



Board Briefs

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Volume 2011-2012 Number 3

Report from the Regular September 29, 2011 Board of Education meeting:

A. Administrative Reports

1. PTA Report – No report this month.
2. **Mr. Hullman** – Approval of financial statements for the period ending August 31, 2011 and the five year forecast.
3. **Mr. Lewis** – We have an Insurance Committee at Olmsted Falls Schools that is made up of volunteers from both OAPSE and OFEA along with Mark Hullman, Denise Tabar, and me. Tom Caito from EBI usually attends as well. The usual topics at an Insurance Committee meeting are 1) Claims history update; 2) Wellness Program Update; and 3) Issues/Questions. We held our first meeting of the school year last week. This year, we are dedicating a portion of each meeting to an “Insurance 101” lesson. In this piece, we pick a basic topic and review that concept so that everyone has a clear understanding. The first meeting’s topic was In-Network and Out-of-Network deductibles. This will be helpful as we move forward since this group may be responsible for identifying potential reductions in health insurance costs.

I have had a few meetings about potential retirements already this year. Usually, staff members don’t call me until later in the year. This may be a sign that more employees are thinking about retirement due to the proposed changes in SERS/STRS and the new retire/rehire language in the union contracts.

Dr. Hoadley and I attended a legal update that focused on HB 153 and SB 5. There are some interesting pieces of language in both bills. Some parts conflict while other parts are simply unclear. It will be good for Olmsted Falls to have union contracts in place through 2014. That way we can watch from the sidelines as other districts head to litigation to get clarification on the language of both bills.

4. **Mr. Atkinson - Transportation:** Heath met with the PK-5 principals and they decided to install assigned seating for these grade levels. Seating charts are near completion for both AM and PM routes, and revisions will be forwarded on as needed. In an effort to spread our riders evenly throughout our elementary routes and avoid overcrowding, we have made minor adjustments to specific routes. Emergency evacuation drills were completed on September 14th for all of the elementary bus routes. More drills are planned in the coming days for the remaining routes. The K-3 Rider Safety Program has been completed in each of our district buildings. We hosted our Pre-K classes on September 15th at the Bus Garage for a field trip where students participated in the Safety program and interacted with bus maintenance staff as they became familiar with the bus itself.

Buildings and Grounds: In process of securing appraisals on the Early Childhood Center mobile classrooms for possible auction. Tom Dipert is working with Mike Turner to help resolve our football field problems as it relates to the root growth disease that struck in late July, early August. Weather conditions were the prime contributor to this problem.

Personnel: All position openings related to transportation have been filled and are, thus far, working out well.

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The following information is intended to provide you with a comprehensive review of routine and preventive maintenance work that was conducted since early June 2011 through the present at our school buildings and grounds by our staff.

HIGH SCHOOL

- Rooms G2 & G3, removal of asbestos floor tile and new floor tile installed
- Rooms G3 & B4, new ceiling tile and rooms painted.
- Room W6, removal of office and back wall, new ceiling and carpeting and installation of occupancy sensor for lights – this is the pre-engineering room.
- Upgraded walkway to trailers
- Concrete work on sidewalks
- Replacement of various bleacher boards in the gymnasium
- Painted two administrators offices
- Put in two occupancy sensors for two of our short halls
- Added computer drops in G7, W5, B6 and B17
- Installation of upgraded smart boards and projectors in G1 and G30
- Installation of smart boards in W1 and T2
- Carpeted the Music and Choir offices
- Replaced ceiling in the practice room and painted.
- Repaired big rolling warmer in the kitchen and reattached steam kettle to the floor
- Replaced casters on rolling cabinets for the Art dept
- Worked on HVAC motor mounts for auditorium unit
- Performed maintenance on roof top units (lubrication, belt replacement, cleaning)
- Gym floors refinished in main and auxiliary
- Classrooms and halls waxed

MIDDLE SCHOOL

- Replaced carpet in the 7th grade pods and office, rooms are 100, 101 & 106
- In boys bathroom in Cafetorium replaced a bent and beat up toilet partition wall. Used longer tapcons to anchor it to the wall to minimize problem. Also, repaired Bradley sink in same restroom for proper operation
- Painted the Cafetorium poles
- Painted two trophy cases in the Wheel Hall
- Painted the door jambs throughout the building
- Due to the break in we received seven new two – way radios

