

To be approved at the Board of Education meeting January 10, 2017.

## MINUTES OF THE DECEMBER 13, 2016 REGULAR BOARD OF EDUCATION MEETING.

The Shaker Heights Board of Education met in regular session on Tuesday, December 13, 2016 at 5:00 p.m. in the small auditorium of Shaker Heights High School, 15911 Aldersyde Drive, Shaker Heights, Ohio 44120.

### **1. OPENING OF MEETING**

#### **1.1 CALL TO ORDER**

At 5:00 p.m., President William L. Clawson II, who presided over the meeting, called the meeting to order.

#### **1.2 ROLL CALL**

President Clawson directed Treasurer Bryan C. Christman to call the roll.

#### **Members present:**

Todd C. Davidson, Alex Liston Dykema, Jeffrey Isaacs, Annette Tucker Sutherland and William L. Clawson II.

#### **1.3 PLEDGE OF ALLEGIANCE**

Superintendent Dr. Gregory C. Hutchings, Jr., introduced a student from Boulevard Elementary who led the Pledge of Allegiance. Boulevard Elementary Principal Neal Robinson then updated the Board on various activities taking place at Boulevard. These include Instructional Coach Kristen Clark's work on formative assessments as well as Boulevard's "Cultivating Skillful Instruction" Team's use of a monthly book club to promote clear expectations and a positive classroom environment for students.

#### **1.4 APPROVAL OF BOARD MEETING MINUTES**

At the recommendation of the Board President, and upon receiving a motion and a second, the Board of Education voted on approving the unofficial minutes for the November 9, 2016 Regular Board Meeting and the November 18, 2016 Special Board Meeting as presented in the attachments below.

Motion by Jeffrey Isaacs, second by Alex Liston Dykema.

Final Resolution: Motion Carries

Yes: Todd Davidson, Alex Liston Dykema, Jeffrey Isaacs, Annette Tucker Sutherland, William Clawson II

16-12-141

#### **1.5 RECOGNITION/HONORS OF STAFF AND STUDENTS**

At this time, the Superintendent acknowledged staff and/or students for special recognition and/or honors as follows:

#### **Glasener Named Assistant Security Supervisor at SHHS**

Jennifer L. Glasener has been named Assistant Security Supervisor for Shaker Heights High School. She will assist in the day-to-day management of school bus operations to ensure that Shaker students receive safe and efficient transportation for school and co-curricular activities. Prior to joining the Shaker schools, Glasener was Chief Bailiff and Deputy Clerk for the Lyndhurst Municipal Court where she

oversaw department staff and court officers, completed background investigations and coordinated emergency hearings among other duties. Before that, she worked as an emergency dispatcher for the Cleveland Heights Police Department and was a police officer with several departments including Gates Mills and University Heights.

### **“Urinetown” Production Big Success**

The Shaker Heights Theatre Department’s production of the musical satire “Urinetown,” was a great success. Directed by Department Chair Scott J. Sumerak and Co-Produced by Christine McBurney, the production featured 70+ students in a variety of roles ranging from performers to producers to designers.

### **Chamber Orchestra Headed to Lincoln Center**

The SHHS Chamber Orchestra, under the direction of Donna Jelen, is one of only 10 orchestras from around the country selected to compete in the National Orchestra Cup at Alice Tully Hall in Lincoln Center, NYC! The competition takes place in March 2017. This is an exciting opportunity for our musicians, but they need your support to defray the cost for the competition and travel fees. The Shaker Schools Foundation has set up a special scholarship fund for this trip. Please go to shaker.org for details.

### **Five Student-Athletes Sign Letters of Intent**

The 2016 National Letter of Intent early signing period saw five Shaker Heights Raider student-athletes sign their letters of intent to their future schools last week in a ceremony in the high school’s North Gym. The signing were: Haley Brady (lacrosse) – University of Cincinnati; Natalia Gardner (lacrosse) – Notre Dame College; Max Gustafson (swimming) – West Virginia University; Meagan Mitchell (field hockey) – American University; Will Talbot-Shere (lacrosse) – SUNY Binghamton.

### **Shaker Excels at Art Competition**

The Cleveland Clinic has honored nine Shaker Heights High School students for artwork they created based on scientific research as part of the 2016-2017 eXpressions Art Program. Shaker had the most winners among all participating schools. About 1,500 art, language, and math projects from 51 schools were submitted last month as a part of the eXpressions competition. Through project-based, peer-to-peer learning, students produced artistic representations of research conducted by Cleveland Clinic summer interns. In addition to receiving blue, red, and white ribbons and monetary awards, the students' designs will be displayed in a special exhibition at the Global Center for Health Innovation. The opening, including a formal program and reception, will be held on Thursday, February 9, 2017. Congratulations to the nine students and their teachers: Karen DeMauro, Christina Stouffer and Kathleen Fleming.

## **1.6 PUBLIC COMMUNICATION TO THE BOARD**

Board policy permits the President to invite public comment. The President designates the time for any comment and will limit the time to three minutes per speaker so as to be respectful of all who desire to offer public comment. Extensions to the three minute limit may be granted by the President. 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.

Helen Sheehan, resident at 2854 Weybridge, spoke on behalf of Linda Lalley and herself. They performed an online community survey in which 554 residents participated. They found that most residents who participated in the survey are not inclined to support the proposed levy, are concerned about the high level of taxation and impact on selling homes in the future and wish to find ways to lower property taxes by working with local businesses.

Resident Dan Hoffman shared his concern that, while the Solon City School District is ranked first in the state, Shaker Heights is ranked only 272. He would like to know why the Board proposes spending money on a new building rather than on curriculum and instruction. He feels the Board should investigate what Solon is doing right. Also, he wishes to know if SHCSD is doing social promotion on 3<sup>rd</sup> grade reading guarantee. Dr. Hutchings responded that the District does not have a practice of social promotion.

Josh Bourdreuz, resident at 3086 Huntington, is concerned that the upcoming Operating Levy, Facilities Levy, Library Issue, and ongoing Housing Inspection Program done by City of Shaker Heights will combine to be too much for residents to support financially.

