

**GARFIELD HEIGHTS BOARD OF EDUCATION
GARFIELD HEIGHTS, OHIO**

**RECORD OF PROCEEDINGS
Minutes – Regular Board Meeting
October 18, 2010**

The Board of Education of the Garfield Heights City School District met in Regular session on Monday, October 18, 2010, at Elmwood Elementary School at 6:30 p.m. with Mr. Robert A. Dobies, Sr., President of the Board, presiding.

ROLL CALL

Present : Mr. Dobies, Mrs. Kitson, Mrs. Geraci, Mr. Juby, Mr. Wolske
Absent: None

MOMENT OF SILENT REFLECTION & PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

Moved by Mr. Juby, seconded by Mr. Wolske to adopt agenda as presented.

Ayes: Juby, Wolske, Geraci, Kitson, Dobies
Nays: None

READING AND APPROVAL OF MINUTES

Moved by Mr. Juby, seconded by Mrs. Geraci to approve the minutes of:
Regular Board Meeting of September 20, 2010
Special Board Meeting of September 23, 2010
Special Board Meeting of September 28, 2010

Ayes: Juby, Geraci, Kitson, Wolske, Dobies
Nays: None

BOARD PRESIDENT'S REPORT

Good evening, I would like to welcome all in attendance and to Elmwood Elementary. I hope all enjoyed the tour of the work going on in this building. We are excited about the upgrade to the facility and its future potential of giving our students the best education they can receive in a modern environment. Again, because of the citizen's generosity providing the initial funding, this project is at no cost to the district. What a wonderful thing.

I would like to remind those in attendance that if you wish to speak in front of the Board, you must sign in. You have the opportunity to speak on agenda items prior to the Board taking action on the matters at hand. You also have the opportunity to make remarks on non-agenda items at the end of business matters. In both cases, you will be allotted three minutes to make your presentation. Thank you.

During this evening's meeting, we will hear updates from Mr. Jeff Henderson of TDA (ThenDesign) and Mr. Pete Devine from PCS on our building projects.

We will have an update from Mrs. Saxton on Elmwood.

If you are a fan of our web site, I just wanted to let everyone know that along with the minutes of the Board meetings, you will be able to review the upcoming board agendas prior to the meeting. Being committed to transparency, the Board has included this on the website. This should allow you to review the agenda the weekend before the regular scheduled meeting and if there are any questions or concerns, you may call the appropriate person to answer your question or bring them to the Board Meeting. Once you're on the web, you will click Board of Education, then click Board Meeting Dates/Minutes and you can review the information listed.

Along with that, if you didn't already know, you can also review the financials which are posted on the Center for Finance page. Once on the web, click on the arrow by Administration/School window and the bar will come down. Then click on Center for Finance, and then click financial information.

As we move through October, we are only fourteen days away from Election Day on November 2nd. I would be remiss as President if I didn't remind all of the importance of the levy, Issue 7, which will be on the ballot. The significance of this issue has such great bearing on our students' welfare, our employees, and community as a whole.

As a Board we have diligently listened to the beat of the district's needs. Our jobs remain focused on providing the best possible education in a safe environment for our students while cultivating a district we can all be proud of by having the best and brightest employees so our children may prosper.

What we are faced with is very serious. Many can say I can't afford more taxes, and you know what, I don't really want to pay more taxes either. Nor does my eighty-five year old mother who lives on a fixed income or my eldest son and daughter in-law who are raising their family here in Garfield with my two grandsons attending our school system, but.....we will vote yes for the levy.

It's talked about from the national level, what are we going to leave the future generation with the economy floundering. That our grandchildren and great-grandchildren will be paying off our debts well into their futures. Do we really want that, or do we want to provide our children a sound, stable, education and environment so they may flourish as they go forward with their lives.

Being from this community my whole life and growing up with having solid values/morals and a European work ethic my parents instilled in our family, it is time to pull up the boot straps and do what is necessary. Part of life is enduring what presents itself to us. We do this because we know down the line we will reap the benefits because of our diligence during tough times. This community is and always has been hard working for their families and the betterment of the whole along with being generous in times of need.

I believe, though, the true prospective to this matter becomes what is best for the children and community, not what is best for me. We have to look at the whole, what is best for the majority. We truly do not want to regress. We need to take responsibility because it is our concern. It is our school district. It is our community at stake.

If you truly believe your responsibility ends because you have no children attending or that your children have graduated from the school district, well I'm sorry to tell you that is not the case. This is our home and we need to protect what we have.

The facts of the district have been continuously presented in many venues to keep our district informed. We have continuously looked for ways to save this district money and have done just that. The Board along with administration and our employees have participated in what has been asked through the Budge Recovery Plans instituted by cutting back wherever, without disrupting progress. We continue to look at all aspects of our operation.

