

To be approved at the Board of Education meeting January 15, 2008.

## MINUTES OF THE DECEMBER 11, 2007 REGULAR BOARD OF EDUCATION MEETING.

The Shaker Heights Board of Education met in regular session on Tuesday, December 11, 2007 at 8:01 p.m. at the Shaker Heights Board of Education Administration Building, 15600 Parkland Drive, Shaker Heights, Ohio 44120.

Members present: Mr. Norman A. Bliss, Mrs. Mary S. Johnson, Ms. Annette Tucker Sutherland, and Ms. Freda J. Levenson. Mr. F. Drexel Feeling was unable to attend the meeting due to a business conflict.

President Freda J. Levenson presided.

President Levenson inquired of the audience as to any questions or comments pertaining to agenda items. There being none, the meeting commenced.

Upon the presentation of the Minutes of the November 7, 2007 regular meeting, Ms. Sutherland moved, seconded by Mr. Bliss to approve the minutes as presented.

Roll Call: Ayes: Mr. Bliss, Mrs. Johnson, Ms. Sutherland, Ms. Levenson.  
The motion carried.

07-12-132

## **SUPERINTENDENT'S REPORT AND RECOMMENDATIONS**

Upon the recommendation of Superintendent Mark Freeman, Mr. Bliss moved, seconded by Mrs. Johnson that the following personnel items be approved:

### **PERSONNEL**

#### **Certified**

#### **Temporary Employees: Lunch Room Supervisors, Substitute Tutors, Home Instructors, Substitute Teachers, Substitute Nurses, Substitute Library Aides, Tutoring Center Tutors for the 2007-2008 School Year**

Adebesin, Hassan  
Ahrens, Amanda  
Belk, James, Jr  
Butina, Renee  
Chiarito, Babetta  
Douglas, Ivan  
Duncan, Jenni  
Frank, Malkah  
Hall, Ilea  
Halle, Wendy

Hollowell, Sarita  
Johnson, Kimberly  
Kacica, Lauren  
Kortan, Katherine  
Lotter, Blanca  
Robb, Derrick  
Sahley, Monika  
Scott, Sabrina  
Shands, Shuara  
Smith, Derrick

#### **Change of Rate for Individual Substitute Teachers for the 2007-2008 School Year**

Grassia, Christina – (Grade 3/Boulevard School) – Class M.A. – Effective November 26, 2007

Manary, Sarah – (Social Studies/High School) – Class B.A. – Effective November 14, 2007

Summers, Doris – (Grade 6/Woodbury School) – Class M.A. – Effective November 26, 2007

Wiemer, Jeanne – (Science/Middle School) – Class B.A. – Effective November 12, 2007

**Summer Writing and Instructional Planning for the 2007-2008 School Year**

Authorization is requested for staff members to participate in curriculum writing and instructional planning. These activities will not exceed 10 units per individual. A unit refers to approximately one-half day of service at \$65.

Technology

Bourisseau, Mary (2.5)

**Curriculum Writing and Instructional Planning for the 2007-2008 School Year**

Authorization is requested for staff members to participate in curriculum writing and instructional planning. These activities will not exceed 10 units per individual. A unit refers to approximately one-half day of service at \$65.

Physical Education

Richards, Timothy

Program Planning

Burgess, Holly (Core Grant)

Pope, Joyce

**Special Assignments for Summer 2007**

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

School Improvement Coach (Core Grant)

Up to 30 hours

Burgess, Holly

**Special Assignments for the 2007-2008 School Year**

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

AP Coordinator (Fund 011)

Up to 18 units

Curran, Judith

Improving Student Achievement/Building Facilitators (Teacher Quality Grant)

Up to 20 units

Vossler, Daniel

Instructional Assistance – Mandarin Chinese Program

Up to 20 hours

Pope, Joyce

School Improvement Coach (Core Grant)

Up to 60 hours

Burgess, Holly

**Supplemental Contracts for the 2007-2008 School Year**

Woodbury School Special Supplementals

Farinacci, Dan – Playwriting Club - .05 x 24  
 Flowers, Amanda – Drama Club - .05 x 24  
 Grisez, Jenifer – Drama Club - .05 x 24  
 Kobilis, Michael – Drama Club - .05 x 24  
 Sheffler, Candace – Science Club - .05 x 30  
 Wilcher-Norton, Barbara – Drama Club - .05 x 24

### Middle School

Baldarelli, Jennifer – Interscholastic Volleyball Coach – 6.0 x 1  
 Bondi, Erika – Interscholastic Soccer Coach – 6.0 x 1  
 Glavic-Galosi, Bonita – Student Council – 1.0 x 1

### Middle School Special Supplementals

Schwartz, Susan – Honest Conversations - .1 x 15  
 White, Michele – Saturday Initiative - .1 x 20

### High School

Cox, Travis – Pre-season Wrestling Head Coach – 2.25 x 1  
 Cox, Travis – Pre-season Wrestling Assistant Coach – 2.5 x 1  
 Glavic-Galosi, Bonita – Student Council – 1.0 x 1  
 Gregory-Taylor, Sabrina - Modern Dance Assistant - 6.5 x 1  
 Hutchinson, Eric – Student Council - 7.0 x 1  
 Mammen, Mathew – Pre-season JV Soccer Coach (Women) – 2.5 x 1  
 Mammen, Mathew – JV Soccer Coach (Women) – 6.5 x 1  
 Rice, Jonathan – Pre-season Ice Hockey Assistant Coach – 2.5 x 1  
 Rice, Jonathan – Ice Hockey Assistant Coach – 6.5 x 1  
 Richards, Timothy – Pre-season Equipment Coach – 2.75 x 1  
 Ryan, Victoria – Pre-season Swimming Assistant Coach (Women)- 2.5 x 1  
 Ryan, Victoria – Swimming Assistant Coach (Women) – 6.5 x 1  
 Scibienski, Matthew – Pre-season Soccer Assistant Coach (Women) – 2.5 x 1  
 Scibienski, Matthew – Soccer Assistant Coach (Men) – 6.5 x 1  
 Sullivan, Dawn – MAC Coordinator (Women) – 5.0 x 1  
 Watkins, Anthony – Pre-season Equipment Coach – 2.75 x 1

