

cc: Payroll - Original  
 Nancy Leonard  
 Sally Hennies  
 Coleen Bell  
 Linda Paolucci  
 Lisa Horst  
 To the Board: 5/14/12

*Payroll 7/13/12*

Job Action: New (  )  
 Recall (  )  
 Reclassify (  )  
 Contract Days (  )  
 Hours Change (  )  
 Location Change (  )  
 Pay/Step Change (  )

SS #: \_\_\_\_\_ Employee Number 104780

Date 7/13/12

Miller \_\_\_\_\_ Matthew \_\_\_\_\_ J \_\_\_\_\_

Last Name \_\_\_\_\_ FirstName \_\_\_\_\_ MiddleName \_\_\_\_\_

DOB: 9/29/71

Number or Street \_\_\_\_\_ City and State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

EMPLOYEE IS: Certified (  ) Classified (  ) Exempt (  ) Full-Time (  ) Substitute (  )

Account Clerk	( <input type="checkbox"/> )	Library Assistant	( <input type="checkbox"/> )
Bus Operator	( <input type="checkbox"/> )	Maintenance	( <input type="checkbox"/> )
Chauffer/Material Hndlr	( <input type="checkbox"/> )	Switchboard	( <input type="checkbox"/> )
Classroom Assistant	( <input type="checkbox"/> )	Printer	( <input type="checkbox"/> )
Custodian	( <input type="checkbox"/> )	Secretary/Office Aid	( <input type="checkbox"/> )
Food Service	( <input type="checkbox"/> )	Vehicle Technician	( <input type="checkbox"/> )
I. T. Department	( <input type="checkbox"/> )	Summer Work	( <input type="checkbox"/> )
We Care Instructor	( <input type="checkbox"/> )	Exempt Employee	( <input type="checkbox"/> )

Student (Check One) Cooperative Office Education (  )  
 Distributive Education (  )  
 Diversified Cooperative Training (  )  
 Occupational Work Adjustment (  )  
 Special Education (  )  
 Student Worker (  )  
 Occupational Work Experience (  )

Date of Employment 7/1/12

Position Superintendent

Bldg/Hours: Administration Bldg.

Step on Salary Schedule \_\_\_\_\_

Salary/Days \$155,000

Longevity/Contract Type No Longevity YR Contract \_\_\_\_\_

Signature *[Signature]*

(Director of Human Resources)

\*\*Notes-

Previous Position \_\_\_\_\_ Replaces: \_\_\_\_\_  
 Previous Hourly Rate \_\_\_\_\_ Previous Class & Step: \_\_\_\_\_  
 Previous Location \_\_\_\_\_ Hours: \_\_\_\_\_

**New Certified Employee Checklist:**

Name: Matt Miller

Position: Superintendent

Building: Admin

Fingerprinted: 6/19/12 ok BCI        ok FBI

Date of Hire: 7/1/12

Tax Papers to Payroll: 7/13/12

To the Board: 5/14/12

Emp ID #: 104780 Pent Date: 7/13/12

Emp ID Card sent: 7/25/12 Rolodex Card:       

Insurance Papers to Payroll:       

License:  Trans:  Phys/TB:        Drug:



**VERIFICATION OF EXPERIENCE/ REFERENCE FORM**

TO: Previous Employer (write name of employer) Mentor Exempted Village School District

FROM: Human Resources Department

RE: Request for Verification of Work Experience/Reference

Employee Name: Matthew J. Miller

Social Security Number: \_\_\_\_\_

Please complete the form below and on the reverse to verify the experience in your school or organization of the person named above. Employment and salary depends upon verification of experience and reference information.

**\*\*Please return completed forms to the Human Resources Office at Lakota Local School District either via fax at 513-644-1182 or via postal mail at 5572 Princeton Road, Liberty Township, Ohio 45011. If there are any questions, please feel free to contact the HR office at 513-644-1193.**

**All Employers (including Ohio Public Employers):**

The above named person worked as (job title) Superintendent as follows: (Major duties of this position include: \_\_\_\_\_)

One year of service is equal to 120 days per year.

Date	No. days Worked	No. Days in Contract	Date	No. days Worked*	No. Days in Contract	- 260 Total
19__ to 19__	_____	_____	20 <u>12</u> to 20 <u>13</u>	<u>225</u>	<u>226</u>	(260 days in contract to
19__ to 19__	_____	_____	20 <u>13</u> to 20 <u>14</u>	<u>226</u>	<u>226</u>	include
19__ to 19__	_____	_____	20 <u>14</u> to 20 <u>15</u>	<u>224.5</u>	<u>226</u>	vacation &
19__ to 19__	_____	_____	20 <u>15</u> to 20 <u>16</u>	<u>226</u>	<u>226</u>	holidays)
19__ to 19__	_____	_____	20 <u>16</u> to 20 <u>17</u>	<u>224.5</u>	<u>226</u>	

**Ohio Public Employers Only:**

Please verify the number of unused accumulated sick leave days for this employee at the expiration of employment. Number of unused accumulated sick leave days to be transferred to Lakota: 270.25

*\* Does not include holidays or vacation days*

**If you have previously transferred the sick days to another district, please indicate the name of the district below**

\_\_\_\_\_

Please indicate the type of contract this person attained while employed with your school (only if Ohio school district).

1 year \_\_\_\_\_ 3 year  Continuing \_\_\_\_\_

Signature of Verifying Official: [Signature] Title of Verifying Official: Director of HR Date Verified: 5/23/17

**EMPLOYEE RELEASE**

Matthew J. Miller, a candidate for employment with Lakota Local School District Board of Education hereby authorizes the Lakota Local School District Board of Education to check all or any references provided by the candidate in the application process including a release of information by any former employer and its employees and agents with regards to the applicant's work record including, but not limited to attendance, quality and quantity of work performance, technical ability, relationships with co-workers, etc.

This applicant releases for himself/herself, his/her successors and assigns the school district and any former or current employer contacted by the school district from any and all liability, actions, causes of action and damages which the applicant has or may have in the event the school District does not employ applicant for any reason.

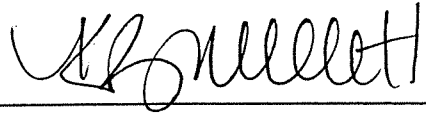
Dated: 5/22/17

Signature of applicant: 

**REFERENCE**

Statement of previous or current employer about work record (attendance, quality and/or quantity of work performance, technical ability, relationships with counselors, supervisors, subordinates, etc.).

Mr. Miller has excellent attendance and is a natural leader.  
He is a valuable asset to any district and Mentor Schools  
has been very fortunate to have him for five years!!!

Verifying Official Signature: 

Date Verified: 5/23/17

Verifying Official Title: Director of HR

Verifying Official Printed Name: Kathleen Burnett

Contact Number/Email: 440-974-5201  
burnette@mentorschools.org

Lakota Local School District Form 5202G  
Cross-References: Board Policies 5203  
Legal References: ORC §§ 3317.13, 33.17.14, 3319.12

State of Ohio

EMPLOYER COPY

## Department of Education

5 Year Professional License

This License Awarded To: **MATTHEW J. MILLER**  
License Number: CI1019536

Issue Date: 08/09/2013

FROM: 07/01/2013 - 06/30/2018

*The holder of this credential, having satisfactorily completed the requirements prescribed by The State Board of Education, is authorized to teach the subject(s) or serve in the area(s) listed below for the period specified.*

Elementary (1-8)  
Superintendent  
Elementary Principal (K-8)

*Richard A. Ross*

Superintendent of Public Instruction

1328431

State of Ohio

EMPLOYER COPY

Department of Education

5 Year Professional License

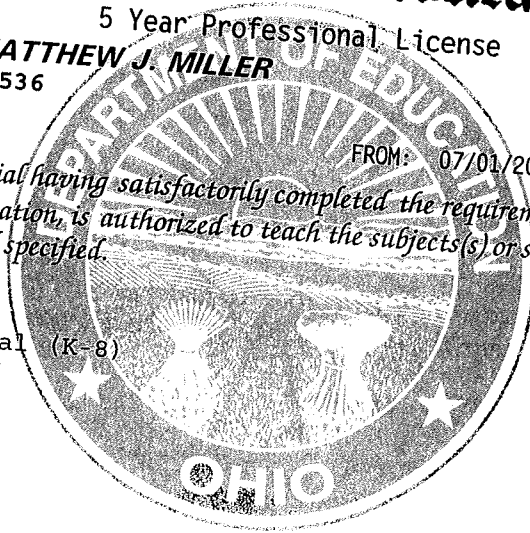
This License Awarded To: **MATTHEW J. MILLER**  
License Number: **CI1019536**

Issue Date: 07/02/2008

FROM: 07/01/2008 - 06/30/2013

The holder of this credential having satisfactorily completed the requirements prescribed by the State Board of Education, is authorized to teach the subjects(s) or serve in the area(s) listed below for the period specified.

