

**OLENTANGY LOCAL SCHOOL DISTRICT****NEOLA of OHIO**

First Reading: August 30, 2016 Second Reading: September 8, 2016

**Special Policy Update: May 2016 (OSCES)**

POLICY NUMBER	POLICY NAME		AREA	TYPE
<b>SPECIAL UPDATE: Vol 43, N2</b>				
3223	Standard-Based School Counselor Evaluation		PROFESSIONAL	NEW

**Note:** District-level policy decisions are in **RED**.

**BOARD OF EDUCATION  
OLENTANGY SCHOOL DISTRICT**

PROFESSIONAL STAFF  
3223/page 1 of 11

**NEW POLICY – SPECIAL UPDATE – MAY 2016**

**STANDARD - BASED SCHOOL COUNSELOR EVALUATION**

**[DRAFTING NOTE: This is only a policy "template" and requires numerous and important local choices prior to finalization and for any subsequent revisions. In addition, the final policy including subsequent revisions must be adopted "in consultation with school counselors employed by the Board"]**

The Board of Education is responsible for a standards-based school counselor evaluation policy which conforms to the framework for the evaluation of school counselors as approved by the State Board of Education and aligns with the "Standards for School Counselors" as set forth in State law.

☒ The Board of Education adopts the Ohio School Counselor Evaluation System (OSCES) as approved by the State Board of Education.

The Board believes school counselors play a critical role in supporting student learning and success and maintaining a positive school environment. The standards based system of school counselor evaluations is designed to provide meaningful and consistent feedback to support counselor professional growth and inform employment decisions.

This policy shall be implemented as set forth herein

☒ and shall be included in the collective bargaining agreement with the Olentangy Teacher's Association (OTA), and in all extensions and renewals thereof.

☒ This policy has been developed in consultation with school counselors.  
**[Drafting Note: Consultation is not included as a requirement in statute or ODE framework, but is consistent with provisions of OTES.]**

The Board authorizes the Superintendent or designee to establish and maintain an ongoing Evaluation Committee **[insert name of local evaluation committee]**, with continuing participation by District counselors

☐ represented by the \_\_\_\_\_,

for the express purpose of recommending necessary changes to the Board for the appropriate revision of the policy.

**BOARD OF EDUCATION  
OLENTANGY SCHOOL DISTRICT**

PROFESSIONAL STAFF  
3223/page 2 of 11

**Definitions**

**"OSCES"** - Stands for the Ohio School Counselor Evaluation System as adopted by the Ohio State Board of Education, or as otherwise modified by the State Board of Education.

**"School Counselor"**– For purposes of this policy, "school counselor" means an employee who holds a license issued pursuant to O.A.C. 3301-24-05 by the Ohio Department of Education in the area of school counseling and who is assigned to a position in that capacity.

Teachers and other employees who do not meet this definition are not subject to evaluation under this policy. Full-time bargaining unit members who do not meet the definition will be evaluated in accordance with Board policy (**X**) and/or utilizing the evaluation procedures of the collective bargaining agreement in effect between the Board and the OTA.

**"Credentialed Evaluator"**- For purposes of this policy, each counselor subject to evaluation will be evaluated by a person who has completed the OSCES training as required by the Ohio Department of Education.

**[CHOOSE ONE]**

~~[ ] The Board will approve and maintain a list of credentialed evaluators as necessary to effectively implement this policy.~~

[X] The Board shall authorize the Superintendent/designee to approve and maintain a list of credentialed evaluators as necessary to effectively implement this policy.

**[END OF OPTION]**

**BOARD OF EDUCATION  
OLENTANGY SCHOOL DISTRICT**

PROFESSIONAL STAFF  
3223/page 3 of 11

**[Drafting Note: Districts may wish to consider further definitions, including but not limited to those listed below:]**

**"Evaluation Cycle"** – is the period of time for the completion of the evaluation procedure. The evaluation cycle is completed when selected student metrics are combined with the counselor performance ratings resulting from performance assessments on the standards that are conducted for the current school year to assign a summative evaluation rating.