- Tech Ed room 338: Install 2 utility sinks with the new ½ water supply lines and drains. Install a 1 ½ paint trap on main line. Install an eye and face wash with new water line and drain line. Remove all tops to work tables
- Server room 177: Install 2 new emergency backup lights to 120 v panel in room. Relocate EMRPC1-6 outlet to north wall to provide a generator circuit to district voice mail server
- Emergency Back Up Light replacement: replaced 27 units in various locations in building (old defective units)
- Room 101: Install emergency backup light to nearest 277v panel. Room has no exterior windows.
- RTU-1 and RTU-2: Install new communication link between the 2 units. Line was cut during construction.
- Room 171: Repair leaking 1” boiler supply line.
- RTU 14: Replace 460v primary 24 secondary transformer in unit.
- RTU 13: Replace motor, capacitor, rain slicker, and fan blade assembly
- Room 014: Install a dishwasher. Remove existing counter top and base cabinet to raise height for dishwasher. Build a side cabinet. Install a new double bowl sink. Run new water supply line to dishwasher and new 120v circuit to unit. Relocate base cabinet in room.
- Room 356: install new refrigerator. Remove 2 cabinets and relocate. Water line to be installed at a later date. Install 80 locksets on cabinet doors after school starts.
- Ceramic tiles: replace all broken ceramic tiles in corridors.

INTERMEDIATE SCHOOL

- Refrigerators: Install water supply lines to ice makers
- Room 416 and 450: Run new CAT 6 from smartboard to computer
- Pump Skid: Install 2 new light fixtures on skid so I can see for equipment servicing
- Receiving Room: Install new light fixture over slop sink
- Large Group Restroom: Remove all partitions and all accessories so Spectra can retile ceramic border. Reinstall all partitions and accessories after tile is completed
- Receiving hallway: Install new VET in corridor. Level area in front of kitchen entrance.
- Kitchen: Install 2 new water filters on water dispensing units

FALLS-LENOX PRIMARY SCHOOL

- Recabled all classroom smart board and personal desk computers to meet requirements of Olmsted Falls Building Department (installed floor wire mold)
- Plumbing Projects: Fixed vent and sewer piping in room 701, kitchen faucets replacement, hot water circulating pump replacement and repaired steam line in rooms 106 and 108
- Painting projects: Falls and Lenox gyms, music room and nine classrooms
- Retile front lobby
- Caulk joints and potholes on Falls foam roof
- Started replacing classroom blinds tracking
- Painted the following rooms: principal, assistant principal, psychologist and main office

EARLY CHILDHOOD CENTER

- Painted the following: rooms 508, 506, 106, teachers lounge and the gym walls
- Caulked and painted the outside of the building

- Installed a roof exhaust fan for the dish room in the kitchen
- Presently working on installing wall mounted room fans

GROUNDS

- Worked with Joe (City) on safety town area
- Filled edges of Middle School drive and installed posts
- Repaired snow damage throughout the District
- Finish shoring up Middle school football storage building
- Mulched playgrounds at Early Childhood Center and Falls - Lenox
- Repaired lights on High school sign
- Sealed glass block windows at Early Childhood Center
- At High School Football scoreboard – realigned signs
- Reseeded grass and cleanup beds at Board Office
- Removed rocks from Middle school west new football field
- Cleaned grease traps and pumped out lift stations at High School concession and pumped out sewage treatment plant at Early Childhood Center
- Hung signs on #3 and #4 softball and baseball fields
- Lined parking lots for District
- Cement work for District was completed
- Upgrade Middle school irrigation room – installed holding tank for booster pump to improve pressure
- Mulched all schools, edged all beds and sprayed for weeds
- Continued to repair grounds from construction project
- Removed construction fence at middle school soccer – repaired lawn
- Primed and painted middle school canopy
- Painted high school football field goal posts
- Removed dead trees (Falls rear, High School rear)
- Moved offices – Jim Lloyd from ECC to Board Office