- Superintendent
- Elementary (1-8)
- Elementary Principal (K-8)



*Susan Tave Zelman*  
Superintendent of Public Instruction

923148

*Louis L. Staffilino*  
Associate Superintendent, Center for the Teaching Profession



MM 9/23/13

4120 F14

# Mentor Public Schools Staff Emergency Information

## PLEASE PRINT

Name Matthew J. Miller Building Administration  
 Address \_\_\_\_\_ Telephone \_\_\_\_\_

### PERSON TO BE NOTIFIED IN AN EMERGENCY

Name Kristy Miller Relationship Wife  
 Home Telephone \_\_\_\_\_ Business Telephone N/A

### IF THE ABOVE PERSON CANNOT BE REACHED, NOTIFY

Name Dee Lepore Relationship Mother  
 Home Telephone 513-304-6203 Business Telephone 513-574-6203  
 Physician's Name Dr. Kumar Telephone 440-352-4880  
 Preferred Hospital Cloest Telephone \_\_\_\_\_  
 Medical History: Allergies None Medical Allergies None

RESCUE SQUAD TELEPHONE NUMBER - MENTOR/255-1212 — MENTOR-LAKE/257-7222

Signature Matthew J Miller Date 9/24/13



# Form I-9, Employment Eligibility Verification

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

### Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

Print Name: Last <u>Miller</u>	First <u>Matthew</u>	Middle Initial <u>J</u>	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year) <u>9/29/71</u>
City	State	Zip Code	Social Security #

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (see instructions)
- A lawful permanent resident (Alien #) \_\_\_\_\_
- An alien authorized to work (Alien # or Admission #) \_\_\_\_\_ until (expiration date, if applicable - month/day/year) \_\_\_\_\_

Employee's Signature  
Matthew J Miller

Date (month/day/year) 7-1-2012

**Preparer and/or Translator Certification** (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	Date (month/day/year)

### Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

List A	OR	List B	AND	List C
Document title: _____		_____		<u>Social Security</u>
Issuing authority: _____		_____		<u>Card</u>
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____	_____	_____	_____	_____

**CERTIFICATION:** I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) 7/1/12 and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative <u>Ferris Auguste</u>	Print Name	Title
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)

### Section 3. Updating and Reverification (To be completed and signed by employer.)

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)
-----------------------------	--

C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.

Document Title: _____	Document #: _____	Expiration Date (if any): _____
-----------------------	-------------------	---------------------------------

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Date (month/day/year)
--	-----------------------

## LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

### LIST A

Documents that Establish Both  
Identity and Employment  
Authorization

### LIST B

Documents that Establish  
Identity

### LIST C

Documents that Establish  
Employment Authorization

OR

AND

1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	4. Voter's registration card	
	5. U.S. Military card or draft record	5. Native American tribal document
	6. Military dependent's ID card	
	7. U.S. Coast Guard Merchant Mariner Card	
	8. Native American tribal document	6. U.S. Citizen ID Card (Form I-197)
9. Driver's license issued by a Canadian government authority		
10. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	<b>For persons under age 18 who are unable to present a document listed above:</b>	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
11. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	10. School record or report card	8. Employment authorization document issued by the Department of Homeland Security
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

Number Holder Name: MATTHEW, J, MILLER  
Name at Birth:  
Other Name(s):

Name to be shown on card: MATTHEW J  
MILLER

Sex: M

Birth Date: 09/29/1971

Place of Birth: CINCINNATI, OH

Parent / Mother's Name at Her Birth: DOLORES A PAPANIA

Parent / Mother's SSN:

Parent / Father's Name: JAMES M MILLER

Parent / Father's SSN:

Has the number holder or anyone acting on his/her behalf ever filed for or received a Social Security Number Card before? Yes

Citizenship: US

Last SSN:

Birth Date on Prior Application: 09/29/1971

Name Shown on Last Card: MATTHEW JAMES MILLER

Mailing Address:

Telephone

Ext:

~~SSA~~  
55 W. Jackson Street  
Painesville, OH 44077



# YOUR SOCIAL SECURITY CARD

**ADULTS:** Sign this card in ink immediately.  
**CHILDREN:** Do not sign until age 18 or your first job, whichever is earlier.

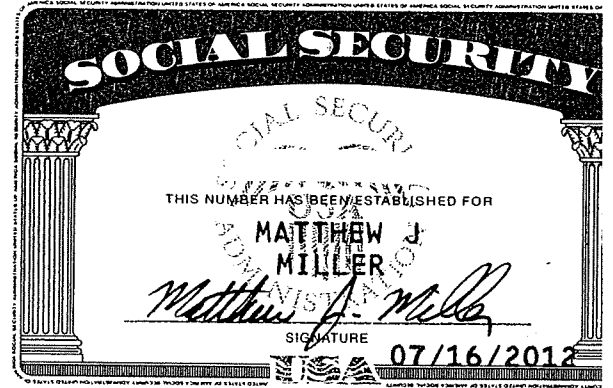
Keep your card in a safe place to prevent loss or theft.  
**DO NOT CARRY THIS CARD WITH YOU.**  
Do not laminate.

Place this stub with your personal records. The other side contains important information.

Note: The date we issued this card is shown below the signature line.



MATTHEW J MILLER



### Approval Verification Form For Educators Leaving a LPDC

This verifies that the following educator had an approved Individual Professional Development Plan (IPDP) and that:

Matthew J. Miller                      CI1019536                      09/29/1971  
(name of educator)                      (Educator ID)                      (birthdate)

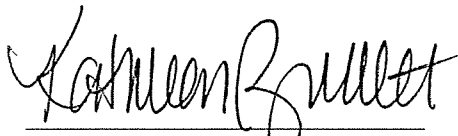
I verify the educator has completed the following from 1/24/2013 to 4/11/2016  
(date)                      (date)

\_\_\_\_\_ college/university **semester** hours

\_\_\_\_\_ college/university **quarter** hours

\_\_\_\_\_ LPDC approved professional development activities (CEUs)

116.6 LPDC approved contact hours

  
(authorized signature)

045492  
(school/district IRN)

February 2017  
(date)

Print name of Authorized Signer:                      **Kathy Burnett, Director of Human Resources**  
Name of School District:                      **Mentor Exempted Village Schools**  
Name of LPDC:                      **Mentor Professional Development Committee**  
LPDC Address:                      **6451 Center Street, Mentor, OH 44060**  
LPDC Chairperson:                      **Lisa Sterner**  
Chairperson email address:                      **sterner@mentorschools.org**  
Chairperson Telephone Number:                      **(440) 255-4444**

# CONTINUING PROFESSIONAL EDUCATION

*This certifies*

Mr. Matt Miller

*has completed the Sept. 30-Oct. 2, 2015*

*School Research Nexus Symposium*

*for a total of fifteen (15) hours Continuing Professional Education (CPE) credits*



**SCHOOL RESEARCH NEXUS**

*Don W. Hooper*

*Dr. Don. Hooper, Executive Director*

*TEA Continuing Professional Education Provider #902233*

Participants are advised to check with their state, school district or credit evaluation entity to determine if this credit is approved for their specific needs, as requirements vary.



2016 NSBA Annual Conference  
April 9-11, Boston, Massachusetts

Matthew Miller  
Superintendent  
Mentor Exempted Village School District  
6451 Center St  
Mentor, OH - Ohio 44060-4109

<b>Session Name</b>	<b>Date</b>	<b>Hours</b>
Sunday General Session - Robin Roberts	04/10/2016	1.50
Acellus Best Practices: Designed to Achieve Better Test Scores and Improve Student Attitudes	04/10/2016	1.25
Closing General Session - Tony Wagner	04/11/2016	1.50
Driving Effective and Sustainable School Turnaround: The Role of the Local School Board in Dramatic Change Efforts	04/11/2016	1.25
<b>Total Credit Hours Claimed: 5.50</b>		

# *Certificate of Attendance*

awarded to:

**Matt Miller**

for attendance at Pepple & Waggoner, Ltd.'s  
School Negotiations Workshop (3.00 hours)  
in Independence, Ohio, on January 24, 2013

January 31, 2013

Date

*William C. Pepple*

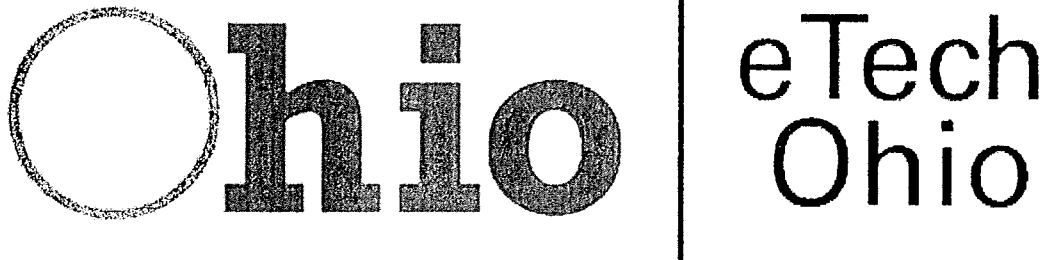
Signed



Miller, Matthew

---

**From:** Wigginton, Kathryn <Kathryn.Wigginton@eTech.ohio.gov>  
**Sent:** Friday, March 01, 2013 11:34 AM  
**To:** Miller, Matthew  
**Subject:** OETC13 Certificate of Attendance



## *Certificate Of Attendance*

This is to certify that

*Matt Miller*

Has attended the

2013 Ohio Educational Technology Conference

on

Monday, February 11, 2013

6.0 Contact Hours

\*If you attended more than one day, you will receive multiple emails with your certificates.

