

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

Special Meeting of March 17, 2008

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 Monday, March 17, 2008.

Michael Cicero, President, called the meeting to order at 5:35 p.m.

Present at Roll Call: Mr. Michael Cicero, President
Mr. Kal Zucker, Vice-President
Mr. Eric Coble, Board Member
Ms. Nancy Pepler, Board Member

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

Mr. Ron Register, Board Member, arrived at 6:05 p.m.

PERSONNEL

Approval of Retirement

It was recommended that the retirement of the following named personnel be accepted, effective on the date indicated:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
<u>Certificated/Licensed Staff:</u>		
Romanin, Edward	High School Science	6/8/2008
<u>Classified Staff:</u>		
Walker, Rudolph	Security Monitor	7/1/2008

Approval of Resignation

It was recommended that the resignation of the following named personnel be accepted, effective on the date indicated:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
<u>Classified Staff:</u>		
Nettles, Tachelle	Educational Aide–Champs	3/21/2008

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 is 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

<u>Name</u>	<u>Position</u>	<u>Salary</u>
<u>Classified Staff</u>		
CORRECTION to Board Agenda of February 11, 2008, the salary of:		
Cutright, Kenneth R. Assignment: Noble Effective 1/16/2008 90 Day Probation Ends 5/22/2008	Assistant Custodian-R 260 Day	\$35,900 Step 1
Husain, Lisa Add'l. Assignment: Effective 3/10/08-6/6/08 45-Day Probation Ends 5/19/2008	Educational Aide-Champs-R Roxboro Elementary/Float	\$14.18/hr.
Martin-Penn, Tonya D. Assignment: Fairfax 90 Day Probation Ends 9/23/2008	Lunchroom Aide-R 195 Day	\$11.13/hr. Step 1

Supplemental Assignments-Coaches-R

<u>Heights High</u>		
Eisenacher, Brooke*	Lacrosse Girls Asst. Coach	3,008

Kaltenbach, Jessica	Softball Assistant Coach	3,008
Rogers, Tyse*	Softball Assistant Coach	3,008

Wiley

Dawson, Donald*	Track Boys Head Coach	2,406
DiLillo, Toni*	Softball Assistant Coach	2,406
Marshall, Nathaniel	Track Assistant Coach (B&G)	1,805

* *Classified Staff*

Success Connections-\$38.00/Hour

Anderson, Mary - English
Crosby, Ruth - English

Substitutes – Classified

Cash, Dennis
Kempson, Sabrina

Approval of Change of Status

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

<u>Name</u>	<u>From</u>	<u>To</u>
<u>Classified Staff</u>		
Canter, Chris S. Assignment: Monticello 90 Day Probation Ended 3/13/2008	Probation	Skilled Laborer \$32,700
Howard, Alisa Assignment: Gearity 90 Day Probation Ended 3/10/2008	Probation	Nurse Aide \$12.55/hr.
Walker, Keith N. II Assignment: Heights High 90 Day Probation Ended 3/13/2008	Probation	Skilled Laborer \$32,700

Approval of Re-employment of Administrators

It was recommended that the following administrative contracts be renewed, effective July 1, 2008.

<u>Name</u>	<u>Contract Year</u>	<u>Days</u>
Aden, Marc	1 of 3	220
Byrd-English, Allison	1 of 1	220

Cogan, Kelli	1 of 3	220
Fowler-Mack, Christine	1 of 3	260
Harrell, Kevin	1 of 1	220
Horton, Patricia	1 of 3	260
Hughes, Kristin	1 of 2	260
Johnston, Jeffrey	1 of 1	220
Kaczala, Caroline	1 of 3	260
Kertes, Paula	1 of 3	260
Levine, Sally	1 of 3	260
Miller, Sherry	1 of 3	220
Newlin, Yvette	1 of 3	260
Petkac, George	1 of 3	260
Petty, Nicholas	1 of 1	220
Reed, James	1 of 3	220
Schraff, Susan	1 of 3	260
Shergalis, Stephen	1 of 3	260
Smith, Sheldon	1 of 1	220
Thomas, Fred	1 of 1	220
Williams, Brian	1 of 3	220

Approval of Re-employment of Professional Staff

It was recommended that the following professional staff member contracts be renewed, effective July 1, 2008.

<u>Name</u>	<u>Contract Year</u>	<u>Days</u>
Dougherty, Michael	1 of 3	260
Loretz, Bryan	1 of 1	260
Zehnder, Megan	1 of 3	220

No. 08-03-044

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

Vote on the Motion was as follows:

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

Nays: None

Absent: Mr. Register

WORK SESSION TOPIC: Effective Communications

Mr. William Wendling facilitated the work session on the subject of communications, drawn from his experience in education in the last decade working with a variety of districts around the State. Mr. Wendling commented that effective community engagement (building strong connections that strengthen both districts and their neighborhoods) is indispensable to the life of a school district.

Mr. Wendling stated the explicit role of a school board is to set policies for the district. An equally important role of a board is to be the chief community relations office for the district. He said it is the Board's job to develop community consensus and ownership of the District's vision and to foster and maintain collaborative relationships with other organizations in the community.

Bill Wendling believes school board members have three fundamental tasks beyond policy setting: 1) to learn, 2) to listen, and 3) to communicate. He expounded that learning what public education, and its various drivers, is all about is especially important to new Board members. He mentioned examples such as:

- What does AYP mean?
- What is NCLB all about?
- What is inside millage? How does it work?
- What are the characteristics of a high performing district?
- What are the challenges teachers, administrators and students face every day?