**"Evaluation Factors"**– refers to the multiple measures that are required by law to be used in the school counselor evaluation procedures, including performance on all six (6) areas identified by the standards and the ability to produce positive outcomes using student metrics selected by the Board. School counselors will receive a score in each of the six standards and the student metrics, ~~which shall be weighted equally (1/7 of the final summative score).~~

**"Evaluation Framework"** – means the standards-based framework adopted by the State Board of Education for the evaluation of school counselors in accordance with R.C. 3319.113.

**"Evaluation Instruments"** – refers to the forms used by the school counselor's evaluator as developed locally.

**"Evaluation Procedure"** – the procedural requirements set forth in this policy are intended to provide specificity to the statutory obligations established under R.C. 3319.113 and to conform to the framework for the evaluation of school counselors developed under R.C. 3319.113.

**"Evaluation Rating"** – means the final summative evaluation level that is assigned to a school counselor pursuant to terms of this policy. The evaluation rating is assigned at the conclusion of the evaluation cycle when the school counselor performance rating is combined with the results of student metrics. Each completed evaluation will result in the assignment of one (1) of the following evaluation ratings to Accomplished, Skilled, Developing, or Ineffective.

**"High Performing School Counselor"** - is a school counselor who earns a summative rating of "Accomplished" or "Skilled" on his/her most recent evaluations.

**BOARD OF EDUCATION  
OLENTANGY SCHOOL DISTRICT**

PROFESSIONAL STAFF  
3223/page 4 of 11

**"School Counselor Performance"** – is the assessment of a school counselor's performance on each of the six (6) State-adopted standards, resulting in a performance rating. As an evaluation factor, the school counselor performance dimension is based on direct observations of a counselor's practice by a credentialed evaluator. Performance results are reported as a performance rating that may be coded as "1" indicating lowest performance to "4" indicating highest performance.

**"Student Metrics"** - the locally determined measure(s) that assess a school counselor's ability to produce positive student outcomes.

**Standards-Based School Counselor Evaluation**

School Counselor evaluations will utilize multiple factors, with the intent of providing meaningful feedback to each school counselor and assigning an effectiveness rating based upon school counselor performance and the counselor's assessment on selected student metrics.

- A. Accomplished;
- B. Skilled;
- C. Developing; or
- D. Ineffective.

The specific standards and criteria for distinguishing between these ratings/levels of performance shall be the same as those developed by the State Board of Education, which are incorporated herein by reference.

The Superintendent or designee shall annually cause to be filed a report to the Ohio Department of Education (ODE) in accordance with requirements mandated by ODE. The Board will utilize the ODE's guidelines for reporting this information.

**BOARD OF EDUCATION  
OLENTANGY SCHOOL DISTRICT**

PROFESSIONAL STAFF  
3223/page 5 of 11

**Assessment of School Counselor Performance- Standards**

School Counselor performance will be evaluated during formal observations and periodic informal observations. Such performance will be assessed through a holistic process by trained and credentialed evaluators based upon the following *Ohio Standards for School Counselors*:

- A. Comprehensive School Counseling Program Plan;
- B. Direct Services for Academic, Career and Social/Emotional Development;
- C. ~~Direct~~ Indirect Services for Academic, Career and Social/Emotional Development;
- D. Evaluation and Data;
- E. Leadership and Advocacy; and
- F. Professional Responsibility, Knowledge and Growth.

**Assessment of Student Metrics**

School Counselor performance will include a metric(s) of student outcomes. In this portion, the counselor provides data demonstrating that student skills, knowledge, or behaviors have positively changed as a result of the school counselor's actions. The school counselor and evaluator should collaboratively pre-determine metrics they will use for this portion of the evaluation rubric at the beginning of the evaluation cycle. Data from these measures of student growth will be scored on four (4) levels, with a score of "1" being the lowest and "4" being the highest.

**Formal and Informal Observations**

- A. School Counselors shall be evaluated based on at least two (2) formal observations of at least thirty (30) minutes each and informal observations each school year.