A high school student who resides at 19230 Winslow inquired as to whether or not the Board plans to change the policy instituted last year that requires that each class be comprised of at least 15 students. The student feels that this policy threatens the survival of higher level arts classes which typically have a lower enrollment.

Dr. Hutchings responded that there have been no classes canceled thus far that had an enrollment of less than 15 students. The Administration discussed and clarified their policy on this last Spring. There has been a situation once or twice in the last 2 years in which a course with enrollment of 3 students was cancelled as it is difficult to support financially.

### **1.7 CURRICULUM AND INSTRUCTION LEADERSHIP COUNCIL UPDATE**

At this time Dr. Hutchings introduced Dr. Terri Breeden, Assistant Superintendent of Curriculum and Instruction, who gave an update on the Curriculum and Instruction Leadership Council. The presentation (see attachments), which lasted from approximately 5:20 p.m. until 5:56 p.m., included questions, answers, and discussion with the Board.

### **1.8 SHAKER PUBLIC LIBRARY FACILITIES STUDY UPDATE**

At this time, Amy Switzer, Shaker Heights Public Library Director, and Carmella Williams, Shaker Heights Public Library Board of Trustees Vice-President, gave a presentation (see attachments) on the Shaker Heights Public Library facilities study. The presentation, which lasted from approximately 5:57 p.m. until 6:19 p.m., included questions, answers and discussion with the Board.

## **2. APPROVAL OF ALL ACTION ITEMS AND REPORTS - PERSONNEL**

### **2.1 EXECUTIVE SESSION**

At the recommendation of the Board President, and upon receiving a motion and a second, the Board of Education voted on recessing the meeting and entering into executive session to discuss employee personnel matters under Ohio Revised Code (ORC) Section 121.22(G)(1), including an employee hearing.

Motion by Alex Liston Dykema, second by Todd Davidson.

Final Resolution: Motion Carries

Yes: Todd Davidson, Alex Liston Dykema, Jeffrey Isaacs, Annette Tucker Sutherland, William Clawson II

16-12-142

The Board recessed to Executive Session at 6:21 p.m. The Board Members were joined by Superintendent Gregory Hutchings, Treasurer Bryan Christman, Assistant Superintendent of Business and Operations Stephen Wilkins, Director of Human Resources Darlene Bushley, and Director of Operations Keith Wagner.

After a brief break, the executive session convened at 6:25 p.m.

A requested employee hearing was held in executive session from 6:26 p.m. until 6:35 p.m., after which the Board executive session continued from 6:35 p.m. until 6:43 p.m.

At 6:43 p.m., President Clawson declared the end of the executive session.

The public session reconvened at 6:46 p.m.

### **2.2 SUSPENSION WITHOUT PAY**

At the recommendation of Superintendent Gregory C. Hutchings, Jr., and upon receiving a motion and a second, the Board of Education voted on approving the suspension without pay pending termination resolution below.

#### **A RESOLUTION DECLARING THAT RODERICK POWERS IS SUSPENDED WITHOUT PAY EFFECTIVE DECEMBER 7, 2016**

**WHEREAS**, based on Roderick Powers' excessive absences and tardies in violation of Board policy, and consistent the collective bargaining agreement with Local 200 that provides for discipline, including suspension without pay for just cause; and

**WHEREAS**, Roderick Powers entered into a Last Chance Agreement on August 8, 2014 for misconduct, including attendance and job performance, whereby Roderick Powers acknowledged that further incidents of misconduct would result in his termination for just cause; and

**WHEREAS**, the evidence considered by the Board reflects a pattern of absenteeism and tardiness in violation of the collective bargaining agreement, the Last Chance Agreement, and Board policy.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of the Shaker Heights City School District, Cuyahoga County, Ohio, that effective December 7, 2016, Roderick Powers is suspended without pay for just cause per Article XX of the Local 200 Collective Bargaining Agreement, the Last Chance Agreement, and O.R.C. 3319.081, pending action on his termination for violation of Board Policy arising out of his excessive absenteeism and tardiness.

This Resolution shall be in full force and effect from and immediately upon its adoption.

Motion by Todd Davidson, second by Alex Liston Dykema.

Final Resolution: Motion Carries

Yes: Todd Davidson, Alex Liston Dykema, Jeffrey Isaacs, Annette Tucker Sutherland, William Clawson II

16-12-143

### **2.3 TERMINATION**

At the recommendation of Superintendent Gregory C. Hutchings, Jr., and upon receiving a motion and a second, the Board of Education voted on approving the termination resolution below.

#### **A RESOLUTION TERMINATING THE EMPLOYMENT OF RODERICK POWERS EFFECTIVE DECEMBER 13, 2016**

**WHEREAS**, based on Roderick Powers' excessive absences and tardies in violation of Board policy, and consistent the collective bargaining agreement with Local 200 that provides for discipline, including termination for just cause; and

**WHEREAS**, Roderick Powers entered into a Last Chance Agreement on August 8, 2014 for misconduct, including attendance and job performance, whereby Roderick Powers acknowledged that further incidents of misconduct would result in his termination for just cause; and

**WHEREAS**, the evidence considered by the Board reflects a pattern of absenteeism and tardiness in violation of the collective bargaining agreement, the Last Chance Agreement, and Board policy.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of the Shaker Heights City School District, Cuyahoga County, Ohio, that effective December 13, 2016, Roderick Powers is terminated for just cause per Article XX of the Local 200 Collective Bargaining Agreement, the Last Chance Agreement, and O.R.C. 3319.081, for violation of Board Policy arising out of his excessive absenteeism and tardiness.

This Resolution shall be in full force and effect from and immediately upon its adoption.

Motion by William Clawson II, second by Todd Davidson.

Final Resolution: Motion Carries

Yes: Todd Davidson, Alex Liston Dykema, Jeffrey Isaacs, Annette Tucker Sutherland, William Clawson II

16-12-144

## **2.4 APPROVAL OF ALL CERTIFIED AND CLASSIFIED PERSONNEL ITEMS**

At the recommendation of Superintendent Gregory C. Hutchings, Jr., and upon receiving a motion and a second, the Board of Education voted on approving all personnel items included in Category Sections 3 and 4 below. Note-Category Sections 3. Personnel and 4. Addendum-Personnel of the agenda may be acted on in one motion. Note-all personnel actions are for the 2016-2017 school year unless otherwise noted.

