

**CLEARVIEW BOARD OF EDUCATION  
SPECIAL BOARD MEETING/WORK SESSION  
JULY 23, 2018  
6:30 P.M.**

**AGENDA**

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

Baker \_\_\_\_\_ Kokinda \_\_\_\_\_ Koziura \_\_\_\_\_ Mielcarek \_\_\_\_\_ Adkins \_\_\_\_\_

**IV. APPROVAL OF AGENDA**

**A. RESOLUTION 2018 - 127**

That the Board approve the July 23, 2018 Special Board Meeting/Work Session Agenda, as presented.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Baker \_\_\_\_\_ Kokinda \_\_\_\_\_ Koziura \_\_\_\_\_ Mielcarek \_\_\_\_\_ Adkins \_\_\_\_\_

Passed \_\_\_\_\_ Defeated \_\_\_\_\_

**V. RECOGNITION OF VISITORS AND HEARING OF THE PUBLIC ON  
AGENDA ITEMS ONLY**

**VI. TREASURER'S REPORT**

**A. RESOLUTION 2018 - 128**

That the Board approve the Central Office Classified Employee Salary Schedule for the 2018-2019 School Year. **EXHIBIT**

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Baker \_\_\_\_\_ Kokinda \_\_\_\_\_ Koziura \_\_\_\_\_ Mielcarek \_\_\_\_\_ Adkins \_\_\_\_\_

Passed \_\_\_\_\_ Defeated \_\_\_\_\_

**VII. OLD BUSINESS**

**A. RESOLUTION 2018 – 129**

That the Board amend **RESOLUTION 2018-87** to reflect that the Administrative Salary Schedule for the Elementary Principals are on the same Salary Schedule as the Middle School Principals. **EXHIBIT**

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Baker \_\_\_\_\_ Kokinda \_\_\_\_\_ Koziura \_\_\_\_\_ Mielcarek \_\_\_\_\_ Adkins \_\_\_\_\_

Passed \_\_\_\_\_ Defeated \_\_\_\_\_

**VIII. NEW BUSINESS**

**A. RESOLUTION 2018 – 130**

That the Board approve to create the position of Financial Analyst/Registrar Secretary and adopt the job description **3007** to comply with position. **EXHIBIT**

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Baker \_\_\_\_\_ Kokinda \_\_\_\_\_ Koziura \_\_\_\_\_ Mielcarek \_\_\_\_\_ Adkins \_\_\_\_\_

Passed \_\_\_\_\_ Defeated \_\_\_\_\_

**B. RESOLUTION 2018 – 131**

That the Board approve the following personnel actions for the 2017-2018 school year, as stated, in accordance with board policy and/or the negotiated agreements to which the actions apply, as recommended by the Superintendent.

**CERTIFIED**

**Summer School Teachers**

**KELLY COTTERILL**, to be paid \$25.00 an hour to teach Vincent Summer School from July 16, 2018 through August 10, 2018

**Resignation**

**BENJAMIN CHASE**, Clearview Health/PE Teacher, effective 7/5/18

**WESLEY DAVIES**, Vincent Elementary Principal, effective 6/26/18

**VICTORIA TIMKO**, Curriculum Director, effective 7/31/18

Employ

**CLASSIFIED**

**NORMA MUNIZ**, “As Needed Summer Help”, Teacher’s Aide, Lorain County Early Center, effective June 20, 2018 through June 28, 2018 and July 30, 2018 through August 9, 2018, Step “0”, on the negotiated salary schedule

**Summer 2018 Classified Workers**

To work no more than 29 hours per week, at a rate of \$9.00 an hour or, at the regular cleaner rate of pay, as applicable, as recommended by the superintendent, as listed:

Stacy Littlejohn	Larry Davis	<u>Substitutes</u>
Alissa Santana	Brian Bojarski	Mariah Brown
Jacob Ritter	John Kosonovich	Sarah Ritter
Cameron Carballo	Danyxa Flecha	Vanessa Garcia
Samantha Peak	Joel Orona	Isabella Pitts
Angel Beauchamp	Jennifer Knapp	Brenna Hancock
Paige Diaz-Southard	George Vargics	Christie Rhoades
Seth Hancock	Zach Heiser	Thomas Spicer
Robert McCardle	Sherron Hitchens	
Adam Nichols	Jeniffer Gantz	
Donna Collins	Kelsey Raney	
Ashlee Dahman		

