

**MINUTES OF THE CLEVELAND HEIGHTS-UNIVERSITY HEIGHTS  
BOARD OF EDUCATION**

**Organizational and Regular Meetings of January 3, 2012**

The Board of Education of the Cleveland Heights-University Heights City School District, Cuyahoga County, held its Organizational meeting in the public meeting room of the Board Building at 2155 Miramar Boulevard, University Heights, Ohio, on January 3, 2012, at 7:00 p.m.

Mr. Eric Coble, President, called the Organizational meeting to order at 7:05 p.m.

**Present at Roll Call:** Mr. Eric Coble  
Ms. Nancy Pepler  
Mr. Ron Register  
Mr. Kal Zucker

**Also Present:** Mr. Douglas Heuer, Superintendent  
Mr. Scott Gainer, Chief Financial Officer  
Members of the Central Office Staff  
Patrons of the School District  
Representatives of the News Media

**Absent:** Ms. Karen Jones

**OATH OF OFFICE**

Chief Financial Officer A. Scott Gainer administered the oath of office to newly re-elected Board Member Nancy Pepler (see official minutes).

**AFFIRMATION OF OFFICE**

Chief Financial Officer A. Scott Gainer administered the affirmation of office to newly re-elected Board Member Eric Coble (see official minutes).

**ELECTION OF BOARD PRESIDENT**

Mr. Eric Coble, Board Member, accepted nominations for Board President for 2012.

Mr. Coble nominated Karen Jones, Board Member, for President of the Cleveland Heights-University Heights Board of Education for 2012.

Mr. Coble requested other nominations for President. Hearing no further nominations, the nominations for President were closed.

**No. 12-01-001** It was moved that Karen Jones be President of the Board of Education for the year 2012.

Vote on the motion was as follows:

Ayes: Mr. Coble, Ms. Pepler, Mr. Register,  
Mr. Zucker

Nays: None

### **ELECTION OF BOARD VICE PRESIDENT**

Mr. Eric Coble accepted nominations for Board Vice President for 2012.

Ron Register, Board Member, nominated Eric Coble for Vice President of the Cleveland Heights-University Heights Board of Education for 2012.

Mr. Coble requested other nominations for Vice President. Hearing no further nominations, the nominations for Vice President were closed.

**No. 12-01-002** It was moved that Eric Coble be Vice President of the Board of Education for the year 2012.

Vote on the motion was as follows:

Ayes: Ms. Pepler, Mr. Register, Mr. Zucker,  
Mr. Coble

Nays: None

### **APPOINTMENT OF TREASURER PRO TEM**

Mr. Ron Register, Board Vice President, recommended Nancy Pepler, Board Member, serve as Treasurer Pro Tempore, in the absence of Mr. Scott Gainer, Chief Financial Officer.

**No. 12-01-003** It was moved that Nancy Pepler serve as Treasurer Pro Tempore of the Board of Education for the year 2012.

Vote on the motion was as follows:

Ayes: Ms. Pepler, Mr. Register, Mr. Zucker,

Mr. Coble

Nays: None

### **DATES OF REGULAR BOARD MEETINGS**

It was recommended that the first Tuesday in each month, 7:00 p.m., be designated as the regular meeting of the Board of Education, with the exception of December, which will be held the second Tuesday of the month. Dates and times are subject to change as mutually agreed. The meetings will be held in the board meeting room at 2155 Miramar Boulevard, University Heights, Ohio.

### **BOARD MEMBERS' REMUNERATION**

**BE IT RESOLVED**, by the Cleveland Heights-University Heights City School District Board of Education that members of the Cleveland Heights-University Heights Board of Education shall be compensated at the maximum rate permitted by law and attendance as set by Ohio Revised Code Section 3313.12, including attendance at Board-approved training programs.