## **3. ACTION ITEMS AND REPORTS-PERSONNEL**

### **3.1 APPOINTMENTS**

Burnside, Kelsey – (50% Pre-K Aide/Onaway) – step 4 of the OAPSE 153 Salary Schedule – effective December 1, 2016

Cole, Karmen – (Special Education Aide/Woodbury) – step 4 of the OAPSE 153 Salary Schedule – effective November 14, 2016

### **3.2 CHANGES IN ASSIGNMENT**

Klimek, Kathryn - (Temporary Grade 1 Teacher/Fernway) - from Support Teacher/Fernway to Temporary Grade 1 Teacher/Fernway, Class M.A., step a of the Teacher's Salary Schedule - effective August 23, 2016 (correction to October 11, 2016 board agenda)

Miller, Kristen - (Assistant Director of Communications/Administration) - from Communications Specialist/Administration to Assistant Director of Communications/Administration, Class U, grade 2 of the Classified Administrator Salary Schedule - effective December 13, 2016

Schmuck, Jessica – (Temporary Intervention Specialist Support Teacher/High School) – from Special Education Aide/High School to Temporary Intervention Specialist Support Teacher/High School - Class B.A., step a of the Support Teacher's Salary Schedule - effective November 28, 2016

### **3.3 TEMPORARY EMPLOYEES**

#### Lunch Aide

Birt, Lawanda  
Jones, Harriet

Rivers, Yolanda

#### Long-Term Substitute Teacher

Preistley, Lauren (class M.A., step a of the Teacher's Salary Schedule)

#### Proctor

Harbison, Savannah

#### Substitute Bus Driver

Sims, Dariun

Substitute Secretary

Green, Sabrina  
 Harbison, Savannah  
 Johnson, Donna

McNabb, Lois  
 Nelson, Lydia  
 Wang, Holly

Substitute Security

Johnson, Moneecia

Substitute Special Education Aide

Bauer, Harriet  
 Boyce, Matthew  
 Castillo, Aaron  
 Gray, Robert  
 Haney, Annie  
 Harbison, Savannah  
 Johnson, Donna  
 Kennedy, Karen

Laurianti, Jean  
 Lustig, Allison  
 Mears, Rachel  
 McGhee, Jillian  
 McGill, Marsha  
 McNabb, Lois  
 Swoope, James  
 Wood, Alicia

Student Aide

Calhoun, Cydney

Tutor (High School)

Curran, Judith

**3.4 SPECIAL ASSIGNMENTS**

Authorization is requested for staff members to participate in the following listed activities. A unit refers to approximately one-half day of service at \$65.

Strategic Plan Quarterly Chats

Up to 1 unit per individual

Harden, Jamie

**3.5 SUPPLEMENTAL CONTRACTS****HIGH SCHOOL SUPPLEMENTALS**

FELLINGER, LEWIS H

**TYPE**

9645

**DESCRIPTION**

DIVING COACH

5 x 1

**MIDDLE SCHOOL SUPPLEMENTALS**

ABRAHAM, JEREMY

7523

BASEBALL ASSISTANT COACH

8 x 1

ABRAMS, JACLYN

7693

LACROSSE ASSISTANT COACH (WOMEN)

8 x 1

ANDERSON, KELLY

7060

DEPT CHAIRPERSON: GUIDANCE

3 x 1

CANADY, REGINA

7841

TRACK ASSISTANT COACH GIRLS

8 x 1

MANNING, KATHRYN

7011

DEPARTMENT CHAIRPERSON: ART

3.33 x 1

ORYL, CHRISTOPHER

7521

BASEBALL HEAD COACH

9 x 1

RATCLIFFE, RAY	7900	WRESTLING ASSISTANT COACH	7.5 x 1
RICHARD-CASSELBERRY, ADRIENNE	7010	DEPARTMENT CHAIRPERSON: ART	2 x 1
ROBERTS, ELLEN	7690	LACROSSE HEAD COACH (WOMEN)	9 x 1
SALUGA, DAVID	7522	BASEBALL ASSISTANT COACH	8 x 1
SUMMERS, MICHAEL	7832	TRACK HEAD COACH	9.5 x 1

### **3.6 CHANGES IN RATE FOR INDIVIDUAL LONG TERM SUBSTITUTES**

Barden, Emily – (Grade 3 Teacher/Boulevard) - Class B.A., step a of the Hourly and Unit Rate Schedule – effective November 28, 2016

Coverdale, Katherine – (Grade 1 Teacher/Lomond) – Class M.A., step a of the Hourly and Unit Rate Schedule – effective November 28, 2016

Hervey, Miranda - (Music Teacher/Boulevard/Fernway) - Class B.A., step a of the Hourly and Unit Rate Schedule - effective January 3, 2017

Hughes, Johnita - (Intervention Specialist Teacher/Middle School) - Class B.A., step a of the Hourly and Unit Rate Schedule - effective January 3, 2017

McElrath-Bey, Gloria - (Skills Support Teacher/Woodbury) - Class B.A., step a of the Hourly and Unit Rate Schedule - effective November 14, 2016

Schwartz, Georgeta – (Special Education Teacher/Middle School) – Class M.A., step a of the Hourly and Unit Rate Schedule – effective November 10, 2016

### **3.7 SUMMER WRITING AND INSTRUCTIONAL PLANNING**

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

#### Curriculum Writing (IB)/Standard Alignment

Up to 6 units per individual

Billington, Lori  
Sweeney, Eileen

Warren, Tracey

### **3.8 LEAVES OF ABSENCE**

Cowan, Allison - (Music Teacher/Boulevard/Fernway) - effective December 16, 2016 through the end of the 2016-2017 school year (medical)

### **3.9 RESIGNATIONS**

Ballard, Clarence (Security Monitor/High School) – effective December 2, 2016 – 5 years and 3 months of service (resignation)