Miller, Matthew

---

**From:** Conference Registration <conference\_registration@regents.state.oh.us>  
**Sent:** Thursday, February 27, 2014 11:18 AM  
**To:** Miller, Matthew  
**Subject:** Certificate of Attendance - OETC Wednesday January 29



## *Certificate Of Attendance*

Matthew Miller

Mentor Public Schools

Has attended the

2014 Ohio Educational Technology Conference

on

Wednesday January 29, 2014

6.0 Contact Hours

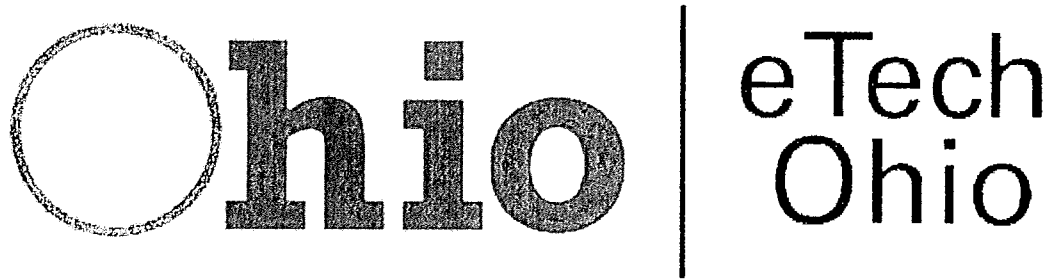
*\*If you attended more than one day, you will receive multiple emails with your certificates attached.*

The Ohio Educational Technology Conference  
25 S Front Street  
Columbus, Ohio 43215

Miller, Matthew

---

**From:** Wigginton, Kathryn <Kathryn.Wigginton@eTech.ohio.gov>  
**Sent:** Friday, March 01, 2013 11:45 AM  
**To:** Miller, Matthew  
**Subject:** OETC13 Certificate of Attendance  
**Attachments:** image001.jpg; image002.jpg



## *Certificate Of Attendance*

This is to certify that

*Matt Miller*

Has attended the

2013 Ohio Educational Technology Conference

on

Tuesday, February 12, 2013

6.0 Contact Hours

\*If you attended more than one day, you will receive multiple emails with your certificates.

Miller, Matthew

---

**From:** Conference Registration <conference\_registration@regents.state.oh.us>  
**Sent:** Thursday, February 27, 2014 11:16 AM  
**To:** Miller, Matthew  
**Subject:** Certificate of Attendance - OETC Tuesday January 28



## *Certificate Of Attendance*

Matthew Miller

Mentor Public Schools

Has attended the

2014 Ohio Educational Technology Conference

on

Tuesday January 28, 2014

6.0 Contact Hours

*\*If you attended more than one day, you will receive multiple emails with your certificates attached.*

The Ohio Educational Technology Conference  
25 S Front Street  
Columbus, Ohio 43215

Miller, Matthew

---

**From:** Conference Registration <conference\_registration@regents.state.oh.us>  
**Sent:** Thursday, February 27, 2014 11:13 AM  
**To:** Miller, Matthew  
**Subject:** Certificate of Attendance - OETC Monday January 27



## *Certificate Of Attendance*

Matthew Miller

Mentor Public Schools

Has attended the

2014 Ohio Educational Technology Conference

on

Monday January 27, 2014

6.0 Contact Hours

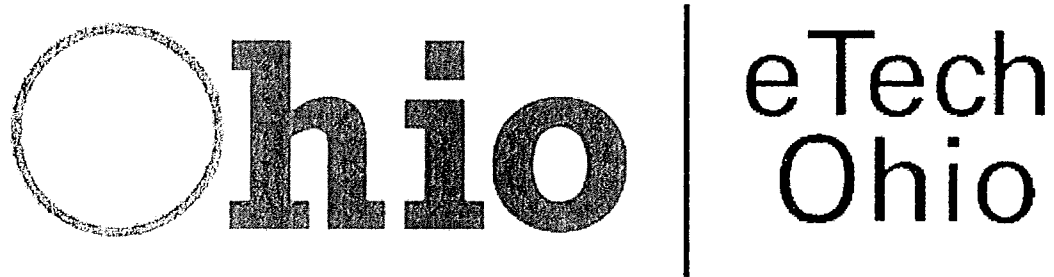
*\*If you attended more than one day, you will receive multiple emails with your certificates attached.*

The Ohio Educational Technology Conference  
25 S Front Street  
Columbus, Ohio 43215

Miller, Matthew

---

**From:** Wigginton, Kathryn <Kathryn.Wigginton@eTech.ohio.gov>  
**Sent:** Friday, March 01, 2013 11:53 AM  
**To:** Miller, Matthew  
**Subject:** OETC13 Certificate of Attendance  
**Attachments:** image001.jpg; image002.jpg



## *Certificate Of Attendance*

This is to certify that

*Matt Miller*

Has attended the

2013 Ohio Educational Technology Conference

on

Wednesday, February 13, 2013

5.0 Contact Hours

\*If you attended more than one day, you will receive multiple emails with your certificates.

**Workshop/Seminar Title:**

**“BASA 2013 Fall Conference”**

**October 1-2, 2013**

*Certificate  
of Completion*

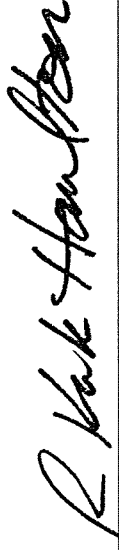
For the following participant:

**CEU Standards Have Changed**

Attendance at this conference does not guarantee CEU credit. Participants must contact their LPDC for CEU approval. BASA is not responsible for CEU credit not granted by your LPDC.

Retain this certificate for verification of attendance (along with the agenda for this seminar). For the “BASA 2013 Fall Conference”, 7.3 Contact Hours are given.

**Please submit this certificate to your LPDC for approval.**



R. Kirk Hamilton, Ph.D.

Executive Director



Buckeye Association of School Administrators  
8050 North High Street, Suite 150  
Columbus, Ohio 43235  
614-846-4080 fax 614-846-4081  
www.basa-ohio.org

# 2013 OSBA Capital Conference Attendance Certificate

This certifies that Matt Miller, Superintendent of the Mentor Exempted Village schools, attended the following educational sessions at the 2013 OSBA Capital Conference.

**PRESENTATION:**

**Community Learning Centers**

**DATE:**

11/11/2013

**LENGTH:**

1:15

Especially in times of tight budgets, it's extremely important to leverage the resources of the entire community to support student achievement. Learn how Cincinnati City Schools' nationally recognized Community Learning Centers serve as hubs for community services, providing a system of integrated partnerships aligned to student needs that are successfully impacting student achievement.

**First General Session - Wil Haygood**

11/11/2013

1:30

From poverty to the big screen - Ohio native Wil Haygood is a prize-winning Washington Post staff writer and an acclaimed biographer. At the Post, Haygood covered Hurricane Katrina for 33 consecutive days and reported on Barack Obama's 2008 campaign. He has won numerous awards, and recently received the Ella Baker Award, which honors an author whose work epitomizes citizenship and community service.

**Twitter, blogs and everything nice**

11/11/2013

1:15

A diverse panel of Medina City staff, from the treasurer and athletic director to members of the Office of Educational Services discuss how to utilize Twitter and blogging to increase Personal Learning Networks (PLNs) and communication with staff and the community. The panel also provides a plan for participants to leave the session ready to tweet and blog instantly.

**Flipped out on blended learning**

11/11/2013

1:15

Have you ever wondered how you can engage students in a meaningful way that reaches them in their comfort zone? Blended learning and flipped classrooms are wonderful ways to engage students in rigorous learning while reaching them through a platform with which they are comfortable. Two Buckeye Local (Jefferson) teachers are in their second year of flipping their classes and have advice on the good, the bad and the ugly.

**Embracing a blended instructional model**

11/12/2013

1:15

Discover how Mentor EV developed, piloted and implemented a fully blended instructional model at its middle school. Learn about technology implementation, digital instructional supplements, blended classroom design and practical insights from the initiative.

**Second General Session - Dr. Yong Zhao**

11/12/2013

1:30

Two education paradigms — what defines and how to create a world-class education - Dr. Zhao is an internationally known scholar, author and speaker. His work focuses on the implications of globalization and technology on education. He has designed schools that cultivate global competence, developed computer games for language learning and founded development institutions to explore innovative education models.

**Teaching and learning in the digital age**

11/12/2013

1:15

Are you ready for today's digital learners and teachers? South Range Local (Mahoning) and Eastwood Local (Wood) share current research, trends and "digital language," as well as address vital questions and concerns.

**The Cybercafe and collaborative learning**

11/12/2013

1:15

This session highlights Madison Local's (Lake) implementation of converting a traditional high school library into a Cybercafé where students can collaborate, research and even stay fit while learning. This student led initiative in conjunction with district and building administration demonstrates how commitment and use of a variety of resources can bring vision into reality.

**The Ohio Improvement Process and OTES**

11/13/2013

1:15

This session shows how North Royalton City uses the philosophies and processes of the Ohio Improvement Process and links them to the Ohio Teacher Evaluation System. Strong use of Teacher Based Teams in the development of SLOs, analyzing data, and the use of common assessments as part of the OTES process will be shared.

DEC 16 2013



**Workshop/Seminar Title:**

**“BASA 2014 Fall Conference”  
September 30— October 1, 2014**

*Certificate  
of Completion*

For the following participant:

**CEU Standards Have Changed**

Attendance at this conference does not guarantee CEU credit. Participants must contact their LPDC for CEU approval. BASA is not responsible for CEU credit not granted by your LPDC.

