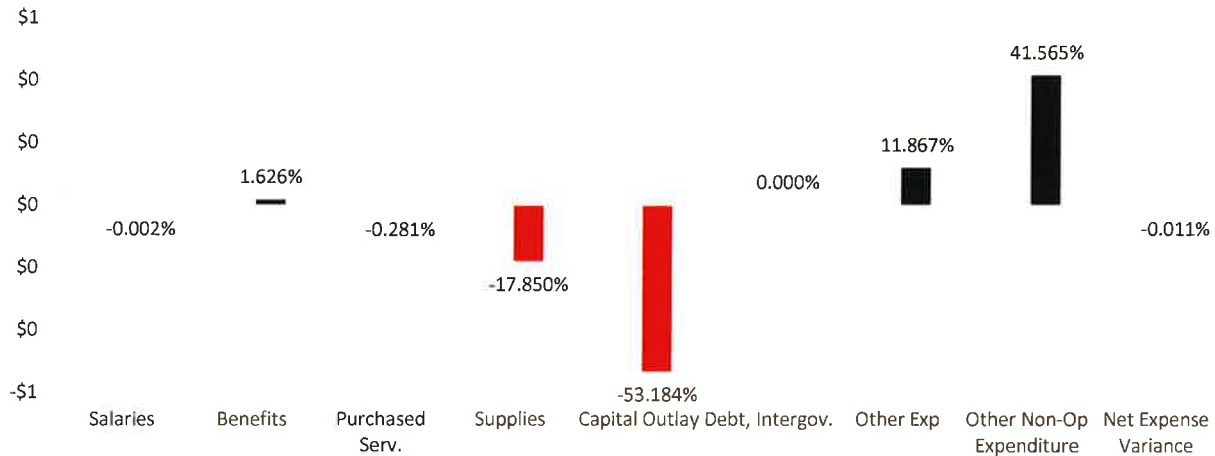
		2016 FYTD	2016 FYTD	2016 FYTD
		Actual	Estimated	Actual Over/
		July	July	(Under)
		through	through	Estimated
		April	April	Variance
Revenue:				
For the F.Y. 2016 Period: July - April				
K	Real Estate Taxes	17,218,967	17,188,501	30,466
L	Public Utility PP Taxes	950,548	823,079	127,469
M	Income Tax	-	-	-
N	State Aid (Formula + Restricted)	5,382,633	5,156,154	226,479
P	State Tax Reimb.	2,007,015	1,009,070	997,945
Q	Other Revenue	417,394	338,000	79,394
R	Total Operating Revenue	25,976,557	24,514,804	1,461,753
S	Other Non-Op Revenue	22,835	5,400	17,435
T	Total Operating Revenue Plus Other Sources	25,999,392	24,520,204	1,479,188
				6.0%

How do FYTD revenue cash flow estimates compare to actual?

Like the year-over-year growth, actual revenues compared to estimates is being distorted by the early receipt of the property tax rollbacks. This will even back out by the end of May.

Fiscal Year To Date (July - April) Actual Expenditures Compared to Estimates

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



		Actual	Estimated	Actual Over/
		July - April	July - April	(Under) Estimate Variance
Expenditures:				
For the F.Y. 2016 Period: July - April				
K	Salaries	11,771,617	11,771,902	(285)
L	Benefits	5,832,864	5,718,244	114,620
M	Purchased Services	3,125,122	3,135,523	(10,401)
N	Supplies	656,589	804,952	(148,363)
O	Capital	42,317	68,200	(25,883)
P	Debt, Intergov.	-	-	-
Q	Other Objects	369,445	324,220	45,225
R	Total Operating Expenditures	21,797,954	21,823,041	(25,087)
S	Other Non-Op Expenditures	37,042	14,971	22,071
T	Total Operating Expenditures Plus Other Uses	21,834,996	21,838,012	(3,016)
				0.0%

How do FYTD expenditure cash flow estimates compare to actual?

Overall expenditures through April are exactly even with the original estimates. Higher than anticipated spending on employee benefits are mostly being offset by lower than expected spending on supplies (primarily fuel).

