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Minutes of the Regular Business meeting of the Board of Education of the Berea City School District held on Monday, March 19, 2018 at 7:00 p.m. in Staff Rm. 1 at the Administration Building, 390 Fair Street, Berea, Ohio 44017.

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**A. Regular Business**

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Members present: Chapman  Dockman  Duke  Farris  Postel   
Start Time: 7:00 p.m.

Roll Call  
A-1

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President Ana Chapman called for the Pledge of Allegiance.

Pledge  
A-2

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The Board of Education would like to recognize the following staff members for their efforts in community service programs with students from the Middleburg Heights Jr. High School.

Recognition  
A-3

**Tom Andrews and Michelle Botzman:** Builders Club Advisors. They work with a group of about thirty MHJH students throughout the school year on community service projects, many. They visit the local nursing home to visit and play games with the seniors; they work at the food bank to assist in unloading trucks and stocking shelves, etc... much more. We held a Food Drive and raised over 2000 cans of food and distributed them among the three pantries in Berea, Brook Park and Middleburg Heights. We help with the library book sales at the local library. Since we do not have transportation we try to keep within the areas that we can travel by walking.

Ms. Botzman said we have a great set of officers this year and they meet the opposite week that Mr. Andrew and Ms. Botzman meet. They were asked to stand and introduce themselves and the grade that they are in.

This is a great group of individuals. They will have an opportunity to join the key club at the high school next year. This is a great sense of service. The students cut out about 2000 shamrocks for "St. Patrick's Day Wishes" and wrote messages on all the shamrocks and taped them on the lockers for the students to have when they came in the following day.

Superintendent Sheppard thanked the students for stepping up and separating themselves from other kids and recognizing that this is really important.

**Amanda Prok (unable to attend):** She organizes the annual Dash for Dignity 5k event here at MHJH. I believe all are aware of her efforts and all know the event very well. This will actually be the 7th annual event this spring. However, the amount of work she puts in to organize the event is daunting. Race set up, community work with the route, financial distributions, etc... The best part of the event is the overwhelming involvement of our students at MHJH that help on race day, participate in the race, and assist with the proceeds for the receiving organization. The kids are learning to give back to the community and to others in need.

This year we will be running in support of Wags4Warriors a local organization that trains service dogs for our veterans in need of support and assistance at no cost to the veteran. Cost to train a dog is \$35 to \$5,000.00 and our goal is to get three dogs this year. The race is April 28, 2018 – 5K or 1mile Fun Walk or just show up and be present to support those that do run/walk.

Other members of the committee that work tirelessly behind the scenes to make sure the event is fully funded before race day and runs smoothly the day of the event are:

Angie Barnhizer  
Jean Hribar  
Theresa Martin-Krueger  
Melissa Meyer  
Elaine Peduzzi  
Lynn Sperli

Superintendent Sheppard and Jeff Grosse presented the School Safety presentation. They went over protocols and procedures and provided how the district tracks and keeps organized scheduled drills, and provide the necessary information to our staff in different situations. Fortunately, we have had a lot of people involved in this over many years. We are fortunate enough to have strong relationships with our community organizations and local law enforcement agencies that we meet with on a regular basis.

Superintendent Sheppard said that Jeff would speak upon a couple of things that are really important as we go through our fire drills and necessary preventative practices that we do as a school district, the facilities and some of the adjustments we have made with our facilities. It is important that there is a side of this that sometimes get overlooked and that is the importance of having positive relations with our students, parents and community and how we do that is with PBIS, and how critical it is to have positive experiences within our buildings with building up people not only our students but other people that come into our buildings.

We are very proud of the fact that, we are one of the only districts that will in August 2018 have everyone in our district trained in Youth Mental Health First Aid and that is coordinated with Sabrina Scott, Director of Pupil Services and her office and the buildings. This is a full day in-service with certification, that piece of it as well is something to focus on, the whole concept of Mental Health, it is something that we need to have a better understanding of our students, parents and community members.