**BOARD OF EDUCATION  
OLENTANGY SCHOOL DISTRICT**

PROFESSIONAL STAFF  
3223/page 6 of 11

- B. A high performing school counselor will be evaluated less frequently as follows.
1. A school counselor who receives a rating of "Accomplished" on his/her most recent evaluation may be evaluated every three (3) years, as long as the counselor's metrics for student outcomes for the most recent year for which data is available, is "skilled" or higher. If the determination is made to evaluate every three (3) years, the counselor will nevertheless be provided with at least one (1) observation and conference in any year that such counselor is not formally evaluated.
  2. A school counselor who receives a rating of "Skilled" on his/her most recent evaluation may be evaluated every other year, as long as the counselor's metrics for student outcomes for the most recent year for which data is available, is "skilled" or higher. If the determination is made to evaluate every other year, the counselor will nevertheless be provided with at least one (1) observation and conference in any year that such counselor is not formally evaluated.

Evaluations will be completed by ~~(X)~~ May 1st ( ) \_\_\_\_\_ and each school counselor will be provided a written report of the results of his/her evaluation by ~~(X)~~ May 10th ( ) \_\_\_\_\_. Written notice of nonrenewal will be provided by June 1st.

~~[ ] Each school counselor evaluated under this policy shall annually complete a "Self Assessment" utilizing the Self Assessment Summary Tool approved by the Board.~~

**BOARD OF EDUCATION  
OLENTANGY SCHOOL DISTRICT**

PROFESSIONAL STAFF  
3223/page 7 of 11

**Formal Observation Procedure**

The observations will not be conducted when school counselors are engaged in counseling activities with students that require confidentiality.

**[CHOOSE ONE]**

☒ The first formal observation shall be preceded by a conference between the evaluator and the employee prior to the observation in order for the employee to explain plans and objectives for the classroom situation to be observed. The second observation ~~will~~ may be unannounced.

☐ ~~All formal observations shall be preceded by a conference between the evaluator and the employee prior to the observation in order for the employee to explain plans and objectives for the classroom situation to be observed.~~

**[Drafting Note: the ODE framework permits both announced and unannounced observations. Pre and post conferences are considered "best practice" but are not required.]**

**Informal Observation/Walkthrough Procedure**

The observations will not be conducted when school counselors are engaged in counseling activities with students that require confidentiality.

An informal observation is a formative assessment process that focuses on one (1) or more of the components included in the State-adopted standards.

An informal observation should be of sufficient duration to allow the evaluator to assess the focus of the observation.



**BOARD OF EDUCATION  
OLENTANGY SCHOOL DISTRICT**

PROFESSIONAL STAFF  
3223/page 8 of 11

Data gathered from the observation must be placed on the form designated in the Appendix. ~~Feedback from observations shall be provided electronically within \_\_\_ days.~~ The school counselor and/or evaluator may request a face-to-face meeting to discuss observations relative to the identified focus of the informal observation.

- A. Informal observations shall not unreasonably disrupt and/or interrupt the work day.
- B. A final debriefing and completed form must be shared with the employee within a reasonable amount of time.

**~~Assessment of Student Metrics~~**

~~The Board will select student metrics that will be utilized for school counselor evaluations in the areas of academics, career, and social emotional development. Any modifications to the metrics that will be used in school counselor evaluations will be adopted before the start of the school year. [Drafting Note: In order to obtain an "Accomplished" rating in this area, a school counselor must have a top score in all three (3) categories. Therefore, metrics should be included in all three (3) areas for such a rating. A counselor may obtain a score in just one (1) area, however, to receive a summative score.]~~

~~Data from these approved measures of student growth will be scored on four (4) levels, with a score of "1" being the lowest and "4" being the highest.~~

**Final Evaluation Procedures**

Each school counselor's performance rating for each of the six (6) standards will be combined with the assessment of student metrics to produce the final summative.

The evaluator shall ~~provide-ensure~~ that each evaluation is submitted to the school counselor for his/her acknowledgement by written receipt. ~~If signed by the employee, the receipt is to be sent to the Superintendent as soon as received.~~

**BOARD OF EDUCATION  
OLENTANGY SCHOOL DISTRICT**

PROFESSIONAL STAFF  
3223/page 9 of 11

**Professional Growth Plans and Professional Improvement Plans**

Based upon the results of the annual evaluations conducted in accordance with this policy, each school counselor must develop either a professional growth plan or professional improvement plan as follows:

- A. School counselors with a final summative rating of "Accomplished" will develop a professional growth plan.
- B. School counselors with a final summative rating of "Skilled" will develop a professional growth plan collaboratively with their evaluator.
- C. School counselors with a final summative rating of "Developing" will develop a professional growth plan collaboratively with their evaluator. A building administrator must approve the professional growth plan.
- D. School counselors with a final summative rating of "Ineffective" will develop an improvement plan with their evaluator. A building administrator must approve the improvement plan.

