

**OFFICIAL PROCEEDINGS
CHAGRIN FALLS EXEMPTED VILLAGE SCHOOLS
BOARD OF EDUCATION
NOVEMBER 28, 2018**

The **REGULAR MEETING** of the Board of Education of the Chagrin Falls Exempted Village School District was held on Wednesday, November 28, 2018, at 6:00 p.m. in the Lewis Sands Community Room. Sharon Broz, President, called the meeting to order.

MEMBERS PRESENT: Mrs. Sharon Broz, President
Mrs. Kathryn Garvey, Vice President
Mr. Greg Kanzinger, Member
Mrs. Mary Kay O'Toole, Member
Mr. Phil Rankin, Member

ALSO PRESENT: Mr. Robert W. Hunt, Superintendent
Mrs. Anne Spano, Treasurer/CFO

VISITORS: Vanessa Mattson, Becky Quinn, Lisa Shannon, Dale Tschappat,
Christopher Woofter, Shelly Zdolshek

Pledge of Allegiance

Moved by Mary Kay O'Toole, seconded by Phil Rankin to approve the minutes of the **Work Session** of October 3, 2018, the **Regular Meeting** of October 17, 2018 and the **Special Meeting** of October 29, 2018.

ROLL CALL: Yeas – O'Toole, Rankin, Garvey, Kanzinger, Broz
Nays – None
Motion carried.

Special Board Recommendation

Moved by Kathryn Garvey, seconded by Greg Kanzinger to adopt **Resolution No. 18-071**, naming the following reporters to the 2018 OSBA Media Honor Roll, recognizing their ongoing responsible and exemplary nature of reporting on the Chagrin Falls Exempted Village Schools:

Chagrin Valley Times: Barbara Christian
Chagrin Valley Times: Krista Kano
Cleveland.com: Mike Peticca
Cleveland Jewish News: Amanda Koehn
Geauga County Maple Leaf: John Karlovec
Geauga News.com: Polly Steffen

ROLL CALL: Yeas – Garvey, Kanzinger, O'Toole, Rankin, Broz
Nays – None

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Motion carried.

Board Reports – Board Committee Updates

- a. Audit Committee (Phil Rankin, Chair) – Post audit conference is scheduled for Dec. 5th.
- b. Board Policy Committee (Sharon Broz, Chair) – No update.
- c. Business Advisory Committee – No update.
- d. Capital Planning (Kathryn Garvey, Chair) – Next meeting is Feb. 13th at 6:30 p.m.
- e. Records Retention (Sharon Broz, Chair) – No update.

Superintendent's Reports

- a. S & D Capital, Frank Dobnikar – Mr. Dobnikar presented a check in the amount of \$500 to be used for the Tiger Perks life skills project.
- b. Gilbane - Keri Ash provided an update on the construction project and addressed the following change orders and authorizations to proceed:
 - OCO-0015
 - ATP-023

Treasurer's Reports

- October 2018 Fund Report
- October 2018 Bank Reconciliation
- October 2018 Check Payment Register
- October 2018 SM2

Board Recommendation

Moved by Kathryn Garvey, seconded by Phil Rankin to accept the resignation of **Anne Spano**, Treasurer, effective at the end of the day December 14, 2018.

ROLL CALL: Yeas – Garvey, Rankin, Kanzinger, O'Toole, Broz
 Nays – None
 Motion carried.

Consent Agenda Items

Moved by Kathryn Garvey, seconded by Greg Kanzinger to approve the following consent items:

- a. Accept the resignation of **James Heath**, 7-Hour Educational Aide, effective October 26, 2018.
- b. Accept the resignation of **Kristy Holmes**, 7-Hour Educational Aide, effective November 30, 2018.

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- c. Accept the resignation of **Maryjo Gortz**, 7-Hour Educational Aide, effective December 7, 2018.
- d. Approve the resignation of **Karen Appell** of .17% of her co-curricular supplemental contract of Student Enrichment – Intermediate School Homework Helpers, effective for the 2018-2019 school year.
- e. Approve a Family & Medical Leave of Absence (FMLA) for **Dawn Bowen** for up to 12 weeks, beginning on or around December 10, 2018.
- f. Approve a Family & Medical Leave of Absence (FMLA maternity) for **Rachel Gebler** for up to 8 weeks, beginning on or around January 25, 2019.
- g. Approve \$1,800/semester compensation to the following certificated staff for the 2018-2019 school year as per the CFEA negotiated contract, Article VIII, H - Secondary Schedule:

Carolyn Petite – 2nd semester

- h. Approve to amend the Educational Aide contract of **Meghan Bando**, from 3.5 Hours/Day to 7 Hours/Day, 188 Day, (prorated to 127 Days) effective November 12, 2018.
- i. Employ **Meghan Cook**, 3.5 Hour Educational Aide, Level 0 (Aides B Schedule), 188 Days (prorated to 118 days), effective November 26, 2018, and all other fringe benefits as defined in the current OAPSE Local 485 negotiated agreement.
- j. Approve an additional \$1.00/hour to the 2018-19 salaries of the following OAPSE Special Education Aides to provide services as a "related service aide" as defined in the current OAPSE Negotiated Agreement, Article XXVIII:

Meghan Bando (7 Hours), effective November 12, 2018

ROLL CALL: Yeas – Garvey, Kanzinger, O’Toole, Rankin, Broz
 Nays – None
 Motion carried.

Moved by Mary Kay O’Toole, seconded by Phil Rankin to approve the following consent items:

- k. Approve additional bus routes / extensions "as needed" to the following bus driver contracts for the 2018-2019 school year, effective December 3, 2018:

Leah Georgevitch - .25 Hour, Level 6 (111 Days)

- l. Employ the following substitutes, as needed, for the 2018-2019 school year (contingent upon the receipt of licensure and a fingerprint check through BCI/FBI which reflects no conviction of any felony, any misdemeanor that would be a felony on the second offense, any sex offense, any offense of violence, any theft offense, or any drug abuse offense):

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Classified:

Cook, Meghan - Educational Aide

Certificated:

Dobeck, Christopher - Integrated Social Studies

Marcantonio, Lori - General Education

Totte, Christine - Elementary 1-8

Wassie, Jennifer - Early Childhood P-3

- m. Approve the following cocurricular and interscholastic/service contracts for the 2018-2019 school year (contingent upon the receipt of a fingerprint check through FBI/BCI which reflects no conviction of any felony, any misdemeanor that would be a felony on the second offense, any sex offense, any offense of violence, any theft offense, or any drug abuse offense):

Tracie Guggenheim, Student Enrichment - Intermediate School Homework Helpers (.17), Schedule 4, Level 1, Longevity 1

Gina Javorek*, Head Gymnastics Coach, Schedule 1, Level 5**(\$2,000), Longevity 1

*Service contract

**pay based on # of participants

- n. Approve personnel for the Community Education Winter 2018 programs:

Lori Newbauer - Brochure ad sales (compensation based on sales)

Lauren Jones - Brochure layout (not to exceed \$200)

- o. Approve the Community Education 2018-2019 Community Education Ski Club Head Chaperones:

Todd Thombs (Middle School administrative duty pay of \$300.00)

Alison Nygaard (Intermediate School administrative duty pay of \$200.00)

(Volunteer Advisor - Lauren Jones)

- p. Approve Intermediate/Middle School Community Education 2018-2019 Ski Club payments in the amount of \$110.00 per outing to the following chaperones:

Meghan Bando, Kristy Boss, Emily Moore, Alison Nygaard, Julia O'Neill, Danielle Thombs, Todd Thombs, Wendy Wilson / (volunteer - Lauren Jones)

- q. Approve the following for the Academy for the Performing Arts:

Robert Foraker – Set Build (\$900.00)

ROLL CALL: Yeas – O'Toole, Rankin, Garvey, Kanzinger, Broz
Nays – None
Motion carried.

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Superintendent's Recommendations

Moved by Mary Kay O'Toole, seconded by Greg Kanzinger to approve the following items:

- a. Approve the adjustment of the annual salary for **Jill Koval**, Fiscal Specialist, to \$49,950, effective December 17, 2018 (prorated to 140 days).
- b. Approve the adjustment of the annual salary for **Angel James**, Administrative Assistant to the Director of Curriculum, to \$45,550, effective December 17, 2018 (prorated to 140 days).
- c. Approve the adjustment of the annual salary for **Beth Sanfrey**, Administrative Assistant to the Assistant Superintendent, to \$45,550, effective December 17, 2018 (prorated to 140 days).
- d. Approve a stipend payment to **Beth Sanfrey** for \$715.00/month for EMIS transitional services, effective December 1, 2018 - June 30, 2019.
- e. Adopt **Resolution No. 18-072**, approving the Memorandum of Understanding with the Chagrin Falls Education Association regarding Longevity Stipend Claims.
- f. Approve for the first reading the revisions to the following policies:

- DBD, Budget Planning (Five Year Forecast)
- DJB, Petty Cash Accounts
- DJH, Credit Cards
- EBBA, First Aid
- EFF, Food Sale Standards
- EFG, Wellness Program
- GA, Personnel Policies Goals
- GCD, Professional Staff Hiring
- IGDF, Student Fundraising Activities
- IGDJ, Interscholastic Athletics
- JED, Student Absences and Excuses
- JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)
- JFCJ, Weapons in the Schools
- JGD, Student Suspension
- JGDA, Emergency Removal of a Student
- JGE, Student Expulsion
- JP, Positive Behavioral Intervention and Supports (Restraint and Seclusion)
- DECA, Administration of Federal Grant Funds
- DJ, Purchasing
- DJC, Bidding Requirements
- GBI, Staff Gifts and Solicitations
- JHCA, Physical Examinations of Students
- EBC, Emergency Management and Safety Plans
- IGD, Cocurricular and Extracurricular Activities

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JFC, Student Conduct (Zero Tolerance)
KH, Public Gifts to the District
KI, Public Solicitations in the Schools
DJH-R Credit Cards (REMOVAL OF POLICY)

- g. Adopt **Resolution No. 18-073**, authorizing Change Orders to Gilbane Building Company for changes in the 100% Construction Drawings to the Stage Parapet Wall and for Loose Furniture, Fixtures and Equipment Related Improvements not to exceed the amount of \$112,484.00.

ROLL CALL: Yeas – O’Toole, Kanzinger, Garvey, Rankin, Broz
 Nays – None
 Motion carried.

Treasurer’s Recommendations

Moved by Greg Kanzinger, seconded by Mary Kay O’Toole to approve the following items:

- a. Approve the October 2018 Financial Reports as presented.
- b. Upon the recommendation of the Superintendent and Treasurer, and in accordance with the ORC Sections 5705.41(D) and 5705.44 for *then and now* purchase orders, approve the following invoices for payment, and the Treasurer be authorized to sign an amended Fiscal Certificate for each:

| <u>Vendor</u> | <u>P.O. No.</u> | <u>P.O. Date</u> | <u>Invoice Date</u> | <u>Amount</u> | <u>Purchased</u> |
|----------------------|-----------------|------------------|---------------------|---------------|------------------|
| Ullman Oil | 191281 | 11/1/18 | 10/29/18 | \$10,921.46 | Diesel Fuel |
| Ullman Oil | 191206 | 10/1/18 | 09/13/18 | \$11,885.28 | Diesel Fuel |
| Cummins Bridgeway | 191171 | 10/1/18 | 08/21/18 | \$ 5,018.28 | Turbocharger |
| Read to Them | 191321 | 11/14/18 | 10/24/18 | \$ 3,315.00 | Books |

- c. Approve **Resolution No. 18-074**, to approve the following transfers of funds to be completed during the 2018-2019 school year and that the sums of the same be hereby set aside and appropriated:

| | | | |
|-------|----------|-----------------------|--------------|
| From: | 001-0000 | General Fund | \$820,500.00 |
| To: | 003-0000 | Permanent Improvement | \$820,500.00 |

ROLL CALL: Yeas – Kanzinger, O’Toole, Garvey, Rankin, Broz
 Nays – None
 Motion carried.

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Announcement of Next Meeting

Regular Meeting: Wednesday, December 12, 2018, 6:00 p.m. – High School Library

Executive Session – Moved by Kathryn Garvey, seconded by Phil Rankin, (in accordance with Ohio Revised Code 121.22, that the Chagrin Falls Board of Education will go into Executive Session at 6:49 p.m., to consider employment with respect to a public employee or official.

ROLL CALL: Yeas – Garvey, Rankin, Kanzinger, O’Toole, Broz
 Nays – None
 Motion carried.

The Board reconvened to public session at 8:27 p.m.

Adjournment

Moved by Phil Rankin, seconded by Mary Kay O’Toole to adjourn the meeting at 8:28 p.m.

ROLL CALL: Yeas – Rankin, O’Toole, Kanzinger, Garvey, Broz
 Nays – None
 Motion carried.