Each Board member, Mr. Wendling continued, needs to be a superb practitioner of the art of listening. Listening to the constituents enables you to take in an enormous amount of valuable information about what the community thinks. By listening, you learn what residents think about the district. You learn what business, religious and government leaders think about the district and its students. You also learn what steps it would take for residents and voters to sustain their confidence in the district. He recommended the Board have a process in place by which it can aggregate this information and use it to communicate with the administration and the community.

Mr. Wendling described five core audiences of board communication. They are:

- each other
- the school district family of teachers, students, parents, etc
- fellow community leaders
- news media
- residents of Cleveland Heights-University Heights

Every school board's communication with its community begins with how the board's members interact with one another, Mr. Wendling said. When the board interacts well, it sends a powerful message that the district is healthy and in good hands. Mr. Wendling acknowledged the active commitment of the Sun Press for its detailed covering of Cleveland Heights-University Heights' Board meetings. He also thanked the local cable station for broadcasting the meetings. Mr. Wendling said it is important for Board members to agree on certain guiding principles for conducting themselves at Board meetings in order to help them communicate positive messages about the District and its leadership. These guiding

principles may include being candid and frank, being open and flexible to the opinion of others, attending and being prepared for meetings, and gathering needed information from the Superintendent and Treasurer before meetings in order to engage productively in any conversation.

Three essential principles in media communications, Bill Wendling pointed out, are: 1) be sure you know the facts or defer to someone who does, 2) what happens in executive session, stays in executive session, and 3) tell the truth.

Mr. Wendling stated that fundamental to effective community engagement is learning as much as possible what community members have on their minds. He gave his five cardinal rules of community engagement:

1. Relationships with the community should be grounded in trust, mutual respect and a commitment to clear and consistent communications with all segments of the community.
2. Boards should meet community members at places and times that are convenient to them, and talk with them in language they understand.
3. Boards have to mobilize community assets and establish meaningful, respectful relationships with both formal and informal leaders of the community.
4. Boards should make sure participants have a sense of what happens next – build in a feedback loop.
5. School boards should act as if every year is an election year and you want the community's vote.

On the topic of community engagement, Bill Wendling gave the Board a four-part homework assignment.

Part 1 – Develop a “Take Five” strategy. This means to develop a short list of the core positive messages you want to communicate about the District in a five-minute conversation with any of your constituents.

Part 2 – Engage with other civic leaders in thoughtful discussions about your collective roles in solving the needs of the cities, especially discussing your joint role in providing a better future for the young people in Cleveland Heights and University Heights.

Mr. Wendling mentioned that it does not do much good to show up at a civic meeting and sit in the back of the room. He suggested introducing yourself to the meeting chair and volunteering to offer updates on what is happening at the District. He said Michael Dougherty, Coordinator of Communications, would be an excellent resource for the latest information about the District's progress.

Part 3 – Once every month or so, the Board may find it helpful to set up a table at the grocery store or some other high-traffic venue. A couple of Board members should be there (**not a quorum**) to introduce themselves and answer questions about the schools.

Mr. Wendling said for the most part, Cleveland Heights-University Heights City School District does a great job of communicating with and reaching out to the school family. However, the communications outreach to residents not connected with the schools could always be strengthened. The people who need to know more and see more are those who are not a part of your regular communications channel.

Mr. Wendling also suggested keeping track of the number of complaints or questions about specific issues.

Part 4 – Consider hosting kitchen table conversations about education and the Cleveland Heights-University Heights schools in your home or in the neighborhood diner or deli. He recommended saying very little, but listening a lot. These opinions should be brought to the Superintendent and to the Board table to get resolution.

Mr. Wendling acknowledged that governing a school district is not easy work and should not be done by the Board alone. He stated that effective board work requires an abiding partnership between the Board, the Superintendent, and the Treasurer.

In conclusion of this work session, Mr. Wendling said Kal Zucker, Board Vice President, reminded him of a quotation by George Bernard Shaw. “The danger in communications lies in the assumption that it’s been accomplished.” He encouraged the Board members to do his or her part to ensure that communications have been accomplished.

MOTION TO MOVE TO EXECUTIVE SESSION

It was recommended that the Board move into Executive session pursuant to Ohio Revised Code Section 121.22(G)(2), for the purpose of considering the sale of property; and according to Ohio Revised Code Section 121.22(G)(4), to prepare for negotiations or bargaining sessions with employees concerning compensation and other terms and conditions of employment.

No. 08-03-045 It was moved by Mr. Coble, seconded by Mr. Register, that the Board move into Executive Session.

Vote on the Motion was as follows:

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

Nays: None

The Board moved into Executive session at 7:05 p.m.

Present: Mr. Michael Cicero, President
 Mr. Kal Zucker, Vice-President
 Mr. Eric Coble, Board Member
 Ms. Nancy Peppler, Board Member
 Mr. Ron Register, Board Member

Also Present:

Mrs. Deborah Delisle, Superintendent
Mr. Scott Gainer, Chief Financial Officer
Mr. William Wendling, Facilitator
Mr. Stephen Shergalis, Director of Business Services
Mr. Tom Schmida, President, OAPSE Local No. 795
Mr. Mark Aden, Principal, R.E.A.L. School
Ms. Sally Levine, Director of Elementary Education
Mr. Larry Mlynek, Coordinator, Career/Technical Education
Mr. Nicholas Petty, Principal, Mosaic School
Mr. Jim Reed, Principal, Renaissance School
Ms. Janet Tribble, Principal, P.R.I.D.E. School
Ms. Darcel Williams, Principal, Cleveland Heights High School

MOTION TO ADJOURN

It was recommended that the meeting be adjourned.

No. 08-03-046

It was moved by Mr. Coble, seconded by Ms. Peppler, that the meeting be adjourned.

Vote on the motion was as follows:

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

Nays: None

The meeting adjourned at 9:20 p.m.

Michael Cicero, President

Scott Gainer, Chief Financial Officer