Professional growth and improvement plans must be completed by September 30 each school year. The Board retains the discretion to place a school counselor on an improvement plan at any time based on deficiencies in any individual component of the evaluation system.

**Board Professional Development Plan**

In accordance with the State Board of Education's Statewide evaluation framework, the Board has adopted a specific plan for the allocation of financial resources to support the professional development of school counselors covered by this policy. The plan will be reviewed annually.

**BOARD OF EDUCATION  
OLENTANGY SCHOOL DISTRICT**

PROFESSIONAL STAFF  
3223/page 10 of 11

**Retention and Promotion Decisions/Removal of Poorly Performing School counselors**

The evaluations produced will serve to inform the Board on employment decisions, i.e., retention, promotion of school counselors, renewal of employment contracts, and the removal/nonrenewal of poorly performing school counselors.

**Definitions:**

**"Retention"**- for purposes of this policy refers to employment decisions on the question of whether or not to suspend a contract pursuant to a reduction in force, nonrenew a limited or extended limited contract, or terminate employment for good and just cause. In the case of a reduction in force, seniority will not be considered when making decision on contract suspensions, except in the instance of comparable evaluations. The decision to nonrenew or terminate the contract of a poorly performing school counselor may be informed by the evaluation(s) conducted under this policy. However, decisions to nonrenew or terminate an employment contract are not limited by the existence of this policy.

**"Promotion"**- as used in this context is of limited utility given the fact that school counselors covered by this policy are not currently employed in any discernible hierarchy. Nevertheless, when making decisions relative to such matters as determining employee assignments, the Board will consider school counselor performance as indicated by evaluations.

**"Poorly Performing School Counselors"**- refers to school counselors identified through the evaluation process set forth in this policy who demonstrate an inability and/or unwillingness to meet the reasonable expectations of this standards-based evaluation system.

**"Comparable Evaluations"**- since seniority may not be the basis for school counselor retention or other employment decisions, except when deciding between counselors who have comparable evaluations, this refers to counselors within the categories of "Ineffective," "Developing," "Skilled," and "Accomplished."

**BOARD OF EDUCATION  
OLENTANGY SCHOOL DISTRICT**

PROFESSIONAL STAFF  
3223/page 11 of 11

**~~Removal of Poorly Performing School Counselors~~**

~~Poorly performing school counselors may be removed, upon recommendation of the Superintendent, either through nonrenewal or termination, when the following has been demonstrated:~~

~~A. receipt of an "Ineffective" rating by a school counselor;~~

~~B. \_\_\_\_\_~~

~~(+) \_\_\_\_\_~~

~~\_\_\_\_\_~~

**OR [Recommended]**

☒ Removal of poorly performing school counselors will be in accordance with the nonrenewal and termination statutes of the Ohio Revised Code

☒ and/or the relevant provisions of the collective bargaining agreement in effect between the Board and the OTA.

Nothing in this policy will be deemed to prevent the Board from exercising its rights to nonrenew, terminate, or suspend a school counselor contract as provided by law and the terms of the collective bargaining agreement in effect between it and the OTA. The evaluation system and procedures set forth in this policy shall not create an expectation of continued employment for employees on a limited contract that are evaluated under this policy. The Board reserves the right to nonrenew a school counselor evaluated under this policy in accordance with R.C. 3319.11 notwithstanding the school counselor's final summative rating.