Durrant, Stacy (Bus Driver/Transportation) – effective December 9, 2016 – 2 months of service (resignation)

Fornaro, Tina (Administrative Assistant I/Middle School) – effective November 15, 2016 – 3 months of service (resignation)

Spinks, Sharon - (Administrative Assistant I/High School) - effective March 31, 2017 - 10 years of service (retirement)

### **3.10 PERSONNEL ACTION FOR EMPLOYEES NOT COVERED BY COLLECTIVE BARGAINING AGREEMENT**

Christman, Bryan - (Treasurer/Administration Building) - In conjunction with the Board's Fiscal 2016 annual performance evaluation of the Treasurer, an increase in base salary of 2.5% effective August 1, 2016. Also, to amend employment contract to provide an option to receive payout of up to ten (10) unused vacation days at 100% of the daily rate in effect as of each fiscal year end, beginning with the 2016-17 contract year

### **4. ADDENDUM – PERSONNEL (no items)**

Motion by Alex Liston Dykema, second by Todd Davidson.

Final Resolution: Motion Carries

Yes: Todd Davidson, Alex Liston Dykema, Jeffrey Isaacs, Annette Tucker Sutherland, William Clawson II

16-12-145

### **5. ACTION ITEMS AND REPORTS - BUSINESS**

#### **5.1 CAPITAL PROJECT PLANNING UPDATE**

At this time Stephen Wilkins, Assistant Superintendent of Business and Operations, gave an update on Capital Project Planning. The presentation (see attachments), which lasted from approximately 6:50 p.m. until 7:05 p.m., included questions, answers, and discussion with the Board.

#### **5.2 FACILITIES RESOLUTION OF CERTIFICATION OF CONDITIONAL APPROVAL (COCA) FOR SEGMENT ONE OF THE OFCC-DISTRICT MASTER PLAN**

At the recommendation of Superintendent Gregory C. Hutchings, Jr., and upon receiving a motion and a second, the Board of Education voted on accepting the State Certification of Conditional Approval (COCA) for Segment One of the Master Plan in conjunction with the Ohio School Facilities Commission's (OSFC) Classroom Facilities Assistance Program (CFAP) (also see attachment below).

**WHEREAS**, the Board of Education of the Shaker Heights City School District ("School District"), Cuyahoga County, Ohio, met in regular session on December 13, 2016 and adopted the following Resolution.

**WHEREAS**, the Ohio School Facilities Commission ("Commission") made a determination in favor of proceeding with a Segmented Master Facilities Plan for Classroom Facilities under ORC Section 3318.03 and conditionally approved a Scope of Project-Segment One for the School District; and

**WHEREAS**, the Ohio Controlling Board approved the determination and conditional approval of the Commission and approved the amount of the State's portion of the Segment One project cost; and

**WHEREAS**, the Commission has certified the State's conditional approval and reservation of funds for the project to this School District's Board of Education pursuant to ORC Section 3318.04 based on the following funds:

**STATE SHARE: \$ 6,294,507**  
**LOCAL SHARE: \$19,932,604**  
**TOTAL BUDGET: \$26,227,111**

**WHEREAS**, the 120 day time limitation pursuant to ORC Section 3318.05 has not lapsed since the State's certification of conditional approval.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of the Shaker Heights City School District, Cuyahoga County, Ohio that the conditional approval as granted by the Commission for the Classroom Facilities – Segment One project be hereby accepted in accordance with the provisions of ORC Section 3318.05

Motion by Alex Liston Dykema, second by Annette Tucker Sutherland.

Final Resolution: Motion Carries

Yes: Todd Davidson, Alex Liston Dykema, Jeffrey Isaacs, Annette Tucker Sutherland, William Clawson II

16-12-146

### **5.3 AUTHORIZING THE FILING OF MATERIALS RELATED TO PROPOSED CAPITAL ISSUE**

The Treasurer advised the Board that the notice requirements of Section 121.22 of the Revised Code and the implementing rules adopted by the Board pursuant thereto were complied with for the meeting.

At the recommendation of Superintendent Gregory C. Hutchings, Jr., and upon receiving a motion and a second, the Board of Education voted on approving the resolution authorizing the preparation and filing of preliminary materials related to a proposed bond issuance and tax levy question.

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

**Section 1.** The President and Treasurer of this Board and the Superintendent of Schools are each authorized to prepare and sign, and file by January 2, 2017, any letters and other preliminary materials and documents that must be filed with the Department of Taxation and the Superintendent of Public Instruction at least 120 days prior to an election to initiate the process to obtain their consents for the submission of a bond issue and tax levy question to the electors at an election on May 2, 2017, in accordance with Section 133.06 of the Revised Code and State Board of Education Policy No. SF-A-05.

**Section 2.** 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.

**Section 3.** This Resolution shall be in full force and effect from and immediately upon its adoption.

Motion by Annette Tucker Sutherland, second by Alex Liston Dykema.

Final Resolution: Motion Carries

Yes: Todd Davidson, Alex Liston Dykema, Jeffrey Isaacs, Annette Tucker Sutherland, William Clawson II

16-12-147

#### **5.4 PAYMENT IN LIEU OF TRANSPORTATION**

At the recommendation of Superintendent Gregory C. Hutchings, Jr., and upon receiving a motion and a second, the Board of Education voted on approving the Payment in Lieu of Transportation resolution listed below.

This resolution to declare transportation impractical for certain identified student(s) is presented pursuant to the requirements of Ohio Revised Code Chapter 3327 and the procedures set forth by the Ohio Department of Education. The resolution follows careful evaluation of all other available options prior to consideration of impracticality.