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Baker \_\_\_\_\_ Kokinda \_\_\_\_\_ Koziura \_\_\_\_\_ Mielcarek \_\_\_\_\_ Adkins \_\_\_\_\_

Passed \_\_\_\_\_ Defeated \_\_\_\_\_

**C. RESOLUTION 2018 – 132**

That the Board approve the following personnel action for the 2017-2018 school year, as stated, in accordance with board policy and/or the negotiated agreements to which the actions apply, as recommended by the Superintendent.

**Summer 2018 Classified Worker**

**JUEL COCKRELL**, to work no more than 29 hours per week at the regular cleaner rate of pay

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Baker \_\_\_\_\_ Kokinda \_\_\_\_\_ Koziura \_\_\_\_\_ Mielcarek \_\_\_\_\_ Adkins \_\_\_\_\_

Passed \_\_\_\_\_ Defeated \_\_\_\_\_

**D. RESOLUTION 2018 – 133**

That the Board approve the following personnel actions for the 2018-2019 school year, as stated, in accordance with board policy and/or the negotiated agreements to which the actions apply, as recommended by the Superintendent.

**CLASSIFIED**

**Employ**

**GEORGE VARGICS**, Initial One-Year Probationary Contract, Cleaner at Vincent Elementary School, 5 hrs. per day, on a 187 day calendar, Step “0”, effective 8/20/18

**TRACY WIND**, “As Needed”, One-Year Limited Contract as a Teacher’s Aide, Durling Middle School, 7.5 hrs. per day, on a 178 day calendar, Step “0”, on the negotiated salary schedule, effective 8/22/18

Moved \_\_\_\_\_ Second \_\_\_\_\_

Baker \_\_\_\_\_ Kokinda \_\_\_\_\_ Koziura \_\_\_\_\_ Mielcarek \_\_\_\_\_ Adkins \_\_\_\_\_

Passed \_\_\_\_\_ Defeated \_\_\_\_\_

**E. RESOLUTION 2018 – 134**

That the Board approve the following personnel actions for the 2018-2019 school year, as stated, in accordance with board policy and/or the negotiated agreements to which the actions apply, as recommended by the Superintendent.

**CLASSIFIED**

**Employ**

**SHANNON ADKINS**, Initial One-Year Probationary Contract, Lunch Monitor at Durling Middle School, 2.5 hrs. per day, on a 185 day calendar, Step “0”, on the negotiated salary schedule, effective 8/22/18

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Baker \_\_\_\_\_ Kokinda \_\_\_\_\_ Koziura \_\_\_\_\_ Mielcarek \_\_\_\_\_ Adkins \_\_\_\_\_

Passed \_\_\_\_\_ Defeated \_\_\_\_\_

**F. RESOLUTION 2018 – 135**

That the Board issue a two-year contract to **LYNNE STARK**, Principal at Vincent Elementary School, at a salary of \$70,479.00 a year, 210 day calendar, effective August 1, 2018 through July 31, 2020

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Baker \_\_\_\_\_ Kokinda \_\_\_\_\_ Koziura \_\_\_\_\_ Mielcarek \_\_\_\_\_ Adkins \_\_\_\_\_

Passed \_\_\_\_\_ Defeated \_\_\_\_\_

**IX. RECOGNITION OF VISITORS AND HEARING OF THE PUBLIC ON  
NON-AGENDA ITEMS ONLY**

**X. WORK SESSION**

**A. RESOLUTION 2018 - 136**

That the Board of Education enter into a work session to discuss purchase of property for public purposes and the appointment of an employee.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Baker \_\_\_\_\_ Kokinda \_\_\_\_\_ Koziura \_\_\_\_\_ Mielcarek \_\_\_\_\_ Adkins \_\_\_\_\_

