

**STRONGSVILLE BOARD OF EDUCATION
JULY 31, 2018
RETREAT**

The Retreat of the Strongsville Board of Education and any other items germane to the Board of Education was called to order at 6:00 p.m. on Tuesday, July 31, 2018 at the **Administration Building, Meeting Room, 18199 Cook Avenue, Strongsville, Ohio**, by President, Carl W. Naso.

All members of the Board and media were notified of this meeting in compliance with Section 121.22 O.R.C., effective November 28, 1975.

The following Board Members answered Roll Call: Mr. Evans, Mr. Grozan, Mrs. Ludwig, and Mr. Naso. Mr. Micko arrived at 6:05 p.m.

Others present were: Mr. Cameron Ryba, Superintendent; Mr. George Anagnostou, Treasurer; Ms. Jenni Pelko, Assistant Superintendent; Mr. Stephen Breckner, Business Services Manager; Ms. Erin Green, Director of Curriculum; Ms. Vicki Turner, Director of Technology; Mr. Andy Trujillo, Director of Student Services; and Mr. Dan Foust, Communications Coordinator.

PLEDGE OF ALLEGIANCE

BOARD DISCUSSION – 2018-2019 DISTRICT GOALS AND STRATEGIC PLAN

Discussion was had on the following items.

Review of the Strong Schools 20/20 Plan – 2017-2018 progress:

- Mr. Ryba reviewed the annual report which was distributed to everyone three to four weeks prior to this meeting.
- Mr. Ryba explained the rating process. Some action steps were rated at 50%, which is the lowest rating, even when no work was accomplished.
- Starting year four of the 20/20 plan. Goals and objectives stay consistent while the action steps change annually. Which action steps should be continued, eliminated, new?
- After three years, the plan has a good, solid foundation. Will see exponential growth.
- Financial Prudence was low on the annual report because the goal to switch to eFinance was not attained.

Survey Results

- Mr. Foust shared survey results
 - Input for survey consisted of 10% from community and 24% from staff
 - Producing a District calendar
 - Building secretaries are responsible for their building calendar on the District website
 - Suggested that two Community Conversation meetings is sufficient

Strong Schools 20/20 Plan – 2018-2019 Goals and Objectives:

- Mr. Ryba explained the goals for 2018-2019 will remain the same. The objectives have been tweaked slightly.
- In turn, each Administrator reviewed objectives, action steps, and evaluation criteria relating to each District Goal

BOARD DISCUSSION – 2018-2019 DISTRICT GOALS AND STRATEGIC PLAN (continued)

Academic Achievement and Growth

- Ensure students are college and career ready
 - Mr. Ryba spoke on using SCS Benchmarks
 - Aligning secondary course offerings between middle school and high school
 - Administer and enhance PreK-12 common assessments
 - Investigate assessment options to support student success
 - Improve writing instruction K-12 by implementing explicit writing instruction in grades 6-12 based as designated on curriculum maps.

- Expand adult learning to meet the needs of the students.
 - Ms. Green spoke on utilizing instructional coaches to support and improve literacy instruction and assessment performance
 - Three literacy coaches in place on the elementary level and one at the secondary level
 - Ms. Turner has been training staff on Unified Classroom.
 - Over 200 signed up for training
 - Goal is to have 100% of teachers and administration trained by November 6, 2018 which is the final date for training.
 - Schoolwires will remain.
 - Videos and guides will be available for parents and students.
 - Mr. Ryba will be focusing on developing a *Culture Playbook* and implementing *Focus 3/R Factor* training for district staff.
 - Ms. Turner spoke on MakerSpace.
 - Every building, excluding the Preschool, has MakerSpace
 - Phase 2 is to implement MakerSpace as an integrated component of student learning.

- Oversee the implementation of our district vision for academic success
 - Ms. Pelko spoke on the Instructional Innovation Plan (IIP).
 - Four areas of focus
 - All curricular pieces are in place and being used.
 - Adapt teaching to what students need
 - Last year of this plan – goal is to accomplish everything on the plan
 - Mr. Ryba spoke on the Building Instructional Plans
 - Four buildings direct oversight (regular meetings with Administration) – showed improvements in test scores, etc.
 - Three buildings didn't have direct oversight – showed a decline.
 - Ms. Turner explained STEM designation
 - Application was stopped as we didn't meet the criteria. Ms. Turner shared criteria needed.
 - Work to receive STEM designation for middle school first.

