

**Cardinal Local School District
Work Session/Meeting
November 28, 2018**

The **Work Session/Meeting** of the Cardinal Board of Education held at 6:00 p.m. on November 28, 2018, was attended by Ken Klima, Wendy Anderson, Barb Rayburn, Linda Smallwood and Katie Thomas.

Presentation:

English and Math Coaches: Dr. Hunt invited Melissa Cardinal, English Coach and Jennifer Fekete, Math Coach to present at the meeting. We are embedding standards in our learning process to improve how students are learning. With this year's Title I money we have placed teacher coaches and he thought it was important to hear from them about what they are doing. They are doing a ton of stuff to get information to our teachers so our kids are impacted in instruction and testing.

Melissa Cardinal thanked the Board for inviting them to the meeting. She shared her presentation which shows her responsibilities as an English Coach. She is:

- *Networking for best practices.*
- *Working on plans for improvements.*
- *Reviewing the RIMPs at Jordak to ensure the literacy components are correctly coded and to avoid red flags in Columbus.*
- *Focusing on K-4 literacy with the purple binder program implemented a few years ago to track reading levels and give support for struggling students.*
- *Accelerated Reading program – making sure there is proper utilization and to secure funding with PTO for the next segment.*
- *AIR Test data review*
- *Meeting with TBT, Administration and Tom Rounds from the State Support Team.*

Dr. Hunt shared that he has been working with Tom Rounds the last few years through the ODE State Support on the depth of knowledge component – how do we prepare kids in the classroom so they perform well on tests. We are not there yet but to be an elite district we need to succeed here. *Mrs. Cardinal continued saying the depth of knowledge is for us to challenge students to meet critical, higher thinking to perform well on state testing and beyond. There is training for the five key components of reading and she has attended one training so far. It is great to hear them talk about things that we are already doing as key components. We held a Title Family Night last year at Jordak and we will do one at CMS this year. Community Relations is another part of her job and the Kiwanis has already provided books for students. We will continue this beneficial relationship. She will be having and is having meaningful and productive conversations with the staff as we coach the teachers to challenge the students to reach higher levels of comprehension and increase our test scores.* Dr. Hunt stated in prior years when we have gotten the test data we have not been able to discuss it with the teachers. That is what we are doing at these early release day meetings. *Mrs. Cardinal said she is fresh out of the classroom so she knows the struggle with the state testing data. You could not tell who was a plus or minus and yet you were expected to teach at those levels. Now they are able to verify the scores and the students. It breaks down the students by performance levels. The kids may pass the test but the State will designate them as near or below proficient. This data will enable her to help the teacher adjust the classwork to better prepare the students for testing success. They can prepare the instruction to target individuals, small groups or the whole class. They are now able to determine the near proficient students and work with them for targeted assistance. She has been able to talk to teachers on early release days and work towards higher proficiency.* Mrs. Anderson asked if this is the first year this information is available to the teachers. *Mrs. Cardinal answered as a teacher she would get a 500 page document and spend all summer sorting through it.* Dr. Hunt stated the value of this position is the ability to go through the information that the teachers do not have time to do and then to be able to communicate it and use it for student learning. *Mrs. Smallwood asked how many teachers are doing this.* Mrs. Cardinal replied the fourth, fifth and sixth grades are completed, seventh grade

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will be done by Friday and the eighth grade by Christmas break. The third grade reading scores are completed in December so she will work on them once they are available. *Dr. Hunt stated after the first year of setting this up we will be able to do this much earlier next year.*

Jennifer Fekete stated a lot of what Melissa is doing is what she is doing but in Math. The only big difference is Melissa is established in the District and she is still gaining the trust of the staff; that she is on their side. She is:

- Attending meetings.
- Working with teachers to challenge students and looking into those who need additional help.
- Community Relations – Working on a Title I Night and she has become the unofficial bridge between Kiwanis and the school as she is involved with Kiwanis.
- She is having meaningful and valuable conversations with teachers about where do we need to work to make testing successful. This process is allowing the teachers to have conversations to see where they are and work together.
- Teachers will get detailed reports on the AIR data.
- The reports will show the standards for the grade level, the data by question, the depth of knowledge (DOK) levels, the type of questions and how many students got 0 points or 1 point for the question.

Mrs. Smallwood asked if the test is on the computer and if so how do they do the drawings. Mrs. Fekete stated it is on the computer and while she has not seen an Ohio test she believes it is multiple choice with pictures or they students can click and drag to make the drawing. Spreadsheets will show the entire grade; their strengths and weaknesses. The teacher copy is color coded so they can visually see the standards. It is charted out to show the students above, near or below proficient. Most of our students are above proficient. The teachers are able to see the performance levels by student and their scores. She was able to group the standards and data by class periods so small groups mediation can be planned for those students in need. The individual student report will show the missed standards and the teacher is able to review and plan for each child. There has not been a systemic approach to math like the purple binder and RIMPS for reading so we are looking into how we can look at math needs and standards. *Mrs. Anderson asked what curriculum we are using.* Mrs. Fekete replied third, fourth and fifth are using Envision, sixth has a text but it does not align to standards so there is some teacher based resources and seventh and eighth are using teacher based resources. *Mrs. Cardinal stated K-fifth are using the Wonders program, and sixth through eighth are using literature and grammar workbooks.* Mrs. Fekete stated the problem is there is no common language – if the standard say something this way, we need to teach that vocabulary which may not be in the current resources. *Mrs. Cardinal said they are working on vertical alignment with the standards. The curriculum maps to the alignment to the standards. We must meet the depth of knowledge as well.* The Board thanked the ladies for the informative presentation.