**WHEREAS**, the student(s) identified below have been determined to be residents of this school district, and eligible for transportation services; and

**WHEREAS**, after a careful evaluation of all available options, it has been determined that it is impractical to provide transportation for these student(s) to their selected school(s); and

**WHEREAS**, the following factors as identified in Revised Code 3327.02 have been considered:

1. The time and distance required to provide the transportation;
2. The number of pupils to be transported;
3. The cost of providing transportation in terms of equipment, maintenance, personnel, and administration;
4. Whether and to what extent the additional service unavoidably disrupts current transportation schedules; and

**WHEREAS**, the option of offering payment in lieu of transportation is provided in Revised Code;

**NOW THEREFORE, BE IT RESOLVED** that the Shaker Heights City School District Board of Education hereby approves the declaration of "impractical to transport" for the identified student(s), and offering them payment in lieu of transportation. The state per pupil annual reimbursement amount is estimated to approximate \$250.00.

#### **STUDENTS**

Margaret Castellanos  
 Alexander Handel  
 Hayes Henkel  
 Carson Moore  
 Caroline Ptacek  
 Rafe Scheiner

Motion by Alex Liston Dykema, second by Todd Davidson.

Final Resolution: Motion Carries

Yes: Todd Davidson, Alex Liston Dykema, Jeffrey Isaacs, Annette Tucker Sutherland, William Clawson II

16-12-148

## **6. ADDENDUM - BUSINESS (no items)**

### **7. ACTION ITEMS - BOARD OF EDUCATION**

#### **7.1 ADOPTION AND/OR REVISION OF 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 conducted a complete review of all existing Board policies working with the Ohio School Boards Association to revise and compile a new all-inclusive set of Board policies which were adopted on December 7, 2015; and

**WHEREAS**, the Board Policy Review Committee was also charged with reviewing and editing newly-required or recently-revised proposed policies, and has a set of such proposed policies 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 proposed policies be hereby approved.

#### **SECOND OF THREE READINGS**

(Note: In accordance with Board Policy, no action is required at this time for this the second of three required readings of these policies. The first reading was November 9, 2016.)

BBFA  
GBE  
GBE-R  
GBL  
GBP  
IGBM  
IGEE  
JO  
KBA

BOARD MEMBER CONFLICT OF INTEREST  
STAFF HEALTH & SAFETY  
STAFF HEALTH & SAFETY  
PERSONNEL RECORDS  
DRUG-FREE WORKPLACE  
CREDIT FLEXIBILITY  
AWARDING OF HIGH SCHOOL DIPLOMAS  
TO VETERANS OF WAR  
STUDENT RECORDS  
PUBLIC'S RIGHT TO KNOW

Complete policies delineated in attachments below.

## **8. ACTION ITEMS AND REPORTS - TREASURER - FINANCE & BUDGET**

### **8.1 MONTHLY FINANCIAL REPORT**

At the recommendation of Treasurer Bryan C. Christman, and upon receiving a motion and a second, the Board of Education voted on approving the Monthly Financial Report consisting of the Financial Statements and Interim Investments for the month and year-to-date ended November 30, 2016 (attached Exhibit T-1 in Subject Section 8.2).

## **8.2 FINANCIAL STATEMENTS**

It is recommended that the attached monthly financial statements for the month and year-to-date ended November 30, 2016 (Exhibit T-1) be accepted and placed on file for audit, and that in accordance with Section 135.14 of the Ohio Revised Code, the interim investments also included with the monthly financial statements (Exhibit T-1) be ratified.

Due to the lateness of the hour, Mr. Christman referred the Board to the Financial Briefs section of the monthly Financial Report specifically highlighting the following sections:

### **NOVEMBER 2016 FINANCIAL OVERVIEW**

The revenue activity for the month and for the fiscal year-to-date November 2016 has been similar to the same reporting period for the prior year with the following exceptions:

- The real estate tax advances received in July this year were \$1.3 lower than last year due to timing difference in advances received million from the County, but were more than offset by a higher settlement payment in August resulting in a net increase of \$188,954 for this vs. last fiscal YTD;
- Other Local revenue was \$495,749 higher this vs. last YTD due primarily to the delayed (from prior fiscal year) receipt in July 2016 of \$237,647 of SF-6 payments from the State for Fiscal 2014 out-of-district tuition payments, thusly accounting for a portion of the low collections in Fiscal 2016 coupled with \$239,000 higher receipts of SF-14 tuition this vs. last YTD due primarily to timing of payments;
- State Foundation revenue was \$0.5 million higher this vs. last YTD attributable to the continuation (until Fiscal 2017 funding amounts are determined based upon enrollment counts) of the Fiscal 2016 final payment amount which was higher than the Fiscal 2015 annual funding amount that was continued in July 2015. It is anticipated that the District will receive an increase in funding over the prior year in accordance with the State gain cap limitation calculation;
- Federal receipts in November 2015 included the non-recurring four-year interim period (2005-2009) settlement from the Ohio Department of Medicaid amounting to \$437,000; and
- Total revenue was \$0.7 million higher this vs. last YTD in total, and \$0.5 million ahead of budget YTD.

The expenditure activity for the month and for the fiscal year-to-date November 2016 was \$1.0 million higher this vs. last YTD due to expected growth in certain expenses coupled with timing differences in payments of other expenses. Expenditures are \$0.8 million below budget YTD, due primarily to timing differences in payments. In summary the District's overall finances are on target with expectations at this time.

### **School District Tax Levy Unofficial Results:**

Of the 150 Ohio school district funding issues (144 districts) on the November 8th ballot, unofficial results show 115 or 76.7% of the issues passed. 74 or 96.1% of the 77 renewal levies passed and 41 or 56.2% of the 73 new tax levies passed. Of the 150 issues, 66 or 80.5% of 82 operating levies passed and 49 or 72.1% of 68 capital levies passed. In Cuyahoga County 15 of 16 issues or 93.8% passed, including 9 of 10 or 90.0% of new issues and 6 of 6 or 100% of renewal issues.

## **Bond Rating Update:**

Moody's recently issued an Annual Comment on the District dated 11/29/16. Comment reports are generally prepared unilaterally and do not involve interview sessions with the issuer. Key sections of the release are reprinted below. The full report is posted to the Library/General section of BoardDocs for your reference.