The product that we produce is our children. It does take funding to accomplish this. If the district were a business for profit, and able to produce a product such as the "widget" to bring funding in, so we could in turn generate profits on our product, and relieve our community of further funding obligations, please believe me ...we would be the front runners in doing just that. Unfortunately, until the state (whom I remind is eight billion in deficit) resolves the issue of school funding we are compelled to take action in the means allowed to us.

What we need as a district is a continued understanding and support of everyone. We can only move forward as a TEAM EFFORT.

Thank you, for your understanding and I please ask you for your support and to vote yes on Issue 7. Thank you.

COMMITTEE REPORTS

Cuyahoga Valley Career Center – Mrs. Geraci – Cuyahoga Valley Career Center will host a dinner for Board members of the member districts along with their Superintendent and Treasurer. Members from each of the Boards will have the opportunity to meet one another at that time. There will also be student demonstrations.

Curriculum & Instruction – Mrs. Kitson – Attended OSBA's 21st Century Learning workshop. Workshop discussed student curriculum that puts a new focus on additional skills and the revamping of testing in 2014.

Student Activities – Mr. Juby – Congratulated Lloyd Henry, Booster Club Athlete of the Week.

Legislative Liaison – Mr. Wolske – No Report

City Liaison – Mr. Dobies – The soccer program is in the full swing of things. This year's program has over two hundred participants. The program will continue through the end of this month. Please go out and support your favorite team.

The Community Gardens Committee will be hosting "Harvest Fest" on Sunday, October 24th, as a fundraising effort for the community gardens put in this year. It will be from 1:00 p.m. to 5:00 p.m. at the Civic Center. This

will be fun for the entire family with plant sales, face painting, craft projects, pick and paint a pumpkin, hay rides, a harvest basket raffle and a corn hole tournament.

The Recreation Department will host a Halloween Skate Saturday, October 30th, from 5:00 p.m. to 7:00 pm. Come out for a fun filled evening with candy and trophies for best costumes.

Garfield Heights youth wrestling continues sign-ups for the upcoming season today and tomorrow 5:00 p.m. to 7:00 p.m. held at the High School gym lobby. For more information call Bill Corradi at (216) 644-6099 or you may call the athletic office.

The next city council meeting is Monday, October 25th at 7:00 p.m. I know there is a lot of concern about the issue confronting the city with Issues 56 and 57. What I do know for sure is that with implementing the photo enforcement vehicles, the city has found there is a serious issue of speeding within our city. The Mayor reported that the first twenty-one days of school there were over seven hundred speed violations which occurred in our school zones. This is serious and needs to be corrected. Whether we like them or not, their presence brings another means of controlling traffic within our city and a preventive measure to ensure safety of our children. If that is what these vehicles ensure, well, I'm for keeping our children safe. Thank you that concludes my report.

Parent Involvement – Mrs. Kitson – Became a member of the Family Civic Engagement Team for the Cuyahoga Valley Career Center

Community Liaison to Faith Based Initiatives – Mr. Wolske – A Thanksgiving dinner is being planned for the underprivileged.

PRESENTATION

Mr. Jeff Henderson of TDA, Inc. and Mr. Pete Devine of PCS were present to update the Board and public on Elmwood and Maple Leaf OSFC projects.

RECOGNITIONS/COMMENDATIONS

None

SUPERINTENDENT'S REPORT

Mrs. Jody Saxton, Principal of Elmwood Elementary, gave the Board and audience an update on what is happening at Elmwood School

REMARKS FROM THE PUBLIC REGARDING AGENDA ITEMS

None

REPORTS AND RECOMMENDATIONS OF THE TREASURER

Mr. Allen Sluka gave the Board an overview of the district's latest Five Year Forecast.

Moved by Mr. Juby, and seconded by Mrs. Geraci to approve the financials for September 2010, as presented in Exhibit "A"

Ayes: Juby, Geraci, Kitson, Wolske, Dobies

Nays: None

Moved by Mr. Juby, seconded by Mrs. Geraci to approve the Five Year Forecast, as presented in Exhibit "B"

Ayes: Juby, Geraci, Kitson, Wolske, Dobies

Nays: None

RECOMMENDATIONS OF THE BOARD OF EDUCATION

RECOMMENDATIONS OF THE SUPERINTENDENT TO THE BOARD

PERSONNEL:

Moved by Mr. Juby, seconded by Mrs. Geraci to approve classified and qualified staff for the 2010-2011 school year:

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Hours</u>	<u>Experience</u>
Denise Hewitt	1D-Head Housekeeper	ML	6	4 (Due to Transfer)
Tracey Keaveney	1C-Cafeteria	WF	4	0 (Due to Resignation)
Laurie Nenadovich	1C-Cafeteria	MS	4	0 (Due to Retirement)
Dawn Teece	2B-Instructional Assistant	WF	6	7 (Recall Due to IEP)
Elizabeth Straraitis	4A-Attendance Secretary	MS	7	3 (Recall Due to Resignation)
Wanda Walton	2B-Instructional Assistant	EW	6	4 (Recall Due to Reassignment)
Jeanette Favaloro	3A-Library Clerk	HS	6	10 (Recall to 6 hour Position)

Ayes: Juby, Geraci, Kitson, Wolske, Dobies

Nays: None

Moved by Mr. Juby, seconded by Mrs. Geraci to approve year-long academic and student activities supplemental appointments for the 2010-2011 school year as follows:

<u>Name</u>	<u>Supplemental Position</u>
James Sever	Boys Varsity Assistant Basketball Coach – HS
Demetrius Johnson	Boys Assistant Basketball coach (JV) – HS
Ed Burge	Girls Assistant Basketball Coach (JV) – HS
Brent Roach	Boys 7/8 Basketball Coach – MS
Cathy Kennedy	Girls 7/8 Basketball Coach – MS
David Smith	Assistant Wrestling Coach – HS
Brad Bugara	Assistant Wrestling Coach – HS
Brad Farmer	Head Wrestling Coach – MS
TBD	Assistant Wrestling Coach – MS
Heather Nicholson-Strnisa	Assistant Cheerleading Coach (Winter) – HS

Ayes: Juby, Geraci, Kitson, Wolske, Dobies

Nays: None

Moved by Mr. Juby, seconded by Mrs. Geraci to approve the Leave of Absences, as presented in Exhibit “C”.

Ayes: Juby, Geraci, Kitson, Wolske, Dobies

Nays: None

Moved by Mr. Juby, seconded by Mrs. Geraci to accept the retirement resignation of Maryann Jarzembak, cafeteria worker at the Middle School, effective October 1, 2010.

Ayes: Juby, Geraci, Kitson, Wolske, Dobies

Nays: None

Moved by Mr. Juby, seconded by Mrs. Geraci to accept the resignation of Beth Van Vorhis, Attendance Secretary at the Middle School, effective October 20, 2010.

Ayes: Juby, Geraci, Kitson, Wolske, Dobies

Nays: None

Moved by Mr. Juby, seconded by Mrs. Geraci to approve the classified substitutes for the 2010-2011 school year as follows:

<u>Name</u>	<u>Area</u>
Lisa Kalis	Bldg. Sec/Clerical: 7:45 a.m. – 9:45 a.m. (up to 27 ½ hours/week)
Kim Kuchta	Cafeteria (up to 10 hours per week)
Melinda Hellert	Cafeteria
Sherrie Harris	Cafeteria
Veronica Zoldak	Cafeteria

Ayes: Juby, Geraci, Kitson, Wolske, Dobies
Nays: None

Moved by Mr. Juby, seconded by Mrs. Geraci to approve the following tutors to work 100 days as determined by the Building Principal, 6 hours per day at \$24.75 per hour paid out of grant funds, during the 2010-2011 school year:

Sarah Umek	Reading/Language Arts, Math or Both – MS
Edward Marton	OGT Science – HS

Ayes: Juby, Geraci, Kitson, Wolske, Dobies
Nays: None

Moved by Mr. Juby, seconded by Mrs. Geraci to approve the following teachers as Credit Recovery Course Graders, to be paid a stipend of \$1,333 from student course fees, effective October 4, 2010 and end May 27, 2011:

Lance Reisland – Health
Dale Krzynoek – Physical Education

Ayes: Juby, Geraci, Kitson, Wolske, Dobies
Nays: None

Moved by Mr. Juby, seconded by Mrs. Geraci to approve the contract modifications for certified employees for the 2010-2011 school year as a result of educational advancement or master of skills per the negotiated agreement as presented in Exhibit “D”.

Ayes: Juby, Geraci, Kitson, Wolske, Dobies
Nays: None

POLICY

Moved by Mrs. Geraci, seconded by Mr. Wolske to approve adding the words required by the Genetic Information Nondiscrimination Act to all Board Policy as presented in Exhibit "E".

Ayes: Geraci, Wolske, Juby, Kitson, Dobies
Nays: None

CONTRACTS:

Moved by Mrs. Geraci, seconded by Mrs. Kitson to approve the contract between the Garfield Heights City Schools and The Renhill Group Inc. to provide certified substitutes to the district for the 2010-2011 school year.