Retain this certificate for verification of attendance (along with the agenda for this seminar). For the “BASA 2014 Fall Conference”, 7.3 Contact Hours are given.

**Please submit this certificate to your LPDC for approval.**



Buckeye Association of School Administrators  
8050 North High Street, Suite 150  
Columbus, Ohio 43235  
614-846-4080 fax 614-846-4081  
www.basa-ohio.org

**Executive Director**

**R. Kirk Hamilton, Ph.D.**

# *Certificate of Attendance*

awarded to:

**Matthew Miller**

for attendance at Pepple & Waggoner, Ltd.'s  
School Law Update Seminar (5.0 hours) in Independence, Ohio,  
on Thursday, October 9, 2014

*October 10, 2014*

*Date*

*William C. Fyfe*

*Signed*

# *Certificate of Attendance*

awarded to:

**Matthew Miller**

for attendance at Pepple & Waggoner, Ltd.'s  
School Law Update Seminar (5.0 hours) in Independence, Ohio,  
on Thursday, October 10, 2013

*October 21, 2013*

*Date*

*William C. Byrde*

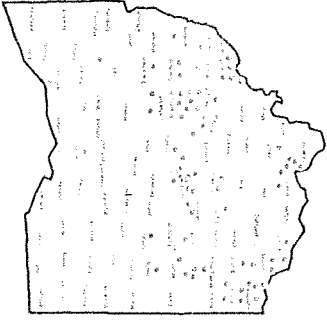
*Signed*

# 2014 OSBA Capital Conference Attendance Certificate

This certifies that Matt Miller, Superintendent of the Mentor Exempted Village schools, attended the following educational sessions at the 2014 OSBA Capital Conference.

PRESENTATION:	DATE:	LENGTH:
<b>Educational visioning – building for the future</b> Educational Visioning and Transformation (EVT), a facilitated planning process, brings together board members, administrators, staff, students and community members to determine how education will be delivered in the future. Hear how EVT can help your district, whether you're constructing a building or just looking for ways to enhance your educational programs.	11/10/2014	1:15
<b>State Board of Education meeting</b> The November meeting of the State Board of Education.	11/10/2014	2:00
<b>Trade Show</b> Don't miss the opening of the Trade Show, the largest education exhibition in the nation. You'll find just about everything a school district might need, all under one roof.	11/10/2014	6:00
<b>What works best for one-to-one learning</b> Hear about the trials and triumphs of Perrysburg EV's first-year rollout of a one-to-one learning initiative. Learn which devices worked best and unintended consequences, and hear a summary of results in this interactive presentation.	11/10/2014	1:15
<b>Ohio schools are innovating</b> The Straight A Fund provides seed money for the most creative and forward-thinking ideas in Ohio education. More than \$200 million has been awarded for projects across the state. Hear about some of the innovative projects and take the opportunity to ask questions.	11/10/2014	1:15
<b>Life without salary schedules</b> See how Oakwood City eliminated salary schedules for all employees and implemented differentiated compensation with the help and support of teachers. The district aligned future raises for every employee to evaluation and performance.	11/11/2014	1:15
<b>OTES and OPES — implementation issues</b> Experienced attorneys review legal issues arising with implementing teacher and principal evaluation systems and forecast likely effects, discuss unforeseen issues and share ways to keep up with the latest issues and plan for the future.	11/11/2014	1:15
<b>Implementing OTES with impact</b> Batavia Local (Clermont) and Battelle for Kids partnered to implement professional learning teams that support teachers' efforts to develop and implement personalized professional growth plans aligned with OTES. Learn about tools and processes that helped the district transform conversations about professional learning.	11/11/2014	1:15
<b>Bargaining trends and outlook for 2015</b> OSBA and Huffmaster Strike Services examine the bargaining outlook for the upcoming year, including salary and benefit trends, hot topics, and strike and staffing strategies.	11/11/2014	1:15





**Battelle  
for Kids**



# Certificate of Attendance

SOAR Learning Lab

October 21, 2014 • OCLC • (Contact Hours: 5)

Educators from the SOAR Leading & Learning Collaborative, representing urban, suburban, and rural districts were presented with collaboration opportunities around Blended Learning, and specifically discussions around the questions, What is Blended Learning?; What can Blended Learning enable?; and How can we effectively implement Blended Learning?

*Bobby Moore*

Dr. Bobby Moore  
Senior Director, Battelle for Kids

\_\_\_\_\_  
Name



# Mentor Public Schools Local Professional Development Committee

## Individual Professional Development Plan

**Matt Miller**  
Superintendent  
Mentor District Office

**Teacher ID Number:** CI1019536

<u>Certification/Licensure Area:</u>	<u>Term:</u>	<u>Issue Date:</u>	<u>Expiration Date:</u>
Elementary (1-8)	5 Year Professional License	08/09/2013	06/30/2018
Elementary Principal (K-8)	5 Year Professional License	08/09/2013	06/30/2018
Superintendent	5 Year Professional License	08/09/2013	06/30/2018

### IPDP Goal

#### A. Goal 1

To continue to make school safety our number priority to protect the students and staff of Mentor Public Schools.

**Educator Standard(s):**

#### Goal 2:

To keep up to date with district, state and federal policies and guidelines.

**Educator Standard(s):** #3 School Operations, Resources and Learning Environment.

#### Goal 3:

To continue to collaborate on a local, state-wide, national and international platform for Mentor Schools to learn, develop and implement instructional strategies, technology and techniques to improve student achievement.

**Educator Standard(s):** #1 Continuous Improvement. #2 Instruction. #3 School Operations, Resources and Learning Environment. #4 Collaboration. #5 Parents and Community Engagement.

#### Goal 4:

To continue to work internal and external stakeholders as an ambassador to the school community through the District Leadership Team (DLT), community organizations & community partnerships.

**Educator Standard(s):** #3 School Operations, Resources and Learning Environment. #4 Collaboration. #5 Parents and Community Engagement.

### Anticipated Outcome

**Briefly state how the following areas will benefit from your professional development plan.**

#### B. Self:

The goals above will allow for me to continue to grow professionally in the capacity of a

superintendent.

**C. Students:**

The goals above focus on our number one priority which is student safety and student achievement for all students.

**D. District or Building:**

Working collaboratively with all stakeholders on the Building Leadership Teams (BLT), DLT, state level organizations (BASA) and also on a national level (League of Innovative Schools, Open Educational Resources, etc.).

▷ Evaluation

**E. Explain how you will measure the success of your plan in meeting your goal(s) IN TERMS OF STUDENT ACHIEVEMENT:**

As the superintendent, I continuously analyze many different types of data when making decisions. The district leadership team meets regularly to review the districts goals (math, reading & climate). The individual BLT plans are reviewed on a regular basis along with SLO data, state assessments, district assessments, staff/student/parent surveys which are all tied to the success of the students in the classroom. Also, being a part of state and national organizations allows for us to collaborate with each other to implement ideas and instructional strategies with our staff and students.

Reviewed By: Lisa Horst

Date: 2/10/2017

Status: Approved

# Bowling Green State University

Office of Registration and Records  
Bowling Green, Ohio 43403-0130  
419-372-8441

## Academic Transcript

Matthew Miller  
Student ID:

Record Date: 9/10/2004  
Page 1 of 1

Dept No	Title	Hrs	Grade	Cmt
	Granted a Bachelor's Degree by University of Cincinnati in December 1993			
	Granted a Master's Degree by University of Cincinnati in June 1999			

Dept No	Title	Hrs	Grade	Cmt
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### Fall Semester 2001

Graduate Student - Non Degree Program  
EDAS 724 School Business Affairs 3.00 A

### Spring Semester 2002

Graduate Student - Non Degree Program  
EDAS 725 Bd Of Ed-Supt Relat 3.00 A

### Fall Semester 2002

Graduate Student - Non Degree Program  
EDAS 733 Sem:Collective Bargaining 3.00 A

### Spring Semester 2003

Graduate Student - Non Degree Program  
EDAS 735 Integr Leadership Ed Orgs 3.00 A

### Summer Semester 2003

Graduate Student - Non Degree Program  
EDAS 736 Ed Facil Plan-Mgmt 3.00 A

### Summer Semester 2004

Graduate Student - Non Degree Program  
EDAS 723 Persnl Admin In Educ 3.00 A

Dept No	Title	Hrs	Grade	Cmt
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Dept No	Title	Hrs	Grade	Cmt
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### OFFICIAL TRANSCRIPT ISSUED TO STUDENT

This transcript is official only when imprinted in tricolored in with the signature of the Director of Records and the University seal. This record is not to be released to any other party without the written permission of the student, according to the Family Educational Rights and Privacy Act, 1974. The student is in good standing unless otherwise indicated.



Matthew Miller  
Director of Records  
Bowling Green, Ohio 43403-0130  
419-372-8441



Student number:

Month/day of birth:

# UNIVERSITY OF CINCINNATI

Office of the Registrar  
Cincinnati, Ohio 45221-0069

A black & white transcript is not official.

Student is in good academic standing unless otherwise indicated.

College Number	Area	Course Number	Course Title	Credit Hours	Grade	Quality Points	College Number	Area	Course Number	Course Title	Credit Hours	Grade
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Official Transcript only if signed and embossed with the Office of the Registrar Seal. See reverse side for explanation of entries.