## **Shaker Heights City School District, OH Annual Comment on Shaker Heights City SD**

### **Issuer Profile**

Shaker Heights City School District is located in Cuyahoga County in northeastern Ohio, within the eastern Cleveland metro area. Cuyahoga County has a population of 1,259,828 and a population density of 2,756 people per square mile. The county's per capita personal income is \$48,521 (1st quartile) and the May 2016 unemployment rate was 5.0% (3rd quartile). The largest industry sectors that drive the local economy are health services, retail trade, and manufacturing.

### **Credit Overview**

Shaker Heights City SD's credit position is extremely strong, and its Aaa rating is well above the median rating of Aa3 for school districts nationwide. Key credit factors include a very healthy financial position, and a wealthy socioeconomic profile with a solid tax base. It also incorporates a low debt liability with an elevated pension burden.

**Finances:** The district has a robust financial position, which is aligned with the assigned rating of Aaa. The available fund balance as a percent of operating revenues (40.5%) far exceeds the US median and increased markedly between 2012 and 2015. Moreover, Shaker Heights City SD's net cash balance as a percent of revenues (35.8%) is above the US median.

**Economy and Tax Base:** The district has a very strong economy and tax base when compared with its Aaa rating position. The median family income is a robust 152.0% of the US level. In addition, the total full value (\$2.2 billion) is consistent with other Moody's-rated school districts nationwide. Lastly, the full value per capita (\$70,745) is roughly equivalent to the US median and contracted between 2012 and 2015.

**Debt and Pensions:** Shaker Heights City SD has moderate debt and pension liabilities when compared to its Aaa rating position. The net direct debt to full value (0.9%) is lower than the US median. Moreover, the Moody's-adjusted net pension liability to operating revenues (3.1x) is well above the US median.

**Management and Governance:** The ability to generate positive operating margins demonstrates strong financial management. Advantageously, on average, Shaker Heights City SD's operations were positive even while the tax base generally decreased. Ohio school districts have an institutional framework score 3 of "A," or moderate. Operating revenues consist of local property taxes and state aid, with some districts also levying voter-approved income taxes. Revenues are moderately predictable as property values are improving and state fiscal health supports stability of state aid. Districts have moderate flexibility to raise revenues as they can increase local tax rates with the approval of voters.

### **Bureau of Workers' Compensation Safety Council Premium Rebate:**

Included in November revenues is a partial premium refund amounting to \$7,293 from the Bureau of Workers' Compensation as a result of the District participating in the Bureau's Safety Council program throughout the year. The District received \$6,147 in the prior year.

### **American Express Credit Card Rebates:**

In accordance with our Strategic Plan objective of generating non-tax revenues, we have been using American Express Credit Cards for our District credit card program. We also pay for certain centrally-managed purchases using an AMEX, thereby qualifying for a percentage rebate of total annual spend on the District's account. In July, we received a \$32,464 rebate for the twelve months ended May 31, 2016, which was 1.15% on \$2.8 million of spend. We received rebates of \$23,186 and \$17,721, in Fiscal 2016 and Fiscal 2015, respectively. Starting this fiscal year, the rebates are paid quarterly and have totaled \$13,351 for the first six months of this fiscal year (\$5,073 in August and \$8,278).

### **Payment in Lieu of Taxes (PILOT) Agreement:**

Included in Other Local Revenue for November is the first of three \$8,000 payments in lieu of taxes (PILOT) for a commercial property taxpayer in accordance with the terms of a multi-year property tax valuation stipulation agreement entered into during the last triennium. The other two payments will be received in early 2017 and early 2018 and will approximate \$24,000 in total.

The following legislative items were incorporated by reference:

**State Budget Status:** State revenues YTD through October 2016 ended with a \$255 million unfavorable variance while expenditures ended with a \$129 million favorable variance, for a net unfavorable variance of \$126 million.

Preliminary November tax revenues were \$99 million below budget, or 5%, totaling \$259 million or 2.8% below budget for the fiscal YTD. Meanwhile, Governor Kasich reports that Ohio is on the verge of a recession.

**ECOT:** The Appellate Court dismissed ECOT's challenge to a lower court action regarding a jurisdictional matter.

### **Lame Duck Session of the General Assembly:**

There was an unsuccessful hearing on proposed legislation to prohibit the General Assembly from meeting after the General election in even numbered years (lame duck sessions.)

There was a flurry of activity last week to wrap up the lame duck session:

- **Statistics of Lame Duck Session:**

	<b><u>House</u></b>	<b><u>Senate</u></b>
Number of Bills Passed	34	51
Number of Votes on other House Amendments	27	15

- **Number of Bills Introduced:**

	<u>House</u>	<u>Senate</u>
This, the 131st General Assembly	627	375
Prior, the 130 <sup>th</sup> General Assembly	685	391

- **Education Related Bills Passed in Lane Duck:**

House Bill No. 410 – Truancy rule changes;  
 House Bill No. 89 – Medicaid Referrals pertaining to Medicaid reimbursements for OT/PT and speech and hearing services; and  
 House Bill No. 438 – requires organ donation instruction in schools.

The following Treasurer’s Department activities since the last meeting were incorporated by reference:

- various administrative meetings including;
- various insurance matters;
- various legal matters;
- various employee benefit matters;
- various collective bargaining matters;
- Finance & Audit Committee meeting;
- work with Committee Chair on draft of the F&A Committee report;
- F&A Committee tour of Middle School;
- meetings with building staff regarding finance and budgets;
- meetings with current and new administrators regarding finance and budgets;
- attend the OSBA Capital Conference;
- Mayor’s Financial Task Force meeting;
- League of Women Voters presentation: City- Schools- Library Officials Forum;
- Special Board Meeting;
- Policy Committee meeting/call;
- NEOASBO Chapter Meeting;
- best practices meeting with Orange City School District Treasurer and Assistant;
- legal update at Squire Patton Boggs;
- status update meeting with Huntington Bank;
- meeting with new Shaker Heights Public Library Finance Director;
- preparation of the CAFR sections;
- coordinate with and provide information to Auditor of State and Rea & Assoc.;
- attended Van Aken Plaza demolition celebration;
- OASBO Legislative Committee meeting at Capital Conference;
- Google Drive training;
- District Facilities project;
- Employee Benefits Consortium meeting; and
- Bond rating update review.

