

NORTH ROYALTON BOARD OF EDUCATION SPECIAL

DECEMBER 6

11

SUMMARY

1. CALL TO ORDER
 2. PLEDGE OF ALLEGIANCE
 3. ROLL CALL
 4. WORK SESSION
 5. ADJOURN
-
1. **CALL TO ORDER.** President Anne Reinkober called the Special Meeting of the North Royalton Board of Education to order at 6:01 p.m., December 6, 2011, at the North Royalton Board Office.
 2. **PLEDGE OF ALLEGIANCE.** President Reinkober requested all present to join in the pledge of allegiance to the flag.
 3. **ROLL CALL.** Present: Anne Reinkober, Leonard Reinhard, Heidi Dolezal, Cheryl Hannan, and Dan Langshaw. Also in attendance were Superintendent Edward Vittardi, Assistant Superintendent James Presot, and Treasurer Richard McIntosh. Newly elected Board Members Dr. John Kelly and Mrs. Barbara Zindroski also attended.
 4. **WORK SESSION**
 - **Superintendent's Update:**

Mr. Vittardi introduced Mr. Gurka, Director of Personnel, and Mr. Bradley, Director of Curriculum and Instruction. Messrs. Gurka and Bradley presented an overview of the functions and responsibilities of their departments.

Mr. Vittardi reviewed the all-day kindergarten program being proposed for the 2012-2013 school year. Approval of the optional all-day program will be on the regular meeting agenda.

The analysis of attendance boundaries for the elementary schools has been completed. In order to maintain enrollment balance and uniformity of services it will be necessary to slightly adjust the attendance boundaries for the 2012-2013 school year. The parents and students affected will be contacted this month and all efforts will be made to make the transition as smoothly as possible next year.

Mr. Vittardi reviewed a number of provisions that were part of Senate Bill 5 that are also included, in whole or in part, in House Bill 153, the biennium budget bill. There is still much clarification required for several of the provisions.

The new state accountability ranking system and its individual components was reviewed.

The 2012-2013 school calendar was reviewed.
 - **Agenda Review:**

The Board reviewed the December 12, 2011 regular meeting agenda.
 - **Treasurer's Update:**

Mr. McIntosh reviewed the summary of the stadium renovation project. The summary is included in these minutes.
 - **President's Agenda**

The Board discussed establishing board goals and scheduling a work session with a facilitator to develop governing rules. Mr. Vittardi was requested to check the availability of two different facilitators.

Mrs. Hannan discussed the topic of having the board establish board member compensation at each organizational meeting. Mr. McIntosh reviewed how and when the board may adjust the compensation of its members.

Mrs. Hannan suggested the rotation of the CVCC Board position among all board members to allow each member the experience of serving on the CVCC Board.

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The Board discussed whether to postpone the discussion of the CVCC appointment until January or to discuss the appointment tonight. The Board chose to discuss the appointment this evening. Following discussion consensus of the Board was that Mrs. Dolezal and Mr. Langshaw serve as the Board’s appointment for calendar year 2012.

Mrs. Reinkober reminded everyone that if you have a preference for any office or committee assignment, to please be prepared to discuss this at the January work session.

Mrs. Reinkober also reminded everyone not to discuss school business via email.

The ESC Leadership Academy is scheduled for December 13.

Mr. Langshaw noted that the Senate District 24 meeting has not been scheduled pending an announcement of when the Governor is going release information regarding a revised state funding formula.

5. **ADJOURN.** The meeting adjourned at 8:51p.m.

Moved by Langshaw

Seconded by Dolezal

Voting Aye: Langshaw, Dolezal, Reinhard, Hannan, Reinkober

Motion Carried

ATTEST:

TREASURER

BOARD PRESIDENT

DATE

DATE

- **PERSONNEL DEPARTMENT**
 - Greg Gurka, Director
 - Elaine Roba, Administrative Assistant

- **Recruitment, Hiring and Retention of Staff**
 - Utilize Applitrack system to electronically capture all hiring materials
 - Work with building administrators and supervisors in a step by step hiring process
 - Work with the Athletic Director and Principals on the hiring of coaches and advisors
 - New Staff Orientation
 - Resident Educator Licensure Program
 - Local Professional Development Committee Chair
 - Master Teacher Committee
 - Teacher Evaluation Committee
 - Certified and Classified yearly evaluations, timelines, procedures.
 - Highly Qualified Teachers: Work cooperatively with the Curriculum Department on Professional Development to assure that all staff are HQT
 - Yearly Staffing. Meet with principals, directors, supervisors and Cabinet in January/February to determine certificated and classified staffing needs and work within established parameters (e.g. class sizes, experience level for new hires)
 - Work with principals and the athletic department to fill extra-curricular and supplemental positions
 - Recruitment and hiring of classified substitutes
 - Hire summer school employees and summer workers (along with Jim P)