Jeff talked about the importance of the relationships we have in our buildings with students and staff and how important it is in the case of safety and security because the staff knows our own students. Staff from 5<sup>th</sup> grade to 12<sup>th</sup> grade have been trained in Mental Health First Aid, along with our transportation staff, and district Nurses. Our Extended Care staff is scheduled to be trained March 23, 2018. We will do the remainder of the staff at our next in-service day. The important piece to that is our Threat Assessment Teams that we have in each of our buildings which includes school psychologist, school counselor, and building principals and you can look at our administrative policy and guidelines that talks about Threat Assessment Teams within our district. Just as an example; if we had a student that made a threat on the school bus about injuring themselves or others, we would have the student and their family meet with our Threat Assessment Team in that building and they would determine if there is any more intervention that needs to take place before the student comes back with us or if we have to provide some other services outside of the Berea City School such as through Strongsville Physiological Services.

Steve Dockman is the board participant on our safety and security team that meets about three times a year and consists of about 60 members which include our police and fire chiefs from all three cities along with additional police and fire staff and all of our building principals, including Ombudsman and Parochial School Administrators, community members and parents. We talk about our safety plans and have buildings share where they are with their plans and right now we are focused on the active shooter plan. There are a number of safety drills that we have to prepare including nine fire drills per building except for Grindstone they only have to practice six due to having a sprinkler system in that building. We do a rapid dismissal drill, tornado drills, and three safety lockdown drills.

Jeff spoke about Federal Bill – Safety Bill 407-10, this bill would bring incentives to school districts to develop safety plans and threat assessment plans and money available federally will be about \$50 million.

Cristina has done a great job with the Digital magazine that is on our district website and if you look on page 18 & 19 it talks about being a part of the village, a community of caring. We will have our safety assessment and intervention training on June 5, 2018. The training will be done by Sandy Hook Promise and Dr. Cornell, a leader in school safety since Virginia Tech Shootings. The Parma District is going to participate with us on June 5<sup>th</sup>.

The safety drills are recorded on NaviGate, a software program we have. We have to submit our safety and security plan to ODE every year. The safety plan has to be approved by fire/police/ and other organizations. Jeff went over the different sections of NaviGate and talked about all staff having access to NaviGate App and can access at any time. Drill logs are logged in on NaviGate. Jeff went over the flipchart that all staff has access either through their phone or on their computer.

Superintendent Sheppard said that he and Jeff Duke attended a meeting in Brook Park with their council caucus meeting and it was driven by their interest and the possibility of doing a resolution in regards to safety. The presentation there was about sharing information about what a SRO is in comparison to a DARE officer. We shared the example of how that operates here in City of Berea where we have two part time SRO's and share that responsibility at Grindstone and they also go to the Parochial schools. We have one SRO at the high school and an officer in the parking lot at the high school. Our discussion was around the idea that we would like to have a SRO in each one of our schools. For a couple of reasons the SRO's main responsibilities are about crime prevention, relationship building and providing education not only to our students but our staff. The idea of someone in our building all day long better understands the operations of the school. It is a clear separation of what the SRO responsibilities are and the school administrator's responsibilities. They also participate in our safety groups. We have also begun those conversations with Middleburg Hts. as well.

Presentation  
School Safety cont.  
A-4

Jeff spoke on the A.L.I.C.E. Training (Alert, Lockdown, Inform, Counter, and Evacuate) and a video was shown. The A.L.I.C.E. Training Institute is located in Medina. Jeff took classes to become a certified A.L.I.C.E. trainer that was held at Baldwin-Wallace University.

In each of our main office in all our buildings we have a MARC'S Radio and the Dispatch center can hear that person and they can give the information as they are going out of the office, they do not have to dial 911 or pick up a phone.

Jeff said that they are meeting every two weeks and planning for an active shooter drill at the high school. Everyone will be notified in regards to this drill, there is no surprise drill, everyone is notified. Our students /staff have to feel comfortable with an active shooter drill as they do with a fire drill and you only get that way with practicing. A scenario will be conducted involving all three cities fire and police with a shooter scenario in one of the hallways. We will make the announcement as if it were a real drill, we will expect the adults to make decisions on whether to lock down or evacuate. We will tell the students if they evacuate where the rally point is or reunification point. If they are to be reunified with parents then our buses would bus the students away from the site to their assigned reunification point. The District reunification plan can be found on the District website.

