

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

Special Meeting of October 15, 2013

The Board of Education of the Cleveland Heights-University Heights City School District, Cuyahoga County, held its Special meeting in the public meeting room of the Board Building at 2155 Miramar Boulevard, University Heights, Ohio, on October 15, 2013, at 5:30 p.m.

Mr. Ron Register, President, called the meeting to order at 5:32 p.m.

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

Also Present: Dr. Nylajeon McDaniel, Superintendent
Mr. Scott Gainer, Chief Financial Officer
Ms. Andrea Celico, Assistant Superintendent
Members of the Central Office Staff
Patrons of the School District
Representatives of the News Media

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 at competitive bidding since disclosure at this time would give an unfair competitive advantage to persons whose personal, private interest is adverse to the general public interest.

No. 13-10-175 It was moved by Ms. Pepler, seconded by Ms. Jones, that the Board move into Executive Session.

Vote on the motion was as follows:

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

Nays: None

Present at Executive Session: Mr. Ron Register, President
 Ms. Nancy Pepler, Vice President
 Mr. Eric Coble, Board Member
 Ms. Karen Jones, Board Member
 Mr. Kal Zucker, Board Member
 Dr. Nylajeon McDaniel, Superintendent
 Mr. Scott Gainer, Chief Financial Officer
 Dr. Andrea Celico, Assistant Superintendent
 Mr. Stephen Shergalis, Director of Business Services
 Ms. Angee Shaker, Director of Communications &
 Community Engagement
 Ms. Kathy Petrey, Legal Counsel, Squire Sanders LLP

The Board moved into Executive Session at 5:33 p.m. The Executive Session ended at 6:30 p.m., and the Board reconvened into public session at 7:00 p.m.

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

| <u>Name</u> | <u>Position</u> | <u>Salary</u> |
|---|---|------------------------------|
| <u>Certificated/Licensed Staff</u> | | |
| Gaines, Lisa Effective 9/30/13 Assignment: Roxboro Middle; .4 FTE; 165 Days | After-School Teacher CONNECT Grant Program | \$14,664 St.1 BA+20, p.r. |
| McDowell, David Effective 10/3/13 Assignment: HH-Mosaic; .4 FTE; 162 Days | After-School Teacher SHINE Grant Program | \$14,913 St.1 MA, p.r. |

Classified Staff

| | | |
|--|--|------------------------------|
| Bryant, Kimberly Effective: 10/2/2013 Assignment: Bellefaire School 90 Day Probation Ends: 2/16/2014 | Spec. Ed. Parapro-R 6.5 hours; 190 days | \$14.09/hour Step 3 |
| Haehn, Caley Effective: 9/24/2013 Assignment: Oxford Elementary School 90 Day Probation Ends: 2/14/2014 | CHAMPS Parapro-R 3.75 hours; 190 days | \$15.26/hour Step 1; Deg |
| Howse, Deborah Effective: 10/2/2013 Assignment: Oxford Elementary School 90 Day Probation Ends: 2/17/2014 | Lunch Non-Para-R 2.25 hours; 190 days | \$12.97/hour Step 4 |
| Johnson, Jae Effective: 10/2/2013 Assignment: Noble Elementary School 90 Day Probation Ends: 2/17/2014 | CHAMPS Parapro-R 3.75 hours; 190 days | \$13.51/hour Step 1 |
| Musarra, Frank Effective: 10/3/2013 Assignment: Gearity Elementary School 90 Day Probation Ends: 2/18/2014 | Spec. Ed. Parapro-R 6.5 hours; 190 days | \$16.63/hour Step 1; Cert |
| Stirling, Heather Effective: 9/30/2013 Assignment: Gearity Elementary School 90 Day Probation Ends: 2/17/2014 | Spec. Ed. Parapro-R 6.5 hours; 190 days | \$15.26/hour Step 1; Deg |
| Sweeney, Clifton Effective: 9/24/2013 Assignment: Noble Elementary School | Lunch Non-Para-R 2.25 hours; 190 days | \$11.99/hour Step 1 |
| Effective: 9/24/2013 Assignment: Cleveland Heights High School 90 Day Probation Ends: 2/14/2014 | SHINE Parapro-N 3.75 hours; 190 days | \$13.51/hour Step 1 |
| Young, Judith Effective: 9/24/2013 Assignment: Cleveland Heights High School 90 Day Probation Ends: 2/14/2014 | SHINE Parapro-N 3.75 hours; 190 days | \$16.63/hour Step 1; Cert |

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> | | |
| Battle, Thomas | Asst. Custodian | Head Cust. Grade II |
| Assignment: Monticello Middle School | | Step 1, \$44,900 |
| 45 Day Probation Ends: 12/6/2013 | | |

Addendum to Personnel Agenda – October 15, 2013

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>Administrative Staff</u> | | |
| Lackey, Denise | Prog. Spec.-Student | Interim Asst. Middle |
| Effective 10/21/13- 6/30/14 | Conduct; 201 Days \$92,314 (14M1x1.1) | School Principal; 220 Days \$92,166 (Step 1+\$670) |
| Assignment: Roxboro Middle School | | |
| Reid, Hannah | Coord. Educational | Interim Asst. Middle |
| Effective 10/21/13- 6/30/14 | Services; 220 Days (no salary change) | School Principal; 220 Days \$97,481 (Step 2+\$4460) |
| Assignment: Monticello Middle School | | |
| Salih, Suweeyah | ELA Teacher | Interim Asst. Middle |
| Effective 10/21/13- 6/30/14 | 191 Days \$63,170 (6MA+40) | School Principal; 220 Days \$95,956 (Step 1+\$4460) |
| Assignment: Wiley Middle School | | |

No. 13-10-176 It was moved by Mr. Zucker, seconded by Ms. Peppler, that the above Personnel Items + Addendum be approved.