- **EMPLOYEE RELATIONS and BARGAINING UNIT RELATIONS**
 - Be accessible & interactive via phone, email, building walkthroughs, individual meetings, committee work (District Leadership Team, Principal Meetings,),
 - Meet regularly with the Superintendent and union leaders in communications meetings. Try to be proactive in settling issues
 - Collaborate with superintendent, treasurer, directors, supervisors, technology coordinator, principals
 - Facilitate the meeting of federal and state compliance mandates, trainings, and postings
 - Conduct Discipline hearings for employees and having meetings with administration and employees who have issues. Work with administration and supervisors throughout this process.
 - Deal with sick leave, unpaid leave, FMLA leave, maternity leaves

- **CONTRACT MANAGEMENT & BOARD POLICIES**
 - NREA, OAPSE, COPSA, Board Policies, Administrative Guidelines
 - Meet designated contract timelines and inform principals and supervisors of the same; Notification of tenure application submission timeline, employment/RIF/Assignment notices, evaluation schedules

- Address Grievance Process
 - Review FMLA requests and generate necessary forms and communications
 - Supply information for contract negotiations
 - Supplemental Committee Chair
 - Provide input on district policies and work with NEOLA on updates
 - District Harassment Officer for staff
 - Superintendent's Designee – (e.g. Suspension Appeal Hearings, Title IX)
- **MAINTAIN EMPLOYEE FILES/RECORDS**
 - Transcripts, certificates/licenses
 - Update seniority lists, RIF notices, resignations, retirements, new hires, Master Teacher eligibility
 - Work with EMIS to correct staff information for reporting periods
 - Manage Public School Works modules for annual training requirements (Federal/State)
 - Work with the athletic department to maintain certifications for coaches and advisors
 - DocuLex/AESOP paperless
- **COLLABORATE WITH THE TREASURER'S DEPARTMENT**
 - Payroll and benefit questions regarding docked time, FMLA, additional hours, student teacher mentor stipends
 - Verify time sheets, benefits as needed
 - Coordinate staffing assignments, steps, extra-curricular assignments, and supplemental assignments for contract development
- **OVERSEE PURCHASED SERVICE AGREEMENTS**
 - Renhill – Web-based system for substituting services and potentially for on-line leave requests
 - Applitrack – Online application system
 - Public School Works – Online annual training modules to meet state and federal requirements
- **LEVY**
 - Have acted as the pint person in the past couple of levy campaigns, along with the other central office administrators.
- **OTHER**
 - Student teacher placements and Field experience placements in all of our buildings
 - Workers' Compensation and Unemployment Compensation
 - Strategic Planning Chairperson
 - District Website
 - IntraDistrict Enrollment Requests
 - Approve Field Trips
 - Approve Professional Development Trips for all staff

North Royalton City Schools
Director of Curriculum and Instruction

Curriculum Department: The Director of Curriculum and Instruction manages key personnel to accomplish the duties and responsibilities listed below. The Curriculum Facilitator works with curriculum, instruction and technology to implement researched based instructional strategies in the classroom. The Technology Integration Specialist searches out new and innovative educational technologies and then works with teachers to implement the technology into their daily instruction. The Information Management Specialist processes all Educational Management Information System as required by the Ohio Department of Education as well as all other data collected and reported in the district other than student assessment data, which is managed by the director. The Administrative Assistant helps manage funding sources, data management, budget and purchase services, and many other daily tasks.

Curriculum: The Director of Curriculum and Instruction develops the curriculum for each course that is taught in the district in cooperation with teachers. Each time a new course is added; the course of study is developed and then submitted to the board for approval. Presently, the entire state is in the process of transitioning from the 2002 academic content standards to the new Common Core standards. Every grade level and every subject in the core must make this transition by 2014. We will be transitioning in grades K-2 and 11-12 starting next year as these are not tested areas. North Royalton has developed its own academic standards transition template as well as content specific model curriculum. We have added the following courses over the last year: Music Technology, Project Lead the Way, Sports and Entertainment, Web 2.0, Web and Application Development, as well as work to add Advanced Placement Foreign Language and Advanced Placement Psychology.

Textbook and instructional materials also come under curriculum development. We presently are working on aligning textbooks with the new academic content standards. Textbooks are reviewed on a rotational basis and new adoptions are presented. We are presently working with a team of K-4 teachers to adopt a new reading/language arts program. This is significant and has been in review for several months. This process will continue to Math, Science, and Social Studies.

Instruction: The Director of Curriculum and Instruction guides all instruction through the strategic use of professional development. The Comprehensive Continuous Improvement Plan is created each year that identifies strengths and weaknesses in instruction and then the director allocates Title funding to accomplish this professional development. The CCIP generates about 1.4 million dollars that includes Title I, Title II A, Title III, IDEA B, and Early Childhood. The Director of Curriculum and Instruction manages the Title I, Title II A, and Title III portions of the CCIP, and Pupil Services manages the remainder.

Using this funding, the director develops a focused professional development plan for all teachers based on a common goal. This is accomplished through the Ohio Improvement Process that is made up of a District Leadership Team and Building Leadership Teams. Professional development opportunities are provided for during early release days, waiver days, election days, after school sessions, and summer programming.

Instruction also includes the use of student data to guide instructional programming. The director manages all student data collection through benchmark assessments that are given to all

students in grades K-8, ACT based assessments in grade 9 and 10, and the analysis and management of the data.