A video about the various student walkouts that occurred recently regarding school shootings. In addition, students from BMHS reported on survey results that they obtained from students in their buildings regarding school safety, gun safety and voter information about candidates and school safety.

Superintendent Sheppard stated work continues at the Middle School Complex and Big Creek Elementary. In addition, members of the administration met with the pool renovation committee and selected a company to act as a consultant for improvements to be made to the structure and mechanical side of the pool. The district has received new budget information from the construction manager on the new high school. In addition, the planning commission did approve the site design. The new budget for the high school is closer to the established budget. The Superintendent also outlined the timeline for next steps with the high school construction process. The new elementary school will be going to bid to determine if the current plan will be able to be built within the perimeters of the established budgets.

District Facility  
Update  
A-5

Board of Education  
Committee Reports  
A-6

Neal Postel stated that two builders clubs at the elementary schools are sponsored by the Kiwanis and described how they interact with the clubs.

Board of Education  
Comments  
A-7

Ana Chapman stated she attended several music performances at Ford and the Orchestra Festival and was impressed with the success of those groups.

**B. Superintendent Recommendation**

Mr. Sheppard stated that he recently attended the Brook Park Memorial PTA meeting to update them on the construction process. The district's transition meetings continue to progress and after the next meeting, he believes the staffing process and schedule will be complete and communicated out.

Superintendent's  
Update  
B-1

Duke moved and Postel seconded the recommendation that items B3 – B6 be approved as part of the consent agenda.

Consent Agenda  
B-2

Roll Call: Ayes: Chapman  Dockman  Duke  Farris  Postel   
Nays: None Motion carried

**18-0319-556**

It was recommended that Stanley Vozar be hired as an Interim Intermediate School Principal on an as-needed basis for the 2017-2018 school year as indicated on the agenda.

Administrative Personnel  
Interim Intermediate School  
Assistant Principal  
B-3

It was recommended that the following certified personnel be paid \$18.00 per hour from the regular salary account for hours worked on IEP/ETR Writing for Jon Peterson/Autism Scholarship Students as listed below:

Certified Personnel  
IEP/ETR Writing  
B-4

Piscitelli, Michelle 1 hour 03/01/2018  
Yanus, Julie 1 hour 02/21/2018

It was recommended that the following resignation(s) be accepted at the end of the day as indicated:

Classified Personnel  
Resignations  
B-5

Wehe, Brittany effective end of the day 08/16/2017  
Transportation Assistant

It was recommended that the following appointments be approved as indicated:

Classified Personnel  
Appointments  
B-6

1. Head Skilled

Neely, Aaron Step 10 03/01/2018

(Reclassification from Assistant Head Skilled to Head Skilled per OAPSE 33.02)

2. Student Monitor

Biggs, Connie Step 0 03/12/2018

(Current employee probationary appointment)

(In addition to Extended Care position)

3. Classified Personnel Supplemental 2017-2018 as shown below:

**MHJH**

Thomas, Mark Assistant Track Coach (0) \$1,788.00

4. Substitute Custodial Personnel for 2017-2018

Madsen, Lori

5. Substitute Nutrition Services for 2017-2018

Ross, Dena

It was recommended that the Board of Education approve payment to Berea, Brook Park and Middleburg Heights Police Departments the following hourly rate of pay per event as requested on behalf of the School district as shown below.

Police Rate of Pay  
B-7

**City of Berea Police Department**

\$28.00 per hour for all Officers (Lieutenants, Sergeants & Patrolman) - Effective January 1, 2018  
\$35.00 per hour for any Officer working a crowd control event (Athletic events, concerts and dances) - Effective January 1, 2018  
\$28.00 per hour for Berea-Midpark High School Detail - beginning July 1, 2018-June 30, 2019

**City of Brook Park Police Department**

\$35.00 per hour (for all work inclusive of traffic control) - July 1, 2018 - June 30, 2019

**City of Middleburg Heights Police Department**

\$35.00 per hour for all events - July 1, 2018 - June 30, 2021  
**\*\*Minimum of 3 hours**

The policies listed below were presented for a first reading.