Passed \_\_\_\_\_ Defeated \_\_\_\_\_

**XI. ADJOURNMENT**

**A. RESOLUTION 2018 - 137**

That the Special Board Meeting/Work Session meeting of July 23, 2018 be adjourned.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Baker \_\_\_\_\_ Kokinda \_\_\_\_\_ Koziura \_\_\_\_\_ Mielcarek \_\_\_\_\_ Adkins \_\_\_\_\_

Passed \_\_\_\_\_ Defeated \_\_\_\_\_

# EXHIBITS

CLEARVIEW LOCAL SCHOOLS  
 Central Office Classified Employee Salary Schedule  
 2018-2019

Step	Admin Sec Asst	EMIS Coord	Fin Analyst Regstr Secy	Payroll Manager	Ass't to Treasurer	Supt Secretary
0	17.07					
1	17.58					
2	18.10	18.10	18.10			
3	18.79	18.79	18.79			
4	19.52	19.52	19.52	19.52	19.52	19.52
5	19.98	19.98	19.98	19.98	19.98	19.98
6	20.89	20.89	20.89	20.89	20.89	20.89
7	21.60	21.60	21.60	21.60	21.60	21.60
8	22.33	22.33	22.33	22.33	22.33	22.33
9	23.11	23.11	23.11	23.11	23.11	23.11
10	23.93	23.93	23.93	23.93	23.93	23.93
11		24.77	24.77	24.77	24.77	24.77
12				25.65	25.65	25.65
13				26.51	26.51	26.51
14						27.46

**Clearview Local Schools**  
**ADMINISTRATIVE SALARY SCHEDULE**  
**Certificated Schedule - Elementary & Middle School Principals**  
23-Jul-18

		64500					
	BA	MA	MA+10	MA+20	MA+30	MA+40	PhD/EdD
0	60914 0.9444	64500 1.0000	68086 1.0556	71666 1.1111	73994 1.1472	76768 1.1902	80032 1.2408
1	62746 0.9728	66435 1.0300	70124 1.0872	73820 1.1445	76213 1.1816	79077 1.2260	82437 1.2781
2	64629 1.0020	68428 1.0609	72234 1.1199	76033 1.1788	78503 1.2171	81444 1.2627	84908 1.3164
3	66564 1.0320	70479 1.0927	74394 1.1534	78316 1.2142	80857 1.2536	83889 1.3006	87456 1.3559
4	68564 1.0630	72595 1.1255	76632 1.1881	80664 1.2506	83282 1.2912	86404 1.3396	90081 1.3966
5	70621 1.0949	74775 1.1593	78929 1.2237	83082 1.2881	85779 1.3299	88997 1.3798	92783 1.4385
6	72737 1.1277	77019 1.1941	81296 1.2604	85572 1.3267	88359 1.3699	91667 1.4212	95563 1.4816
7	78890 1.2231	79329 1.2299	83734 1.2982	88139 1.3665	91010 1.4110	94422 1.4639	98433 1.5261
8	77168 1.1964	81709 1.2668	86249 1.3372	90784 1.4075	93738 1.4533	97253 1.5078	101388 1.5719
9	79483 1.2323	84160 1.3048	88836 1.3773	93512 1.4498	96550 1.4969	100169 1.5530	104426 1.6190
10	81870 1.2693	86682 1.3439	91500 1.4186	96311 1.4932	99446 1.5418	103174 1.5996	107560 1.6676



CLEARVIEW LOCAL SCHOOL DISTRICT  
JOB DESCRIPTION

**Title:** FINANCIAL ANALYST / REGISTRAR SECRETARY      **File:3007**

**Reports to:** Superintendent / Treasurer

**Job Objectives:** Oversee Federal and State grants, Student Activities and Accounts Receivable; Responsible for enrollment of new students in database and maintains student information.

**Minimum  
Qualifications:**

- High school diploma and a satisfactory pre-employment skill test score.
- Documentation of a clear criminal record.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.)
- Complies with drug-free workplace rules and board policies.
- Proficient in the use of computer software and the use of information technology systems, knowledge of current trends and practices in computer technology, computer applications, software and data structures, bookkeeping skills and the ability to compute mathematical data accurately.
- Ability to work well with people.
- Congenial telephone etiquette.
- Multitasking ability and strong diplomacy skills.
- Proficient in office protocol and procedures.
- Proficient in data entry, spelling, proofreading, and the correct use of grammar.
- Maintenance of office records.
- Excellent organizational skills and abilities.
- Ability and desire to learn new skills quickly.
- Ability to prioritize work and meet deadlines.
- Respects personal privacy. Maintains the confidentiality of privileged information.