### High School Special Supplementals

Coffey, Mary – Latin Club - .1 x 40  
 Gregory-Taylor, Sabrina - Modern Dance - .1 x 15

### **Special Supplementals for the 2007-2008 School Year** **Districtwide/Spring Semester – Mentor**

Baker, Maria	Shields, Lynne
Becker, Michael	Sheffler, Candace
Child, Bryan	Smyth-Morrow, Noreen
Cox, Travis	Snyder, Robin
Discenna, Alfred	Strouse, Mary
Gilbert, Stuart	Sweeney, James
Heide, Ruth	Thoennes, Bernadette
Palmer, Amy	Torrence, Tod
Paskewitz, Lena	Vail, Jennifer
Raymont, Gary	White, Robert

### **Project Assistant for the 2007-2008 School Year**

Lamalfa, Carol – Effective August 27, 2007

**Leave of Absence for the 2007-2008 School Year**

Daberko, Laura – (Library Media/Boulevard/Fernway Schools) – Effective November 26, 2007 through June 13, 2008 (FMLA/caregiver) – change to November 7, 2007 Addendum

**Resignation**

Painter, Jewell – (Intervention Specialist Teacher/Middle School) – Effective January 1, 2008 – 23 years, 4 months of service (retirement)

**Classified**

**Appointments for the 2007-2008 School Year**

Kee, Timeika – (Cashier/Cook's Helper/Boulevard/30 Hours per Week) – step 1 – Effective December 17, 2007

Paul, Taurus – (Permanent Part-Time Bus Driver, 10-month/Transportation) – step 1 – Effective December 12, 2007

**Changes in Assignment for the 2007-2008 School Year**

Ivey, Vanikke – (Head Cook/High School) – step 2 – from Cook's Helper/Middle School to Head Cook – Effective November 19, 2007

Klonowski, Michael – (Day Head Custodian III/Fernway School) – step B – from Maintenance Custodian/Service Center to Day Head Custodian III – Effective November 13, 2007

**Temporary Employees: Building Monitors, Head Lunchroom Aides, Lunchroom Aides, Off-Duty Police Officers, Student Technology Aides, Student Aides, Substitute Bus Drivers, Substitute Bus Monitors, Substitute Cafeteria Workers, Substitute Custodians, Substitute Secretarial Technicians, Substitute Security, Substitute Teacher Aides, Technology Interns, Tutoring Center Study Aides, Tutoring Center Study Assistants for the 2007-2008 School Year**

Elgart, Ryan  
May, Catherine  
Palmer, Sharon

Pritchett, Jerome  
Rivers, Yolanda  
Roberts, Cybil

**Special Assignments for the 2007-2008 School Year**

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

Improving Student Achievement/Scholar Groups Advisor  
20 units per individual

Quarterman, Angell

## **Tuition Reimbursement for Calendar Year 2007**

### **Bargaining Employees Eligible for Tuition Reimbursement**

Brown, Sean – Cuyahoga Community College – 4  
 Morris, Kelley – Cuyahoga Community College - 6  
 Pelc, Jason – Bryant & Stratton College – 33

### **Leaves of Absence for the 2007-2008 School Year**

Gore, Toni – (Security Monitor/High School) – Effective November 15, 2007, through December 10, 2007

Spinks, Sharon – (Administrative Secretary/High School) – Effective November 28, 2007, through February 8, 2008

### **Suspension**

Bojinoff, Antoinette – (Cashier/Cook's Helper/Boulevard School) – Ten (10) days without pay – Effective November 19, 2007

### **Resignations**

Bobbitt, Kimberly – (Cook's Helper/High School) – Effective end of the day November 28, 2007 – 1 year, 11 months of service

Burnett, Ronnie – (Permanent Part-Time Bus Driver/Transportation) – Effective end of the day November 9, 2007 – 2 years, 3 months of service

Greene, Brian – (Custodian/Middle School) – Effective September 1, 2007 (disability retirement) – 15 years, 1 month of service

## **ADDENDUM**

### **Certified**

### **Temporary Employees: Lunch Room Supervisors, Substitute Tutors, Home Instructors, Substitute Teachers, Substitute Nurses, Substitute Library Aides, Tutoring Center Tutors for the 2007-2008 School Year**

Anderson, Angela  
 Goins, Brenda  
 Gordon, Ilka

Kaplan, Peter  
 McGhee, Jillian  
 Woods, Richard

### **Curriculum Writing and Instructional Planning for the 2007-2008 School Year**

Authorization is requested for staff members to participate in curriculum writing and instructional planning. These activities will not exceed 10 units per individual. A unit refers to approximately one-half day of service at \$65.