Vote on the motion was as follows:

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

Nays: None

WORK SESSION

Options Program

Superintendent Dr. Nylajeon McDaniel invited Brian Williams, Coordinator of Alternative Programming, to update the Board on the program now in its third year of operation. Mr. Williams described the program as an alternative high school program for students who have not experienced their greatest academic success in a traditional environment. In the first year of the program, 2011-2012, there were 26 graduates. Last year, the program had 49 graduates. Mr. Claude Holland, Health and P.E. Instructor, shared his experience as an Options program educator. Mr. Holland commented that there is “something very special happening in the Options program.” Options student **Makayla Moreland** described how she was able to achieve success through the Options program.

Brian Williams responded to questions from Board members.

Summer School

Mr. Fred Thomas, Wiley Middle School Principal/Summer School Elementary Principal, provided an update on the elementary summer school program held at Boulevard Elementary. Mr. Thomas presented the two programs held this summer: Camp Jumpstart, a kindergarten language program designed to bring children up to the first grade reading level, and the Summer Bridge, a program to help 5th graders transition into 6th grade and into the middle school environment.

Mr. Thomas said while he thinks Camp Jumpstart is a phenomenal program, he would like to see it expanded to include 1st and 2nd grades in order to prepare students for 3rd grade assessments. He also would recommend the Summer Bridge program be held at one of the middle schools as a more appropriate environment.

Chris Cook, Middle School Summer School Principal, updated the Board on the progress of this program. Mr. Cook said he met with each of the content specialists in order to create a middle school summer school program that would best meet the needs of the students. There were 175 sixth, seventh, and eighth graders in the program this year. One of the added features of the summer school program this year was a pre-algebra bridge opportunity. One hundred percent of the students recommended for algebra in this pre-algebra summer school class are finding 1st quarter success.

BUSINESS SERVICES

Resolution of Intent Expedited Local Partnership Program ½ Mill Maintenance Program

It was recommended that the Board of Education approve the Resolution of Intent Expedited Local Partnership Program ½ Mill Maintenance Program.

No. 13-10-177 It was moved by Ms. Jones, seconded by Ms. Pepler, that the above Business Services item be approved.

Vote on the motion was as follows:

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

Nays: None

Director of Business Services Stephen Shergalis explained that all districts that participate in the OFSC program are required to set aside ½ mill to maintain the completed facilities. This resolution states that the District intends to delay the ½ mill maintenance requirement until participation in the Classroom Facilities Assistance Program (CFAP).

Owner's Rep Services Discussion

Stephen Shergalis, Director of Business Services, invited the Board members to ask any additional questions regarding owner's rep services. The goal was for the Board to authorize administration to issue an RFP for those services. It is his recommendation that the Board engages an owner's rep to help manage the bond issue project. Mr. Shergalis advised the Board to appoint a District administrator to serve as the point person for the project. We will rely on Squire Sanders legal counsel to structure a contract for the owner's rep that will allow us the leverage we need to manage the different phases of the project.

FINANCE

CFO Scott Gainer provided the Board with an update on the results of the 2012 audit. This audit was a very lengthy process. Mr. Gainer clarified for the Board details from the audit regarding items that were over sensationalized by the media. One such item was the theft of a check by a Payroll employee. The Finance Department uses fraud prevention software that actually detected the incident. An investigation was conducted, and the employee was prosecuted and terminated from the District. While not apparent in the media, the auditor's report does state that the District's internal controls were in place and that taxpayer dollars were protected.

Mr. Gainer credited Angee Shaker, Director of Communications, with getting accurate information to the public.

One of the other items cited in the 2012 audit related to credit card purchases not supported by a receipt or a detailed receipt. In the past, if an employee with a District-issued credit card lost a receipt, a lost receipt form/affidavit was completed. We learned during the process of the audit that this practice was not acceptable. In light of that, we did go back to employees and recover the money for purchases in question.

There were a few items in the 2012 audit that will be repeated in the 2013 audit because they were not disclosed until after we closed the fiscal year; thus not having the opportunity to correct errors.

Mr. Gainer also mentioned that based on what we know right now, a millage recommendation for 2014 would be in the range of 4.5.

UPCOMING MEETINGS

Monday, November 4, 2013 – Regular Board Meeting
Tuesday, November 19, 2013 – Special Board Meeting

MOTION TO ADJOURN

It was recommended that the meeting be adjourned.

No. 13-10-178 It was moved by Ms. Jones, seconded by Ms. Pepler, that the meeting be adjourned.

Vote on the motion was as follows:

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

Nays: None

The meeting was adjourned at 9:30 p.m.

Ron Register, President

Scott Gainer, Chief Financial Officer