

Kirtland Board of Education

Special Meeting

April 27, 2009

The Special Meeting of the Kirtland Board of Education was held at the Kirtland High School Large Instruction Room on April 27, 2009. Mr. Schenosky called the meeting to order at 7:01 p.m., with the following members answering the roll: Mr. Balazs, Mr. Schenosky, Mr. Skeggs and Mrs. Sohngen. John Bodmer was absent. Dr. Lipinski attended the meeting.

Also in attendance: Tim and Jeanette Blankenship, Ron and Linda Crouse, Val Harchick, Allison Miller, Gary and Connie Danielson, Dave and Sandy Kappele, Steve and Kathy Fellingner, Jackie Munn, Royal Bretragger, Jim and Tami Davis, Susan Timko, George Smith, Karin Schroeder, Gina Lane, Tom and Paula Christopher, Tim and Karla Kehres.

Sue Timko said that in reviewing the February 23, 2009 board minutes she believed she was misquoted and would like the board to consider amending the minutes. Ms. Herrmann said she would review her notes from the meeting. Mrs. Timko also requested the district have an independent and forensic audit done of the finances. Ms. Herrmann said the Auditor of State's office, an office independent of the district, recently completed an audit of the district's finances for 2007 and 2008 and there were no citations or findings. She said she expected the audit to be posted to the Auditor of State's web site soon. Mr. Schenosky said as a member of the board's finance committee the district is managing the public's money properly. He said when the last new levy was approved in 2003 the public was told the money would last two years and as of 2009 the district has not had to ask for additional funds.

The board recognized Sam Trela, who recently made Eagle Scout, and his scoutmaster Mr. Eilerman. Vicki Mitchell introduced Katie Skapin who won a prize for pronunciation and intonation in a statewide Japanese contest.

Mr. Schenosky said parents from the Kirtland Education Council (KEC) would be addressing the board regarding IEP's and 504 plans. He said both the district and the council are looking to improve things in the district for students with specialized needs. He cautioned the parents to adhere to FERPA and said board members can not comment on individual situations and parents should refrain from identifying school personnel. Mr. Schenosky said if there are any items that need immediate attention parents should contact their building principal.

Tim Kehres, co-chairman of the KEC, said the group's purpose is to advocate and support children who learn differently, both those with special needs and the gifted. He said the group is looking to foster a positive learning environment within Kirtland schools. Tom Christopher, co-chair of KEC, said the group is reaching out to families with children on 504 plans and Individual Education Plans (IEP) and they have spoken

with 41 families. He said the group asked three families to relate to the board their personal experiences in dealing with district personnel regarding their child's special educational needs.

Paula Christopher, Gina Lane and Sandy Kappel, told the board of their experiences working with district staff to help their children succeed. All three related instances of difficulty in having district staff follow accommodations in IEP's and 504 plans. Situations the parents said they experienced included: a child had a 504 accommodation to take tests outside the classroom but that occurred only a third of the time; a parent said they were told that in order for their child to qualify for an IEP they needed to stop helping their child with schoolwork and allow the child's grades to fall, a parent said district personnel initially disregarded physician recommendations on specific remediation and when remediation was offered it was less than what was recommended by a physician, a parent said some teachers act like they have never had a student with an IEP in their classroom. All parents said their children can learn and be productive if they receive the help they need. Mr. Schenosky thanked the parents for coming forward.

Mr. Christopher said the purpose of the group coming to the board meeting was to highlight some of the issues parents say they have with the district. He said the KEC has not heard from anyone with satisfactory IEP and 504 issues and parents have come to expect they have to battle on behalf of their children. Mr. Kehres said the district needs to provide for special needs students by providing: early screening, parental communications, informing parents of their rights and duties, and have a better dispute resolution mechanism. He said the district is already working to correct some of these items.