District Scoring Team  
 Hayduk, Crystal  
 Mohny, Kathleen

Weiss-Flynn, Penny

### **Supplemental Contracts for the 2007-2008 School Year**

#### **Woodbury School Special Supplementals**

Bednar, Jason – Playwriting Club - .05 x 24

Middle School

Glavic-Galosi, Bonita – Student Council – 1.0 x 1 (Deletion from Agenda)

Middle School Special Supplementals

Hruby, Anna – Power of the Pen - .1 x 25

Lindsey, Dexter – CCC Mathematics Program - .1 x 23

Washington, Shanita – Women’s Locker Room Supervisor – 4.0 x 1

High School

Howard, James – Pre-season Basketball Assistant Coach (Women) 2.5 x 1

Ryan, Victoria – Pre-season Swimming Assistant Coach (Women) 2.5 x 1

Ryan, Victoria –Swimming Assistant Coach (Women) – 6.5 x 1

Szalay, Keith – Debate Advisor Assistant – 4.0 x 1

High School Special Supplementals

Szalay, Keith – German Exchange - .1 x 40

**Extension to Leave of Absence for the 2007-2008 School Year**

Dickson, Christine – (Kindergarten/Mercer School) – Effective December 3, 2007 through June 13, 2008 (caregiver)

**Leave of Absence for the 2007-2008 School Year**

Grey, Aimee – (English/High School) – Effective January 7, 2008 through June 13, 2008 (caregiver)

**Resignation**

Perez, Jose – (Spanish/High School) – Effective July 1, 2007 – 21 years of service (disability retirement)

**Classified****Appointments for the 2007-2008 School Year**

Palda, Holly – (Special Education Parent Liaison/District/Parent Mentor Project Grand Fund) – \$20,625 salary (Change to September 11, 2007 Agenda)

Searle, Melanie – (Cashier/Cook’s Helper/Fernway School/30 Hours per Week) – step 1 – Effective December 17, 2007

Wervey, Lawrence – (Custodian/High School) – step 1 – Effective December 11, 2007

**Temporary Employees: Building Monitors, Head Lunchroom Aides, Lunchroom Aides, Off-Duty Police Officers, Student Technology Aides, Student Aides, Substitute Bus Drivers, Substitute Cafeteria Workers, Substitute Custodians, Substitute Secretarial Technicians, Substitute Security, Substitute Teacher Aides, Technology Interns, Tutoring Center Study Assistants for the 2007-2008 School Year**

McGhee, Jillian

Ringgold, Daphne

**Project Assistant for the 2007-2008 School Year**

Kee-Dean, Jeraldine

Roll Call: Ayes: Mr. Bliss, Mrs. Johnson, Ms. Sutherland, Ms. Levenson.  
The motion carried.

07-12-133

**BUSINESS**

Upon the recommendation of Superintendent Freeman, Ms. Sutherland moved, seconded by Mr. Bliss that the Board approve the following resolution for license and permanent easement agreement between the Board of Education and the City of Shaker Heights.

WHEREAS, the City of Shaker Heights is undertaking a massive sanitary and storm sewer replacement project throughout the City of Shaker Heights, including a portion of which infrastructure is located underground on Shaker Heights City School District property; and

WHEREAS, the replacement of such system will significantly benefit school property in the area of Woodbury Road, South Woodland Road, Parkland Drive and Aldersyde Drive; and

WHEREAS, the rights of the District and City with respect to the sewer replacement project are fully memorialized in a License and Permanent Easement agreement that will protect the Board and its interests appropriately; now

THEREFORE, BE IT RESOLVED, that the Shaker Heights Board of Education hereby approves the attached License and Permanent Easement to the City of Shaker Heights allowing the use of school property by the City to replace existing sanitary and storm sewers with new, larger sanitary and storm sewers that will significantly benefit school property, as fully identified in the License and Permanent Easement agreement; and

BE IT FURTHER RESOLVED, that the Board President and Treasurer be hereby authorized to execute such License and Permanent Easement on behalf of the Board of Education, and that the Superintendent and Treasurer are hereby authorized to take all other actions necessary to effectuate the terms of such Easement.

Roll Call: Ayes: Mr. Bliss, Mrs. Johnson, Ms. Sutherland, Ms. Levenson.  
The motion carried.

07-12-134

Upon the recommendation of Superintendent Freeman, Mr. Bliss moved, seconded by Ms. Sutherland that the Board approve a change order with Stanley Security Solutions for the Shaker Heights High School large auditorium renovation and restoration in the amount of \$115,799.

Roll Call: Ayes: Mr. Bliss, Mrs. Johnson, Ms. Sutherland, Ms. Levenson.  
The motion carried.

07-12-135

Upon the recommendation of Superintendent Freeman, Ms. Sutherland moved, seconded by Mr. Bliss that the Board approve a change order with Doan/Pyramid, LLC for the Shaker Heights High School large auditorium renovation and restoration in the amount of \$38,688.

Roll Call: Ayes: Mr. Bliss, Mrs. Johnson, Ms. Sutherland, Ms. Levenson.  
The motion carried.

07-12-136

## **BOARD OF EDUCATION**

### **SHAKER HEIGHTS PUBLIC LIBRARY OPERATING LEVY**

At this time Mr. Bryan Christman, Treasurer, provided background information. This resolution authorizes the placement of a 4.0 mill replacement operating levy on the March 2008 ballot for the benefit of the Shaker Heights Public Library. The Library Board of Trustees has approved the second levy resolution officially requesting the Board of Education (the taxing authority for the Library) to authorize the levy placement on the ballot.

Because the levy is a replacement of operating millage that is subject to the reduction provisions of House Bill No. 920, the effective millage increase amounts to .82 mills on residential real property and .21 mills on commercial real property. This is due to the two separate classifications of real property for House Bill No. 920 purposes.

The Library was last on the ballot November 6, 2001, when electors approved the replacement of its 4.0 operating mills for a continuing period of time effective with the tax collection year beginning January 1, 2003. The effective millage increase of that levy approximated .71 mills on residential real property and .67 mills on commercial real property.