Motion by Todd Davidson, second by Alex Liston Dykema.

Final Resolution: Motion Carries

Yes: Todd Davidson, Alex Liston Dykema, Jeffrey Isaacs, Annette Tucker Sutherland, William Clawson II

16-12-149

### **8.3 ANTHEM BLUE CROSS & BLUE SHIELD MEDICAL, HOSPITAL & DENTAL SERVICES AGREEMENT RENEWAL & SELF-INSURED RATES APPROVAL**

On the agenda for the December Board meeting is a resolution to approve the

renewal for Anthem medical, hospital and dental self-insured rates for calendar 2017. We are continuing with the self-insured option for calendar 2017 and we will be funding our reserve utilizing the expected liability amounts to fund the reserve to the expected liability level. Both individual family and aggregate stop loss coverages are an integral part of our self-insurance option.

The administrative cost component of the Anthem health renewal includes a 2.8% increase in the medical administrative fee; a 34.7% decrease (approximating \$385,000 in savings) in the Specific Stop Loss (SSL) coverage premium due to our selecting a higher deductible for 2017 (increasing to \$200,000 from the prior year level of \$150,000, for which we again selected the less risky unlimited SSL coverage after the deductible is reached); and a 2.0% increase in the Aggregate Stop Loss (120%) coverage premium. Including an estimated \$40,000 reinsurance fee and a \$3,000 PCORI fee in accordance with the Affordable Care Act, the administrative costs are estimated to approximate \$1.3 million for calendar 2017, for a total decrease approximating \$370,000 or 22.5%.

Even with the overall decrease in the medical administrative fees, the expected medical claims costs combined with the reserve requirements call for an increase of 7.5% in the funding premium rates for Anthem health insurance effective January 1, 2017, while the new funding rates for the dental coverage remain unchanged, for a combined Anthem overall increase in funding rates of 6.82%.

As previously reported, HealthSpan (formerly known as Kaiser Permanente) group medical and hospital services ceased operations in May resulting in the shift of participating District employees to the Anthem coverage. Accordingly, there is no renewal for 2017.

Additionally on the December Board meeting agenda is a resolution authorizing the self-insured Express Scripts, Inc. prescription drug premium rates for calendar 2017, which call for a 7.5% change from the current rates. On a combined basis, Anthem health insurance, Anthem dental and Express Scripts, Inc. prescription drug rates for calendar 2017 reflect a composite 6.95% increase from the current rates.

At the recommendation of Treasurer Bryan C. Christman, and upon receiving a motion and a second, the Board of Education will vote on approving the Anthem Blue Cross & Blue Shield Medical, Hospital & Dental Services Agreement renewal & self-insured rates effective January 1, 2017 through December 31, 2017. The monthly funding rates will be as follows:

<b><u>ANTHEM</u></b>	<b><u>Est. Count</u></b>	<b><u>Former Cal 2016</u></b>	<b><u>New Cal 2017</u></b>	
<b>Health PPO-Self Insured:</b>	Single - 295	\$ 443.86	\$477.15	
	Family - <u>440</u>	\$1,167.35	\$1,254.90	
	Total - 735			
Annual Estimated		\$7,734,872	\$8,314,983	7.5% Increase
<b>Dental-Self Insured:</b>	Single - 302	\$38.76	\$38.76	
	Family - <u>470</u>	\$111.24	\$111.24	
	Total - 772			

Annual Estimated	\$767,860	\$767,860	No Change
Anthem Combined Annual Estimated	\$8,502,732	\$9,082,843	6.82% Increase

The premium amounts above represent the expected loss funding rates. The District will continue with the self-insured option for calendar 2017. The premium amounts will be accumulated in the District's self-insured Fund 024, from which all claims and processing fees will be paid. Both individual family and aggregate stop loss coverages are an integral part of the self-insurance option.

Motion by Annette Tucker Sutherland, second by William Clawson II.

Final Resolution: Motion Carries

Yes: Todd Davidson, Alex Liston Dykema, Jeffrey Isaacs, Annette Tucker Sutherland, William Clawson II

16-12-150

#### **8.4 SELF-INSURED EXPRESS SCRIPTS, INC. PRESCRIPTION DRUG RATES APPROVAL**

At the recommendation of Treasurer Bryan C. Christman, and upon receiving a motion and a second, the Board of Education voted on approving the Express Scripts, Inc. prescription drug self-insured rates effective January 1, 2017 through December 31, 2017. The monthly funding rates will be as follows:

<b><u>ESI-Self-Insured:</u></b>	<b><u>Est. Count</u></b>	<b><u>Former Cal 2016</u></b>	<b><u>New Cal 2017</u></b>
Single	297	\$ 114.61	\$123.21
Family	<u>437</u>	\$ 304.30	\$327.12
Total	734		

Annual Estimated	\$2,004,219	2,154,538	7.5% Increase
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The premium amounts above represent the expected loss funding rates. The District will continue with the self-insured option for calendar 2017. The premium amounts will be accumulated in the District's self-insured Fund 024, from which all claims and processing fees will be paid. Aggregate stop loss coverage is an integral part of the self-insurance option.

Motion by William Clawson II, second by Alex Liston Dykema.

Final Resolution: Motion Carries

Yes: Todd Davidson, Alex Liston Dykema, Jeffrey Isaacs, Annette Tucker Sutherland, William Clawson II

16-12-151

#### **8.5 ESTABLISHING FISCAL YEAR 2018 TAX BUDGET HEARING DATE**

At the recommendation of Treasurer Bryan C. Christman, and upon receiving a motion and a second, the Board of Education voted on approving Tuesday January 10, 2017 as the date for the fiscal year 2017-2018 tax budget hearing. The meeting will be held at 6:00 p.m. at the Shaker Heights High School small auditorium.

Motion by Todd Davidson, second by Annette Tucker Sutherland.