R.C. 3319.02, 3319.11, 3319.113, R.C. 3319.16  
A.C. 3301-24-05  
H.B. 64

## **Resolution Approving Travel Reimbursement Related To Official Duties While Serving OSBA**

Whereas, the Olentangy Local School District is a member of the Ohio School Boards Association (OSBA); and

Whereas, the OSBA is an association created for the purpose of fulfilling and advancing the District's statutory mandate by working for the general advancement of public education in Ohio, for the desirable and efficient working relationships among boards of education, school administrators, teachers and the public, and to maintain channels for exchange of ideas among and distribution of information to school districts to provide better and more effective public service to public schools; and

Whereas, Board Members of the Olentangy Local School District periodically serve as a member of the Board of Trustees, officer, committee member, or in another relevant role for the OSBA; therefore

NOW BE IT RESOLVED that the Olentangy Local School District Board of Education determines that all members' service as a Trustee, officer, committee member or in another relevant role for the OSBA, and travel in these roles, is related to their official duties as a member of the Olentangy Local Schools District Board of Education; and

That any travel expenses paid for members of the Olentangy Local School District Board of Education's travel to OSBA conferences, seminars, and similar are ordinary, customary and necessary provided that the travel expenses are the lesser of: (1) the amount that Olentangy Local School District allows to be reimbursed for travel to the destination; or (2) the current per diem rate set by the United States General Services Administration for travel to the destination.

**ADMINISTRATIVE POSITION(S) PAID THROUGH MEMORANDUM BILLING**  
**2016-17 School Year**

*Recommended for Board of Education Approval on September 8, 2016*

Employee Name			Position	Hours	Salary	
Last Name	First Name	MI			Per Hour	Total
CPI Training						
Murph	Daniel	S.	Instructor, CO	4.00	\$ 25.00	\$ 100.00
Norman	Samantha	J.	Instructor, CO	4.00	\$ 25.00	\$ 100.00

**CERTIFIED POSITION(S) PAID THROUGH MEMORANDUM BILLING**  
**2016-17 School Year**

*Recommended for Board of Education Approval on September 8, 2016*

Employee Name			Position	Hours	Salary	
Last Name	First Name	MI			Per Hour	Total
CPI Training						
Adair	Elizabeth	J.	Instructor, OCES	4.00	\$ 25.00	\$ 100.00
Burchfield	Amanda	M.	Instructor, WCES	4.00	\$ 25.00	\$ 100.00
Byerly	Heather	S.	Instructor, LTES	4.00	\$ 25.00	\$ 100.00
Campbell	Amanda	M.	Instructor, WRES	4.00	\$ 25.00	\$ 100.00
Chimbidis	Jennifer	A.	Instructor, WCES	4.00	\$ 25.00	\$ 100.00
Cunningham	Maryann	R.	Instructor, JCES	4.00	\$ 25.00	\$ 100.00
DiMarco	Kristin	N.	Instructor, FTES	4.00	\$ 25.00	\$ 100.00
Dritz	Jennifer	S.	Instructor, LTES	4.00	\$ 25.00	\$ 100.00
Faber	Lisa	M.	Instructor, TRES	4.00	\$ 25.00	\$ 100.00
Farmer	Samantha	M.	Instructor, TRES	4.00	\$ 25.00	\$ 100.00
Gallmeyer	Kelly	N.	Instructor, OHS	4.00	\$ 25.00	\$ 100.00
Gilliam	Ami	E.	Instructor, CES	4.00	\$ 25.00	\$ 100.00
Lewis	Julia	A.	Instructor, OCES	4.00	\$ 25.00	\$ 100.00
Lower	Jennifer	D.	Instructor, SRES	4.00	\$ 25.00	\$ 100.00
Maloney	Kathleen	E.	Instructor, JCES	4.00	\$ 25.00	\$ 100.00
McKay	Margaret	J.	Instructor, OCES	4.00	\$ 25.00	\$ 100.00
Merkowitz	Lynne	A.	Instructor, OOHS	4.00	\$ 25.00	\$ 100.00
Ross	Alysse	M.	Instructor, OLHS	4.00	\$ 25.00	\$ 100.00
Serra	Elisa	P.	Instructor, OCES	4.00	\$ 25.00	\$ 100.00
Swan	Stacy	A.	Instructor, FTES	4.00	\$ 25.00	\$ 100.00
Westhoven	Elizabeth	M.	Instructor, OCES	4.00	\$ 25.00	\$ 100.00
White	Jessica	T.	Instructor, WCES	4.00	\$ 25.00	\$ 100.00
Wiedemann	Taylor	N.	Instructor, OOMS	4.00	\$ 25.00	\$ 100.00
Home Instruction						
Simila	Lisa	M.	Instructor, HES	40.00	\$ 25.00	\$ 1,000.00