**Responsibilities  
and Essential  
Functions:**

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

Process and receipt all sources of revenue received by the district. Enter and monitor all budgets for State & Federal programs, miscellaneous grants, student and district managed activities, trust accounts and the public schools support funds, commonly known as the principal's accounts.

**General Registration Duties:**

- a. Registrations, (register students, make and distribute registration packets)
- b. Withdrawals
- c. Change of address
  - i. Collect proof, information and provide copies for buildings
  - ii. Notify buildings
  - iii. Change address in database screens
- d. Send notices when address is in question. Work with the secretaries and attendance aides on address/residency issues.
- e. Residency checks.
- f. General office work (greetings, phones, doors, hospitality)
- g. Kindergarten registration and forms.
- h. Keep database information up to date.
- i. Work in coordination with EMIS Coordinator.
- j. Work in coordination with curriculum director (testing supplies, labels, uploads, etc.)
- k. Work in coordination with building secretaries and attendance aides.
- l. Work in coordination with treasurer's office as needed.
- m. Work in coordination with the assistant to the superintendent.

**Open Enrollment:**

- a. Acceptance letters (new applicants)
- b. Non-acceptance denial letters/phone calls sent to parents (current and new applicants)
- c. Collection of forms.
- d. Upgrade of forms.
- e. Electronic form creation and website submission.
- f. Register new open enrollment accepted students.
- g. Update letters/application forms for all current open enrollment students/parents.
- h. Send letters/application forms to all current open enrollment students/parents. A second notice will be sent and phone calls made to parents who have not returned applications.
- i. Distribute and process new applications.
- j. Create and update data bases for both new and old applications.
- k. Copies made and distributed to designated administrators.
- l. Send letters to area schools for approval of their student to attend Clearview Local Schools.

**Community Newsletter:**

Gather, proof, and edit articles from district and building administrators, teachers, and students. Arrange into a newsletter format. Arrange copying and mailing procedures. Make available on the Clearview Local Schools website.

**Other:**

- a. Process and file all required letters, documents, and reports. Takes the initiative to perform routine tasks independently. Organize and maintains a functional filing system that ensures the safe retention and efficient retrieval of records.
- b. Serve in a supporting manner to Clearview Local Schools Administration, staff and students.
- c. Create and maintain databases.
- d. Answer and assist parents and community with questions over the phone.
- e. Acknowledge visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs the person to the appropriate person or office.
- f. Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.)
- g. Create and modify office forms.
- h. Create certificates for students/staff recognized at board meetings.
- i. Create, generate, and mail invitations for special events as assigned.
- j. Assist the treasurer's office, superintendent's office, and Clearview staff with computer knowledge or assistance when assigned for special projects.
- k. Other duties as assigned by the superintendent and/or treasurer.

**Abilities  
Required:**

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

Demonstrates professionalism and contributes to a positive work environment.

Performs prescribed activities efficiently with limited supervision.

Reacts productively to interruptions and changing conditions.

Effectively uses verbal, nonverbal, writing and listening skills.

Completes paperwork accurately. Verifies and correctly enters data.

Maintains an acceptable attendance record and is punctual.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

Duties may require lifting, carrying, and moving work-related supplies/equipment.

Duties may require operating and/or riding in a vehicle.

Duties may require traveling to meetings and work assignments.

Duties may require performing repetitive tasks quickly.

Duties may require prolonged use of a computer keyboard and monitor.

Duties may require standing, reaching, bending, crouching, and/or kneeling.

Duties may require working extended hours.

Duties may require working under time constraints to meet deadlines.

Potential for exposure to adverse weather conditions and temperature extremes.

Potential for exposure to blood-borne pathogens and communicable diseases.

Potential for interaction with disruptive and/or unruly individuals.

**Compensation:**

Salary will be established by the Board.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Clearview Local School District.