Mr. Christman advised the Board that the notice requirements of Section 121.22, Ohio Revised Code, and the implementing rules adopted by the Board pursuant thereto were complied with for the meeting. Upon the recommendation of President Levenson, Mr. Bliss moved, seconded by Ms. Sutherland that the Board approve the following resolution:

**A RESOLUTION SUBMITTING TO THE ELECTORS OF THE SHAKER HEIGHTS CITY SCHOOL DISTRICT THE QUESTION OF REPLACING AN EXISTING TAX LEVY FOR THE PURPOSE OF CURRENT EXPENSES OF THE SHAKER HEIGHTS PUBLIC LIBRARY, PURSUANT TO SECTIONS 5705.192 AND 5705.23, OHIO REVISED CODE.**

WHEREAS, at an election on November 6, 2001, the electors of the Shaker Heights City School District approved a 4.0-mill tax levy for the purpose of current expenses of the Shaker Heights Public Library for a continuing period of time; and

WHEREAS, the Board of Library Trustees has determined that in order to provide an adequate amount for the proper operation of the Library it is necessary that the existing levy be replaced; and

WHEREAS, on November 12, 2007, the Board of Library Trustees adopted a resolution stating its determination of the necessity of replacing all of the existing 4.0-mill



tax for the purpose of current expenses of the Shaker Heights Public Library, and, pursuant to Section 5705.03 of the Revised Code, requesting the Cuyahoga County Auditor to certify to the Board of Library Trustees and this Board the total current tax valuation of the Shaker Heights City School District and the dollar amount of revenue that would be generated by the 4.0-mill replacement levy; and

WHEREAS, this Board and the Board of Library Trustees received certificates of the Cuyahoga County Auditor as to the total current tax valuation of the School District and the total estimated tax revenue that will be produced by the 4.0-mill replacement levy; and

WHEREAS, after receiving those certificates, on December 10, 2007, the Board of Library Trustees of the Shaker Heights Public Library duly adopted a resolution declaring that the amount of taxes which may be raised within the ten mill limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Shaker Heights Public Library, and requesting that this Board, as the taxing authority for the Shaker Heights Public Library and acting pursuant to Sections 5705.192 and 5705.23 of the Revised Code, submit to the electors of the Shaker Heights City School District at an election to be held therein on March 4, 2008, the question of replacing all of the existing 4.0-mill tax for the purpose of current expenses of the Shaker Heights Public Library for a continuing period of time;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Shaker Heights City School District, Cuyahoga County, Ohio, that:

Section 1. This Board finds, determines and declares, in accordance with the aforesaid resolution of the Board of Library Trustees of the Shaker Heights Public Library, that the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Shaker Heights Public Library, that it is necessary to levy a tax in excess of such limitation for the purpose of current expenses of the Shaker Heights Public Library, and, specifically, that it is necessary to replace all of the existing 4.0-mill levy for the purpose of current expenses of the Shaker Heights Public Library for a continuing period of time.

Section 2. The question of the replacement of all of the existing 4.0-mill tax levy for the purpose of current expenses of the Shaker Heights Public Library for a continuing period of time, beginning with the tax list and duplicate for the year 2008, the proceeds of which levy first would be available to the Board of Library Trustees in the calendar year 2009, shall be submitted under the provisions of Sections 5705.192 and 5705.23 of the Revised Code, to the electors of the Shaker Heights City School District at an election to be held therein on March 4, 2008, as authorized by law. That election shall be held at the regular places of voting in the School District as established by the Board of Elections of Cuyahoga County, or otherwise, within the times provided by law and shall be conducted, canvassed and certified in the manner provided by law.

Section 3. The Treasurer of this Board is authorized and directed to give or cause to be given notice of that election as provided by law.

Section 4. The Treasurer is directed to certify to the Board of Elections of Cuyahoga County, Ohio, before the close of business on December 20, 2007, (i) a copy of this resolution, (ii) a certified copy of the resolution of the Board of Library Trustees

adopted on November 12, 2007, (iii) a certified copy of the resolution of the Board of Library Trustees adopted on December 10, 2007, requesting this Board to submit the question of the levy to the electors, and (iv) the certifications of the Cuyahoga County Auditor referred to in the preambles to this resolution.

Section 5. This Board finds and determines that all formal actions of this Board and of any of its committees concerning and relating to the adoption of this resolution were taken, and that all deliberations of this Board and of any of its committees that resulted in such formal actions were held, in meetings open to the public, in compliance with the law.

Roll Call: Ayes: Mr. Bliss, Mrs. Johnson, Ms. Sutherland, Ms. Levenson.  
The motion carried.

07-12-137

**SHAKER HEIGHTS PUBLIC LIBRARY BOARD OF TRUSTEES**  
**APPOINTMENT**

Upon the recommendation of President Levenson, Ms. Sutherland moved, seconded by Mr. Bliss that Mr. Kurt F. Miller be reappointed to the Shaker Heights Public Library Board of Trustees to a seven-year term commencing April 1, 2008 through March 31, 2015.

Roll Call: Ayes: Mr. Bliss, Mrs. Johnson, Ms. Sutherland, Ms. Levenson.  
The motion carried.

07-12-138

**AMMENDMENT TO THE LOCAL 200 COLLECTIVE BARGAINING**  
**AGREEMENT**

Upon the recommendation of Superintendent Freeman, Ms. Sutherland moved, seconded by Mr. Bliss that the Board of Education approve the following resolution:

WHEREAS, the Board of Education of the Shaker Heights City School District (“Board”) and Local 200 of the National Conference of Firemen and Oilers (“Local 200”) believe their current collective bargaining agreement scheduled to expire on June 30, 2010 is not effectively providing incentive for improving attendance; and

WHEREAS the Board and Local 200 are desirous of assuring there is an incentive for the improvement of bargaining unit member attendance that is viewed as a true incentive;

NOW THEREFORE, the Board and Local 200 agree to amend Section 26.11 of their collective bargaining agreement expiring June 30, 2010 to read, as follows:

26.11 Attendance Incentive

Each bargaining unit member’s work year will be divided into quarters starting with the first work day on or after July 1 of each year. For those employees who have not missed any work days because of the use of sick leave or special leave or because of a pay dock or suspension during a quarter shall be entitled to receive a payment of 1.25% of their gross pay for such quarter. For those employees who have not missed any work days because of the use of sick leave, special leave or

because of a pay dock or suspension in any of the four quarters of one year shall be entitled to receive an additional payment of 0.5% of their gross earning for the four quarters. Probationary employees are not eligible for this benefit until the first full quarter following the completion of the employee's probationary period. This provision will be effective starting with the second quarter of the 2007-2008 school year.