### **MOTOR VEHICLE AND GENERAL LIABILITY INSURANCE**

It was recommended that the Board authorize the furnishing of general liability insurance under a group contract to be purchased in accordance with Section 3313.203 of the Ohio Revised Code. It was also recommended that the Board authorize the furnishing of motor vehicle insurance covering officers, employees and pupils of the School District against liability on account of damage or injury to persons or property, such insurance to be purchased in accordance with Section 3313.201 of the Ohio Revised Code. For 2012, general liability insurance will have a limit of \$1,000,000 per occurrence and \$7,000,000 total aggregate. Motor vehicle insurance will have a combined single limit of \$7,000,000.

### **INVESTMENT OF FUNDS**

It was recommended that the Board direct the Chief Financial Officer to invest all funds he deems available in the most productive instruments authorized by Board policy and by the Ohio Revised Code.

### **TAX ADVANCE**

**WHEREAS**, Section 321.32 of the Ohio Revised Code provides that any money in the County Treasury to the account of the Cleveland Heights-University Heights Board of Education and lawfully applicable to the purpose of the current fiscal year may be drawn upon request;

**IT IS RESOLVED** by the Board of Education of the Cleveland Heights-University Heights City School District, County of Cuyahoga, State of Ohio that:

*Section 1.* The Auditor of Cuyahoga County be and is hereby requested to draw his warrants and the Chief Financial Officer of said County be and is hereby requested to pay to the Cleveland Heights-University Heights Board of Education any money in the County Treasury to the account of the Cleveland Heights-University Heights Board of Education and lawfully applicable to the purpose of the current fiscal year; and

*Section 2.* The Chief Financial Officer be and hereby is authorized to sign and deliver the appropriate documents to secure such advances, as well as the secondary documents to secure the semiannual settlement with the County Chief Financial Officer during the calendar year 2012.

*Section 3.* Such authorization shall extend to all advances requested during the calendar year 2012.

*Section 4.* The Chief Financial Officer of the Board be and hereby is authorized and directed to certify a copy of this Resolution to the County Auditor and the County Chief Financial Officer and make such other certifications, requests and reports to the County Auditor and the County Chief Financial Officer as may be necessary to make this Resolution effective.

**APPROVAL OF SCHOOL CASHIERS**

It was recommended that the following list of School Cashiers be approved:

Boulevard Elementary	Shirley Gallagher
Bellefaire	Nancy Arpin
Canterbury Elementary	Brenda Gadowski
Fairfax Elementary	Laverne Jones
Gearity Elementary	Deltha Gray
Noble Elementary	Marlo Herrmann
Oxford Elementary	Barbara Pletnewski
Roxboro Elementary	Linda Steffancin
Monticello Middle School	Charlene Lightfoot
Roxboro Middle School	Danielle Smith
Wiley Middle School	Deborah McCollum
Cleveland Heights High School	Debora Holland

**PETTY CASH/CHANGE FUND**

It was recommended that the Board hereby authorize the continuance of the Petty Cash and Change Fund moneys to be used for the payment of inexpensive, miscellaneous and emergency expenditures according to Section 3313.31, Ohio Revised Code, as follows:

*Petty Cash:*

**001 - General Fund**

Finance Office  
Paul Gnatowski, Petty Cashier \$500.00

**001 - General Fund**

High School  
Debra Holland, Petty Cashier \$200.00

**013 - Early Childhood Program**

Beth Holbein, Petty Cashier \$800.00

**TOTAL PETTY CASH \$1,500.00**

*Change Fund:*

**006 - Lunchroom Fund**

Lunchrooms at the High School, Bellefaire, and Monticello, Roxboro, and Wiley Middle Schools. Change fund liquidated by June 30<sup>th</sup> every year and reactivated September each year.

Tanera Winters, Petty Cashier  
High School \$674.00  
Bellefaire \$ 52.00  
Monticello Middle School \$175.00  
Roxboro Middle School \$175.00  
Wiley Middle School \$175.00

**Total Lunchroom Fund \$1,251.00**

**300 - Athletics and Miscellaneous Funds**

High School change fund liquidated by June 30<sup>th</sup> every year and reactivated September each year.