BUS GARAGE

- Empty garage trash as needed
- Cleaned tables, chairs, refrigerator, and cabinets in the break room
- Washed exteriors of all garage utility trucks (4)
- Cleaned interiors and waxed floors of all garage utility trucks
- Strip & clean break room floor (includes waxing – one coat)
- 36 OF, 3 Lakewood, 1 UCS and 12 Fairview buses were all successfully passed for their annual State Highway Patrol inspection
- #63 received a new floor over the rear wheel area
- Several buses received side replacement panels due to corrosion
- A couple entrance step wells were either repaired or replaced due to corrosion

The following checklist was performed for 40 buses (includes OF, Lakewood and UCS buses):

- Open windows to check for proper operation
- Remove seats (check for damage)
- Remove graffiti, gum, etc. from baseboards, floors, seats, form anywhere
- Sweep everything! Every nook and cranny! Vacuum to remove dirt, etc. from cracks
- Clean and rinse everything: roof hatches, ceiling, walls, windows (frame), seats, baseboards (remover)
- Sweep floor again
- Wash/scrub floor and aisle (to be spotless)
- Replace seats/close windows & hatches
- Clean windows with window cleaner/no streaks
- Wash outside of bus (use brush and sponge)
- Use scrub brush on tires
- Remove dirt etc. from mud flaps
- Squeegee windows
- Wax bus only after bus has been inspected
- Squeegee windows & wipe excess
- Clean windows with window cleaner/no streaks. (if needed)
- Sweep floor again
- Wax floor - only after bus has been inspected
- Floor must not have any leftover wax from previous year! Floor must be dry! Driver's area completely cleaned (ceiling, walls, dash, knobs, mirrors, floor, seat, etc.)

DISTRICT

- All District boilers were inspected
- Fire and security systems inspected
- All kitchen hoods cleaned
- All hood suppression inspected
- Sprinkler systems inspected
- District fire extinguishers inspected
- Board of Education basement step wall was rebuilt
- District cement work: ADA compliance sidewalk at Board office and High school, widen aprons at Middle school, widened rear sidewalk at Intermediate school, ADA compliance sidewalks at Falls – Lenox and pad installed for marching band practice field podium
- Crack seal/seal coat/chip seal repairs/asphalt over/asphalt repairs at High School, crack seal at Middle School, crack seal/seal coat /chip seal repairs/asphalt repairs at Falls –Lenox, crack seal at Early Childhood Center and chip seal repairs/asphalt repairs at Bus Garage

5. **Dr. Lloyd – Curriculum & Instruction:**

Each building has a core English Language Arts adoption committee. At the conclusion of last school year, a committee of teachers identified some specific professional development needs which included learning more about how to differentiate reading instruction, get students more energized with independent reading, and how to help students become skilled, habitual and critical readers. We identified Dr. Denise Morgan, a reading and writing professor from KSU, as a person who could help us begin to address these issues. She is a former intermediate school teacher and continues to work closely as a consultant with Solon City Schools. Dr. Morgan , met

with our 4th through 8th grade ELA teachers. John Gaba also took part in the meeting with the 7th and 8th grade teachers. We talked about the following:

- In order for students to become critical, voluminous readers, reading needs to be easy for them. Ease is facilitated by letting students choose books to read that are just right for them.
- Students need to have the ability to choose books immediately and an independent reading library in each classroom is critical to making this possible.
- Students need not read the same thing. The idea of having a class novel that everyone reads for 3-weeks was challenged significantly and if we're about having students read a text that is at their reading level, we need to structure our classroom instruction differently.
- Students need to be challenged as well and have reading instruction that stretches them. This should occur in smaller groups where the teacher guides them.
- Rather than simply conducting traditional book reports, students need to be able to talk about books to their friends in such a way that demonstrates they are skilled and critical readers.

I was very proud of our teachers' willingness to have their own instructional beliefs challenged—both by Dr. Morgan, by their colleagues, and by themselves. We have another round of professional development scheduled that will be directed by the needs of the ELA group.

Assessment:

Our teacher level value-added data was finally released on Friday for grades 3 through 8. This data is very personal for teachers as it reflects the impact of their instruction on students' growth. I believe that this data can be very useful for instructional reflection and professional development. We intend to use this data in the following ways:

- Principals and individual teachers were sent an email containing the teacher level value-added report. I have scheduled data meetings with each principal and will talk to them about the data and how they can use it to get teachers to reflect on performance and look at building trends.
- We will share our achievement and grade level value-added data with the DLT.