Roll Call: Ayes: Mr. Bliss, Mrs. Johnson, Ms. Sutherland, Ms. Levenson.  
The motion carried.

07-12-139

## **POLICIES**

At this time Superintendent Freeman recommended the second reading of several policies. He commented that at the last Board meeting a discussion took place regarding establishing a standing policy review committee to comprehensively look at all of the policies and procedures to make sure they are consistent and up to date and how they link with one another. He recommended that after the election of the Board President in January, such committee will be established.

### **1. Shaker Heights Board of Education – Prohibition of Student Harassment and Bullying – JFCF – New**

(Action required by State law)

(Second of three required readings. Deletions are reflected as strikethroughs. Additions are reflected as bold. First reading was November 7, 2007, Board of Education Meeting. No action is required at this time.)

File: JFCF

### **PROHIBITION OF STUDENT HARASSMENT AND BULLYING**

The Shaker Heights City School District and the Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Harassment, intimidation, or bullying toward a student is strictly prohibited.

As defined in Ohio Revised Code (3313.666) harassment, intimidation or bullying means any intentional, written (including electronic communication) verbal or physical act, on school property or at school events, that a student has exhibited towards another particular student ~~(on school grounds or at school sponsored activities)~~ more than once and the behavior causes mental or physical harm and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

~~The District complies with all regulations set forth in the law such as but not limited to identification, investigation and reporting any disciplinary action.~~

**The Superintendent shall develop procedures for the implementation of this policy including but not limited to:**

- **A procedure for reporting prohibited incidents;**
- **A requirement that school personnel report prohibited incidents of which they are aware to the school principal or other administrator designated by the principal;**
- **A requirement that parents or guardians of any student involved in a prohibited incident be notified and, to the extent**

permitted by section 3319.321 of the Revised Code and the “Family Educational Rights and Privacy Act of 1974,” 88 Stat. 571, 20 U.S.C. 1232q, as amended, have access to any written reports pertaining to the prohibited incident;

- A procedure for documenting any prohibited incident that is reported;
- A procedure for responding to and investigating any reported incident;
- A strategy for protecting a victim from additional harassment, intimidation, or bullying and from retaliation following a report;
- A disciplinary procedure for any student guilty of harassment, intimidation, or bullying, which shall not infringe on any student’s rights under the first amendment to the Constitution of the United States;
- A requirement that the district administration semiannually provide the president of the district board a written summary of all reported incidents and post the summary on its web site, if the district has a web site, to the extent permitted by section 3319.321 of the Revised Code and the “Family Educational Rights and Privacy Act of 1974,” 88 Stat. 571, 20 U.S.C. 1232q, as amended.

Adoption Date:

LEGAL REFS.: ORC 117.53  
 2307.44  
 2903.31  
 3301.22  
 3313.666;3313.667  
 3314.03  
 3319.073

## 2. Shaker Heights Board of Education – Acceleration– IKEB – New

(Action required by State law)

(Second of three required readings. The following, an existing District Policy, completely replaces the first reading version, to which deletions are reflected as strikethroughs and additions are reflected as underscores and bold. First reading was November 7, 2007, Board of Education Meeting. No action is required at this time.)

File: IKEB

### **PROMOTION, ~~AND~~ RETENTION AND ACCELERATION OF STUDENTS**

Decisions to promote, retain, **or accelerate** a student in the Shaker Heights City School District will be made on an individual basis following a review of statistical, documentary, and anecdotal evidence. Information and factors to be considered in promoting, retaining **or accelerating** a student will include, but not be limited to the following: achievement **data**; requirements of the grade or subject; prognosis for success at the next grade; ~~mental~~, social, emotional, physical maturity and chronological age.

The decision to promote, retain, **or accelerate** will be made by the building principal following consultation with the teacher/s **and the parent/guardian**. Other appropriate educational support personnel will be consulted as needed.

The Superintendent shall develop procedures to fulfill the requirements for acceleration based on the Ohio Department of Education Acceleration Guidelines.

The parent/guardian has the right to appeal the recommendation to the Superintendent/designee.

Adoption date: April 15, 1987

**Revision date:**

LEGAL REF.: State Board of Education Minimum Standards 3301-35-02

**ORC 3321.01**

**3324.01**

**OAC 3301-51-15**

### **DISTRICT HIGHLIGHTS**

- The High School was evacuated last Thursday after a valve in the building's heating system failed, spraying hot water on a nearby electrical transformer and burning into an underground electrical vault. The resulting smoke and steam activated the building's fire alarm system, and the school was evacuated within four minutes. The Shaker Heights Fire Department responded immediately and took control of the scene.

After Shaker Heights fire officials determined that it was safe to return to part of the building, students were allowed into the North Gym to warm up. They were then released for the rest of the school day. In the afternoon, after ensuring that other areas of the building were safe to enter, the Fire Department permitted students back into the building to retrieve their belongings. School reopened the next morning after power, mechanical systems, and computer network services were restored.

The evacuation, dismissal, and reopening were conducted in accordance with the District's Critical Events Manual, which provides detailed procedures for more than 40 types of incidents. For the first time, the District's new automated calling system was used to alert parents of an emergency.

A worker employed by an outside contractor sustained burns from the hot water. He was taken by ambulance to a hospital, treated, and released the same day.