DATE: 05/03/2016
TIME: 13:32

GRANVILLE EXEMPTED VILLAGE
CASH RECONCILIATION AS OF 04/30/2016

PAGE: 1
(USAEMSEDT)

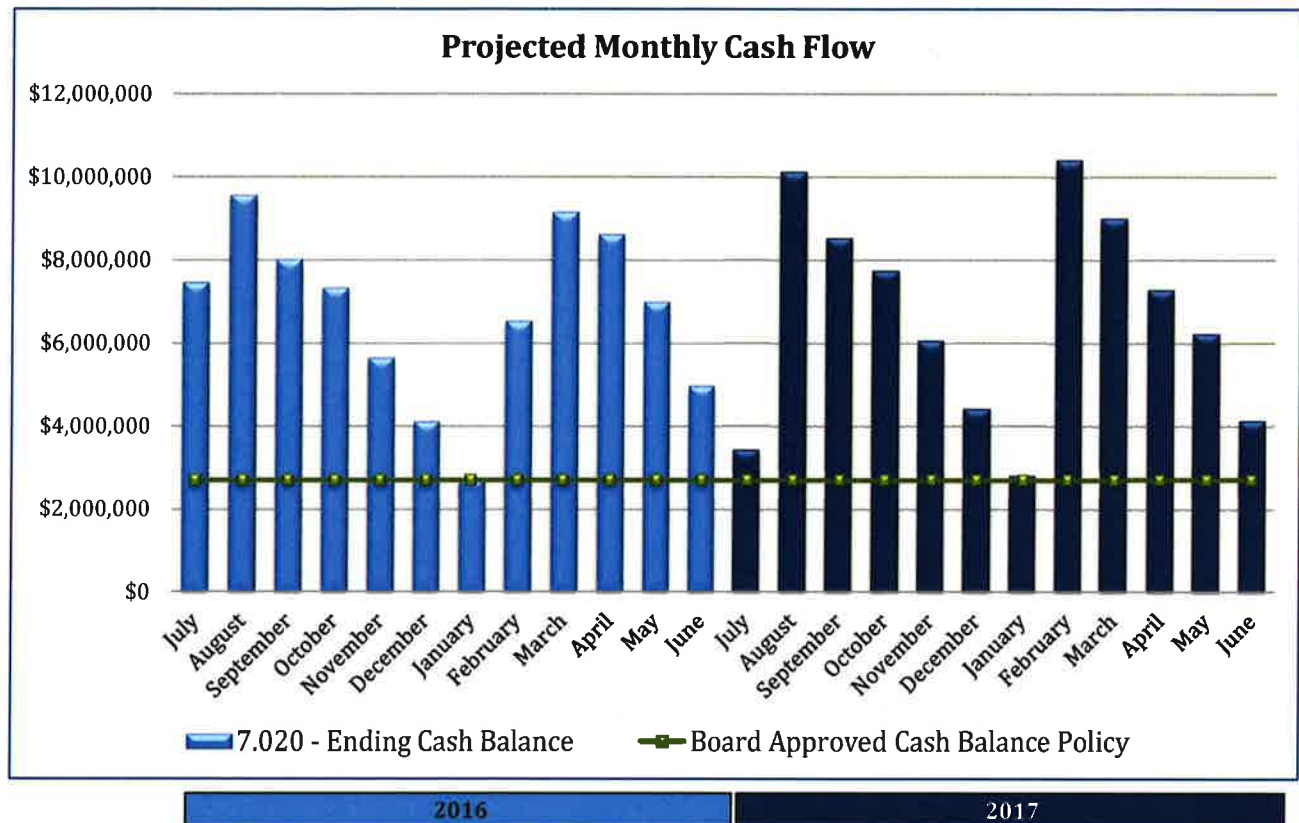


SUB-TOTALS

TOTALS

CHOO DISTRICT 8

Monthly Cash Balance Estimates Fiscal Years 2016 and 2017



Monthly cash flow estimates.