6. Dr. Hoadley –

1. 2.8 Mill PI Levy campaign
 - a. Knock and Talk
 - i. Saturday, September 3rd, 17th, 24th, and October 1st
 1. Number of volunteers has ranged from 6-14
 2. Meet at Board office at 10:15 a.m.
 - b. Back Pack stuffers
 - i. Sent home twice
 - c. Levy Yard Signs
 - i. Assembled by HS faculty
 - ii. "Yes for Schools" – about 800 still need homes
 - d. Speaking Engagements
 - i. Olmsted Township Trustees, Early Childhood PTA, F-L PTA, Kiwanis
 - ii. Still to come: PTA meeting at OFIS, MS, and HS

- e. October Emphasis
 - i. More Knock and Talks, phone calls, door to door literature drops
2. District Leadership Team
 - a. First Meeting: 9-28-11
 - b. Agenda Items
 - i. Ohio Ethic Decision regarding compensation for hosting a student teacher
 - ii. OFCS teacher struggles with new documentation requirements for 504/IEWP vs. Student growth and achievement data review for SY10-11
3. Possible land donation through Olmsted Falls Alumni and Endowment Association
 - a. Adjoins Board of Education owned HS property and subdivision to the East of HS near turnpike.

B. Donations

1. Olmsted Printing, 1060 W. Bagley Road, Berea, Ohio 44017 generously donated several cases of envelopes, copy paper, card stock, and glossy paper.

C. Minutes

1. Minutes of the Regular Meeting of August 17, 2011.

D. Recommendations of the Treasurer

1. Approve Financial Reports for the Period Ending August 31, 2011 (**Exhibit 1**)
 - (a) Receipts (**Exhibit 1-a**)
 - (b) Expenditures (**Exhibit 1-b**)
 - (c) Financial Bank Reconciliations (**Exhibit 1-c**)
2. Approve 5-Year Forecast Analysis (**Exhibit 2**)
3. Approve Analysis of New Intermediate School/Middle School Project (**Exhibit 3**)

E. Recommendations of the Superintendent

1. To declare the modular classrooms, currently located behind the ECC, as surplus equipment and authorize the Superintendent to conduct a public auction to obtain bids for purchase and removal. (**Exhibit 4**)
2. Approve Independent-Provider Agreement between The Behavioral Intervention Institute of Ohio and Olmsted Falls City Schools ("BIIO"). BIIO is a private provider of services for students on the autism spectrum. (**Exhibit 5**)
3. Approve Agreement with Applewood Centers, Inc. (operating an educational institution known as The Eleanor Gerson High School) and the Board of Education of Olmsted Falls City Schools to provide an outside therapeutic placement for a student with significant behavioral challenges. (**Exhibit 6**)
4. Approve Extended School Year Program Contract between Help Foundation, Inc. and Olmsted Falls City Schools Board of Education which commenced on June 21, 2011 and ended on August 5, 2011. (**Exhibit 7**)
5. Approve 2012 Spring Break baseball trip to Myrtle Beach, SC at The Ripken Experience. The varsity team will leave on March 25, 2012 and return on March 30, 2012. The trip will be 100% funded by the baseball families. (**Exhibit 8**)

6. Approve Overnight Varsity Wrestling trip to Findlay, Ohio on Friday, December 2, 2011 returning on December 3, 2011. The trip will consist of the varsity wrestling team and three coaches. (**Exhibit 9**)
7. Adopt recommendation that until an Exempt Employee Handbook is created and adopted by the Board of Education, exempt employees shall continue to accrue sick leave at a rate of 1.25 days per month.
8. Defer Olmsted Falls City Schools' option to participate in the Ohio School Facility Commission's Classroom Facilities Assistance Program (CFAP) to a time after calendar year 2012. (**Exhibit 10**)

F. **Personnel** Items (as shown below)

G. **For the Board's Discussion**

1. Regular Meeting – October 20, 2011 at 7:00 p.m. – Middle School, 27045 Bagley Road, Olmsted Falls, Ohio 44138.
2. Discussion of Superintendent / District Goals for 2011-2012 SY.