Policy – First Reading  
B-8

- Policy 0157 -Appointment to Joint Vocational School District Board
- Policy 2430 - District-Sponsored Clubs and Activities
- Policy 2430.02 - Participation of Community/Stem School Students in Extra-Curricular Activities
- Policy 2461 - Recording of District Meetings Involving Students and/or Parents
- Policy 2623 - Student Assessment and Academic Intervention Services
- Policy 3120.08 - Employment of Personnel for Co-Curricular/Extra-Curricular Activities
- Policy 5111 - Eligibility of Resident/Nonresident Students
- Policy 5111.01 - Homeless Students
- Policy 5111.03 - Children and Youth in Foster Care
- Policy 5200 - Attendance
- Policy 5460 - Graduation Requirements
- Policy 5630.01 - Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion
- Policy 6700 - Fair Labor Standards Act (FLSA)
- Policy 8310 - Public Records
- Policy 8340 - Letters of Reference
- Policy 8452 - Automated External Defibrillators (AED)
- Policy 9270 - Equivalent Education Outside the Schools & Participation in Extra-Curricular for Students Not Enrolled in the District

Farris motioned and Postel seconded the recommendation that the Board of Education Enter into a Facility Audit Agreement between Councilman-Hunsaker located at 10733 Sunset Office Drive, Suite 400, St. Louis, Missouri 63127-1018 and the Berea City School District.

Facility Audit Agreement  
B-9  
**18-0319-559**

Roll Call: Ayes: Chapman  Dockman  Duke  Farris  Postel   
Nays: None Motion carried

**C. Treasurer’s Recommendations**

None

Treasurer’s Update  
C-1

Duke moved and Postel seconded the recommendation that items C3 – C6 be approved as part of the consent agenda.

Consent Agenda  
C-2  
**18-0319-548**

Roll Call: Ayes: Chapman  Dockman  Duke  Farris  Postel   
Nays: None Motion carried

NOW, THEREFORE, BE IT RESOLVED, under the provisions of ORC 3313.36, the Board hereby declares that acceptance of these gifts does not at this time remove any portion of the public schools from the control of the Board; and

BE IT FINALLY RESOLVED that the Board is appreciate of the generosity of these gifts and the remembrance of this school district and the students, and designates the Treasurer to express the Board's appreciation for these thoughtful gifts.

Friends of the Middleburg Heights Library	81 children's books valued at \$20.25	The library at Big Creek Elementary School
Drive Mind Group	Revolution JD Robot valued at \$200.00	Ford Intermediate School
Cleveland Clinic	\$100.00	Gifted Services Program and Middleburg Hts. Jr. High
Tracy Gabrielsen	\$22.50 in gift cards	Ford Intermediate Schools student participants in the Music Patron Drive
Michele George	\$22.50 in gift cards	Ford Intermediate Schools student participants in the Music Patron Drive
Julie DiFrancesco	\$22.50 in gift cards	Ford Intermediate Schools student participants in the Music Patron Drive
Pam Meyer	\$22.50 in gift cards	Ford Intermediate Schools student participants in the Music Patron Drive
Anonymous	\$23.90	BMHS National Honor Society

It was recommended that, in compliance with Section 5705.40 of the Ohio Revised Code, the Board approve the supplemental appropriations as shown below and approve the 2018 appropriations to be amended to include the changes as detailed in the document on the agenda. (Amended Appropriation Measure Certificate-Section 5705.412):

Supplemental Appropriations  
 and Amended Appropriations  
 Measure Certificate  
 C-4