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

Cash Reconciliation

DATE: 05/03/2016	GRANVILLE EXEMPTED VILLAGE	PAGE: 1
TIME: 13:32	CASH RECONCILIATION AS OF 04/30/2016	(USAEMSED)
	SUB-TOTALS	TOTALS
	-----	-----
Gross Depository Balances:		
ICS MMA	\$ 8,717,260.30	
PARK NATIONAL BANK - NEW GENERAL	250,041.40	
ICS DEMAND	1,381,746.19	
NBC SECURITIES	9,338.66	
STAR OHIO	430.53	
PARK NATIONAL BANK-FOOD SERVICES	136,486.02	
PARK NATIONAL BANK-FSA ACCOUNT	1,148.18	
RBC	0.00	

Total Depository Balances (Gross)		\$ 10,498,453.28
Adjustments to Bank Balance:		
Cash in Transit to Bank	\$ 16,895.80	
Outstanding Checks	159,559.35-	
Adjustments	0.00	
PARK NATIONAL BANK BOND PRINCIPAL/INTERE		
STRS BOARD SHARE DEBIT		
RECONCILING ADJUSTMENT		

Total Adjustments to Bank Balance		143,763.55-
Investments:		
Treasury Bonds and Notes	\$ 0.00	
Certificate of Deposits	3,502,872.99	
Other Securities	0.00	
Other Investments:		
HOBEN SCHOLARSHIP	3,512.98	
BOB FOSE MEMORIAL	1,801.11	
Eikenberry Memorial Acct.	9,072.01	
CONSOLO ACCT	2,500.00	
MARSHALL ACCOUNT	4,036.15	

Total Investments		3,523,795.24
Cash on Hand:		
Petty Cash:		
Change Cash:		
Cash with Fiscal Agent	0.00	

Total Cash on Hand		0.00

Total Balances		\$ 13,878,484.97
		=====
Total Fund Balance		\$ 13,878,484.97
		=====



**GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION**

Title: HIGH SCHOOL COUNSELOR

File 301

Reports to: Principal

Job Objective:

The secondary school counselor provides a comprehensive, developmental program for students in grades 9-12. The counselor structures activities to meet the needs of the students; consults with teachers, staff, and parents to enhance their effectiveness in helping students; and works in harmony with school staff to promote the Granville Exempted Village School Counseling Program. The School Counseling Program is designed to promote the formation of productive and responsible community members by enhancing the academic, career, and personal/social development of all students.

**Minimum
Qualifications:**

- Education: A master's degree in Counselor Education or School Counseling
- License: Ohio Professional School Counselor License, including grades 9-12
- 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.
- Computer Skills: Ability to learn student information systems (e.g. DASL and ProgressBook) and school management systems (e.g. Schoology). Microsoft Office. Email.
- Reasoning Ability: Collect and interpret data such as bar graphs, diagrams, and survey results.
- Preferred high school experience and familiarity with the college application process

**Duties and
Responsibilities:**

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

- Provide an ongoing program of individual and group counseling services and classroom guidance in the areas of academic advisement, college/career planning, and social/emotional growth per the Ohio School Counseling Standards.
- Staying abreast with current Ohio graduation requirements and the students' progress towards those requirements through academic advising and scheduling.
- Consult and collaborate with administrators, teachers, parents, and district support personnel in identifying and resolving student issues, needs and problems. Refer to community resources as needed.
- Maintain records for students including GPA, transcripts, and testing data.
- Educating students and parents about colleges, the college admissions process, trends, procedures such financial aid, and testing; advising and supporting students and families as they go through the process.
- Facilitating the college application process including submitting supplemental application materials, creating and sending school profile, writing letters of recommendation as requested, tracking

admission decisions, and providing opportunities for informational meetings with college representatives.

- Working with the Student Support Services team to support students with disabilities and language needs in preparing for college admission and/or postsecondary transition.
- Assisting students with post-secondary planning in accordance with Granville Exempted Village School's Career Advising Policy.
- Support and manage individual students and families going through crisis situations as well as serve on the district and county crisis response team.
- Demonstrate professional and ethical conduct and pursue continuous professional growth in all areas of school counseling.
- Plan, implement, evaluate, and revise the school counseling program aligning to the Ohio School Counseling Standards.

Competencies

- Collaborative
- Professional communication including email, online, and phone communication
- Initiative
- Planning & organization
- Flexibility
- Creative problem-solving
- Relationship building
- Integrity/Ethical

Abilities Required:

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

- Acts in accordance with the professional code of ethics.
- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Organizes tasks and manages time effectively. Meets deadlines despite time constraints.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

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

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to 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.

**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.