**SUPPLEMENTAL CONTRACTS**

**2016-17 School Year**

*Recommended for Board of Education Approval on September 8, 2016*

Supplemental Area	Location	Coach / Advisor	Contract			
			Group	Step	Amount	Season
<b>Building Department Chairs</b>						
Special Education Department Chair	OOMS	McGuinness, Jennifer L.	7	6	\$ 3,155.00	All Year
<b>Orchestra / Strings</b>						
Elementary Orchestra / Strings <sup>1</sup>	OCES	Brown, Andrew E.	5	3	\$ 3,352.00	All Year
Orchestra / Strings	OOMS	Capps, Alyssa L.	8	3	\$ 1,873.00	All Year
<b>Safety Patrol</b>						
Safety Patrol	OCES	Politis, Laurel A.	9	6	\$ 1,775.00	All Year
<b>Drama</b>						
Drama Technical Director	OHS	Smith, Timothy E.	9	1	\$ 1,282.00	Fall
<b>Football</b>						
Football - Volunteer	OLHS	Vogel, Jason M.	N/A	N/A	\$ -	Fall
<b>Washington, DC - 8th Grade Trip</b>						
Washington, DC - Chaperone	OHMS	Buckerfield, Brian W.	11	3	\$ 513.00	Fall
Washington, DC - Volunteer	OHMS	Byard, Melissa M.	N/A	N/A	\$ -	Fall
Washington, DC - Volunteer	OHMS	Meyer, Elizabeth A.	N/A	N/A	\$ -	Fall
Washington, DC - Volunteer	OHMS	Ortman, Kristen M.	N/A	N/A	\$ -	Fall
<b>Drama</b>						
Drama Technical Director	OHS	Smith, Timothy E.	9	1	\$ 1,282.00	Winter
Drama Director	OLHS	Skrovan, Daniel J.	4	10	\$ 5,126.00	Winter
Drama Instrumental Director	OLHS	Skrovan, Daniel J.	10	2	\$ 868.00	Winter
<b>Music</b>						
Music Director	CES	Miracle, Aileen N.	10	9	\$ 1,144.00	Winter
Music Director	ISES	Honaker, Elisabeth L.	10	10	\$ 1,183.00	Winter
Music Director	OCES	Westhoven, Elizabeth M.	10	2	\$ 868.00	Winter
Asst Music Director	WRES	Sabo, Linda T.	11	8	\$ 710.00	Winter
<b>Drama</b>						
Asst Drama Director	OHS	Smith, Timothy E.	7	2	\$ 2,366.00	Spring
Drama Technical Director	OHS	Smith, Timothy E.	1/2 of 9	1	\$ 641.00	Spring
Drama Technical Director	OLHS	Skrovan, Daniel J.	1/2 of 9	1	\$ 641.00	Spring
<b>Music</b>						
Asst Music Director	CES	Miracle, Aileen N.	11	9	\$ 749.00	Spring
Asst Music Director	ISES	Honaker, Elisabeth L.	11	10	\$ 789.00	Spring
Music Director	OCES	Westhoven, Elizabeth M.	10	2	\$ 868.00	Spring
Asst Music Director	WRES	Sabo, Linda T.	11	8	\$ 710.00	Spring
<b>Science Fair</b>						
Science Fair Advisor	OLMS	Gilliam, Kelly C.	10	2	\$ 868.00	Spring
Spelling Bee Advisor	OCES	Pazak, Elizabeth A.	11	1	\$ 434.00	Spring

<sup>1</sup>Elementary Orchestra / Strings - Approved by the Board of Education to move from Group 7 to Group 5 on May 23, 2013



