



# **SHAKER HEIGHTS CITY SCHOOL DISTRICT**

## **BOARD OF EDUCATION**

**May 14, 2013**

### ***AGENDA***

**Annette Tucker Sutherland, President**

**William L. Clawson II, Vice President**

**Norman A. Bliss**

**Amy H. Fulford**

**Reuben Harris, Jr.**

**Mark Freeman, *Superintendent***

**Bryan C. Christman, *Treasurer***

**BOARD OF EDUCATION  
SHAKER HEIGHTS CITY SCHOOL DISTRICT  
Shaker Heights, Ohio**

**May 14, 2013  
6:00 p.m.  
Administration Building**

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**AGENDA**

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- I. CALL TO ORDER**
- II. ROLL CALL**
- III. APPROVAL OF MINUTES – April 9, 2013 – Regular Meeting**
- IV. SUPERINTENDENT’S REPORT AND RECOMMENDATIONS**
  - A. PERSONNEL**
  - B. CONTINUING EMPLOYER TREATMENT OF EMPLOYEE CONTRIBUTIONS TO RETIREMENT SYSTEM**
  - C. BUSINESS**
  - D. DISTRICT HIGHLIGHTS**
- V. BOARD OF EDUCATION**
  - A. APPROVING REVISIONS TO BOARD POLICIES**
- VI. TREASURER’S REPORT AND RECOMMENDATIONS**
  - A. MONTHLY FINANCIAL REPORT**
  - B. DEPOSITORY CONTRACT**
  - C. H.B. NO. 412 FIVE-YEAR FINANCIAL FORECAST**

**Public Participation:** Board policy permits the President to invite public comment. The President designates the time for any comment and may limit the time allotted to speakers. Anyone who wishes to speak at the time designated by the President should raise his or her hand and, when called upon, stand and state his or her name and address for the record. Because comments sometimes concern complex topics requiring research, an immediate response should not be expected. Board and staff members may be contacted for follow-up.

**NEXT REGULAR MEETING: Tuesday, June 18, 2013, 6:00 p.m.  
Administration Building**

**BOARD OF EDUCATION  
SHAKER HEIGHTS CITY SCHOOL DISTRICT**

**May 14, 2013  
6:00 p.m.  
Administration Building**

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**SUPERINTENDENT'S REPORT AND RECOMMENDATIONS**

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**A. PERSONNEL**

(Action required by law. Items A.1., A.2., A.3., and addendum may be acted on in one motion.)

**1. Certified**

**Appointments for the 2013-2014 School Year recommended**

DeJohn, Daniel – (Teacher/Woodbury) – Class M.A., step B of the Teachers' Salary Schedule – Effective at the beginning of the 2013-2014 school year

Harnish, Sean – (Teacher/Woodbury) – Class B.A., step A of the Teachers' Salary Schedule – Effective at the beginning of the 2013-2014 school year

Saxon, Shannon – (Math Teacher/Middle School) – Class B.A. +15, step L of the Teachers' Salary Schedule – Effective at the beginning of the 2013-14 school year

**Non-Bargaining/Non-Administrative Appointments for the 2012-2013 School Year recommended**

Grams, Colleen – (Intervention Specialist Tutor/High School) – Class B.A., step 2 of the Non-Bargaining/Non Administrative Certificated Staff Salary Schedule – Effective May 6, 2013 through June 14, 2013

**Change in Assignment for the 2013-2014 School Year recommended**

Glickman, Andrea – (Social Studies/High School) – from 100% Social Studies Teacher to 50% Social Studies Teacher – Effective August 22, 2013

Grey, Aimee – (English Teacher/High School) – from 100% English Teacher to 50% English Teacher – Effective August 22, 2013

Robinson, Carina – (Assistant Principal/Middle School) – to (Principal/Lomond) – From Assistant Principal, Middle School, Class O, step 9 of the Administrative Salary Schedule to Principal, Lomond, Class E, step 5 of the Administrative Salary Schedule – Effective July 1, 2013

Ushiroda, Holly – (Spanish Teacher/High School) – from 100% Spanish Teacher to 80% Spanish Teacher – Effective August 22, 2013

**Temporary Employees: Lunch Room Supervisors, Substitute Tutors, Home Instructors, Substitute Teachers, Substitute Nurses, Substitute Library Aides, Proctors, Tutoring Center Tutors for the 2012-2013 School Year recommended:**