BOARD DISCUSSION – 2018-2019 DISTRICT GOALS AND STRATEGIC PLAN (continued)

- Oversee the implementation of our district vision for academic success (continued)
 - Utilize the *Internal Measures Research Team* survey data and collaborate with stakeholder groups to contextualize what it means to be a premier district for Strongsville City Schools.
 - Conduct a student equity audit.
 - Have a program in place that all students can access
 - Audit completion date no later than June 1, 2019

Financial Prudence

- Maintain organizational structures that support district-wide efficiency and effectiveness.
 - Mr. Anagnostou gave an update on the integrated HR/Finance System, eFinance. Implementation might take place January 1, 2019, but definitely by July 1, 2019.
 - Mr. Breckner spoke on the feasibility of purchasing GPS and video equipment for all school buses.
 - Mr. Anagnostou gave an update on the records retention plan.
 - Mr. Trujillo will be conducting a cost/benefit analysis of providing van transportation to applicable students.
 - OAPSE employees as drivers
 - Mr. Breckner will be looking into a district-wide recycling program beyond paper recycling.
 - Mr. Breckner will do an audit of use of personal appliances in classrooms/offices and perform an energy cost analysis.
- Maintain financial management practices and a culture of budget consciousness to ensure focused spending.
 - Finance Committee met twice last school year. Mr. Anagnostou will look at increasing the frequency of meetings.
 - Focus on cost reduction and/or revenue generating strategies
 - Guidelines for timesheets will be developed. Ms. Pelko spoke on topic.
 - When is it OK for secretaries/office staff to put in extra time
 - Class coverage for teachers
 - Mr. Anagnostou spoke on enhancing internal financial controls
 - Purchase Order approval process
 - Invoice approval process
 - Credit card policy
 - ❖ Compliance officer – non-user of credit card
 - Mr. Anagnostou informed the Board that a complete physical inventory of the District's asset will take place August 13 – August 24, 2018.
 - AssetWORKS
 - AssetMAXX Software package
 - Mr. Anagnostou is working on a new Student Activities manual.
 - Will provide training to coaches and advisors
 - Updating request to fund raise forms

BOARD DISCUSSION – 2018-2019 DISTRICT GOALS AND STRATEGIC PLAN (continued)

Financial Prudence (continued)

- Implement a comprehensive capital improvement, maintenance, and safety plan that prioritizes initiatives with associated costs.
 - Develop and execute a capital improvement project list to be completed with the remaining bond fund dollars.
 - Deadline for project list with cost estimates – January 1, 2019
 - Implement a preventative maintenance plan
 - Per building aligned to the 30-year plan
 - Analyze utility costs per building
 - Implement a District Safety Plan
 - Collaboration with Strongsville Police Department
 - Intentionally vague

Community Engagement

- Oversee the implementation of our district vision for engaging communication practices.
 - Mr. Foust is developing a quality profile and community calendar that will be distributed to parents.
 - Videos to be developed highlighting student and staff achievements
 - Promotional and/or marketing videos
 - Update Mission Statement
 - What it means to be a premier district
 - Complete *Culture Playbook*
 - Recommendation by June 1, 2019
 - Mr. Anagnostou will work with Mr. Foust to successfully communicate financial information to community.
- Expand and enrich the active partnerships between the district and the residents, businesses, community, alumni, and civic/youth organizations.
 - Create and utilize partnerships with stakeholder groups – Mr. Ryba
 - Business Advisory Council
 - Polaris
 - Provide events to connect school with community – Ms. Pelko
 - Greet-n-Treat
 - Signs placed in yards of senior students
 - Implement two new ideas for the 2018-19 school year to engage the community
 - Outreach to families - Engage parents – Ms. Green
 - Academic evenings – one for PK-5 and one for grades 6-12
 - Utilize Curriculum Advisory Committee and Literacy Coaches
 - Team shop merchandise – Mr. Foust
 - Expand and add in-house store at high school
 - Collaborate with DECA and other student activity groups

- Continue elementary nights at sporting events, but expand to include middle school and high school.

BOARD DISCUSSION – 2018-2019 DISTRICT GOALS AND STRATEGIC PLAN (continued)

Community Engagement (continued)

- Expand and enrich the active partnerships between the district and the residents, businesses, community, alumni, and civic/youth organizations. (continued)
 - Mr. Ryba discussed how to engage parents and extend learning beyond the classroom
 - Restructuring parent conferences
 - Research opportunities to engage parents
 - Ms. Pelko spoke on educating and supporting parents and students with college/career preparations.
 - Naviance
 - Create a “Parent Ambassador” group – Mr. Foust
 - Mr. Breckner is looking into a breakfast/lunch program during the summer months
 - Develop and implement Board Governance Guidelines and Responsibilities – Mr. Ryba
 - BOE Leadership Commitments
 - Roles and responsibilities of Board Members
 - Role and responsibility of Superintendent
 - What are BOE operating protocols
 - Memorialize for future use
 - Mr. Foust will continue to find stories about graduates and alumni
 - Monthly recognition

ADJOURNMENT

18-07-25 Moved by Mr. Grozan to adjourn the Retreat of the Strongsville Board of Education, seconded by Col. Evans and approved on a roll call vote as follows:

Mr. Grozan, yes; Col. Evans, yes; Mrs. Ludwig, yes;
Mr. Micko, yes; Mr. Naso, yes.
Motion carried 5-0

Meeting adjourned at 8:37 p.m.

Carl W. Naso, President

George Anagnostou, Treasurer