- A tragic home fire on Saturday, December 1, took the lives of Lomond first-grader **Imose Ikpia** and her two younger sisters. The schools' response was guided by protocol outlined in the Critical Events Manual for handling the death of a student. The following Monday, four school psychologists with training and experience in grief counseling were on hand at Lomond to help students, staff members, and parents as needed. The emphasis was on getting back into school routines to the degree possible, as research shows this is the best way to help children cope with loss.
- The renovation and restoration of the large auditorium at Shaker Heights High School will be completed later this month. The Shaker Schools Foundation will present its grand reopening ceremony on Saturday, February 2, 2008, at 7:30 p.m. This event will be free and open to the public and will include the ribbon cutting, student performances, and a dessert reception. Watch for details at [www.shaker.org/foundation](http://www.shaker.org/foundation).
- The High School cafeteria addition is also on schedule for opening early in 2008.
- Seniors **Joanna Mitchell** and **Chris Irvine** are among approximately 150 high school students from across the nation who have been chosen to participate in youngARTS

Week in January, sponsored by the National Foundation for Advancement in the Arts. Joanna was selected in the visual arts category and Chris in music. The all-expenses-paid week in Miami includes master classes, showcase performances, exhibitions, interdisciplinary activities, enrichment programs, interviews, and auditions. Participants are eligible for scholarships and for nomination in the Presidential Scholars in the Arts program. This prestigious program is considered a springboard to highly successful careers in the arts.

In addition, Chris, a cellist, has been invited to participate in the New York String Orchestra Seminar later this month. The seminar brings together 45 string players, age 15-22, from around the country after competitive auditions. The week of intensive classes and rehearsals includes two performances at Carnegie Hall.

### **UPCOMING EVENTS**

<b>Date &amp; Time</b>	<b>Event</b>	<b>Location</b>
December 11, 7:00 p.m.	Woodbury 5 <sup>th</sup> Grade Band Concert*	Middle School Auditorium
December 12, 7:00 p.m.	Woodbury 5 <sup>th</sup> Grade Band and Jazz Band Concert*	Middle School Auditorium
December 13, 7:30 p.m.	High School Wind Ensemble/Symphonic Band Concert*	Middle School Auditorium
December 14, 7:00 p.m.	High School Holiday Concert in Dance	Shaker Community Building
December 18, 7:30 p.m.	High School Concert Band/Concert Winds Concert*	Middle School Auditorium
December 19, 7:30 p.m.	High School Choir Alumni Concert	Middle School Auditorium
December 20, 4:00 p.m.	High School Theatre Solstice Sharing	Meeting room of the Nature Center at Shaker Lakes

\*The High School Wind Ensemble is collecting gently used coats and monetary donations to give to the charity Coats for Kids. Coats may be dropped off at any of the band concerts (marked with a \*) or in the band room at the High School for 15 minutes before and after school on weekdays through December 18.

At this time President Levenson appointed a library search committee including Ms. Levenson and Mr. Norman Bliss to carry out the selection process for a Library Board of Trustees vacancy that is anticipated next spring.

At this time, President Levenson and Superintendent Freeman paid tribute to Board Member Mary Johnson, whose service on the Board of Education ends on December 31, 2007. They conveyed expressions of gratitude to Mrs. Johnson for her extraordinary service, as well as her dedication to children and her efforts to help improve the educational process. Mrs. Johnson in turn expressed her appreciation for the support received from other Board members as well as the administration, which enabled her to provide a more meaningful service to the District. In keeping with customary practice, Mrs. Johnson was presented with a chair bearing the Shaker seal and a commemorative marker in appreciation of her four years of service.

### **TREASURER'S REPORT AND RECOMMENDATIONS**

Upon the recommendation of Mr. Bryan Christman, Treasurer, Mr. Bliss moved, seconded by Ms. Sutherland that the financial statements for the month ended October 2007 (Exhibit T-1) be accepted and placed on file for audit.

President Levenson asked Mr. Christman to review the highlights of the financial statements. He commented on items as delineated in the financial and miscellaneous briefs combining the months of October and November as follows:

- Real Estate Taxes - \$3,488,158 or 14.8% more than taxes received through November 2006. The current month variance from the prior year is due to the 2<sup>nd</sup> half settlement received in November of this year, but in December in 2006. The unfavorable budgetary variance is due primarily to the reduction and the conversion of the telecommunication equipment from being classified as real estate to general business property.
- Personal Property Taxes - \$129,839 or 11.5% less than the amount received at this time last year. 160.8% of the estimated tangible tax has been received to date. Although this is the second year of the phase-out of this tax in accordance with House Bill No. 66, such reduction is being offset by another provision of H.B. No. 66, which is actually increasing our personal property tax collections. The implementation of the House Bill No. 66 provision converting that portion of the public utility telecommunications property that was formerly treated as public utility property (and accordingly included in with real estate tax collections) to being classified as general business property (part of the tangible personal property) began in calendar 2007. Consequently, our personal property tax collections increased this year due to this switchover. The real estate tax collections for calendar 2007 are reduced due to the original phased-in reduction in the assessment percentage of the legacy telecommunications property under the provisions of House Bill No. 95, and beginning in calendar 2008, there will be no more real estate tax collections for telecommunications property. The phase-out of the tangible personal property tax for telecommunications property extends an additional year beyond calendar 2008 (the last year for regular tangible personal property) in accordance with the provisions of H.B. No. 66. The tangible personal property tax replacement payments from the State theoretically incorporate the loss of this converted public utility tax to tangible personal property. Additionally, the exempt personal property payment was received in November last year, but not until December this year.
- Investment Earnings - Given the continuing uncertainty in the financial markets specifically concerning the mortgage industry, the Fed lowered the Fed funds rate by 50 basis points from 5.25% to 4.75%, at their meeting on September 18<sup>th</sup>. They also lowered the discount rate from 5.75% to 5.25%. With the continuing softness in the economy caused by the sub prime mortgage collapse, the Fed again lowered the Fed funds rate by 25 basis points to 4.50% on October 31<sup>st</sup>. Again earlier today, December 11, 2007, the Fed lowered the targeted Fed funds rate another 25 basis points to 4.25%.
- State Sources – Foundation program receipts are \$42,706 or 0.7% less than those of one year ago. We continue to be on the guarantee (\$2.7 million as of December) for this year such that our revenues will be approximately the same as last year. We currently are slightly ahead of budget in this category.
- Other State Sources - \$326,870 or 43.7% more than the amount received in the prior year, primarily due to a \$306,948 increase in the House Bill No. 66 scheduled tangible personal property tax loss reimbursement payment over the prior year.
- Federal Sources – The Auditor of State recently completed their field audit of our CAFS (Medicaid reimbursement) fiscal year 2002-03 cost report. The District received \$364,000 in reimbursement payments in Fiscal 2003. Although we haven't received the final report, it is our understanding that the audit adjustments total less than \$1,000.
- Salaries & Wages – While overall payroll is 4.7% over last year, excluding sick leave severance payments, the increase is only 3.0%. Classified overtime paid in November 2007 was \$42,591 more than in November 2006, while the cumulative YTD classified overtime amounted to \$154,971 over prior YTD. Although we are higher YTD than 2007, we are still lower than 2006, our base year of reference. Additional overtime is also required for all of the construction and/or capital related