Burgess, Holly  
Drexler, Eric

Hoeynck, Dina  
Smith, Anthony

**Salary Reclassification for the 2012-2013 School Year recommended**

Reclassification in accordance with the SHTA contract, section 27.07, effective August 22, 2012

Collier, Jevette – M.A. +30, step f to M.A. +45, step f

**Change of Rate for Individual Substitute Teacher for the 2012-2013 School Year recommended**

Hoeynck, Dina – (Art/Mercer) Class M.A. – Effective April 15, 2013

**Curriculum Writing and Instructional Planning for the 2013-2014 School Year recommended**

Authorization is requested for staff members to participate in curriculum writing and instructional planning. A unit refers to approximately one-half day of service at \$65.

Art

Up to 2 units per individual

Clemente-Milne, Deanna  
De Mauro, Karen  
Kalan, Timothy  
Manning, Kathryn  
Richard Casselberry, Adrienne  
Fleming, Kathleen  
Holliday, Keaf  
Weiner, Susan

Bognar, Robert  
McGuffin-Cawley, Wendy  
Loges, Naomi  
Musca, Deborah  
Stouffer, Christina  
Walter, Christina  
Whitley, Daniel

Program Planning

Garrison, Darlene (3)  
Hess, Gretchen (9)

Huyan, Qun (9)  
Pincoe, Heather (3)

Report Cards

Up to 2 units per individual

Brazalovics, Elizabeth  
Brown, Selena  
Cohen, Marci  
DiScenna, Al  
Feinstein, Robyn  
Hayduk, Crystal  
Hill, Kevin  
Hochman, Carol

Householder, Richard  
Jindra, Judith  
Johnston, Nancy  
Kunchik, Kelly  
Nosse, Margaret  
Rollins, Lauren  
Smith, Stephen

**Special Assignments for the 2012-2013 School Year recommended**

Authorization is requested for staff members to participate in the following activities:

Academic Support

Up to 6 hours

Crowley, Valerie

Commencement Supervision

1 unit per individual

Babinec, Michael  
Berger, Brian  
Blattner, Eileen  
Bonner, Shaunna  
Bourisseau, Mary

Bryant, Keesha  
Casey, Beth  
Crowley, Valerie  
Cotton, Christopher  
Fleming, Kathleen  
Fleming, Kyle

Germovsek, Patrick  
 Gilbert, Stuart  
 Hsu, Nathanael  
 Jelen, Donna  
 Keener, Lauren  
 Longo, Charles  
 Marencik, Joseph  
 Peterjohn, David  
 Robbins, Laura  
 Roberts, Tana

Scanlon, William  
 Schneider, Robert  
 Steggert, Stacey  
 Tournoux, Gene  
 Vazquez, Enid  
 Vazquez, Anastacio  
 Blakeslee-Vokes, Elizabeth  
 White, Robert  
 White, Lori  
 Wiemer, Jeanne

Sixth Grade Camping Project  
 Up to 2 nights

Appel, Lee  
 Farinacci, Dan  
 Farren, Christine  
 Garrison, Darlene  
 Harnish, Sean  
 Heide, Ruth  
 Hitchens, Patricia  
 Keitlen, Todd  
 Kippen, Nancy  
 Kolakowski, Michelle

Lewis, Gwendolyn  
 Loveman, Maureen  
 Mason, Aisha  
 Orosz, Gregory  
 Pincoe, Heather  
 Portner, Bethamie  
 Reese, Nathaniel  
 Sonnenberg, Megan  
 Vossler, Daniel  
 Wells, Judith

Sixth Grade Camping Coordinators  
 \$1,350 per individual

Brodsky, Amy

Lipovic, Darlene

Sixth Grade Camping Nurse

Smith, Stephanie - \$900

Meinhard, Janet - \$300

**Substitute Administrator/Supervisor for the 2012-2013 school year recommended**

Richardson, Henry

**Tuition Reimbursement for Calendar Year 2012 recommended**

Burns, Cecilia – Ashland University - 1  
 Strachan, Tara – Notre Dame College - 8

**Leave of Absence for the 2013-2014 School Year recommended**

Sheffler, Candace – (Teacher/Woodbury) – August 22, 2013 through June 14, 2014  
 (general)

**Resignations**

Ackerman, Lynda – (Latin Teacher/Middle School) – Effective at the end of the 2012-2013 school year – 11 years of service (retirement)

