

Campbell City Schools Board of Education Minutes
Special Meeting – Thursday, November 2, 2023

A special meeting of the Campbell City Schools' Board of Education was held at 5:30 p.m. in the Board of Education Conference Room. President Bill Valentino presided and led in the Pledge of Allegiance.

The following members were present to roll call:

Mr. Gary Bednarik, Mrs. Beth Donofrio, Mrs. Judy Gozur, Mr. Tony Kelly, and Mr. Bill Valentino.

I. Motion to accept the Special Meeting Notice

Moved by Mrs. Gozur - Seconded by Mr. Bednarik
Yeas: Bednarik, Donofrio, Gozur, Kelly, and Valentino

II. RESOLUTION #2023-83:

It is recommended by the treasurer to the Board of Education that it approve the following:

- A. Approve an agreement between Campbell City Schools and Security Systems of America for surveillance system equipment, labor and licensing at Memorial High School in the amount of \$54,911.00. Funds made payable through the School Security Grant. (A copy of this agreement is on file in the Treasurer's Office.)

Moved by Mr. Kelly – Seconded by Mrs. Donofrio
Yeas: Bednarik, Donofrio, Gozur, Kelly, and Valentino

III. RESOLUTION #2023-84:

It is recommended by the superintendent to the Board of Education that it approve the following:

- A. The appointment of Crystal Rose to the position of Long-term Substitute Teacher at Memorial High School for the 2023-2024 school year. (Pending background checks, drug screen and certification.)
- B. The appointment of the following individuals to the position of Athletic Worker effective the 2023-2024 school year. (*Pending background check.*)
Anthony Kindinis Andrew Shuger Madison Shuger
- C. The adoption of the job description for the position of Part-time Instructional Tutor. (Attachment #1)

Moved by Mr. Bednarik – Seconded by Mrs. Gozur
Yeas: Bednarik, Donofrio, Gozur, Kelly, and Valentino

IV. CORRESPONDENCE

Campbell City Schools Board of Education Minutes
Special Meeting – Thursday, November 2, 2023

V. ITEMS FOR DISCUSSION

The next regular meeting will be held on Tuesday, November 21, 2023 at 5:30 p.m. at the CLWCC.

VI. Motion to recess to executive session at 5:44 p.m. for:

Consideration of the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

Moved by Mrs. Donofrio – Seconded by Mrs. Gozur
Yeas: Bednarik, Donofrio, Gozur, Kelly, and Valentino

VII. Motion to return to regular session at 6:38 p.m.

Moved by Mr. Bednarik – Seconded by Mrs. Gozur
Yeas: Bednarik, Donofrio, Gozur, Kelly, and Valentino

VIII. Motion to adjourn at 6:38 p.m.

Moved by Mrs. Donofrio – Seconded by Mr. Kelly
Yeas: Bednarik, Donofrio, Gozur, Kelly, and Valentino

The foregoing is a correct record of the proceedings of the Board of Education special meeting held Thursday, November 2, 2023.

President

Treasurer

**CAMPBELL CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title: PART-TIME INSTRUCTIONAL TUTOR

File 316

Reports to: Principal, Administrators

Job Objective: Plans, implements, and assesses intervention learning experiences.

Minimum Qualifications:

- Valid state department of education license/certificate appropriate for the position.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology and other workplace innovations that support job functions.

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

- Teaches intervention blocks as assigned
- Maintains a thorough understanding of subject material.
- Creates effective student learning experiences.
- Uses formal and informal assessment strategies to monitor and manage student learning.
- Upholds board policies and follows administrative guidelines/procedures.
- Promotes a professional image of the school district.
- Promotes effective communications and assistance.
- Uses problem-solving techniques to tactfully address questions/concerns.
- Refers policy interpretation inquiries to administrative staff.
- Prepares the assigned instructional area.
- Develops written lesson plans that align with state academic content standards and district courses of study goals.
- Evaluates the academic needs of students.
- Develops meaningful educational activities that engage and stimulate student learning.
- Varies instructional techniques to address diverse learning styles.
- Develops and implements appropriate intervention activities.
- Communicates expectations, provides guidance, and shows an active interest in student progress
- Facilitates self-reliance, problem-solving, critical-thinking, creativity, and performance skills.
- Plans collaborative student learning activities that encourage positive peer relationships.
- Collaborates with other staff. Shares knowledge and resources that enhance student learning.
- Upholds the student conduct code. Implements effective pupil management procedures.
- Maintains a positive learning environment.
- Supports an inclusive educational environment. Provides opportunities for students with disabilities to participate in appropriate learning activities.
- Meets mandated paperwork deadlines. Helps the intervention assistance team (IAT) prepare plans for eligible students.
- Proctors district testing activities as directed.
- Upholds security procedures.
- Maintains accurate records and submits reports on time.
- Evaluates student achievement/performance. Prepares progress reports.
- Consults with parents as needed (e.g., phone calls, notes, meetings, etc.).
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Promotes the proper use, care, and security of school property.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Supervises non-classroom activities when assigned.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Provides prompt notification of absences. Ensures that student lists and teaching materials are readily available for substitutes.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

- Any duties assigned by supervisor, including but not limited to covering classes due to staff absences.

**Abilities
Required:**

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

- Acknowledges personal accountability for decisions and conduct.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work environment.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

**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 Campbell City School District Board of Education.

The Campbell City 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. Rev. 10/23

CAMPBELL CITY SCHOOLS

Superintendent
Matthew L. Bowen

280 6th Street Campbell, Ohio 44405
PH: 330-799-8777 FX: 330-799-0875

Treasurer
Nora J. Montanez

Board of Education: October 31, 2023

President
Bill Valentino

Vice President
Tony Kelly

Members:
Gary Bednarik
Beth Donofrio
Judy Gozur

NOTICE OF SPECIAL MEETING

The Campbell Board of Education will hold the following meeting:

SPECIAL MEETING

Thursday, November 2, 2023 at 5:30 p.m.
Board of Education Conference Room



Elementary & Middle School
330-799-0054

The purpose of the special meeting is to approve a technology purchase through the Ohio K-12 School Safety Grant Program and to address any other matters that may come before the Board.



Memorial High School
330-799-1515

Nora J. Montanez
Treasurer, Campbell City Schools

NJM/cmm



NEO IMPACT Academy
330-799-8239