Kristin Hughes, Petty Cashier \$630.00

**Total Athletics and  
Miscellaneous Funds \$630.00**

**TOTAL CHANGE FUND \$1,881.00**

**AUTHORIZATION FOR THE CHIEF FINANCIAL OFFICER OF THE BOARD, TO HAVE SIGNED BY AN ATTORNEY, COMPLAINTS AS TO THE ASSESSMENT OF REAL PROPERTY IN THE DISTRICT**

**WHEREAS**, it is necessary to the efficient operation of the Cleveland Heights-University Heights City School District (“District”) that the Board of Education of the District (“Board”) file complaints as to the assessment of real property located in the District when it appears that the fair market value of real property located in the District is greater than that indicated by its current taxable value;

**NOW, THEREFORE, BE IT RESOLVED** by the Board that the Chief Financial Officer of the Board, is specifically authorized by the Board, to have signed by an attorney on behalf of the Board all pleadings, complaints, or other papers pertinent to any proceedings involving the valuation of real property located in the District.

**FIDELITY BONDS**

It was recommended that the Board approve the purchase of faithful performance bonds for the Chief Financial Officer in the amount of \$100,000, for the Business Manager in the amount of \$50,000, for the Superintendent in the amount of \$100,000, and a blanket bond for all other employees with a limit of \$50,000 per individual, and instruct the Chief Financial Officer to file copies with the County Auditor and President of the Board.

**No. 12-01-004**

It was moved by Mr. Register, seconded by Mr. Zucker, that the above Organizational Meeting items be approved.

Vote on the motion was as follows:

Ayes: Mr. Register, Mr. Zucker, Mr. Coble,  
Ms. Pepler

Nays: None

**MINUTES OF THE CLEVELAND HEIGHTS-UNIVERSITY HEIGHTS  
BOARD OF EDUCATION**

**Regular Meeting of January 3, 2012**

The Board of Education of the Cleveland Heights-University Heights City School District, Cuyahoga County, held its Regular meeting in the public meeting room of the Board Building at 2155 Miramar Boulevard, University Heights, Ohio, on January 3, 2012, immediately following the Organizational Meeting.

**Present at Roll Call:** Mr. Eric Coble, Vice President  
Ms. Nancy Pepler, Board Member  
Mr. Ron Register, Board Member  
Mr. Kal Zucker, Board Member

**Also Present:** Mr. Douglas Heuer, Superintendent  
Mr. Scott Gainer, Chief Financial Officer  
Members of the Central Office Staff  
Patrons of the School District  
Representatives of the News Media

**Absent:** Ms. Karen Jones, President

**SUPERINTENDENT'S REPORT**

**Approval of NEOLA Policy 7434 USE OF TOBACCO ON SCHOOL PREMISES**

It was recommended that the Board of Education approve NEOLA Policy 7434 Use of Tobacco on School Premises, to take effect on July 1, 2012.

**No. 12-01-005** It was moved by Ms. Pepler, seconded by Mr. Zucker, that the above NEOLA Policy 7434 be approved.

Vote on the motion was as follows:

Ayes: Mr. Zucker, Mr. Coble, Ms. Pepler,  
Mr. Register

Nays: None

**Third Reading and Approval of NEOLA Policies as Modified at the December 13, 2011 Second Reading**

It was recommended that the Board of Education accept the third reading and final approval of the NEOLA Policies as modified at the December 13, 2011 second reading.

**No. 12-01-006** It was moved by Ms. Pepler, seconded by Mr. Zucker, that the above NEOLA Policies be approved.

Vote on the motion was as follows:

Ayes: Mr. Coble, Ms. Pepler, Mr. Register,  
Mr. Zucker

Nays: None

**Approval of Grants**

It was recommended that the Board of Education approve the following Grants:

- *The Educational Jobs Fund Application*, to the Ohio Department of Education - **\$25,627.36**
- *NFL Grassroots Program Field Surface Grant* – to the NFL Grassroots Program - **\$200,000.00**

**No. 12-01-007** It was moved by Ms. Pepler, seconded by Mr. Register, that the above Grants be approved.

Vote on the motion was as follows:

Ayes: Ms. Pepler Mr. Register, Mr. Zucker,  
Mr. Coble

Nays: None

Athletics Director Kristin Hughes and Director of Business Services Stephen Shergalis answered questions from Board members regarding the NFL Grant and how it would be incorporated into the Facilities Planning study the District currently has underway.