Discussion Items

December 26, 2018 Meeting – Dr. Hunt wanted to confirm the cancellation of the December meeting. *Mr. Klima confirmed it was to be cancelled.* Mrs. Thomas asked about the time for the December 12th meeting as she knew it was moved up. *Dr. Hunt stated it will start at 4:30p.m. and he will make sure Kristie makes the necessary notifications.*

Tax Budget – Ms. Knuckles stated since we are not having the December 28th work session meeting where they would normally review in detail the draft Tax Budget, she has prepared a quick review for the Board. The Tax budget is required to be completed and approved by January 15th and submitted to the County Auditor by January 20th each year. The Tax Budget is prepared to show the money expected to be collected by the District for the next fiscal year based on current tax levy collections and other revenue sources and the estimated expenditures to operate the District. This document helps to determine the need for local tax collections so rates

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can be set by the County Budget Commission. The Tax Budget is prepared for all district funds that receive property tax revenues; the General Fund, the Middle School Bond Fund, the Library Bond Fund and the Permanent Improvement fund since it receives 1 mill of inside millage. Once the Tax Budget is approved it is used to set the temporary budget allocations for FY 2020. 2020 seems so far away but the fiscal year starts in less than a year. The County Auditor will prepare a Schedule B for the District listing the tax levies on the books, their millage and what they will collect at 100%, 98% and 95%. The County Auditor will certify the tax revenues at 98% of total collections to allow for potential delinquencies. The current Schedule B is used in this draft as the new one for the next collection year will not be received until later in December. On the last page of the worksheets you have received, it shows the calculation of the tax revenues which is the 98% tax collections less 9.5% which represents homestead and rollback deductions. All tax levies on the books prior to 2017 will continue to have homestead and rollback deductions from the taxpayers' bills and paid to the schools by the state. Any new levies, like our 5.5 mill levy, will no longer have these deductions. The TPP payments are being phased out by December 2020. This is why the passage of the 5.5 mill levy was important to help us remain stable in the coming years. The Five-Year Forecast is used to provide the estimated FY 2020 figures but the current budget is used as opposed to the forecasted amounts for FY 2019 so the most current information is listed.

The Energy Conservation Bonds are paid from the General Fund and the County Auditor requires them to be listed separately with tax revenues and bond payments for expenditures. The two debt service funds are listed separately as well with the expected tax revenues and the bond payments. The County Auditor will review the balances to see if the millage is appropriate to collect enough to make the bond payments. The Permanent Improvement Fund will look a bit out of balance with previous years due to the receipt of the COP bond money. The bond money is accounted for in a special cost center and each time we make an improvement it is moved to the main cost center so the budget includes transfers in and out to the different special cost centers.

All other funds of the District that do not receive tax monies are listed together with the estimated beginning balance as of July 1, 2019; the estimated revenues to be received and estimated amounts to spend. The previous year's finsum and the current year's finsum reports are used to make estimates for this report. She budgets conservatively and will enter amounts less than the previous year as it is better to increase a budget than to take money away. All of these figures will make up the temporary budget approved in June 2018 for the FY 2019 school year. In August and September the budget will change to put together the permanent budget to be approved by October 1st. A Schedule of Indebtedness is included to show all of our outstanding debt and the amounts needed to make the principal and interest payments during FY 2020.

Food for thought:

- The passage of the new 5.5 mill levy in May 2017 and the renewal of the 9.7 mill levy in November 2017 will help to stabilize the budget in the coming years.
- In the past two years we have had to borrow from the bank to cover the low cash balance until our February tax settlement, but with the new money levy we will not have to do that this year.
- The District is losing money each year through reductions in school foundation support.
- The phase out of the TPP monies ends in FY 2021 with no replacement funding in the works.
- The timing of the cash received by the General Fund is a major concern when looking at monthly payment obligations. We pay out over \$1 million a month in operating costs.
- Our main revenue source is Tax Revenues. These are received twice a year, in August and in February, but we have to pay our bills monthly.
- At home you receive your paycheck or retirement check each month and you pay your bills for the month. We have to pay bills each month but our largest source of revenues is received twice a year.

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- It is very important to have an ending cash balance of at least \$750,000 at the end of the fiscal year so we can meet our obligations each month, especially during the slow revenue period of November through January.

We need to make sure we plan accordingly, know the budget and watch our spending so we can always meet our obligations.