Ayes: Geraci, Kitson, Juby, Wolske, Dobies
Nays: None

Moved by Mrs. Geraci, seconded by Mrs. Kitson to approve the Settlement Agreement between the Garfield Heights City Schools and Nicole Hancak.

Ayes: Geraci, Kitson, Juby, Wolske, Dobies
Nays: None

Moved by Mrs. Geraci, seconded by Mrs. Kitson to approve the contract between the Garfield Heights City Schools and the Smart Consortium for the purpose of evaluating the ARRA Title II D Garfield Heights middle School grant as required by the grant.

Ayes: Geraci, Kitson, Juby, Wolske, Dobies
Nays: None

RENTALS & FACILITY USAGES

None

MISCELLANEOUS

Moved by Mrs. Geraci, seconded by Mr. Wolske moved to request the Ohio Department of commerce – Division of Liquor Control to document the Board's objection to the Institution Notice for Liquor Permit for a new D1-D2 liquor permit for AIEA, LLC (DBA Angelo's Diner) located at 4912 Turney Road.

Mr. Dobies commented that the Board always objects to these requests.

Ayes: Geraci, Wolske, Juby, Kitson, Dobies
Nays: None

Moved by Mrs. Geraci, seconded by Mr. Wolske to approve Resolution No. 2010-043, a Resolution approving the Maintenance Plan Submitted by Four Seasons Environmental, Inc. in connection with the District's Ohio School Facilities Commission Project as presented in Exhibit "F".

Ayes: Geraci, Wolske, Juby, Kitson, Dobies
Nays: None

Moved by Mrs. Geraci, seconded by Mr. Wolske to approve Resolution No. 2010-044, a Resolution authorizing the expenditure of funds from the 034 Maintenance Fund and the reimbursement of the general fund from the maintenance fund for maintenance expenses associated with the High School and William Foster School provided that those maintenance expenditures are covered in the District's maintenance plan for each school, as presented in Exhibit "G".

Ayes: Geraci, Wolske, Juby, Kitson, Dobies
Nays: None

Moved by Mrs. Geraci, seconded by Mr. Wolske to approve the High School out of town field trips for the 2010-2011 school year, as presented in the attached exhibit.

Mrs. Kitson commented that these are self funded trips at no cost to the school district.

Ayes: Geraci, Wolske, Juby, Kitson, Dobies
Nays: None

Moved by Mrs. Geraci, seconded by Mr. Wolske to approve LPDC by-law change in alignment with EOA Guidelines which allows all LPDC committee members to have the option for applying three (3) Continuing Education Units (CEU) one per license cycle instead of six (6) CEU's for committee work

Ayes: Geraci, Wolske, Juby, Kitson, Dobies
Nays: None

REMARKS FROM THE PUBLIC REGARDING MISCELLANEOUS SCHOOL ITEMS

None

ANNOUNCEMENT OF NEXT BOARD MEETING

Board of Education Regular Meeting – 6:30 p.m.
Monday, November 15, 2010
Garfield Heights Middle School
12000 Maple Leaf Drive
Garfield Heights, Ohio 44125

Moved by Mr. Juby, seconded by Mrs. Kitson to adjourn the meeting at 7:35 p.m.

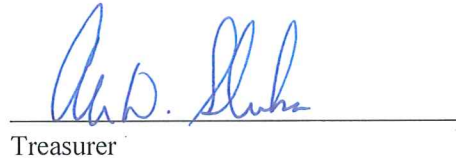
Ayes: Juby, Kitson, Geraci, Wolske, Dobies

Nays: None



Robert A. DeLuca

President



A.D. DeLuca

Treasurer

For monthly financial information (Exhibit A) and Five Year Forecast (Exhibit B) from this meeting, please check our website under Center for Finance.

Employee Leave of Absence

BOE: 10/18/10

Exhibit "C"

Page 1 of 1

Name	Building	Leave Begin	Leave End	Reason
Malak, Suzanne	High School	9/16/2010	12/31/10	Intermittent Medical LOA
Green, Tara	High School	10/18/10	10/29/10	FMLA - Family Member
Skuhrovec, Dianne	Middle School	10/7/2010	Intermittent	Plans to return 1/27/11
Hynes, Susan	Elmwood	10/25/10	12/20/10	Medical FMLA
Skerl, Lisa	Middle School	10/11/10	Intermittent	Family Member FMLA
Newton, Donna	High School	9/23/2010	10/15/10	Medical LOA