Adie, Jeffrey – (Grade 6 Teacher/Woodbury) – Effective at the end of the 2012-2013 school year – 24 years of service (retirement)

Alig, Susan – (Principal/Lomond) – Effective June 30, 2013 – 23 years of service

Karim, Randa – (Skills Tutor/Woodbury) – Effective at the end of the 2012-2013 school year – 18 years of service (retirement)

McGhee, Dominic – (Intervention Specialist Teacher/Middle School) – Effective at the end of the 2012-2013 school year – 3 years of service

Moss, Daniel – (Intervention Specialist Teacher/Onaway) – Effective at the end of the 2012-2013 school year – 6 years of service

Schwartz, Susan – (Physical Education Teacher/Middle School) – Effective at the end of the 2012-2013 school year – 29 years of service (retirement)

## 2. Classified

**Temporary Employees: Building Monitors, Head Lunchroom Aides, Lunchroom Aides, Off-Duty Police Officers, Student Technology Aides, Student Aides, Substitute American Sign Language Interpreters, Substitute Bus Drivers, Substitute Bus Monitors, Substitute Custodians, Substitute Secretarial Technicians, Substitute Security, Substitute Teacher Aides, Technology Interns, Tutoring Center Study Assistants for the 2012-2013 School Year recommended**

Crosby, Cynthia

Donald, Jeanette

### **Special Assignments for the 2012-2013 School Year recommended**

Authorization is requested for staff members to participate in the following activities:

#### Commencement Supervision

1 unit per individual

Brem, Laurie  
Cottingham, Gloria  
Green, Andrea  
Long, Vikki  
Morrical, Mae

Murray, Betsy  
Neil, Myriam  
Roberts, Kim  
Rosemond, Vince  
Steenbergh, Marian

### **Recertification Training/On-Board Bus Instructor for the 2012-2013 School Year recommended:**

Lenor, Steven

### **Supplemental Contracts for the 2012-2013 School Year recommended**

#### High School

Cunningham, William – Pre-Season Head Tennis Coach (Men) – 3.5 x 1  
De La Rosa, Diana – Assistant Tennis Coach (Men) – 5 x 1  
Ellington, Myia – Assistant Track Coach (Women) – 5.5 x 1  
Gannon, Robert – Crew Coach Winter (Men) – .1 x 16  
Gannon, Robert – Crew Coach Spring (Men) – 6.5 x 1  
Henning, Mark – Head Tennis Coach (Men) – 7 x 1

### **Leave of Absence for the 2012-2013 School Year recommended**

Franco, Heather – (Special Education Aide/Mercer) – Effective April 30, 2013 through the end of the 2012-2013 school year (caregiver)

Wilson, Seretta – (Permanent Part Time Bus Driver/Transportation) - From April 23, 2013 through May 20, 2013 (medical)

### **Resignation**

Perkins, Shirley JoAn – (Special Education Aide/Woodbury) – Effective at the end of the 2012-2013 School Year – 19 years of service (retirement)

3. **Personnel Actions for Employees Not Covered by Collective Bargaining Agreement**

**Salary Reclassification for the 2013-2014 School Year recommended**

Adams, Michael – (Technical Support Specialist/Data) – From Class BB, step 8 to Class Y, step 4 of the Supervisor, Classified Specialist, Administrative Secretary Salary Schedule – Effective July 1, 2013

Davis, Amy – (Principal/Onaway) – From Class E, step 2, to Class E, step 4 – Effective July 1, 2013

Dawson, Carol – (Data Processing Supervisor/Data) – From Assistant Supervisor, step 8 of the Data Processing Salary Schedule to Class T, step 5 of the Supervisor, Classified Specialist, Administrative Secretary Salary Schedule – Effective July 1, 2013

Hayward, Christopher – (Principal/Fernway) – From Class E, step 7, to Class E, step 8 – Effective July 1, 2013

**Appointment for the 2013-2014 School Year recommended**

Brunton, Eric – (Assistant Transportation Supervisor/Transportation) – Class XX, step 11 of the Classified Administrator Salary Schedule – Effective July 1, 2013

**Hourly & Unit Rate Schedule**

It is recommended that the Board of Education approve a loyalty bonus of \$50 per day for the Substitute Administrator position on the Hourly & Unit Rate Schedule, for all days worked in the same assignment when the substitute works ten or more consecutive (work) days in such same assignment, effective April 1, 2013.