**SUPPLEMENTAL APPROPRIATIONS**

FUND/SPCC	DESCRIPTION	INCREASE/DECREASE	AMOUNT
300-0304	FCCLA Baking Club	Increase	\$ 170.00
019-0146	FAST - Brookview	Increase	\$ 1,600.00
599-2018	Federal Grants	Decrease	(\$ 291.90)
018-3011	MHJH End of Year Trip	Increase	\$55,000.00
014-0174	MHJH Project Lead the Way	Increase	\$ 580.00
401-2718	Academy of St. Bartholomew	Decrease	(\$31,125.14)
401-2818	Academy of St. Adalbert	Increase	\$ 3,478.58
401-4518	Lewis Little Folks, Inc.	Decrease	(\$ 4,220.15)
401-4418	Scribes & Scribblers Dev. Center	Decrease	(\$ 3,287.00)
401-2618	St. Mary's	Decrease	(\$ 4,116.34)
		<b>TOTAL 401</b>	<b>(\$39,270.05)</b>

**BUDGET MODIFICATIONS**

**\$57,885.00**

**FROM:** General Fund - Alternative School - Instruction Services - Assistant Superintendent  
 001-051140-411-0000-000000-932-00-105

**TO:** General Fund - Other Instruction - Other Payments - Treasurer  
 001-051990-479-0000-000000-932-00-108

**\$1,293.08**

**FROM:** General Fund - Other Sports - Professional Management Services - Administration - Personnel  
001-054590-415-0000-000000-032-00-109  
**TO:** General Fund - Staff Accounting Services - Data Processing Services - Administration - Personnel  
001-052942-416-0000-000000-901-00-109

Supplemental Appropriations  
and Amended Appropriations  
Measure Certificate cont.  
C-4

**\$7,050.00**

**FROM:** General Fund - Other Sports Activities - Management Services - Administration - Personnel  
001-054590-415-0000-000000-032-00-109  
**TO:** General Fund - Staff Services - Equipment - Administration Building - Personnel  
001-052940-640-0000-000000-001-00-109

**\$6,315.52**

**FROM:** General Fund - Instructional - Equipment - Middleburg Heights Jr. High  
001-051120-640-0000-000000-003-00-003  
**TO:** General Fund - Security - Equipment - Middleburg Heights Jr. High  
001-052760-640-0000-000000-003-00-03

**\$1,500.00**

**FROM:** General Fund - Instructional - Instructional Supplies - Brookview Elementary  
001-051110-511-0000-000000-008-00-008  
**TO:** General Fund - Security - Equipment - Brookview Elementary  
001-052760-640-0000-000000-008-00-008

It was recommended that the Board of Education approve the Financial Statements and Payments to Vendors as shown on the agenda.

Approve Financial  
Statements and  
Payments to Vendors  
C-5

- a. Approval of financial statements as shown on the agenda.
- b. Approve total payments to vendors for the month of February 2018 in the amount of \$5,417,355.18:

It was recommended that the Board of Education approve the investments as shown on the agenda.

Approval of Investments  
C-6

Farris motioned and Postel seconded that the Berea Board of Education approve the Service Agreement as shown on the agenda between PSI Associates and Messiah Lutheran for a Title 1 Teacher.

Approval of Service  
Agreement for  
Title 1 Teacher between  
PSI Associates and  
Messiah Lutheran  
C-7

Roll Call: Ayes: Chapman  Dockman  Duke  Farris  Postel   
Nays: None Motion carried

**18-0319-560**

**D. Executive Session**

Postel motioned and Duke seconded that the Board of Education move into Executive Session for the purpose of considering the purchase of property for public purposes.

Executive Session  
D-1  
**18-0319-561**

Roll Call: Ayes: Chapman  Dockman  Duke  Farris  Postel   
Nays: None Motion carried

Time In: 8:50 p.m. Time Out: 9:00 p.m.

**E. Adjournment**

Postel moved and Duke seconded that the meeting be adjourned.

Adjournment

Roll Call: Ayes: Chapman  Dockman  Duke  Farris  Postel   
Nays: None Motion carried

E-1

**18-0319-562**

Time meeting ended: 9:01 p.m.

*This is a meeting of the Board of Education in public for the purpose of conducting the School District's business  
and is not to be considered a public community meeting.*

Date of Approval: May 14, 2018 APPROVED: Ana Chapman ATTEST: 