Salary Modifications
2010-2011

Lname	Fname	Bldg	EX	STEP	DEG	Ndeg	HR	NHR	09/10	Mod. Sal.	Notes
Balog	Melissa	EW	15	15	M	M	20	30	\$73,202.00	\$74,440.00	Ashland; Franciscan Univ.
Barrett	Gary	MS	10	10	B	B	10	20	\$52,868.00	\$54,106.00	Baldwin Wallace
Bodnovich	Steve	MS	9	9	B	B	10	30	\$51,454.00	\$53,929.00	GraceLand Univ., Drake Univ.
Bowers	Emily	WF	3	3	B	M	10	0	\$39,430.00	\$44,204.00	Ursuline; Ohio Univ.
Bowman	Cristy	WF	3	3	B	B	10	20	\$39,430.00	\$40,668.00	CSU
Carano	Cheryl	HS	8	8	M	M	0	10	\$56,935.00	\$58,173.00	Andrews Univ.
DeSalvo	Melissa	HS	11	11	M	M	20	30	\$65,069.00	\$66,306.00	Lake Erie College, Andrews Univ.
Dietz	Abigail	LC	4	4	B	M	20	0	\$43,497.00	\$47,741.00	Ohio Dominican Univ.
DiFranco	Lauren	MS	4	4	B	M	20	0	\$43,497.00	\$47,741.00	Walden Univ.
Glovniak	Jessica	HS	3	3	B	B	0	10	\$38,192.00	\$39,430.00	University of Akron
Gutowski	Danielle	EW	2	2	B	B	0	20	\$36,778.00	\$39,253.00	Baldwin Wallace
Guzoski	Bethany	MS	6	6	B	B	10	30	\$45,442.00	\$47,917.00	Indiana Wesleyan
Harrel	Benjamin	MS	7	7	B	M	10	0	\$46,857.00	\$53,399.00	Walden Univ.
Henning	James	HS	9	9	M	M	10	20	\$60,295.00	\$61,532.00	Univ. of Akron; Lake Erie College
Huggins	Melanie	ML	14	14	M	M	0	10	\$68,959.00	\$70,196.00	CSU; Walden Univ.
Krzynowek	Dale	HS	11	11	M	M	10	30	\$63,831.00	\$66,306.00	NOVA Southeastern Univ.
Lea	Deborah	MS	15	15	M	M	30	40	\$74,440.00	\$75,678.00	Ashland; Hiram; Notre Dame;
Markley	Stephanie	MS	2	2	B	B	0	10	\$36,778.00	\$38,016.00	CSU
McDevitt	Ann	HS	3	3	B	M	20	0	\$40,668.00	\$44,204.00	Ashland Univ.
Mementowski	Sarah	EW	4	4	B	B	0	20	\$41,022.00	\$43,497.00	Baldwin Wallace/Ashland
Merda	Paul	HS	0	1	B	M	0	0	\$39,077.00	\$40,668.00	KSU
Mihaljov	Matthew	MS	8	8	B	M	30	0	\$52,161.00	\$56,935.00	KSU
Millett	Maureen	MS	13	13	M	M	10	20	\$68,428.00	\$69,666.00	Andrews Univ.
Palus	Bridgette	WF	8	8	B	M	30	0	\$52,161.00	\$56,935.00	CSU
Portik	James	EW	6	6	B	M	10	0	\$45,442.00	\$51,631.00	Walden Univ.
Raimer	Elizabeth	EW	5	5	B	M	30	0	\$46,503.00	\$49,862.00	University of Akron
Randall	Jodi	HS	11	11	B	M	30	0	\$56,758.00	\$62,593.00	CSU
Ratka	Maryanne	ML	6	6	B	M	30	0	\$47,917.00	\$51,631.00	CSU
Revilock	Mathew	HS	5	5	B	B	0	10	\$42,790.00	\$44,027.00	University of Phoenix
Sauer	Christopher	MS	4	4	B	B	10	20	\$42,259.00	\$43,497.00	Baldwin Wallace;
Saunders	Carla	MS	5	5	M	M	0	20	\$49,862.00	\$52,338.00	Jones International Univ.
Sharp	Robert	HS	6	6	B	B	0	30	\$44,204.00	\$47,917.00	Walden Univ.
Sobonya	Stephanie	MS	5	5	M	M	0	10	\$49,862.00	\$51,100.00	CSU; Drake Univ.;
Thomas	Michael	WF	5	5	B	B	0	10	\$42,790.00	\$44,027.00	CSU
Toghill	Michelle	MS	12	12	M	M	0	10	\$65,422.00	\$66,660.00	Marygrove; Ashland Univ.
Walcoff	Christy	HS	7	7	M	M	30	40	\$57,112.00	\$58,350.00	Andrews Univ.
Yurman	Sara	MS	4	4	B	B	10	20	\$42,259.00	\$43,497.00	CSU