B. **CONTINUING EMPLOYER TREATMENT OF EMPLOYEE CONTRIBUTIONS TO RETIREMENT SYSTEM**

It is recommended that the Board of Education adopt the resolution on attached Item S.1., which continues the current pre-tax salary reduction treatment (referred to as “pick up”) of employee contributions to the State Teacher Retirement System. This applies to all certificated employees (teachers and certificated administrators). This resolution also limits the Board-paid “pick up” of the employee share of retirement contributions for the administrative group to the current 10% of contract salary level. Any future increases are to be paid by the administrative employee.

(Information included with Board materials)

C. **BUSINESS**

1. **Acceptance of Lowest Responsive and Responsible Bid with Sterling Professional Group for the Shaker Heights High School Science Room Improvement Project recommended**

(Action required by law)

\$380,250.00

(Information included with Board materials - Item S.2.)

2. **Shaker Heights High School Planetarium Upgrade recommended**  
(Action required by law)

It is recommended that the Board of Education approve the attached resolution declaring that projection equipment and software for the Shaker Heights High School Planetarium can be obtained only from a single source, and authorizing the execution of an agreement outside of statutory competitive bidding procedures with Spitz, Inc., for the purchase of the projection equipment and software amounting to \$235,745.00.

(Information included with Board materials – Item S.3.)

**D. DISTRICT HIGHLIGHTS**

**BOARD OF EDUCATION**

**A. APPROVING REVISIONS TO BOARD POLICIES**

WHEREAS, a Board Policy Review Committee was appointed to review the District's entire set of Board Policies and present suggested revisions as appropriate to the entire Board; and

WHEREAS, the Board Policy Review Committee has reviewed such Board Policies and has a set of revisions to be submitted for the approval of the Board;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education that the Board Policy Review Committee's recommended revisions to existing Board Policies be hereby approved.

**SECOND READING**

(Note: In accordance with Board Policy, no action is required at this time for this the second reading of these Policy amendments. The first reading was April 9, 2013.)

DID                    INVENTORIES  
DJ                    PURCHASING

Complete policies delineated in attached Item B.



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**TREASURER'S REPORT AND RECOMMENDATIONS**

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**A. MONTHLY FINANCIAL REPORT**

(Items A.1., A.2., A.3. & A.4. may be acted on in one motion.)

**1. FINANCIAL STATEMENTS**

It is recommended that the financial statements for the month of April 2013 (Exhibit T-1) be accepted and placed on file for audit.

**2. INVESTMENTS**

It is recommended that in accordance with Section 135.14 of the Ohio Revised Code, the interim investments listed in Exhibit T-2 be ratified.

**3. SUPPLEMENTAL APPROPRIATIONS**

It is recommended that the Board of Education approve the following supplemental appropriation resolution:

WHEREAS, the Shaker Heights Board of Education has received grants and awards from various funding sources; and

WHEREAS, the Shaker Heights Board of Education on September 11, 2012, adopted annual appropriations for the 2012-2013 budget year, which in part this appropriation will either replace or amend;

NOW, THEREFORE, BE IT RESOLVED, that the Shaker Heights Board of Education, amend its previously adopted appropriation accounts:

**No Exhibit – To amend previous appropriation**

**Funding Agency: Local**

**Funding: Local**

**Project: Uniform School Supplies**

<u>FUND</u>	<u>SPCC</u>	<u>FUNC.</u>	<u>OBJ.</u>	<u>OPU</u>	<u>DESC.</u>	<u>INC./(DEC.) APPROP.</u>
009	0000	Var.	Var.	Var.		\$30,000

To adjust for program expenditures.

**No Exhibit – To amend previous appropriation**

**Funding Agency: Local**

**Funding: Local**

**Project: Public School Support**

<u>FUND</u>	<u>SPCC</u>	<u>FUNC.</u>	<u>OBJ.</u>	<u>OPU</u>	<u>DESC.</u>	<u>INC./(DEC.) APPROP.</u>
018	0000	Var.	Var.	Var.		\$50,000

To adjust for program expenditures.

**No Exhibit – To amend previous appropriation**

**Funding Agency: Local**

**Funding: Local**

**Project: Athletics**

<u>FUND</u>	<u>SPCC</u>	<u>FUNC.</u>	<u>OBJ.</u>	<u>OPU</u>	<u>DESC.</u>	<u>INC./(DEC.) APPROP.</u>
300	0000	Var.	Var.	Var.		\$50,000

To adjust for program expenditures.