Mr. Christopher said parents want to resolve their difficulties with the district and not have to involve attorneys. He said the KEC is doing a survey of all parents in the district that have students on an IEP and 504 plans and is also surveying 8 school districts, of a similar size and budget to Kirtland, that are doing well with special education programs. Mr. Christopher said survey results will be presented at the May board meeting and the group hopes to work in partnership with the district and effect positive change. Mr. Schenosky said the board looks forward to the next report of KEC and is also looking to improve things. Mr. Balazs thanked the group for the documentation provided to the board. He said he understands the pain and passion the parents have regarding their children and he appreciates the work the group has done.

It was moved by Mr. Balazs and seconded by Mrs. Sohngen that the following resolution be adopted:

Resolution #13-2009

- A. Recommendation to Approve Minute Transcripts for:
Regular Meeting of March 30, 2009

B. Recommendation to Approve Financial Statements for:
March 2009

Roll Call: Ayes: Mr. Balazs, Mr. Schenosky, Mr. Skeggs, Mrs. Sohngen.

Mr. Balazs said he attended a dinner of Lake and Geauga County school boards and heard a presentation regarding the state budget. He said it is important for residents to contact our state representatives and senator and tell them the budget proposals are not in the best interest of Lake County schools. Mr. Balazs said the proposals offer as many pitfalls as solutions.

Mrs. Sohngen asked if board members were interested in conducting an internet survey and she wondered if another board member would join her in a telephone conference with the 2 firms she has contacted. Dr. Lipinski said he would want to review the questions on a survey. Mrs. Sohngen said the issue of funding the survey also needs to be determined and she suggested asking the Kirtland Education Foundation to fund part of the survey as their purpose is to support children. Mr. Schenosky said he has some hesitation going outside the district for funding. Mr. Balazs said the board should get their questions together and then talk to the firms.

It was moved by Mrs. Sohngen and seconded by Mr. Schenosky that the following resolution be adopted:

Resolution #14-2009

- A. Recommendation to Approve an Amended Appropriation
- B. Recommendation Authorizing the Treasurer to advertise for bids for the purchase of 2 buses, one to be paid from the 2008-2009 budget and one from the 2009-2010 budget: and a passenger van from the 2008-2009 budget

Dr. Lipinski said he wants to look at the year-end cash balance before committing to purchasing two buses. Mr. Balazs asked how firm the unencumbered balance is for the construction fund. Ms. Herrmann said there are some line items with budget amounts that can be reduced as the project is winding down and she should have a figure of unspent funds in May.

Roll Call: Ayes: Mr. Balazs, Mr. Schenosky, Mr. Skeggs, Mrs. Sohngen.

It was moved by Mr. Balazs and seconded by Mr. Schenosky that the following resolution be adopted:

Resolution #15-2009

- A. Recommendation to Let The Records Reflect that the following personnel are automatically non-renewed at the conclusion of the 2008-2009 school year:

Academic Tutors

KES – Pam Hunt, Harriet Speece, Jane Young

KMS – Valerie Tripodo, Karen Hammack

KHS – Nick Continenza, Valerie Tripodo

Home Instruction Tutors

Valerie Tripodo

Maternity Leave Replacements

Wendy Bak, Nick Continenza

- B. Recommendation to Let The Records Reflect Noel Bottesch not serving as Chicago Tour Director in 2008-2009, Andreha O'Donnell serving as Chicago Tour Director in 2008-2009, Sue Summerhill not serving as a Washington Trip Chaperone, Sue Summerhill serving as Chicago Chaperone
- C. Recommendation to Let The Records Reflect that all supplemental contracts for 2008-2009 automatically expire at the end of the 2008-2009 school year
- D. Recommendation to Approve New Continuing Contract for KES Teacher Kurt Ragle for 2009-2010
- E. Recommendation to Approve New Two Year and One Year Limited Contracts for 2009-2010:

Two Year Contract:

<u>Name</u>	<u>Degree</u>	<u>Experience</u>
SUZANNA ADKINS	BA	11

One Year Limited Contract:

<u>Name</u>	<u>Degree</u>	<u>Experience</u>
JULIE POLING	BA	3
MARIE REEVES	BA	3
ANDREHA O'DONNELL	BA	3
GLORIANNE CAMBURAKO	BA	2
SANDRA DONOVAN	BA	2
JOSEPH LAPAGLIA	Med	2

KELLY DOYLE	BA	2
SUSAN SUMMERHILL	BA	2
VALERIE KRAHE	MA	1
MARY HAM	BA	1
LYNNE KOHR	BS	1
DIANE CUMMINGS	MA	1
MERIAH DUNCAN	MA	1

- F. Recommendation to Approve FMLA (maternity leave) for KES teacher, Elizabeth Miller, May 21, 2009 – June 12, 2009
- G. Recommendation to Approve Supplemental Contracts for 2008-2009:

Kim Crawford	KMS Camp Nurse	\$455.00
Heidi Grunenberg	Multimedia Advisor	\$843.18
- H. Recommendation to Approve Service Contracts for 2008-2009:

Margaret Noga	Chicago Tour Nurse	\$406.93
Steve Bell	Washington D.C. Chaperone	\$542.57
Cindy DiCarlo	Washington D.C. Trip Nurse	\$542.57
- I. Recommendation to Approve Melody Perkes, Substitute KHS Guidance Counselor, April 20, 2009 – June 19, 2009, \$199.24/day (as needed basis)
- J. Recommendation to Approve Classified Substitutes:

Timothy Beech	Bus Driver
Lori Robinson	Bus Driver
- K. Recommendation to Approve FMLA (maternity leave) for KMS Teacher, Michelle Mastrangelo, 2009-2010
- L. Recommendation to Let The Records Reflect the one period teaching assignment for Valerie Tripodo in 2008-2009 is abolished at year's end
- M. Recommendation to Approve KES Computer Aide, Maria Yurick, 3.5hrs/day, Step 2, 2009-2010
- N. Recommendation to Approve Home Instruction Tutors for remainder of 2008-2009:

Julie Poling
Kelly Moran
Kelly Doyle

- O. Recommendation to Accept the Resignations of:
Molly Gvora
Claudia Albrecht
Laura Cizewski

Mr. Skeggs he was glad to see Mrs. Perkes is able to help the district.

Roll Call: Ayes: Mr. Balazs, Mr. Schenosky, Mr. Skeggs, Mrs. Sohngen.

It was moved by Mrs. Sohngen and seconded by Mr. Schenosky that the following resolution be adopted:

Resolution #16-2009

- A. Recommendation to Let The Records Reflect that the following personnel is automatically non-renewed at the conclusion of the 2008-2009 school year:
Academic Tutor – Marilynn Skeggs
- B. Recommendation to Let The Records Reflect the one period teaching assignment for Marilynn Skeggs in 2008-2009 is abolished at year's end

Roll Call: Ayes: Mr. Balazs, Mr. Schenosky, Mrs. Sohngen. Mr. Skeggs abstained.

It was moved by Mr. Balazs and seconded by Mr. Skeggs that the following resolution be adopted:

Resolution #17-2009

- A. Recommendation to Approve LEAF Student Tracking Agreement for 2009-2010, \$2,625.00
- B. Recommendation to Approve Construction Change Orders:
Lakeland Management Systems Inc.
1. Cost to cut down area by New Elementary School to pitch water away from building and cut swale; grade under and around trailers; spread topsoil and seed.
(ref. RFP #0300-060)
Total amount of change order: \$4,600.20

Deduct Change order for The Smith & Oby Co.:

1. Deduct due to coils in the unit ventilators freezing and bursting in the New Elementary Addition. This event occurred in January 2009. (ref. RFP #0303-012).