**GENETIC INFORMATION NONDISCRIMINATION ACT OF 2008 (GINA)
POLICY REVISIONS - NEOLA, INC.
FEBRUARY 2010**

WHEREAS, the Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. 2000ff et seq., (GINA), signed into law on May 21, 2008, contains sections relating to health insurance coverage (Title I) and provisions in regard to employment (Title II); and

WHEREAS, Title I of GINA takes effect at the start of the health insurance "plan year" beginning one year after GINA's enactment and Title II of GINA became effective November 1, 2009; and

WHEREAS, certain Board policies must be modified to reflect the implementation of GINA;

NOW, THEREFORE, BE IT RESOLVED, the Board modifies the following policies as set forth below:

**Policy 1460 - Physical Examination
Policy 3160 - Physical Examination
Policy 4160 - Physical Examination**

(Page 1, paragraph 3)

Employees will be notified of the results of the medical examination upon receipt. Any and all reports of such examination will be maintained in a separate confidential personnel file in accordance with the Americans with Disabilities Act *and the Genetic Information Nondiscrimination Act.*

**Policy 3362 - Anti-Harassment
Policy 4362 - Anti-Harassment**

(Page 1, paragraph 2)

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, *genetic information*, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems.

(Page 5)

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. *Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.*

Policy 3419.01 – Privacy Protections of Self-Funded Group Health Plans
Policy 4419.01 – Privacy Protections of Self-Funded Group Health Plans

(Page 1, paragraph 2)

The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule, *as amended by Title I of the Genetic Information Nondiscrimination Act (GINA)*.

Policy 8310 – Public Records

(Page 1, paragraph 2)

“Public records” do not include medical records, *documents containing genetic information*, trial preparation records, confidential law enforcement investigatory records, records the release of which is prohibited by State or Federal law, and any other exceptions set forth in R.C. 149.43.

The appropriate legal references:

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
29 C.F.R. Part 1635

will be added at the end of the following policies (Technical Correction):

Policy 1460 – Physical Examinations
Policy 3160 – Physical Examinations
Policy 4160 – Physical Examinations
Policy 3161 – Unrequested Leaves of Absence
Policy 4161 – Unrequested Leaves of Absence
Policy 3362 – Anti-Harassment
Policy 4362 – Anti-Harassment
Policy 3419.01 – Privacy Protections of Self-Funded Group Health Plans
Policy 4419.01 – Privacy Protections of Self-Funded Group Health Plans
Policy 8310 – Public Records

Resolution No. 2010-043

**A RESOLUTION APPROVING THE MAINTENANCE PLAN
SUBMITTED BY FOUR SEASONS ENVIRONMENTAL, INC IN
CONNECTION WITH THE DISTRICT'S OHIO SCHOOL FACILITIES
COMMISSION PROJECT.**

WHEREAS, the District contracted with Four Seasons Environmental, Inc to provide Maintenance Plan Advisory Services in connection with the District's Ohio School Facilities Commission ("OSFC") Project; and

WHEREAS, Four Seasons Environmental, Inc has submitted a Maintenance Plan which includes a business plan for preventative maintenance and facility operations for Maple Leaf and Elmwood School facilities as required by the OSFC.

NOW, THEREFORE BE IT RESOLVED, by the Board of Education of Garfield Heights City School District, Cuyahoga, Ohio, that:

Section 1. The Board hereby accepts and approves the Maintenance Plan prepared by Four Seasons Environmental, Inc for the High School and William Foster School Facilities, subject to the consent and approval of the OSFC.

Section 2. The Board authorizes the Treasurer, or his designee, to submit the Maintenance Plan to the OSFC for approval thereof and to deliver a certified copy of this Resolution to the OSFC.

Section 3. The Board hereby finds and determines that all formal actions related to the adoption of this resolution were taken in open meetings of this Board; and that all deliberations of this Board and of its committees, which resulted in formal action, were taken in meetings open to the public in full compliance with applicable law.

Section 4. This resolution shall be in full force and effect from and immediately after its adoption.

Garfield Heights City Schools Executive Summary

Facilities Maintenance Plan Overview

The Facilities Maintenance Plan as presented herein is prepared for the Garfield Heights City Schools. The core objective of the Facilities Maintenance Plan is to provide recommendations for budgeting, staffing and preventive maintenance. The Facilities Maintenance Plan is submitted to the Garfield Heights City Schools as a tool to plan for the future maintenance and operations program in order to fully support the facilities management needs of William Foster Elementary School, Garfield Heights High School and the Performing Arts Center.

Budget Recommendations

Four Seasons Environmental, Inc. recommends that the District set aside \$1,307,886.21 for its maintenance budget for the District's three facilities. This budget is made up of five cost categories including preventive maintenance, planned maintenance, unplanned maintenance, capital renewal 1 and capital renewal 2.