**RttT Monthly Update – Joseph Micheller**



Dr. Joseph Micheller, Director of Special Programs/Compliance, reported that a comprehensive update on the Race to the Top initiative will be given at the January 17, 2012 special board meeting by Assistant Superintendent Jeff Talbert and the Educational Services Department.

### ***Safety and Security***

Superintendent Doug Heuer invited Coordinator of Safety and Security Bryan Loretz and Director of Student Services Jeff Johnston to speak concerning a student altercation that occurred at a recent Heights High athletic event. Mr. Loretz and Mr. Johnson spoke about plans to prevent future incidents, heighten security measures, and to maintain a safe environment at the school.

## **AWARDS/RECOGNITIONS**

### ***Noble Elementary Art Teacher – Nancy Eisenberg***

Superintendent Doug Heuer recognized Noble Elementary Art Teacher Nancy Eisenberg who recently received a 15-year Circa Recognition Award and was inducted into the Ohio Art Education Association Honor Society at their annual conference in November 2011. The Circa Society honors educators who have shown long-term service and professional dedication in the field of visual art education.

### ***School Board Recognition Month***

Superintendent Doug Heuer recognized the CH-UH Board of Education members (**Eric Coble, Karen Jones, Nancy Pepler, Ron Register, and Kal Zucker**) for their dedication and commitment to the vision and success of our District.

## **PERSONNEL**

### **Approval of Appointments**

It was recommended that the Board of Education offer employment pursuant to ORC Section 3319.02 to the following individuals, for the positions listed, for the period of time identified, and at the rate of pay specified. It was recommended that the following appointments to the staff of the Cleveland Heights-University Heights City Schools be approved, pending successful completion of the pre-employment procedures including criminal history checks, effective on the dates indicated, with limited contracts and with the understanding that such personnel are subject to all the rules and regulations of the Board of Education and to all of the provisions of law pertaining to their employment.

If the pre-employment procedures are not successfully completed, it was understood that, pursuant to Board policy, the Board of Education may immediately release the employee from employment and rescind a conditional offer of employment.

**Key: N=New R=Replacement T=Transfer**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Salary</u></b>
<b><u>Certificated/Licensed Staff</u></b>		
Howard, Bernice Effective 1/9/12	ABLE Instructor Additional 7 hours/week	\$27.30/Hour

<b><u>Classified Staff</u></b>		
Moore, Cynthia Assignment: Roxboro Elementary-195 Days Effective 12/5/2011 90 Day Probation Ends 5/3/2012	Lunchroom Nonparapro-R	\$11.99/Hour Step 1

**Supplemental Assignments-Advisors 2011-2012**

**Oxford Elementary**

Monroe, Jazmine	Student Council	\$1,296
Rego, Karen	Intramurals	1,296

**Roxboro Middle**

Jordan-Shaw, Tiffany	Intramurals-Girls	2,592
Vance, Keith	Intramurals-Boys	2,592

**Heights High**

Nemecek, Hilary <i>(Note: Replaces Georgio Sabino)</i>	Tiger TV Production Co-Advisor	651
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**Cancellation of Supplemental Assignment**

Sabino, Georgio Effective 12/19/11	Tiger TV Production Co-Advisor	
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**TAP Members for 2011-12 - \$500**

**Heights High-Renaissance**

Douglas, Leatrice  
Feldman, Donna  
Meister, Matthew

**Approval of Change of Status**

It was recommended that the following change be made in the contract status of the following personnel:

<b><u>Name:</u></b>	<b><u>From:</u></b>	<b><u>To:</u></b>
<b><u>Certificated/Licensed Staff</u></b>		
Bryan, Fawn Effective 12/8/11	\$82,700 <i>(correction to 12/13/11 agenda)</i>	\$99,240