In accordance with the Family Rights and Privacy Act of 1974, as amended, this information is released on the condition that you will not permit any other party to have access to it without the written consent of the individual whose record it is.

The name of the University is printed in white across the face of this 11" x 8 1/2" transcript.

For Office



# UNIVERSITY OF CINCINNATI

Student number: Office of the Registrar  
 Month/day of birth: Cincinnati, Ohio 45221-0060

A black & white transcript is not official.  
 Student is in good academic standing unless otherwise indicated.

College Number	Area	Course Number	Course Title	Credit Hours	Grade	Quality Points	College Number	Area	Course Number	Course Title	Credit Hours	Grade
18	ED	ADM 101	EDUCATIONAL ADMINISTRATION	3.0	A	9.0	18	ED	ADM 101	EDUCATIONAL ADMINISTRATION	3.0	A
18	ED	ADM 201	EDUCATIONAL ADMINISTRATION	3.0	A	9.0	18	ED	ADM 201	EDUCATIONAL ADMINISTRATION	3.0	A
18	ED	ADM 301	EDUCATIONAL ADMINISTRATION	3.0	A	9.0	18	ED	ADM 301	EDUCATIONAL ADMINISTRATION	3.0	A
18	ED	ADM 401	EDUCATIONAL ADMINISTRATION	3.0	A	9.0	18	ED	ADM 401	EDUCATIONAL ADMINISTRATION	3.0	A
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18	ED	ADM 3201	EDUCATIONAL ADMINISTRATION	3.0	A	9.0	18	ED	ADM 3201	EDUCATIONAL ADMINISTRATION	3.0	A
18	ED	ADM 3301	EDUCATIONAL ADMINISTRATION	3.0	A	9.0	18	ED	ADM 3301	EDUCATIONAL ADMINISTRATION	3.0	A
18	ED	ADM 3401	EDUCATIONAL ADMINISTRATION	3.0	A	9.0	18	ED	ADM 3401	EDUCATIONAL ADMINISTRATION	3.0	A
18	ED	ADM 3501	EDUCATIONAL ADMINISTRATION	3.0	A	9.0	18	ED	ADM 3501	EDUCATIONAL ADMINISTRATION	3.0	A
18	ED	ADM 3601	EDUCATIONAL ADMINISTRATION	3.0	A	9.0	18	ED	ADM 3601	EDUCATIONAL ADMINISTRATION	3.0	A
18	ED	ADM 3701	EDUCATIONAL ADMINISTRATION	3.0	A	9.0	18	ED	ADM 3701	EDUCATIONAL ADMINISTRATION	3.0	A
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18	ED	ADM 4001	EDUCATIONAL ADMINISTRATION	3.0	A	9.0	18	ED	ADM 4001	EDUCATIONAL ADMINISTRATION	3.0	A



Approval Verification Form For Educators Leaving a LPDC

This verifies that the following educator had an approved Individual Professional Development Plan and that

Matthew Miller CI1019536 9/29/71
(print - name of educator) (Educator ID) (birthdate)

has completed the following credits toward completion of the plan since 7/1/2008 (date)

college/university semester hours

college/university quarter hours

35.95 LPDC approved professional development activities (CEUs)

Jeffrey Tuneberg 048546 5/29/12
(authorized signature) (school/district IRN) (date)

Please print:

Name of Authorized Signer Jeffrey Tuneberg, Ph.D.

Name of School/District Mercer County Educational Service Center

LPDC IRN 048546

Name of LPDC Mercer County LPDC

LPDC chairperson Jeffrey Tuneberg, Ph.D.

LPDC address 441 East Market Street
Celina, Ohio 45822

Chairperson phone number 419-586-6628

Chairperson email address Tunebej@mc.noacsc.org

Mail to: Office of Educator Licensure
25 South Front Street, Mail Stop 105, Columbus, Oh 43215-4183
Telephone 614-466-3593



**Approval Verification Form  
For Educators Leaving a LPDC**

This verifies that the following educator had an approved Individual Professional Development Plan and that

Matthew Miller

CI1019536

9/29/71

(print - name of educator)

(Educator ID)

(birthdate)

has completed the following credits toward completion of the plan since

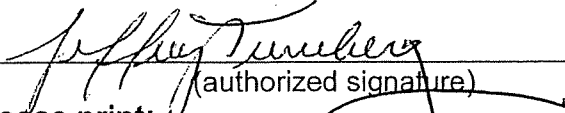
7/1/2008

(date)

\_\_\_\_\_ college/university **semester** hours

\_\_\_\_\_ college/university **quarter** hours

2.525 LPDC approved professional development activities (CEUs)

  
(authorized signature)

048546

6-21-12

(school/district IRN)

(date)

**Please print:**

Name of Authorized Signer Jeffrey Tuneberg, Ph.D.

Name of School/District Mercer County Educational Service Center

LPDC IRN 048546

Name of LPDC Mercer County LPDC

LPDC chairperson Jeffrey Tuneberg, Ph.D.

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Chairperson email address tunebej@mc.noacsc.org

**Mail to:** Office of Educator Licensure  
25 South Front Street, Mail Stop 105, Columbus, Oh 43215-4183  
Telephone 614-466-3593



# *Certificate of Participation*



\_\_\_\_\_  
Matt Miller

*Has Participated in 6.0 Hours of  
Professional Development for Lake County*

***"Lake County Leaders in Technology Conference"***

*Jovette S. Hillunen*

\_\_\_\_\_  
Jovette Hillunen, Director of Teaching & Learning

\_\_\_\_\_  
Date August 17, 2012

Lake County Educational Service Center  
382 Blackbrook Road  
Painesville Township, OH 44077



Workshop/Seminar Title:

“BASA Regional Meeting”

August 10, 2012 - Cuyahoga Valley Career Center

*Certificate of  
Completion*

For the following participant:

*Matthew Miller*

**CEU Standards Have Changed**

Attendance at this meeting does not guarantee CEU credit. Participants must contact their LPDC for CEU approval. BASA is not responsible for CEU credit not granted by your LPDC.

Retain this certificate for verification of attendance (along with meeting agenda). For the BASA Regional Meeting—2.5 contact hours are given.

**Please submit this certificate to your LPDC for approval.**

*R Kirk Hamilton*

R. Kirk Hamilton, Ph. D.

Executive Director



Buckeye Association of School Administrators  
8050 North High Street, Suite 150  
Columbus, Ohio 43235  
614-846-4080 fax 614-846-4081  
[www.basa-ohio.org](http://www.basa-ohio.org)

Workshop/Seminar Title:

“BASA 2012 Fall Conference”

October 2-3, 2012

*Certificate  
of Completion*

For the following participant:

*Matthew Miller*

**CEU Standards Have Changed**

Attendance at this conference does not guarantee CEU credit. Participants must contact their LPDC for CEU approval. BASA is not responsible for CEU credit not granted by your LPDC.

Retain this certificate for verification of attendance (along with the agenda for this seminar). For the “BASA 2012 Fall Conference”, 7.3 Contact Hours are given.

Please submit this certificate to your LPDC for approval.

*R Kirk Hamilton*

R. Kirk Hamilton, Ph.D.

Executive Director



Buckeye Association of School Administrators  
8050 North High Street, Suite 150  
Columbus, Ohio 43235  
614-846-4080 fax 614-846-4081  
www.basa-ohio.org



# *Certificate of Attendance*

awarded to:

**Matthew Miller**

for attendance at Pepple & Waggoner, Ltd.'s  
School Law Update Seminar (5.0 hours) in Independence, Ohio,  
on Thursday, October 18, 2012

*October 24, 2012*

*Date*

*William C. Pepple*

*Signed*

Workshop/Seminar Title:

“BASA Regional Meeting”  
November 7, 2012 - BASA Office

*Certificate of  
Completion*

**CEU Standards Have Changed**

Attendance at this meeting does not guarantee CEU credit. Participants must contact their LPDC for CEU approval. BASA is not responsible for CEU credit not granted by your LPDC.

Retain this certificate for verification of attendance (along with meeting agenda). For the BASA Regional Meeting—2.5 contact hours are given.

**Please submit this certificate to your LPDC for approval.**

For the following participant:

*Matthew Miller*



*R. Kirk Hamilton*  
R. Kirk Hamilton, Ph. D.

Executive Director

Buckeye Association of School Administrators  
8050 North High Street, Suite 150  
Columbus, Ohio 43235  
614-846-4080 fax 614-846-4081  
www.basa-ohio.org

Workshop/Seminar Title:

“BASA Regional Meeting”

January 7, 2013 - Cuyahoga Valley Career Center

*Certificate of  
Completion*

**CEU Standards Have Changed**

Attendance at this meeting does not guarantee CEU credit. Participants must contact their LPDC for CEU approval. BASA is not responsible for CEU credit not granted by your LPDC.

Retain this certificate for verification of attendance (along with meeting agenda). For the BASA Regional Meeting—2.5 contact hours are given.