**PUPIL ACTIVITY SUPERVISOR CONTRACTS**  
**2016-17 School Year**

*Recommended for Board of Education Approval on September 8, 2016*

Supplemental Area	Location	Coach / Advisor	Contract			
			Group	Step	Amount	Season
<b>Band</b>						
Band Volunteer - Chaperone	OOHS	Masciola, Randee L.	N/A	N/A	\$ -	All Year
<b>Choir</b>						
Choir Volunteer - Chaperone	OLHS	McCallum, Hilary J.	N/A	N/A	\$ -	All Year
<b>Forensics</b>						
Forensics Advisor	OHS	Chubb, Natalie L.	7	1	\$ 2,169.00	All Year
<b>Orchestra / Strings</b>						
Elementary Orchestra / Strings <sup>1</sup>	JCES	Mertz, Christine C.	5	4	\$ 3,549.00	All Year
Elementary Orchestra / Strings <sup>1</sup>	TRES	Mertz, Christine C.	5	4	\$ 3,549.00	All Year
<b>Safety Patrol</b>						
Safety Patrol	GOES	Petty, Angel E.	9	0	\$ 1,183.00	All Year
<b>Show Choir</b>						
Show Choir Choreographer	OLHS	Alfera, Jeremy V.	8	10	\$ 2,563.00	All Year
<b>Band</b>						
Asst Band Director	OLHS	King, Matthew R.	3	8	\$ 5,521.00	Fall
<b>Cross Country</b>						
Cross Country - Volunteer	OSMS	Hoffman, Angela S.	N/A	N/A	\$ -	Fall
<b>Drama</b>						
Asst Drama Director	OHS	Smith, Sydney R.	7	1	\$ 2,169.00	Fall
Drama Choreographer	OLHS	Gress, Cassie	8	2	\$ 1,775.00	Fall
<b>Football</b>						
Football - Volunteer	OSMS	Hauer, Stephen C.	N/A	N/A	\$ -	Fall
<b>Washington, DC - 8th Grade Trip</b>						
Washington, DC - Chaperone	OHMS	Burgan, Donna A.	11	2	\$ 473.00	Fall
Washington, DC - Volunteer	OHMS	Rice, Monica	N/A	N/A	\$ -	Fall
<b>Weight Training Coordinator</b>						
Weight Training Coordinator	OHS	Collins, Douglas	8	0	\$ 1,577.00	Fall
<b>Basketball</b>						
Girls 8th Grade Basketball Coach	OSMS	Holmes, Jennifer J.	6	0	\$ 2,366.00	Winter
<b>Drama</b>						
Asst Drama Director	OHS	Smith, Sydney R.	7	1	\$ 2,169.00	Winter
<b>Weight Training Coordinator</b>						
Weight Training Coordinator	OHS	Collins, Douglas	8	0	\$ 1,577.00	Winter

<sup>1</sup>Elementary Orchestra / Strings - Approved by the Board of Education to move from Group 7 to Group 5 on May 23, 2013

**CERTIFIED WEDNESDAY/SATURDAY INSTRUCTORS**  
**2016-17 School Year**

Employee Name				Position	Season
Last Name	First Name	MI	Location		
Edwards	Rhainy	N.	OHS	Instructor	All Year
Fox	Kurt	A.	OHS	Instructor	All Year
Gambill	Denise	A.	OHS	Instructor	All Year
Hamilton	Whitney	C.	OHS	Instructor	All Year
Haynes	Sarah	S.	OHS	Instructor	All Year
Lammers	Pascale		OHS	Instructor	All Year
Reeder	Kristin	M.	OHS	Instructor	All Year
Sosa	Jennifer	D.	OHS	Instructor	All Year
Weber	Nicole	L.	OHS	Instructor	All Year
Bergamesca	Robert	D.	OLHS	Instructor	All Year
Bird	Cortney	R.	OLHS	Instructor	All Year
Crandall	Linda	S.	OLHS	Instructor	All Year
Craven	Brandi	R.	OLHS	Instructor	All Year
d'Amato	Dora	E.	OLHS	Instructor	All Year
Fannon	Haley	L.	OLHS	Instructor	All Year
Greve	Mark	J.	OLHS	Instructor	All Year
Krosnosky	Peter	C.	OLHS	Instructor	All Year
Lee	Susan	E.	OLHS	Instructor	All Year
Lewis	Victoria	K.	OLHS	Instructor	All Year
Loparich	Brittany	L.	OLHS	Instructor	All Year
Poindexter	Leeann	M.	OLHS	Instructor	All Year
Rush	Kevin	D.	OLHS	Instructor	All Year
Selway	Jessica	B.	OLHS	Instructor	All Year
Swetnam	Laura	J.	OLHS	Instructor	All Year
Forney	Stephanie	J.	OOHS	Instructor	All Year
Haynes	Sarah	S.	OOHS	Instructor	All Year
Jordan	John	R.	OOHS	Instructor	All Year
Kindberg	Briana	T.	OOHS	Instructor	All Year
McDermott	Terence	E.	OOHS	Instructor	All Year
Miller	Jaime	C.	OOHS	Instructor	All Year
Sparks	Ryan	D.	OOHS	Instructor	All Year
Wade	Claudia	A.	OOHS	Instructor	All Year
Allen	Rebecca	L.	OSMS	Instructor	All Year
Brady	Libby	P.	OSMS	Instructor	All Year
Luttrell	Thomas	J.	OSMS	Instructor	All Year
Mylander	Zachary	C.	OSMS	Instructor	All Year
Page	Jessica	M.	OSMS	Instructor	All Year
Schubert	Kyleigh	E.	OSMS	Instructor	All Year
Weber	Jamie	J.	OSMS	Instructor	All Year
Willis	Breyanne	N.	OSMS	Instructor	All Year
Wolfe	Kevin	F.	OSMS	Instructor	All Year