Note: Salary to remain with 6th assignment

Sabino, Georgio Effective 8/29/11	Art Teacher \$49,400 (5M) (no valid Teaching License)	Long Term Substitute \$43,300 (1M)
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**Classified Staff**

Ambroz, Heidi Assignment: District 90 Day Probation Ended December 2, 2011	Probation	Nurse Parapro \$13.51/hr.
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Holland, Debora Assignment: Heights High Main Office Effective 12/13/2011 45 Day Probation Ends 2/22/2012	Staff Assistant	Admin. Asst.-Acct. \$24,518 (St.7) (\$44,269 p.r.)
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**Approval of Leave of Absence**

<b><u>Name</u></b>	<b><u>Reason</u></b>
Stephens, John Effective 10/31/11	Unpaid Medical

**Approval of Changes in Salary**

The following personnel are eligible for a change in salary effective January 23, 2012 (Semester II) in accordance with the regulations contained in the negotiated agreement. It was recommended that salary changes be approved as follows:

<b><u>Name</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
Briggs, Andrea	\$51,700 (6B2)	\$57,000 (6M)
Craig, Kathryn	\$60,500 (7M2)	\$62,300 (7M3)
Goldberg, Erin	\$83,200 (14M1+500)	\$84,300 (14M2+500)
Kelly, Kristen	\$50,700 (6B)	\$51,700 (6B2)
Orenic, Brian	\$52,600 (7B1+500)	\$53,700 (7B2+500)
Rasul, Haethem	\$68,520(8Mx1.1+2300)	\$69,820 (8Mx1.1+3600)

**No. 12-01-008**

It was moved by Ms. Peppler, seconded by Mr. Zucker, that the Personnel items be approved.

Vote on the motion was as follows:

Ayes: Ms. Peppler, Mr. Register, Mr. Zucker,  
Mr. Coble

Nays: None

**BUSINESS**

**Resolution Authorizing the Execution and Delivery of a Lease Agreement Between the Board of Education of the Cleveland Heights-University Heights City School District and the Open Office LLC**

It was recommended that the Board of Education approve the Resolution Authorizing the Execution and Delivery of a Lease Agreement between the Board of Education of the Cleveland Heights-University Heights City School District and the Open Office LLC (see official minutes).

**No. 12-01-009**

It was moved by Ms. Pepler, seconded by Mr. Zucker, that the above Lease Agreement be approved.

Vote on the motion was as follows:

Ayes: Mr. Register, Mr. Zucker, Mr. Coble,  
Ms. Pepler

Nays: None

**Resolution Authorizing the Execution and Delivery of a Real Estate Lease Between the Board of Education of the Cleveland Heights-University Heights City School District and New Life Cathedral**

It was recommended that the Board of Education approve the Resolution Authorizing the Execution and Delivery of a Real Estate Lease between the Board of Education of the Cleveland Heights-University Heights City School District and New Life Cathedral (see official minutes).

**No. 12-01-010**

It was moved by Ms. Pepler, seconded by Mr. Zucker, that the above Real Estate Lease be approved.

Vote on the motion was as follows:

Ayes: Mr. Zucker, Mr. Coble, Ms. Pepler,  
Mr. Register

Nays: None

**Resolution Authorizing the Extension of the Term of a Lease Agreement Between the Board of Education of the Cleveland Heights-University Heights City School District and the Ensemble Theater**

It was recommended that the Board of Education approve the Resolution Authorizing the Extension of the Term of a Lease Agreement between the Board of Education of the Cleveland Heights-University Heights City School District and the Ensemble Theater (see official minutes).

**No. 12-01-011** It was moved by Mr. Zucker, seconded by Ms. Pepler, that the above Lease Extension Agreement be approved.

Vote on the motion was as follows:

Ayes: Mr. Coble, Ms. Pepler, Mr. Register,  
Mr. Zucker

Nays: None

**Recommendation to Approve Quarterly Contracts**

It was recommended that the Board of Education approve the quarterly contracts for the period October 1, 2011 – December 31, 2011 (see official minutes).