The current budget reflects a shortage of funds equaling -\$821,505.75, excluding the cost of support staff, utilities and the .5 mil. Without proper funding, the facility is likely to face premature equipment life cycles and increased facilities maintenance and repair expenses.

Four Season Environmental, Inc. recommends utilizing the .5 mil fund to support the facilities maintenance operations. The District should allot \$86,851.87 toward both in-house maintenance staff and contracts, as recommended by an industry-accepted standard.

It is important to note that the majority of Ohio school districts are unable to accomplish all of the Ohio School Facilities Commission's budget recommendations, specifically for capital renewal. The most critical of all budget recommendations is preventive maintenance, and Garfield Heights City Schools is already focused on a complete preventive maintenance program.

The District can fully succeed in meeting the Ohio School Facilities Commission's recommendations through one of two avenues. The first option is for the District to fund the amount available for the five recommended budget categories. The second option is to fund the amount available for three of the five categories: preventative maintenance, planned maintenance and unplanned maintenance. Garfield Heights City Schools can address the funding of capital renewal funds through funding at a later date. *To learn more about the current budget and budget recommendations, please see Section 3: Budgeting and Staffing.*

Staffing and Professional Development

In order to efficiently care for all preventive, planned and unplanned maintenance, Four Seasons Environmental, Inc. recommends that the District utilize an effective combination of in-house maintenance staff and right sourced contractors. FSE recommends implementing a minimum workforce of 6,852.15 hours of in-house maintenance technicians (including maintenance technicians and custodial aide) and 2,555.71 hours of right sourcing contractors. Through preventative maintenance of the facility's assets, the Garfield Heights City Schools will receive the highest level of care and accountability.

In addition, Four Seasons Environmental, Inc. recommends exploring a number of different professional development avenues. Training should be considered for new employees, as well as continually for current maintenance and custodial staff members. Therefore, Four Seasons Environmental, Inc. recommends earmarking \$1,500 per maintenance associate for professional

development. *To learn more about staffing and professional development, please see Section 3: Budgeting and Staffing and Section 4: Professional Development.*

Preventive Maintenance

Preventative maintenance ensures equipment and systems operate properly and efficiently during their anticipated life-cycle. Preventive maintenance also helps assure that services provided by the equipment are available when needed to produce the optimal learning environment.

It is recommended that Ohio school districts perform preventative maintenance as part of the Ohio School Facilities Commission plan for total cost of stewardship. The OSFC stewardship model provides a zero-based-budgeting analysis including planned repairs and capital renewal, which is based on manufacturer recommendations, extensive research and standard industry practices. The OSFC model accounts for and assumes an effective preventive maintenance program as a standard of the analysis. If the preventive maintenance is not accomplished, the budget will result in increasing costs during a 10-year, 20-year and 50-year lifecycles.

Through the OSFC budget scenario, an effective preventive maintenance program will enable the District to save money over the other possible predicted budget scenarios, including Run to Failure, Statutory and Asset Consumption. With the proper maintenance, equipment will be better maintained, and therefore last significantly longer and be more energy efficient. Although initial costs may seem more expensive, the District will save money in the years to come with less equipment failure and replacement expenses and also lower utility bills.

Energy Management

Many owners assume that since the facility is new, utility costs will be lower than those of older facilities. However, in most cases, the exact opposite occurs. Utility costs for new facilities are often greater for many districts due to improved indoor air quality via the increased outside air requirements, and the introduction of an air conditioning system.

However, Garfield Heights City Schools can ensure that it is being as efficient as possible through two methods: creating an energy-savings department and implementing the ENERGY STAR program. *To learn more about these and other energy-management issues, please see Section 7: Energy Management.*

Environmental Health and Safety

Ensuring safety to staff, students and visitors is vital to any school facility, which is a significant task that takes planning and constant examination. There are a number of important areas that need continual assessment. Four Seasons Environmental, Inc. recommends that the District take into consideration: indoor air quality, Jarod's Law, the MSDS policy and facility audits.

By taking the proper actions with each of these topics, the District can continue to ensure and improve the safety and health of all of its occupants. *To learn more about these topics, please see Section 8: Environmental Health and Safety.*

Preventative Strategies and Maintenance Performance Metrics

When implementing a Maintenance Plan, it is important to create a way to ensure accountability. Without a way to evaluate the plan, it is nearly impossible to determine what works and what should be reevaluated. Not only can metrics help the District evaluate processes and their costs, but it can also hold employees accountable and monitor energy-savings initiatives.