**CLASSIFIED POSITION(S) PAID THROUGH MEMORANDUM BILLING**

**2016-17 School Year**

*Recommended for Board of Education Approval on September 8, 2016*

Employee Name			Position	Hours	Salary	
Last Name	First Name	MI			Per Hour	Total
CPI Training						
Barstow	Debra	A.	Aide, OCES	4.00	\$ 25.00	\$ 100.00
Capretta	Susan	J.	Aide, OLMS	4.00	\$ 25.00	\$ 100.00
Galloway	David	W.	Aide, JCES	4.00	\$ 25.00	\$ 100.00
Gatts	Denise	S.	Aide, OOHS	4.00	\$ 25.00	\$ 100.00
Grandominico	Machelle	J.	Aide, CES	4.00	\$ 25.00	\$ 100.00
Haas	Deborah	L.	Aide, CES	4.00	\$ 25.00	\$ 100.00
Kipp	Jennifer	A.	Aide, OCES	4.00	\$ 25.00	\$ 100.00
Lasley	Kristina	K.	Aide, OOMS	4.00	\$ 25.00	\$ 100.00
McCandless	Jessica	A.	Aide, OOMS	4.00	\$ 25.00	\$ 100.00
McElroy	Debra	L.	Aide, AES	4.00	\$ 25.00	\$ 100.00
Nice	Lindsay		Aide, JCES	4.00	\$ 25.00	\$ 100.00
Palmer	Teresa	A.	Aide, OOMS	4.00	\$ 25.00	\$ 100.00
Sherman	Megan	E.	Aide, OCES	4.00	\$ 25.00	\$ 100.00
Smith	Lora	L.	Aide, AES	4.00	\$ 25.00	\$ 100.00
Trombetti	Melanie	R.	Aide, OOHS	4.00	\$ 25.00	\$ 100.00
Zamilski	Sarah	C.	Aide, TRES	4.00	\$ 25.00	\$ 100.00
Extended School Year Services						
Bauknecht	Amy		Aide, OLMS	60.00	\$ 25.00	\$ 1,500.00

**CLASSIFIED WEDNESDAY/SATURDAY INSTRUCTORS**  
**2016-17 School Year**

Employee Name				Position	Season
Last Name	First Name	MI	Location		
Feasel	John	C.	OHS	Aide	All Year
Curtis	Darin	M.	OLHS	Aide	All Year
Uehlein	Teri	L.	OOHS	Aide	All Year

1541 Harding Hwy E • Marlon, Ohio Chris Eager  
1353 Lucas Road • Mansfield, Ohio Mobile Phone:  
133 Arco Drive • Toledo, Ohio 740.360.3696

PROPOSAL FOR:

[illegible]

Terms:  
0 % down  
Net 30

Prepared by:  
Chris Eager  
740-360-3696  
CEAGER@BENDERCOMM.COM  
Date 8-26-16

Total Equipment Price	\$148,058.00
Tax	
Total Purchase	\$148,058.00
Less Down Payment	
Amount Due	\$148,058.00