Final Resolution: Motion Carries

Yes: Todd Davidson, Alex Liston Dykema, Jeffrey Isaacs, Annette Tucker Sutherland, William Clawson II

16-12-152

### **8.6 TYLER MUNIS PARTICIPATION APPROVAL**

At the recommendation of Treasurer Bryan C. Christman, and upon receiving a motion and a second, the Board of Education will vote on approving the following resolution authorizing the District's participation in the Tyler Munis Enterprise Resource Planning (ERP) software system project.

In connection with a previous review by the Finance & Audit Committee of various Enterprise Resource Planning software packages, and in conjunction with the District's Information Technology Center (ITC), Connect, the following resolution authorizes the District to participate in the Tyler Munis implementation project.

The first official step toward participation in Wave II is the Board approval of the Tyler Participation Resolution below. The fee structure including one-time implementation fees and ongoing annual costs are estimated as follows:

One-Time Implementation – flat rate:	\$9,625/district = \$9,625
One-Time Implementation – per student:	\$4.50/student = \$23,625
Annual Subscription FY 2016-17 (prorated)	\$3.00/student = \$15,750
Annual Subscription FY 2017-18:	\$6.00/student = \$31,500

(Note-at this time it is anticipated that the District will be able to reduce ongoing costs by approximately \$9,500 for current products not needed once Tyler Munis is implemented, resulting in a net increase in ongoing annual costs of only about \$22,000).

**WHEREAS**, existing state software for financial reporting and payroll processing does not meet the requirements and needs of Shaker Heights City Schools; and

**WHEREAS**, Staff Members of Connect in partnership with Connect Member Treasurers have evaluated alternative financial and payroll software solutions that meet the needs of Connect's Members.

**WHEREAS**, They have identified the Tyler Munis ERP and Financial Software Solution as the solution that best meets the requirements and needs of Connect's Members; and

**WHEREAS**, Participation in the Tyler Munis requires a three year commitment and payment of one-time implementation costs and payment of a subscription fee annually as follows:

One-Time Implementation – flat rate:	\$9,625 per school district
One-Time Implementation – per student:	\$4.50 per student
Annual Subscription FY 2016-17 (prorated)	\$3.00 per student
Annual Subscription FY 2017-18:	\$6.00 per student

**THEREFORE BE IT RESOLVED** by the Board of Education that it hereby approves participation in the Tyler Munis Project.

**FURTHER BE IT RESOLVED** by the Board of Education that Exhibit A of the previously adopted Connect Service Contract be amended to reflect selection of “Munis Financial ERP Subscription” and deselection of “USAS/USPS/EIS License”.

Motion by Jeffrey Isaacs, second by William Clawson II.

Final Resolution: Motion Carries

Yes: Todd Davidson, Alex Liston Dykema, Jeffrey Isaacs, Annette Tucker Sutherland, William Clawson II

16-12-153

## **9. SUPERINTENDENT'S REPORT**

### **9.1 SUPERINTENDENT'S REPORT**

After sharing highlights from his recent visit to China for a 2-day conference of the Confucius Institute, the Superintendent provided a report on various district matters including a status update on the Shaker Heights Schools' Strategic Plan, as listed in the addendum attachment below.

#### **Work Begins on Equity Task Force**

We have taken our first steps at building an equity task force or committee. Lisa Vahey, a Shaker parent and resident who is recognized as a national expert in this area, made a presentation at our Senior Executive Team on December 6, 2016, to help us get started. I had previously asked Ms. Vahey to facilitate this process for us. The core mission is to convene a committee or task force to identify and understand equity issues—with a specific focus on race—in our schools through engagement and dialogue with a broad base of stakeholders. The group would then come up with specific recommendations to our Board of Education to consider policies that will assist us in removing barriers to student success. This effort very much ties in to our Five-Year Strategic Plan. It is important to stress that this initiative is in its earliest stages, and we will keep you informed of its progress along the way.

#### **Realtors, District Collaborate on Visit to District**

On December 1, 2016, the District delivered a well-received presentation to Realtors attending the annual city-sponsored breakfast at Shaker Heights Country Club. I began this presentation by sharing the District's new promotional video with the group. Two Shaker Heights High School students, senior Andrew Roth and junior Samira Colbert, gave outstanding speeches on what Shaker means to them and what makes the District special. I then shared a presentation that underscored the District's accomplishments and addressed the District's grades on the State Report Card. The Realtors were asked to collaborate with the District's Communications Advisory Council in planning an event where Realtors could visit our schools and meet our students and teachers. Several Realtors volunteered and offered to help with planning the event, which will take place this winter.

## **10. BOARD MEMBERS' REPORTS AND HIGHLIGHTS**

### **10.1 BOARD MEMBERS' REPORTS AND HIGHLIGHTS**

At this time, the Board Members provided reports on various district matters as follows:

Mr. Clawson requested that those who attended the 2016 OSBA Capital Conference share the information they learned in writing via Board Docs.

Ms. Sutherland and Mr. Isaacs attended the annual city-sponsored breakfast at the Shaker Heights Country Club at which a presentation was made to local realtors. Both Ms. Sutherland and Mr. Isaacs felt the presentation was very well-received and were impressed with the diverse group of students from SHCSD who spoke and shared a positive message about their Shaker experiences.

## **11. EXECUTIVE SESSION (none)**

## **12. ADJOURNMENT**

### **12.1 NEXT MEETING**

The next regular meeting of the Shaker Heights Board of Education will take place on Tuesday, January 10, 2017 at 6:00 p.m. in the High School small auditorium. The next Shaker Heights Board of Education Special Work Session will take place on January 17, 2016 at 5:00 in the High School small auditorium.

### **12.2 ADJOURN THE MEETING**

There being no further business to come before the Board, and upon receiving a motion and a second, the Board of Education voted on adjourning the meeting.

Motion by Alex Liston Dykema, second by Jeffrey Isaacs.

Final Resolution: Motion Carries

Yes: Todd Davidson, Alex Liston Dykema, Jeffrey Isaacs, Annette Tucker Sutherland, William Clawson II

16-12-154

The regular meeting of the Shaker Heights Board of Education adjourned at 7:49 p.m.

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William L. Clawson II, President

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Bryan C. Christman, Treasurer