**Please submit this certificate to your LPDC for approval.**

For the following participant:

*M. H. Lewis Miller*

*R. Kirk Hamilton*

R. Kirk Hamilton, Ph. D.

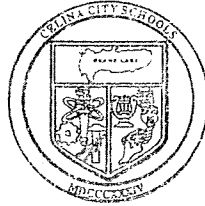
Executive Director



Buckeye Association of School Administrators  
8050 North High Street, Suite 150  
Columbus, Ohio 43235  
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[www.basa-ohio.org](http://www.basa-ohio.org)

# Celina City Schools

585 E. Livingston Street  
Celina, OH 45822-1784  
419-586-8300 FAX 419-586-7046  
www.celinaschools.org



MATT MILLER, Superintendent  
MIKE McKIRNAN, Business Manager  
MIKE MARBAUGH, Treasurer  
CURT SHELLABARGER, Curriculum Director  
NANCY HARTINGS, Special Education Director

## PROFESSIONAL DEVELOPMENT ACTIVITY VERIFICATION

**Participant's Name:** Matt Miller

**Training Date(s):** June 10, 2008

**Contact Hours:** 4 Hours (.4 CEU'S)

**Training Site:** High School Lecture Hall

**Sponsor:** Celina City Schools

**Title of Training:** Child Abuse Prevention Training

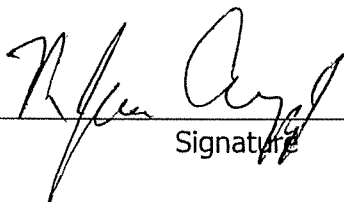
**Objectives:**

1. Identify indicators of abuse.
2. Recognize forms of abuse and reporting procedures.
3. Develop an understanding of the effects of abuse.

**Trainer's Name:** Mr. Jason Cupp

**Trainer's Address:** Mercer County Children's Services  
Celina OH 45822

### Verification of Satisfactory Completion

  
\_\_\_\_\_  
Signature

\*\*If raised seal is not present, this form is invalid. Participants are responsible for maintaining their personal file. It is important that you keep this form as a record of your attendance.

February 14, 2017

Mentor Board of Education  
6451 Center St.  
Mentor, OH 44060

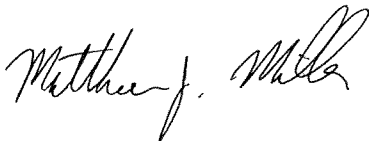
Dear Mentor Board of Education,

It is with bittersweet emotion that I ask you to please accept my letter of resignation effective June 14, 2017. As you know, I have accepted the position of Superintendent at Lakota Local Schools.

I appreciate how supportive the Board has been to our district's educational efforts over the last 5 years. I'm proud of the strides the students, staff, and community has made through all of our combined efforts.

Over the next four months I will continue to work as hard as I ever have for the students and staff in our district. We have come so far and we still have so much more that needs to be done. To that end, I will consider my efforts as your Superintendent as status quo until June 14, 2017. I want to ensure that the transition in leadership will be as smooth as possible and I will assist in that effort as much as possible.

With deep gratitude,



Matthew J. Miller



cc: M. Miller  
D. Wilson  
Gail Steindler

Office of the Superintendent

Matthew J. Miller  
Superintendent

Daniel L. Wilson  
Chief Financial Officer

*Board of Education*

Sally S. Miller, President  
Virginia E. Jeschelning, Vice President  
Mary L. Bryner, Member  
William J. Shaw, Member  
Thomas V. Tuttle, Member

Mr. Matthew J. Miller  
Superintendent  
Mentor Public Schools  
6451 Center Street  
Mentor, OH 44060

January 11, 2017

Dear Matt:

We met during an executive session at the January 10, 2017 School Board meeting for your mid-year evaluation and review. Updates and modifications were made to the Superintendent's Goals and Evaluation working document.

The Board of Education is very pleased with your current performance as superintendent and look forward to the continued success of the school district.

Sincerely,



Virginia E. Jeschelning  
School Board President



6451 Center Street, Mentor, Ohio 44060 • phone: 440.255.4444 • facsimile: 440.255.462

Office of the Superintendent

Matthew J. Miller  
Superintendent

Daniel L. Wilson  
Chief Financial Officer

*Board of Education*

William J. Shaw, President  
Andrew J. Sparacia, Vice President  
Mary L. Bryner, Member  
Alan J. Mihok, Member  
Thomas V. Tuttle, Member

July 25, 2013

Mr. Matthew J. Miller  
Superintendent  
Mentor Exempted Village School District  
6451 Center Street  
Mentor, Ohio 44060

Dear Matt:

In accordance with paragraph 7 of your employment contract, the Board of Education met on Thursday, July 25, 2013 to conduct your annual performance review. The evaluation was based upon the annual self-evaluation you submitted to us on July 19<sup>th</sup>.

We are pleased to acknowledge your success in addressing the agreed upon goals for the 2012-2013 school year and particularly want to acknowledge your very smooth transition into the role of Superintendent of Mentor Public Schools.

As discussed, we recommend that the four goals that you proposed during your performance review guide you in your work in 2013-2014. We request you pursue the implementation of new technology as our students' learning evolves and we look for ways to foster their collegiate and career aspirations.

Thank you for your continued dedication to the school district.

Sincerely,

William J. Shaw  
President, Mentor Exempted Village Board of Education

Attachments: Superintendent Self Evaluation 7/25/13  
Superintendent Performance Goals 2013-2014

cc: Members of the Board of Education  
Human Resource File

## Superintendent Self Evaluation 7/25/13

Matthew J. Miller

Based on Performance Goals mutually established on 9/11/12

End of Year Evaluation 7/25/13 and Midyear Evaluation 01/08/13

The Self Evaluation is based on the initial goals and targets that the superintendent and board agreed to mutually on September 11, 2012. The intent is to provide a snap shot of the 2012 – 2013 school year. There are certainly other areas that could be included or areas that could be expanded.

It should be noted that any success I have had as Superintendent can be based on the work of the entire school system – including the Board of Education. I also look forward to discussing my performance compensation with the Board at my evaluation on July 25.

- I. Acclimation
  - a. Staff
    - i. Administrative
    - ii. Certified
    - iii. Classified
  - b. Students
    - i. Student advisory council
    - ii. Mentor Schools Foundation Rep
    - iii. District Events
  - c. Community (Parents, Businesses, Seniors, Community Leaders)
    - i. PTA Events
    - ii. Mentor Chamber of Commerce
    - iii. Senior Citizen Center, Nursing Homes
    - iv. Police, Fire, City Council

### Evidence:

The acclimation into the fabric of Mentor Schools was successful in my first year. This is an area that will continue to be a focus of mine. I was able to attend professional and social events in the district involving all spectrums of



staff members (by building and department). I was also invited and attended exclusive events set aside from both labor associations which I think was something new for them. As an example, MTA held an end of the year get together - which I attended and was glad to do so.

I think one of the best things a leader can do is to show a humanistic side. This came into play this past school year in the form of our Military Signing Day. Showcasing our students who could potentially be making the highest form of sacrifice is more important than the students who are recognized for their athletic endeavors. It was a fantastic event that incorporated some of our local Veterans who are some of the District's strongest supporters. I'm looking forward to making this an annual event for our students.

I also wanted to make inroads in the district by involving myself in activities with our students. I attended several meetings in buildings with student leadership groups. I also went out on my own to be a part of student-initiated activities. Aside from my attendance and the attention I gave to our extremely successful athletic teams, I was also engaged with our district's other groups including: band, theater, musical performances, Science Olympiad teams, spelling bee competitions, student interviews, business leader activities, Boy Scout Award Ceremony, school parent nights, Walk to School events at Sterling Morton and Rice Elementary schools, Hiram House 6<sup>th</sup> grade camp, Bar Association Law Day Awards, regional wide Porter STEM school presentation, talking art museum, Elementary Science Night, Rachel's Challenge activities at Shore Middle School, Senior Project Expo, interviewed students for Mr. Lefler's class, Project Peak activities for Lake Elementary, and I presented a lecture on leadership for the benefit of Ms. Bowers class.

Another student communication tool I utilized this year was I started a Twitter page (@mentorsuper). Occasionally (usually on days involving the threat of snow), students would send out messages. Often, I replied as appropriate. It also allowed me to send out district information and pictures as well to students, parents, and community members.

I continued the tradition of meeting with the PTA Presidents in the District. That group was a great communication vehicle for sharing information and

concerns between the school district and the parents of our students. I was also honored to serve on a Q and A panel at their Founders Day Dinner this year. Most PTA Presidents had me speak at one of their general membership meetings as well.

The change in our school calendar for next year was a direct result of working collaboratively with the PTA Presidents, administration, and certified and classified representatives. Aside from changing the starting and ending dates of the next school year, we were able to establish a clear 1<sup>st</sup> semester cutoff date prior to the Christmas Holiday – so that students are not coming back after an extended break - and having a week or two of additional instruction prior to midterm exams. We were also able to establish more teaching days prior to the Ohio Achievement Assessments, the Ohio Graduation Tests, and the newly created End of Course Exams at the high school level.

As a vehicle to introduce myself to our community, a video was suggested by Prelude Photography in their new “Day in the Life” feature focusing residents in the greater Mentor area. This was a vehicle to introduce myself and my family to the Mentor community. I also took the liberty of plugging our levies into the video as well. I had a similar opportunity to introduce myself to the community in Mentor Life magazine.