H. **Adjournment**

Personnel

Resignations:

FISSEL, KELLY – Lunch Room Assistant (Stipend), effective August 26, 2011

HALLORAN, PATRICIA – Special Education Paraprofessional, effective August 26, 2011

HASSETT, SUSAN – Lunch Room Assistant (Stipend), effective September 1, 2011

Certificated Staff:

For 2011-2012 School Year

FERSTER, DIANE - To be hired as long term substitute teacher for Lisa Hawk, effective on or around October 17, 2011 with return date to be determined

MCCLELLAN, KELLY – Unpaid parenting leave of absence effective from August 22, 2011 through September 30, 2011

To hire the following as Tutor for Home Instruction and Extended School Year (ESY) effective August 23, 2011 through August 31, 2012:

Brediger, Patricia

Danchik, Linda

Giamboi, Gabrielle

Metrick, Mary Lou

O'Brien, Christine

Rivera, Stephanie

Ruebensaal, Leigh

Schoenhofer, Michelle

Shaw, Lisa

Warren, Catherine

Wowk, Doreen

Wyman, Erika

Support Staff:

For 2011-2012 School Year

BRANDT, CARLA - To be hired as long term substitute for Jamie Myers (special education paraprofessional), effective on or around August 23, 2011 through September 9, 2011

MAGREY, JOSEPH A. – Contract amendment from 260 days to 227 days effective beginning August 1, 2011

To reinstate the indicated number of hours to the following paraprofessionals contracts for the 2011-2012 school year effective August 29, 2011:

Bertrand, Ellen

Hassett, Susan

Fissell, Kelly

Support Staff:

For 2011-2012 School Year - Continued

To reinstate the indicated number of hours to the following paraprofessional contract for the 2011-2012 school year effective on or around October 24, 2011, pending doctor's release:

Doherty, Mary Cay

OWA Students:

Effective with the 2011-2012 school year, to be paid according to class arrangement (not to exceed \$6.10 per hour) as follows:

Brian, Chad - Falls-Lenox

Wayne, Rebecca – Falls-Lenox

Balnius, Austin – Intermediate

Darkes, Jessica - Intermediate

Cueller, Mejia, Carolos – Intermediate

Bass, Malanie – Middle

Burr, Alan – Middle

Compton, Alexis – Middle

Emerson, Will – Middle

Haesley, Josh - Middle

Kayfes, Leah – Middle

Walker Young, Anthony – Middle

Gorman, Joe – High School

Poole, Matt – High School

Stonebreaker, Autumn – High School

Natal, Justin – Bus Garage

OWE Students:

Effective with the 2011-2012 school year, to be paid according to class arrangement (not to exceed \$8.10 per hour) as follows:

Chipgus, Alex – ECC

Costlow, Jackie – ECC

Gareau, Kaylie – ECC

Ballas, Mark – Primary

Rote, Ashley – Primary

Sanders, Brandon – Primary

Vujtech, Alexis – Primary

Wood, Dyland – Primary

Zaffino, Dennis – Middle

Peck, Tevor – Grounds/Maintenance

CBI Students:

Effective with the 2011-2012 school, to be paid according to class arrangement (not to exceed \$5.45 per hour) as follows:

Brady, Thomas
Crespo, Justin
Evans, Adam
Henderson, Ayla
Hoffman, Matthew
Jallos, James
Keenan, Michael
MacEwan, Skye
Paine, Marilyn
Petitt, Noah
Sandovall, Luis
Trappe, Clayton
Werner, Eric
Zingales, Jonathan

For 2011-2012 School Year:

To hire the following Teaching Assistants for the 2011-2012 school year:

Blakeslee, Melinda
Champman, Michelle
Clum, Julie
Galaska, Sara
Gillette, Donna
Harper, Linda
Harris, Amy
Hozan, Pamela
Lanza, Angela
Maly, Daniel
Munoz, Traci
O'Donoghue, Sally
Patton, Kristie
Richards, Diane
Simon, Ann
Smith, Melinda
Tomko, Domenica (Donna)

Support Staff Substitute List "C" (Attached)

SUPPORT STAFF

For 2010-2011 School Year:

To pay the following Paraprofessionals additional hours for Moderate-Intensive Summer Program from summer of 2011 (due to changes in the number of hours that were needed to provide services):

Andrus, Hollie
Blair, Michele
Marysiak, Angela
Uhl, Marie

Numerous Supplementals/Stipends For 2011-2012 SY