projects undertaken by the District. Sick leave severance payments are \$322,281 or 195.5% higher than the prior year.

- Total Expenditures – On a budgetary basis, we are only \$61,846 over cash basis budget. We are monitoring expenditures carefully due to the increase in capital-project related expenditures over the prior year.
- Tax Rates for Calendar 2008 - Because there was no change in the required bond rate from the one approved earlier this spring, there is no need for a second 2008 tax rate approval.
- Workers' Compensation Update - In November we filed the election to again select the retrospective rating plan for calendar 2008. After reviewing the option of switching to self-insurance with our third party administrator, KKSG & Associates, we decided to stay with the retro plan. This, however, does not rule out the option of switching to self-insurance at a future date. Additionally, as a result of the District's participation in the Bureau of Workers' Compensation fiscal 2007 Safety Council Program, the District recently received a \$10,833 refund of premiums paid.
- GFOA and ASBO Awards - The District has recently received notification that it has been awarded the Certificate of Achievement for Excellence in Financial Reporting award from the Government Finance Officers Association (GFOA) and the Certificate of Excellence in Financial Reporting award from the Association of School Business Officials (ASBO) for the fiscal year ended June 30, 2006 Comprehensive Annual Financial Report (CAFR) that was submitted in December 2006. We will again be submitting this year's CAFR at the end of December. Such awards tend to be viewed by the investment community as an indicator of an entity with a higher level of financial sophistication thereby improving the entities rating, which in turn results in reduced interest costs associated with the issuance of general obligation bonds.
- Levy Results – Of the 200 Ohio school district funding issues (175 school districts) on the November 6<sup>th</sup> ballot, 53.5% or 107 passed.

Roll Call: Ayes: Mr. Bliss, Mrs. Johnson, Ms. Sutherland, Ms. Levenson.  
The motion carried.

07-12-140

Upon the recommendation of Mr. Bryan Christman, Treasurer, Ms. Sutherland moved, seconded by Mr. Bliss that the financial statements for the month ended November 2007 (Exhibit T-1A) be accepted and placed on file for audit.

Roll Call: Ayes: Mr. Bliss, Mrs. Johnson, Ms. Sutherland, Ms. Levenson.  
The motion carried.

07-12-141

Upon the recommendation of Mr. Bryan Christman, Treasurer, Mr. Bliss moved, seconded by Ms. Sutherland that in accordance with Section 135.14 of the Ohio Revised Code, the interim investments listed below be ratified:

**INTERIM INVESTMENTS  
NOVEMBER 2007**



<b><u>FEDERAL &amp; OTHER SECURITIES:</u></b>						
<b><u>Purchase Date</u></b>	<b><u>Maturity Date</u></b>	<b><u>Investment Amount</u></b>	<b><u>Bond Equiv. Yield</u></b>	<b><u>Type of Investment</u></b>	<b><u>Interest to be Earned</u></b>	<b><u>Dealer/Issuer</u></b>
10/1 - 10/31/07	Each Business Day	\$122,000 - \$1,086,000	4.40-4.65%	Overnight Sweep	\$1,332.59	National City Bank (Payroll)
11/01/07	04/29/08	\$977,500.00	4.67%	Commercial Paper	\$22,500.00	Citigroup/GECC
11/02/07	02/29/08	\$984,794.44	4.74%	Commercial Paper	\$15,205.56	Citigroup/Citigroup
<b><u>OTHER DEPOSIT ACCOUNTS:</u></b>						
<b><u>Account</u></b>		<b><u>Balance at 11/30/07</u></b>	<b><u>Avg. Annual Interest Rate for Month</u></b>		<b><u>Interest Earned</u></b>	
Star Ohio-General		\$6,545,442.13	4.67%		\$16,115.52	
Charter One High Balance		\$154,140.81	4.43%		\$2,595.00	

Roll Call: Ayes: Mr. Bliss, Mrs. Johnson, Ms. Sutherland, Ms. Levenson.  
The motion carried.

07-12-142

Upon the recommendation of Mr. Bryan Christman, Treasurer, Mrs. Johnson moved, seconded by Mr. Bliss that the Board of Education approve the Anthem Blue Cross & Blue Shield Medical, Hospital & Dental Services Agreement Renewal effective January 1, 2008, through December 31, 2008. The monthly premiums at 100% will be as follows:

<b><u>Anthem</u></b>		<b><u>New Cal 2008</u></b>	<b><u>Former Cal 2007</u></b>	
<b>PPO:</b>	Single	\$ 380.39	\$355.50	
	Family	\$1,001.43	\$935.92	
Annual Estimated \$'s		\$5,985,854	\$5,594,266	7.0% Increase
<b><u>Dental</u></b>	Single	\$35.98	\$38.98	
	Family	\$103.27	\$111.91	
Annual Estimated \$'s		\$742,942	\$805,073	7.7% Decrease
Anthem Total				
Annual Estimated \$'s		\$6,728,796	\$6,399,339	5.1% Increase

The premium amounts above represent the 100% fully-insured rates. The District will elect the contingent premium option for calendar 2008, whereby the District will pay

90% of the regular monthly fully-insured rates, with an annual settlement maximum limited to 105% of the regular fully-insured rates. The difference between the 100% and 90% rates is to be accumulated in the District's self-insured Fund 024 to the extent necessary.