Total amount of deduct change order: (\$1,224.60)

Roll Call: Ayes: Mr. Balazs, Mr. Schenosky, Mr. Skeggs, Mrs. Sohngen.

It was moved by Mr. Skeggs and seconded by Mr. Balazs that the following resolution be adopted:

Resolution #18-2009

A. Recommendation to Approve First Reading of the Following Policies:

Policy 2220	Course of Study
Policy 3120	Employment of Professional Staff
Policy 3120.04	Professional Staff
Policy 3120.06	Selecting Student Teachers
Policy 3120.08	Employment of Personnel for Co-Curricular/Extra-Curricular Activities
Policy 3120.09	Volunteers
Policy 3121	Criminal History Record Check
Policy 3139	Staff Discipline
Policy 3140	Termination and Resignation
Policy 3210	Staff Ethics
Policy 3214	Staff Gifts
Policy 4120.04	Employment of Substitutes – Substitute Pay
Policy 4120.08	Employment of Personnel for Co-curricular/Extra-Curricular Activities
Policy 4120.09	Volunteers
Policy 4121	Criminal History Record Check
Policy 4139	Staff Discipline
Policy 4140	Termination or Resignation
Policy 4210	Staff Ethics
Policy 4214	Staff Gifts
Policy 5114	Foreign-Exchange Students
Policy 7540.01	Technology Privacy
Policy 8141	Mandatory Reporting of Misconduct by Licensed Employees
Policy 8210	School Calendar
Policy 8351	Security Breach of Confidential Databases
Policy 9270	Equivalent Education Outside the Schools (Home Schooling)

Policy 2421	Career-Technical Education Program
Policy 2464	Gifted Education and Identification
Policy 2623	Student Assessment and Academic Intervention Services

Mrs. Sohngen said she sees that changes were made to Policy 3214 Staff Gifts but asked for a definition of compensation. Dr. Lipinski said compensation is cash from another organization and gift cards are not considered compensation. Mrs. Sohngen asked if a music teacher can give music lessons off site and be compensated. Dr. Lipinski said staff can give lessons off campus but if they get paid for lessons given on campus they would have to pay rent to the district. Mr. Balazs asked if a coach is paid under a board contract can the Boosters also pay the coach money. Dr. Lipinski said no, in the instance of summer camp where the coach receives a stipend it needs to be run through the district's books.

Mrs. Sohngen asked which of the six items on policy 2220 are to be added. Dr. Lipinski said they are all to be added. Policy 3120 states the district is to fill positions with highly qualified staff and Mrs. Sohngen asked if this was part of the licensure process. Dr. Lipinski said all staff hired have to have the proper certifications required by the state and the district.

Mrs. Sohngen said Policy 3120.09 was not clear that the board will pay for background checks for volunteers. After discussion it was decided the paragraph at the end of the first page of policy 3120.09 should read: Furthermore, the Superintendent shall inform all volunteers who work or apply to work unsupervised with children on a regular basis of the need to display appropriate behavior at all times. The volunteers will have to provide a set of fingerprints so that a criminal records check can be conducted, at the Board expense, and passed. The volunteers can begin their duties, or continue services as a volunteer at the discretion of the Board.

Mrs. Sohngen also suggested that guidelines be developed to give to volunteers that define appropriate behavior when interacting with students. Mr. Brettrager said when coaches take a certification course they discuss ethics and behavior.

Mrs. Sohngen suggested at the end of policy 3139 instead of ending with "under certain circumstances as defined therein," that the therein be replaced with "in policy 8141." Mrs. Sohngen said policy 3140 states that any report of an investigation is taken out of a personnel file and put in a separate public file. She asked if the district would have a separate file for investigations. Dr. Lipinski said it would probably be placed in a file behind the person's personnel file. He said it would not be part of the personnel file, but even if an accusation is untrue the district has to maintain information.

Roll Call: Ayes: Mr. Balazs, Mr. Schenosky, Mr. Skeggs, Mrs. Sohngen.