Testing Coordinator: The Director of Curriculum and Instruction supervises all state mandated testing. This includes the fall OGT, fall OAA the winter OTELA, the spring OGT and the spring OAA. Responsibilities include ordering all test materials, inventory of test materials, security provisions, distribution, collection and shipping. Students in grade 3- 8 and 10 are tested at least once a year and ranging from two tests to five tests for each student resulting in almost 8,000 tests being administered.

English Language Learners: The Director of Curriculum and Instruction supervises the district English Language Learners programming and instruction. This includes allocating funding from the CCIP, directing instruction, managing OTELA testing, and insuring compliance with state and federal guidelines.

Technology: The Director of Curriculum and Instruction oversees the technology department, which consists of the technology director, network systems coordinator, and three technicians. The responsibility is not the day to day operations of the technology department, but rather aligning budget, purchases, and technology innovation with the curriculum. The director facilitates the Technology Committee to insure the alignment between technology and the curriculum.

	DIDN'T happen (SB 5 repealed)	DID happen (in HB 153)
RIF (reduction in force)	<ul style="list-style-type: none"> Flat prohibition of all bargaining on grounds for RIF or layoff order Relative quality of performance must be "principal factor" in determining layoff order for teachers AND nonteachers For teachers, "quality" specifically defined as including value-added performance and other factors 	<ul style="list-style-type: none"> For TEACHERS, prohibits use of seniority as a factor in determining layoff or recall order, except when evaluations are "comparable" (ORC 3319.17) NO change to nonteaching RIF statutes (ORC 124.321 <i>et seq.</i>, 3319.172), so use of seniority <i>not</i> prohibited for nonteaching personnel
Teacher Compensation	<ul style="list-style-type: none"> Compensation for ALL teachers to be "based upon performance" 	<ul style="list-style-type: none"> Districts participating in federal "Race to the Top" funding must develop performance-based salary schedules (ORC 3317.141)
Teacher Evaluation	<ul style="list-style-type: none"> > > > Requirement for performance-based evaluations under state-designed "framework" specifically made to prevail over conflicting labor agreements 	<ul style="list-style-type: none"> SB 5's requirement for performance-based teacher evaluations in compliance with state-designed "framework" WAS in fact included in HB 153 (with some modifications, including establishment of four named performance levels) However, HB 153 does not include specific protection from collective bargaining override (ORC 3319.111, .112)
Principal Evaluation	<ul style="list-style-type: none"> > > > 	<ul style="list-style-type: none"> SB 5's requirement for principal evaluations "comparable" to those designed for teachers WAS in fact included in HB 153 (with some modifications, including establishment of four named performance levels) (ORC 3319.02, 3319.112)
Sick Leave	<ul style="list-style-type: none"> Sick leave accrual and usage to be set under general policy governing all leaves of absence Policy may require physician's statement for use of sick leave Severance pay capped at 50% of accumulation, up to 1000 hours 	<ul style="list-style-type: none"> Sick leave NOT REQUIRED for substitutes, adult education instructors who are scheduled to work the full-time equivalent of less than 120 days per school year, or persons who are employed on an as-needed, seasonal, or intermittent basis Regular part-time employees accrue sick leave at civil service rate (4.6 hours for every 80 hours of service) (ORC 3319.141)
Health Care	<ul style="list-style-type: none"> Total ban on bargaining health benefits, except as to % of premium Minimum employee contribution of 15% 	<ul style="list-style-type: none"> School Employees Health Care Board abolished and functions transferred to Ohio Department of Administrative Services (DAS). DAS assumes responsibility for administering health care policy for public schools, other Ohio political subdivisions, and institutions of higher education. DAS charged with conducting massive study which may (or may not) lead to regional health care pooling, which may (or may not) be made mandatory. (ORC 9.901, Section 515.60 of HB 153)
Subcontracting	<ul style="list-style-type: none"> Total ban on bargaining limits on contracting out of services 	<ul style="list-style-type: none"> Reinstates authority for contracting out student transportation in non-civil service districts (subject to numerous restrictions) (ORC 3319.0810)

Stadium Renovation Summary	As of 12/6/11		Budget
	<u>Estimate</u>	<u>Bid</u>	<u>Over/(Under)</u>
Bid package 1			
Bleachers	1,368,071	1,063,800	(304,271)
Bid package 2			
Remainder of project	3,457,025	3,057,464	(399,561)
Subtotal Construction	4,825,096	4,121,264	(703,832)
Change orders		281,032	
Subtotal Construction w/ CO's	4,825,096	4,402,296	(422,800)
Soft costs:			
MKC - architect	218,600	218,600	
Regency - Construction Mgr	11,828	11,828	
CTL - engineering	23,558	23,558	
City of North Royalton	696	696	
LV Surveying	250	250	
Sub-total soft costs	254,932	254,932	
Total project costs	5,080,028	4,657,228	(422,800)
Project funded by:			
Certificates of Participation		2,893,000	
Cell tower lease		525,000	
Stadium Foundation contribution		639,280	
Permanent Improvement Fund		599,948	
Total		4,657,228	
North Royalton Stadium Foundation			
Remaining Cash & Pledges		691,477	