**No. 12-01-012** It was moved by Mr. Register, seconded by Ms. Pepler, that the above Quarterly Contracts be approved.

Vote on the motion was as follows:

Ayes: Ms. Pepler, Mr. Register, Mr. Zucker,  
Mr. Coble

Nays: None

**Acceptance of Donations**

It was recommended that the Board of Education accept the following donations:

- \$7,500 to Gearity Professional Development School for the Donald’s Vision Project, from an anonymous donor
- \$400.00 to Bellefaire School for “Family Night”, from Tucker, Ellis & West LLP

- A Shopsmith Mark V Woodworking Tool to the Stage Crew at Cleveland Heights High School, from Benjamin Segal
- \$1,000.00 to the Robert Soltz Scholarship Fund, from Anne M. Burgess
- \$1,805.00 to the Jason West Scholarship Fund, from:
  - \$1,265 from a raffle run by the Jason West Memorial Scholarship Committee
  - \$200 from Shawn Paul Salon LLC
  - \$100 from Jeff & Abigail Robertson
  - \$40 from Lloyd & Elizabeth Bell
  - \$50 from Adam & Susan Fleischer
  - \$10 from Lita Gonzalez
  - \$100 from Jack Valancy Consulting
  - \$10 from Alana & Steward Andrews
  - \$10 from Kristin & Tomas Radivoyevitch
  - \$10 from Michelle Bandy-Zaltoris
  - \$10 from Virginia Weiss

**No. 12-01-013**

It was moved by Ms. Pepler, seconded by Mr. Zucker, that the above Donations be approved.

Vote on the motion was as follows:

Ayes: Ms. Pepler, Mr. Register, Mr. Zucker,  
Mr. Coble

Nays: None

**FINANCE**

**Financial Reports**

It was recommended that the Board of Education approve the Summary of Cash Balances by Fund for the month ending November 30, 2011 (see official minutes).

**Approval of Tax Budget for Fiscal Year 2012**

It was recommended that the Board of Education approve the County Alternative Tax Budget for the period of fiscal year July 1, 2012 through June 30, 2013 (see official minutes).

**No. 12-01-014**

It was moved by Mr. Zucker, seconded by Ms. Pepler, that the above Finance items be approved.

Vote on the motion was as follows:

Ayes: Mr. Register, Mr. Zucker, Mr. Coble,  
Ms. Pepler

Nays: None

Chief Financial Officer Scott Gainer explained that the County Alternative Tax Budget allows the District to collect the proceeds of any property tax we are authorized to receive through tax levies.

### **BOARD PRESIDENT'S REPORT**

In Board President Karen Jones' absence, Vice President Eric Coble welcomed everyone to the new year saying he looks forward to the new initiatives underway within the District.

### **NEW BUSINESS**

Board Member Ron Register announced that both the men's and women's basketball teams are doing well. He suggested that the Board plan to attend a future game together.

### **BOARD COMMITTEE REPORTS**

Board Vice President Eric Coble recommended postponing designation of Board committee assignments until Karen Jones returned. He commented on a new committee position that would need to be filled: OSBA Urban School District Advisory Network Liaison.

Board Member Nancy Pepler announced that she has been unable to attend the Cleveland Heights Recreation Board meetings due to conflicts with our Tuesday evening Board meetings.

### **UPCOMING MEETINGS**

Tuesday, January 17, 2012 – Special Board Meeting  
Tuesday, February 7, 2012 – Regular Board Meeting

### **MOTION TO ADJOURN**

It was recommended that the meeting be adjourned.

### **No. 12-01-015**

It was moved by Mr. Zucker, seconded by Mr. Register, that the meeting be adjourned.

Vote on the motion was as follows:

Ayes: Ms. Pepler, Mr. Register, Mr. Zucker,  
Mr. Coble

Nays: None

The meeting was adjourned at 8:15 p.m.

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Karen Jones, President

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Scott Gainer, Chief Financial Officer