Community or regional activities I attended or participated in included: Better in Mentor Days Parade and booth, PTA meetings at the schools, PTA President Meetings, Chamber Activities, 2 Rotary Club Meetings, UWLC (i.e. Celebrity Server), Ministerial visits, Senior Citizen Center chili cook-off judge, basketball team visit to the State House, visits with students over Christmas at Nursing Homes, participated in charity basketball games for the Harlem Legends and Broadmoor School, numerous meetings with the police and fire departments (storm damage assessment and clean-up, school safety drills and table top exercises), city officials, elected officials, represented Mentor in Columbus: Governor’s office, BASA, Alliance, Greater Cleveland School Superintendent Association,

I thought the presentation at the State of the Schools speech for the Mentor Chamber of Commerce was very well received. I heard many positive

comments in the following days by a wide range of constituents. I was also honored to host and speak to the Leadership Lake County group in March. I was also honored to speak at the Alumni Hall of Fame this spring. I also attended the monthly Mentor Schools Foundation meetings and gave input on teacher grant applications and general school news.

Business and community contacts made include: Fredon (Roger Sustar), many representatives across the region due to my appointment on the United Way Lake County Board, Spirit Media, Tony Sacco's, Big Brothers Big Sisters, VFW, Business Advisory Council members (LIST), Red Cross, American Heart Association, YMCA, Holiday Inn (Lamalfa and 306), Best Western (Skye), Rotary Members list, Avery Dennison, Financial Literacy, Rotary Levy Presentation, Steris, city council and government.

This year I started a Financial Literacy program as a subcommittee of the Business Advisory Council. The new Financial Literacy Program will allow Mentor Schools to streamline the speakers and resources consistently throughout the district. This new program will exceed state minimum requirements.

## II. Technology Integration

### a. Current Analysis

i. By building, grade, and/or department

### b. Future Needs Analysis Including Cost Estimates

i. Infrastructure in place for student success

ii. Costs associated with OAAs and End of Course Exams

### c. Blended Learning Development

i. Providing resources for students to demonstrate the learning capacity need at the collegiate level or in the workforce

## Evidence:

Cost estimates of taking our district wireless have now come in at just under \$600,000. It will now be funded within the parameters of our current budget. We are now starting the wireless project with our Middle Schools, then finishing off the high school, and finally moving on to the elementary schools.

This move is necessitated by the need to do what is best for our students' learning environment and because of the state's intent to put all testing online.

Device selection this year included proposals for iPads at Ridge. While we could have selected a cheaper device – we saw the most potential for learning from this device – along with the most opportunity for instructional development (coursework, testing and student projects). We will be piloting pc-based devices (Chrome Books) at Shore and Memorial to assist us in our decision long-term.

We are almost finished building our new district website. Our new site will now incorporate the high school as one of our buildings instead of making our parents and community members be redirected to a new site. The look and flow will also be better including using a color that matches one of our official school colors. It should also be noted that the cost of our new website will be less than what we are currently paying.

This year we entered the world of social media for the first time. We now have a Facebook and a Twitter page. This has been a great communication vehicle for our parents, community and staff. The staff has also created their own professional sites to share student activities to their parents. I am also exploring the idea of an Instagram page for the district for the 2013 – 2014 school year.

Key administrative staff members have been meeting on almost every Friday to plan our technology rollout to our students. As part of our planning process, we visited several other schools that share our same interests. Reynoldsburg is seen as the leader for educational technology in Ohio. I am confident that we will surpass them as the “go to school” within the next 12 to 18 months. Many of our ideas came from other schools. Clark Hall (part of the Ghana Lincoln District) and Kent State University were part of our planning as well. I also attended a Digital Presentation at The Ohio State University on the impact of iPads in educational settings.

This year we piloted a blended learning classroom at Ridge. In the 2013 – 2014 school year, we will expand our blended learning initiative to include the entire 7<sup>th</sup> grade at Ridge Middle School. I participated in a staff meeting at Ridge to explain the blended learning rollout. We look to pilot additional blended

learning classrooms this coming year at Memorial and Shore as well. The other exciting component at Ridge will be an observation classroom. The classroom will have an observation room attached so that our staff and other schools can observe what blended learning looks like from a teacher's and a student's perspective. The rooms will be divided by a two-way mirror to keep student distractions to a bare minimum. We will have the opportunity for staff development and to rent observation time to other school districts.

I have also found the value of bringing outside experts into our schools to meet with our teachers and staff members. Through our blended learning efforts, we have been able to bring in several area experts in this area. I have also encouraged staff members to share their expertise with outside schools as well as a method of focusing on the good works going on in Mentor Schools. For example, two of our teachers presented at the statewide eTech Conference. Next school year, I will be presenting at the statewide Ohio School Boards Association conference with several other employees on our technology initiatives.

We have leveraged casino dollars to fund a partnership with Education Elements. Education Elements was recommended to us as a national leader in blended learning instruction. They have met with administrators and teachers numerous times over the school year and will be providing in-services to our staff as well. They have also helped us with our discussions with Apple, Google, Pearson Digital Learning and Dell. Dan Wilson and I were introduced to Education Elements through Terry Ryan of the Fordham Institute. The partnership with the Fordham Institute has opened doors for Mentor Schools for other opportunities in education at the state and national level. Mentor Schools was invited and several of us did attend a live taping of the Fordham Institute's Ohio's Student Mobility Project.

We are at the point where the money we use for textbooks will now be used for digital programs. It is currently a cost neutral change now, but I'm confident that it will be a cost savings once blended learning becomes more common and we are able to evolve to the point where how we teach and learn impacts current staffing levels.

### III. ODE/Mentor Schools

#### a. Leverage Current District Operations with Pending Changes

- i. Making Mentor a model school district in Ohio – placing our students ahead of the curve

#### Evidence:

This past year I served on three BASA (Buckeye Association of School Administrators) committees. The committees I served on were the Legislative, Report Card, and Technology committees. With the Board's blessing, I look forward to being reappointed to these same three committees for the 2013 – 2014 school year.

I was one of four district administrators selected to serve on a sub-committee convened by the Governor's Office and the Ohio Department of Education. The purpose of the sub-committee was to look at matching up the Ohio Graduation Tests with the newly required End of Course Exams in regards to the state graduation requirements. Mentor Schools benefitted from my participation by having input and acquiring knowledge about the pending changes in state testing prior to their official release. I also networked with the high school administration and teachers about the pros and cons of anticipated changes. This network coincides with efforts by other high school staff members in their selection and work on other state-wide committees.

Just this week, I was selected to serve on the Executive Committee of *The Alliance for High Quality Education*. The Alliance is made up of larger, high performing school districts that tend to be in higher wealth areas in the state of Ohio. Mentor Schools will benefit from my work with The Alliance through our advocacy in addressing policy and financial school issues at the local, state, and national levels. Dan Wilson had input on that nomination – which will help our school district.

This year I was also asked by State Superintendent Dr. Richard Ross to meet with him one-on-one at his office to discuss the current and future status of education in Ohio. More specifically, he wanted to know my/our thoughts on the direction education is headed in the State of Ohio as it relates to intended student outcomes, financial implications, road blocks and hazards to student success, and the extremely fast pace changes occurring in education. We have since had a follow-up

conversation and I look forward to putting Mentor at the forefront of what positive changes can occur in public education.

Through my/our network initiatives, I had the privilege of serving on a superintendent focus group to design the statewide survey for Ohio Superintendents entitled "*Half Empty or Half Full? Superintendents' Views on Ohio Education Reforms*". This opportunity came from Steve Farkas of the FDR Group in conjunction with the Thomas Fordham Institute. A copy of this report is included for you.

I was also honored to serve on the committee from the Martha Holden Jennings Foundation to select the Superintendent and Teacher of the Year in the State of Ohio. The main benefit to our school district was that it gave me insight into the selection process to further our chances of teacher selection for grants in the future that will impact our students.

During the course of the past school year, Mentor Schools hosted a number of companies on the forefront of educational evolution. Through our networking and forward-thinking efforts, Mentor Schools has a prominent relationship with Apple, Google, and Dell Computer Systems. These relationships assist us in our efforts to improve student learning and will help us market our school district with the increase of blended learning opportunities for kids.

As Superintendent at Mentor Schools, I also hosted several of our local politicians. I had meetings with Senator Eklund, Representative Ron Young, and Congressman David Joyce in my office to discuss Mentor Schools and what we do for students. I was also thrilled that our President mentioned our high school band and football team during his stop at the high school days before the election. While his visit was political in nature and took a lot of time to plan for, it was important to me that his people know that it would mean a lot to our community that he recognize our students.

Dan Wilson and I also attended a Board meeting at the Lake County Board of Elections. The purpose of our attendance was to voice our displeasure over how the director misrepresented our levy via the media.

#### IV. Assessment Preparation

- a. Local Report Card
  - i. Adapting to a new report card format
- b. Value Added Components
  - i. Increasing our students' growth by at least one year or more

**Evidence:**

By serving on the BASA Report Card Committee, I was able to give input on what changes were occurring. Sometimes this input was helpful to our district and sometimes a potential negative change was not able to be addressed. My work with The Alliance will also allow Mentor Schools to utilize a more equitable ranking system initially piloted by schools in southwest Ohio. Aside from using the state mandated report card, we will also be able to tell our own story about the positives going on in Mentor.

The Ohio Department of Education will be utilizing a “dashboard” report card. A small sampling is enclosed.

Our value added scores continue to be very strong in most areas. The concern or focus NEEDS to be in curriculum and how it relates to our students on IEP's (special education) and our students who are classified as “Lower Economic” students.

Our current report card – while still preliminary – speaks to the quality of the education our students are receiving.