Mr. Christman provided a brief explanation regarding the health insurance renewal process. With the assistance of Grossman & Associates, our health care broker/advisor, we were able to negotiate a reduction from the initial Anthem proposal of an overall 8.8% increase to a health coverage increase of 7.0%, and a dental coverage decrease of 7.7%, for an overall 5.1% increase.

The District's Kaiser health insurance renewal effective July 1, 2007, amounted to a 10.78% increase over the prior year. The modest renewal increases should provide favorable budget variances as compared to the District's five-year forecast, which assumes an overall annual average increase of 12.5% for health care expenditures.

Roll Call: Ayes: Mr. Bliss, Mrs. Johnson, Ms. Sutherland, Ms. Levenson.  
The motion carried.

07-12-143

Upon the recommendation of Mr. Bryan Christman, Treasurer, Mrs. Johnson moved, seconded by Mr. Bliss that the Board of Education approve the following resolution appointing WellPoint NextRx as the new pharmacy benefit manager for the District's prescription drug plan and also approving the 2008 new monthly rates:

WHEREAS, the District has for numerous years provided prescription drug coverage for its employees through the District's membership in the Employee Benefits Consortium (EBC) that contracted with and provided such services through a pharmacy benefit manager (PBM); and

WHEREAS, the EBC has terminated its contract with its current PBM, Caremark, effective the end of calendar 2007; and

WHEREAS, the District through its health care advisor, Grossman & Associates, Inc., has sought quotes from other PBM's and worked collaboratively with the District's Administration and its Health Care Insurance Committee to review and select a replacement vendor; now

THEREFORE, BE IT RESOLVED, that the Shaker Heights Board of Education hereby authorizes the Superintendent and Treasurer to negotiate a Pharmacy Benefit Management Services Agreement with WellPoint NextRx, a division of WellPoint, Inc., the parent company of Anthem Blue Cross and Blue Shield of Ohio (the District's primary health insurance carrier) to be the pharmacy benefit manager for the Shaker Heights City School District's Prescription Drug Program effective December 17, 2007; and

BE IT FURTHER RESOLVED, that the Board President, Superintendent and Treasurer are hereby authorized to execute such Pharmacy Benefit Management Services Agreement on behalf of the Board of Education, and that the Superintendent and Treasurer are hereby authorized to take all other actions necessary to effectuate the terms of such Agreement; and

BE IT FURTHER RESOLVED, that the Board of Education hereby approves the self-insured rates effective January 1, 2008. The monthly rates will be as follows:

<u>Self-Insured</u>	<u>New</u> <u>Cal 2008</u>	<u>Former</u> <u>Cal 2007</u>	
<u>Single</u>	\$111.84	\$106.51	
<u>Family</u>	\$296.94	\$282.80	
Total			
Annual Estimated \$'s	\$2,123,173	\$2,022,059	5.0 % Increase

Mr. Christman gave a brief description and explanation of the conversion process to WellPoint Next Rx. This resolution authorizes an agreement with WellPoint NextRx, a division of WellPoint, Inc., the parent company of Anthem Blue Cross & Blue Shield of Ohio (the District's primary health insurance carrier), to provide Pharmacy Benefit Management (PBM) services effective December 17, 2007. As reported previously, the District's Consortium, EBC, terminated its contract with its current PBM, Caremark, effective the end of calendar 2007. The District worked collaboratively with its HealthCare Insurance Committee, which includes all of the Union leadership, and its health care broker/advisor Grossman & Associates, to review and select a replacement vendor. The resolution also incorporates the approval of the self-insured premium rates for calendar 2008, which amounts to a 5.0% increase over the current 2007 rates.

Roll Call: Ayes: Mr. Bliss, Mrs. Johnson, Ms. Sutherland, Ms. Levenson.  
The motion carried.

07-12-144

Upon the recommendation of Mr. Bryan Christman, Treasurer, Mr. Bliss moved, seconded by Ms. Sutherland that the Board of Education set Tuesday, January 15, 2008 as the date for the fiscal year 2008-2009 tax budget hearing. The meeting will be held at 8:00 p.m. at Shaker Heights High School Media Center.

Roll Call: Ayes: Mr. Bliss, Mrs. Johnson, Ms. Sutherland, Ms. Levenson.  
The motion carried.

07-12-145

At this time, President Levenson informed the audience that the executive session originally scheduled for this meeting would instead be held at the December 18<sup>th</sup> special Board meeting.

Ms. Levenson asked for Board Committee reports. There being none, Ms. Levenson then asked if there were any questions or comments from the audience. Mr. Dan Hoffman commented on dress codes in schools and investments in schools. He also inquired why Shaker Heights High School was not on the *U.S. News & World Report* list of top U.S. high schools. President Levenson commented briefly on Mr. Hoffman's items. Superintendent Freeman indicated that someone would review to determine whether or not Shaker Schools should have been included on the list.

There being no further business to come before the Board, Mrs. Johnson moved, seconded by Mr. Bliss that the meeting be adjourned.

Roll Call: Ayes: Mr. Bliss, Mrs. Johnson, Ms. Sutherland, Ms. Levenson.  
The motion carried.

07-12-146

The regular meeting of the Shaker Heights Board of Education adjourned at 9:25 p.m.

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Freda J. Levenson, President

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Bryan C. Christman, Treasurer