The problem areas have been the same for the last ten years – increases in repairs, maintenance and transportation costs, and special education instructional costs are why the District must use caution when planning the budget and future projects and expenditures. This tax budget and the forecast can be utilized as planning tools to keep the District in a positive cash balance. Our largest areas of expenditures are salaries and benefits and purchased services and they are all controlled by contracted obligations. Timing is everything! Ms. Knuckles asked if the Board had any questions. If they have questions later after reviewing the information, prior to the January meeting, contact her.

Strategic Planning – Dr. Hunt provided the Board with the Strategy 2 portion of the Strategic Plan – High Performance District: Establish Cardinal as a High Performance District of administrators, educators, staff members and board members. Tactic 2.B.- continue to build a strong, engaged, informed and effective school board. How do we come up with critical action steps for this section? He contacted OSBA for some guidance and they provided some documentation for a Self-Evaluation. OSBA adapted the revised Washington State School Board’s Self-Evaluation for Ohio standards.

There are five standards that we need to meet:

1. Provide responsible school board governance.
2. Set and communicate high expectations for student learning with clear goals and objectives.
3. Create conditions district-wide for student and staff success.
4. Hold school district accountable for meeting student learning expectations.
5. Engage local community and represent the values and expectations they hold for their schools.

The form has the standard and indicators to meet the standard. As you go through each standard, there are indicators for you to evaluate if we are doing them. This will enable us to have a highly effective board. The Board Self-Evaluation Standards sheet shows the benchmarks for success, indicators and references of where this standard came from. This process will allow the Board to self-assess where we are and where we need to be. Dr. Hunt thinks each board member should go through the listing and then come back to see how we are doing. From there we can build the Action steps for the Strategic Plan.

Mrs. Rayburn talked with Terry Morgan at Capital Conference and she spoke of this same thing of self-evaluation. Dr. Hunt stated we can use the OSBA resources or we can do this on our own. Mrs. Rayburn stated she would be willing to come out here to facilitate this. Mrs. Smallwood did not know why they could not do this on their own. Dr. Hunt suggested that they do the self-assessment and then come back together to review and discuss it. We can see where we are and then contact OSBA for assistance. Mrs. Rayburn offered to call OSBA to see if they can come to our January 23rd meeting to facilitate this process.

Superintendent’s Report

Action Items:

Human Resources/Personnel

Mrs. Anderson moved and Mrs. Rayburn seconded a motion to approve the following personnel matters:

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A. Long-term Substitute

- Sherry Hickox, for Sara Brodnan - JES Physical Education teacher, effective November 12, 2018 through the end of the 2018-19 school year

B. Volunteer

- Danielle Moon, Fall Play
- Vanessa Pintabona, Fall Play
- Vincent Puruczky, parent volunteer - CMS Future City Club
- Shaun Spence, CMS Future City Club

Roll call vote:

Wendy Anderson, aye Barb Rayburn, aye Linda Smallwood, aye Katie Thomas, aye Ken Klima, aye

Grounds Use

Mrs. Smallwood moved and Mrs. Rayburn seconded a motion to approve the use of Jordak Elementary School grounds by the Middlefield Chamber of Commerce for a fireworks display on Saturday, December 8, 2018.

Ms. Knuckles requested that someone makes sure they clean up the area after the fireworks are done. Last year they left a lot of debris on the playground and the kids were picking it up at recess.

Roll call vote:

Barb Rayburn, aye Linda Smallwood, aye Katie Thomas, aye Ken Klima, aye Wendy Anderson, aye

Agreement

Mrs. Anderson moved and Mrs. Thomas seconded a motion to approve a rental agreement with United Worship to provide classrooms and the gymnasium for seven (7) events during the 2018-19 school year at a cost of \$275.00 per event; effective through July 31, 2019.

Roll call vote:

Linda Smallwood, aye Katie Thomas, aye Ken Klima, aye Wendy Anderson, aye Barb Rayburn, aye

Treasurer's Report:

Local Government Services Contract

Mr. Klima moved and Mrs. Smallwood seconded the motion to approve the contract for services with the Local Government Services Department of the Auditor of State's Office for FY 2020 and FY 2021, to lock in at the current rate of \$50 an hour, not to exceed \$6,000 per audit period.

Roll call vote:

Ken Klima, aye Wendy Anderson, aye, Barb Rayburn, aye Linda Smallwood, abstain Katie Thomas, aye

Then and Now

Mrs. Anderson moved and Mrs. Thomas seconded a motion to approve the Then and Now for Ohio Alliance Billing in the amount of \$17,500 for services, due to timing issues.

Roll call vote:

Wendy Anderson, aye, Barb Rayburn, aye Linda Smallwood, aye Katie Thomas, aye Ken Klima, aye

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Adjournment:

Mrs. Thomas moved and Mrs. Rayburn seconded a motion to adjourn the meeting.

Meeting adjourned at 7:16 P.M.

Roll call vote: unanimous yes.

Kenneth Klima, President

Merry Lou Knuckles, Treasurer