Mr. Bretragger said he would like to see teachers post grades on-line in a more timely fashion. He said some teachers did not post grades until just before interims and he would like to stay up on his children's progress more frequently than that. Dr. Lipinski said teachers have been instructed to post grades within a week of testing and assignments,

and there is an expectation they do that. He said parents should ask the teacher about grade posting and then go to the building principal if the issue isn't resolved.

Mr. Kehres suggested the district hold training for volunteers to let them know the boundaries of acceptable behavior. He suggested if the district doesn't have a training manual it might want to have one. Mr. Balazs said if volunteers are left alone with students they should receive training. Mr. Schenosky said it is also important that volunteers know there are certain items they could hear at school that they should not discuss with people outside the school. Ms. Herrmann said contracted staff are given copies of policies at the beginning of the school year and are required to sign forms acknowledging they read the policy and suggested packets could also be prepared for volunteers.

Mrs. Shetler said she was unhappy with the lack of consistency with middle school athletics. She said some teams cut students, some don't. She complimented the cheerleading coaches as she said they tell students what they are to wear and how they will be evaluated. Mrs. Shetler said students participating in track are told to get shoes and spikes and they practice for events but they don't get very much notice as to whether they will run in a meet. She said some parents could spend \$150 in shoes and their child doesn't compete in a meet. Mrs. Shetler said she was also dismayed to see boys running without shirts and girls running with sports bras and no shirts. She also said she was talking to a teacher from Perry Schools about block scheduling and the teacher at Perry said the district had to hire extra staff to implement block scheduling. Mrs. Shetler said one parent told her they would not be voting for Kirtland's levy as the money will be used for block scheduling.

Mr. Balazs said now that Mrs. Shetler knows the levy is not for block scheduling and can tell parents that. He said that the middle and high school do have a code of conduct for athletics, and the principals and Matt Paul are working to achieve consistency between the two. Mrs. Sohngen said the middle school track coaches were surprised by the number of students that came out for track this year, 90. She said she did hear that students weren't learning until the last minute they wouldn't be in a meet, but she also understood that the coaches are trying to give everyone the opportunity to participate in one away meet. Tami Davis said parents have talked about the dress code in athletics. She said they talked to Matt Paul and he advised the parents to talk the coaches as they are the people the address the issue.

Mr. Schenosky said the levy is a renewal and the millage has decreased since the last time it was before the voters. He said the levy is not providing extra money and the board would not consider a different type of class schedule, such as block, if it would impair the districts finances. Mr. Schenosky said the board is not ready to make a decision on block scheduling and it will not be done next year.

Mrs. Timko said there is a discrepancy in how students are taught at the middle school as they should teach all children, and children that aren't on sports teams aren't provided any coaching. Mrs. Timko said she would have liked to have had the policies the board is

April 27, 2009
Regular Meeting

adopting posted on the website so she could have reviewed them before the meeting. She said she can't comment on the policies as she hasn't seen them.

Mrs. Timko said she has concerns regarding student privacy in the high school. She said that students sometimes answer the phones in the office and they are able to see the phone number of the person calling the school displayed on the phone. She also said there have been times she was in the office and saw papers laying on desks that contained confidential student information. Mr. Schenosky said he appreciated that concern and it would be addressed. Dr. Lipinski said the new phone system purposely identifies callers as a means of security to identify callers of threatening or crank phone calls.

There being no further business before the board it was moved by Mr. Balazs and seconded by Mr. Skeggs that the meeting be adjourned at 8:57 p.m. Roll Call: Ayes: Mr. Balazs, Mr. Schenosky, Mr. Skeggs, Mrs. Sohngen.

We, the undersigned, do hereby certify that the above and foregoing is a true and exact copy of the proceedings that were held on the above aforementioned date.

Signed this _____ Day of _____, 2009.

President

Treasurer