**No Exhibit – To amend previous appropriation**  
**Funding Agency: Ohio Department of Education**  
**Funding: Federal**  
**Project: Title II**

<u>FUND</u>	<u>SPCC</u>	<u>FUNC.</u>	<u>OBJ.</u>	<u>OPU</u>	<u>DESC.</u>	<u>INC./(DEC.)</u> <u>APPROP.</u>
533	9213	Var.	Var.	Var.		(\$3,000)

To adjust per Ohio Department of Education budget revision.

**No Exhibit – To amend previous appropriation**  
**Funding Agency: Ohio Department of Education**  
**Funding: Federal**  
**Project: Title I**

<u>FUND</u>	<u>SPCC</u>	<u>FUNC.</u>	<u>OBJ.</u>	<u>OPU</u>	<u>DESC.</u>	<u>INC./(DEC.)</u> <u>APPROP.</u>
572	9213	Var.	Var.	Var.		(\$6,858.43)

To adjust per Ohio Department of Education budget revision.

**No Exhibit – To amend previous appropriation**  
**Funding Agency: Ohio Department of Education**  
**Funding: Federal**  
**Project: Title IIA**

<u>FUND</u>	<u>SPCC</u>	<u>FUNC.</u>	<u>OBJ.</u>	<u>OPU</u>	<u>DESC.</u>	<u>INC./(DEC.)</u> <u>APPROP.</u>
590	9213	Var.	Var.	Var.		(\$131.77)

To adjust per Ohio Department of Education budget revision.

**4. TRANSFERS AND ADVANCES BETWEEN FUNDS**

It is recommended that the Board of Education approve the following Transfers and Advances between Funds:

**TRANSFERS BETWEEN FUNDS**

**a.**

<u>TO:</u>					<u>FROM:</u>					
<u>FUND</u>	<u>SPCC</u>	<u>REC</u>	<u>OPU</u>	<u>AMT</u>	<u>FUND</u>	<u>SPCC</u>	<u>FUNC</u>	<u>OBJ</u>	<u>OPU</u>	<u>AMT</u>
300	Var.	5100	000	\$50,000	001	0000	7200	910	000	\$50,000

Reason: To provide funds for the athletic departments at High School and Middle School.

**b.**

<u>TO:</u>					<u>FROM:</u>					
<u>FUND</u>	<u>SPCC</u>	<u>REC</u>	<u>OPU</u>	<u>AMT</u>	<u>FUND</u>	<u>SPCC</u>	<u>FUNC</u>	<u>OBJ</u>	<u>OPU</u>	<u>AMT</u>
020	0000	5100	000	\$5,000	001	0000	7200	910	000	\$5,000

Reason: To provide funds for the Shaker Shop.

**ADVANCES BETWEEN FUNDS**

c.

<b><u>TO:</u></b>					<b><u>FROM:</u></b>					
<b><u>FUND</u></b>	<b><u>SPCC</u></b>	<b><u>REC</u></b>	<b><u>OPU</u></b>	<b><u>AMT</u></b>	<b><u>FUND</u></b>	<b><u>SPCC</u></b>	<b><u>FUNC</u></b>	<b><u>OBJ</u></b>	<b><u>OPU</u></b>	<b><u>AMT</u></b>
006	Var.	Var.	Var.	\$50,000						
400's	Var.	Var.	Var.	\$20,000						
500's	Var.	Var.	Var.	\$30,000	001	0000	7410	921	000	\$100,000

Reason: To advance temporary funds ONLY in event unallowable cash or fund deficits result due to State and Federal grant payment delays. Any amounts advanced will be repaid in the new fiscal year.

**B. DEPOSITORY CONTRACT**

It is recommended that in accordance with Sections 135.01 through 135.21 of the Ohio Revised Code, the Board of Education award depository contracts to the Lorain National Bank for active and interim deposits for a period beginning May 1, 2013, through June 30, 2015; and further, that the Treasurer be authorized and directed to execute such depository contracts and security agreements as required to make this resolution effective.

**C. H.B. NO. 412 FIVE-YEAR FINANCIAL FORECAST**

It is recommended that the Board of Education approve the H.B. No. 412 Five-Year Financial Forecast (Exhibit T-3) and further that the Treasurer be directed to file a copy of such forecast with the Ohio Department of Education.