Preventive maintenance is the most effective way to save money on long-term facilities care. The cost savings are a result of extended life cycles and reduced utility costs from efficient systems performance. Work order ratio is an effective method to measure the preventive maintenance facility performance metric. If an effective preventive maintenance program is in place, the District should expect preventive maintenance work orders to be 95% of all maintenance activities and only 5% of all maintenance activities consumed by breakdown maintenance. This useful metric tracks the source and status of all work orders. A significant amount of discipline is required for this successful work-order management strategy. Using a tracking tool, such as Maintenance Track, is the most effective method for managing the effort so that reactive work orders can be minimized and the preventive maintenance activities can be given their priority.

To learn more about preventative maintenance and ways to track the District's maintenance plan, please see Section 9: Preventative Strategies and Maintenance Performance Metrics.

Implementation, Questions and Continuous Improvement

Although advice may sound good in theory, sometimes it is difficult to implement the advice; therefore, in order to effectively implement the Maintenance Plan into the Garfield Heights City Schools, Four Seasons Environmental, Inc. has included an eight-step action plan that explains what the District can pursue and gives a useful timeline to help ensure it is effectively executed.

Once the plan is implemented, though, does not mean the work is finished. A well-run maintenance plan requires continuous thought and planning. In order to facilitate this process, the District can review the Facility Management Questions, located in *Section 10: Implementation, Questions and Continuous Improvement*. These questions will help the District to continuously evaluate its maintenance procedures and practices.

Additionally, keeping the Maintenance Plan in place is often as difficult as originally implementing it. *Section 10: Implementation, Questions and Continuous Improvement* also includes a series of agenda items to be periodically reconsidered, as well as an accountability log. Keeping these items at the forefront of maintenance management will help the District to instill a sense of mission that is consistent with the educational mission. After all, if these items are properly controlled, the environmental conditions will allow the education mission to be a success.

Finally, in order to achieve continuous improvement, Four Seasons Environmental, Inc. recommends that the District review the maintenance plan at its monthly facilities management meetings, as this plan was created to meet the school's long-term needs.

Final Thoughts

Properly maintained facilities are necessary in today's educational environment. Four Seasons Environmental, Inc. understands the concerns of budget constraints, and as a result, recommends the pursuit of a highly effective preventative maintenance program and a number of energy-saving initiatives as key components of performance. This will result in highly efficient systems, extended equipment life-cycles and fine-tuned energy performance.

Four Seasons Environmental, Inc. has created the following sections as a helpful guide to the facilities maintenance team, addressing the challenges of budget and staffing, professional development, communicating the maintenance initiative, right sourcing, energy management, environmental health and safety, facilities preventative strategies and maintenance performance metrics, and continuous improvement.



Resolution No. 2010-044

A RESOLUTION AUTHORIZING THE EXPENDITURE OF FUNDS FROM THE 034 MAINTENANCE FUND AND THE REIMBURSEMENT OF THE GENERAL FUND FROM THE 034 MAINTENANCE FUND FOR MAINTENANCE EXPENSES ASSOCIATED WITH THE HIGH SCHOOL AND THE WILLIAM FOSTER SCHOOL PROVIDED THAT THOSE MAINTENANCE EXPENDITURES ARE COVERED IN THE DISTRICT'S MAINTENANCE PLAN FOR EACH SCHOOL.

WHEREAS, this Board has previously completed the construction of the high school and renovation of William Foster with the Ohio School Facilities Commission; and

WHEREAS, the OSFC requires the dedication of a ½ mill maintenance levy to be used solely on the OSFC project and pursuant to an approved maintenance plan prepared by an OSFC approved maintenance plan advisor; and

WHEREAS, the District has retained an OSFC approved Maintenance Plan Advisor who has completed the first phase of the maintenance plan for the High School and William Foster; and

WHEREAS, the District intends to use funds in the 034 account to pay for elevator inspections/maintenance, a portion of the energy education management contract (including the supplemental contract of a District employee), the replacement of gym lighting, costs, if any, associated with the roof leaks at the performing arts center and either a Johnson Controls contract or the hiring of a district employee to perform maintenance services.

NOW, THEREFORE BE IT RESOLVED, by the Board of Education that after careful consideration and evaluation of the information before it:

Section 1. The Board authorizes the Treasurer to spend the funds in the 034 account in a manner consistent with this resolution and may reimburse the general fund in such manner as he deems appropriate. The Treasurer shall provide the Board with a report of any expenditures or reimbursements.

Section 2. The Board hereby finds and determines that all formal actions related to the adoption of this resolution were taken in open meetings of this Board; and that all deliberations of this Board and of its committees, which resulted in formal action, were taken in meetings open to the public in full compliance with applicable law.

Section 3. This resolution shall be in full force and effect from and immediately after its adoption