**V. Levy Preparation**

- a. Planning for the 1<sup>st</sup> of Potentially 3 Levies in 3 years
  - i. Seek community input for future financial needs
  - ii. Consider alternative levy options
    - 1. Combining Levies
    - 2. Earned Income Levy Consideration
- b. Board Work Sessions
  - i. Plans to include community input prior to the decision making process
- c. Community Outreach / Involvement / Support
  - i. We are in Levy mode 24/7/365



## Evidence:

A community survey was conducted this past winter to gauge our community's opinion about our school levy situation and whether or not they would be amenable to combing and/or extending our local funding. This piece of community input was key in making the decision to place two levies on the ballot. We also moved one of those levies from a 5-year term to a 10 year term and included language to take another levy from a 5 year term to permanent status. This strategy essentially took one level out of the renewal cycle and doubled the turnaround time of renewing the second levy.

The result of the combined efforts was a nearly 70% passage rate on both issues with the changes stated above. This came at a time where several regional school districts did not pass their initiatives. The value in having Burges and Burges assist us in our efforts was put into place after the Lake County Board of Elections Director made a serious error in judgment about our current and previous levy attempts, while involving the press.

Though we are a few years away from our next levy, the message to the voters stays the same and we continue with the 24/7/365 levy mode. We need to maintain the momentum.

---

## VI. Negotiations

- a. MTA, MCE, Administrative Compensation, Executive Staff
- b. Study and implement alternative compensation strategies

## Evidence

Overall, I was pleased with the negotiations process this year. MTA was essentially completed in two days and MCE lasted three days. The cumulative effect of these negotiations was positive (to the good) in what was forecasted in the budget. Goodwill, trust, and a spirit of cooperation was set up during what can often be a contentious situation.

Language items were also changed in favor of running a more efficient school system. In the certified contract, management rights grew stronger in terms of basing tenure on teacher evaluations. Ineffective teachers are also now dismissed if their evaluations are not up to par over a two year period.

In the classified contract, strides were made in getting favorable contract language in terms of transportation. Basing a driver's pay on actual time driving versus a rate of pay based on an overall average will save the school district money. This part of the contract could not have been changed without the input of Karen Gerardi.

I cannot stress enough how groundbreaking both contracts are. To eliminate/freeze steps and move the teachers to performance based compensation is unheard of. We also took the funds allocated to step increases and reduced their impact by 50%.

The last piece to this year's negotiations process will be judging the compensation as this new program evolves. That is something that needs to be reevaluated annually.

## VII. Leveraging Resources

### a. Marketing Mentor Schools Regionally as an Educational and Facilities Option

- i. Place the best product possible to our stakeholders and market programs to other entities

## Evidence

For the first time this year, we started charging outside groups for utilizing our staff for professional development. In the past, we lost a minimal amount of money (in substitute costs) when we had our teachers make presentations outside of the district. This year we recouped our sub costs and charged a minimal amount on top of that to begin selling our expert services to outside educational entities. I look for this model to expand beginning next year.

This year, we made Ridge Middle School the site of our blended learning initiative. Aside from making physical changes in the classroom set-up, we are designing what will end up being new classroom spaces ideal for this project and student learning. Part of this new space will be an observation room (the ROC - Ridge

Observation Classroom) that will be used by not only our staff, but potentially by technology companies, textbook/digital learning companies and other school districts. The ROC features a two way mirror to minimize student interrupts. At the ROC, educators can learn from our staff how to teach in a blended environment. Companies can also demo their products in a real world environment. There is also an opportunity to host higher education programs to train teachers, as well as students majoring in education.

At Ridge, we also are nearing the completion of a teaching studio. The screen-casting studio encompasses a green screen and audio/video equipment. This is an ideal setting where teachers record their lessons for a blended or flipped classroom. This space can be rented out to other districts and universities.

As we progress to having all of our testing online, Ridge is in an ideal location to rent as a testing facility to smaller school districts. Once we know the full scope of the OAAs and the EOC (End of Course Exams), we can design an ideal testing center.

We are also entertaining offers from outside companies (one is Spirit Media) that will assist us with selling advertising space at our sports facilities and potentially at the Fine Arts Center. The goal is to add revenue to our co-curricular and extracurricular offerings.

The Wellness Clinic will also be completed and up and running in the fall. One of the main drivers of this project will be the potential to save on future insurance costs and to keep our employees healthier and in a timelier fashion.

We are currently starting an energy audit with Energy Optimizers. They will make recommendations to the district once their evaluation is complete. We are looking at long term savings by regulating our HVAC systems, our electrical usage, and prioritizing permanent improvement projects.

Superintendent Performance Goals 2013 - 2014

Matthew J Miller

Criteria selected on 7/25/13

- I. High Profile for Mentor Public Schools
  - a. Continuation of Keeping Mentor Public Schools Viable and Positive as a Leading School District
    - i. Local – (i.e. United Way, Rotary, PTA)
    - ii. State – (i.e. The Alliance, OSBA, BASA)
    - iii. National – (i.e. iNOCAL, ISTE)

Evidence:

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- II. Technology Infusion
  - a. Blended Learning
    - i. Ridge MS
    - ii. Pilot at MMS and SMS, plus 3 Elementary Schools
    - iii. Observation Classroom
    - iv. Recording Studio
    - v. Professional Development for Staff, Outside Districts, Higher Education
    - vi. Leverage What We Do and What We Want to Do (Should Do) with Networking Opportunities with Major Technology and Educational Corporations
    - vii. Launch a Summer Tech Academy
  - b. Marketing to our Community
    - i. Board Meeting, Open House, Demonstrations
    - ii. Coffee Contacts with Mentor Chamber at Ridge
    - iii. Provide Opportunities for Stakeholder Feedback (Virtual Suggestion Box or Similarly Design Tool)
  - c. Manufacturing Pilot
    - i. Tap into a Program to Develop Job Skills for Students Interested in Manufacturing
    - ii. Evaluate Lake Shore Program and Offerings (Career Tech)

Evidence:

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III. ODE/Mentor Schools

- a. Leverage Current District Operations with Pending Changes
  - i. Making Mentor a Model School District in Ohio – Placing our Students Ahead of the Curve
- b. Local Report Card
  - i. Adapting to a New Report Card Format
  - ii. Explaining to our Community the Changes to the System and What it Means to Mentor Schools
- c. Value Added Components
  - i. Increasing our Students' Growth by at Least One Year or More
- d. OTES/OPES
  - i. Evaluation Changes in Ohio
  - ii. Performance-Based Compensation
  - iii. Redesign Administrative Evaluations
  - iv. Evaluate Administrative Salary Structure

Evidence:

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IV. Facility Study

- a. Design a Master Plan of Facility Upgrades Needed Over the next 5 – 7 years.
  - i. F.A.C.
  - ii. All Athletic Facilities
  - iii. All Blended Learning Spaces
  - iv. District Signage
  - v. HVAC/Electrical/Mechanical
  - vi. “Lower Learning Center”
  - vii. Library and Media Center Overhauls
- b. School Safety Plan
  - i. Further Sessions with PD, FD, and City
  - ii. “Bearcade” Devices
  - iii. Staff Training
- c. Transportation
  - i. Further Cost Analysis and Potential Savings (KG)

d. Marketing Program

- i. Mentor "Brand" Advertising
- ii. General Facilities Advertising

Evidence:

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6451 Center Street, Mentor, Ohio 44060 • phone: 440.255.4444 • facsimile: 440.255.4622

Administration Building

Matthew J. Miller  
Superintendent

Daniel L. Wilson  
Chief Financial Officer

*Board of Education*

Mary L. Bryner, President  
Thomas V. Tuttle, Vice President  
Virginia E. Jeschelnig, Member  
Sally S. Miller, Member  
William J. Shaw, Member

July 29, 2014

Matthew J. Miller  
6451 Center Street  
Mentor, OH 44060

Dear Matt:

Please accept this letter as confirmation of our conducting your 2013-2014 performance review in accordance with paragraph 13 of your employment contract.

The performance review was based upon your self-evaluation submitted to us on July 18, 2014. The Board of Education is pleased to recognize your continued outstanding performance as our Superintendent. We wish to particularly note the success you had in leading the district into a comprehensive blended learning environment.

Your involvement at the state, and now national, level has aided in bringing proven instructional strategies to our blended learning initiatives. We further encourage you to continue to reject the status quo for the district and to develop our instructional programs as changes in public education locally, within the state, and nationally evolve.

We have jointly discussed, agree with, and added to the proposed performance goals for the 2014-2015 year.

In accordance with paragraph 14 of your employment contract, we are pleased to approve a performance stipend of \$22,000 in recognition of your successes this past year and in accordance with paragraph 2 of your employment contract establish the base salary rate to include a 2% increase to a new total of \$158,100 effective August 1, 2014.

We look forward to you building upon the success of your first two years with the school district and continuing to evolve our district to be a leader in education.

Sincerely,

  
Mary L. Bryner  
President

Cc: Board Members, Human Resource File





6451 Center Street, Mentor, Ohio 44060 • phone: 440.255.4444 • facsimile: 440.255.4627

### Administration Building

Matthew J. Miller  
Superintendent

Daniel L. Wilson  
Chief Financial Officer

*Board of Education*

William J. Shaw, President  
Andrew J. Sparacia, Vice President  
Mary L. Bryner, Member  
Alan J. Mihok, Member  
Thomas V. Tuttle, Member

August 20, 2013

Matt Miller  
6451 Center Street  
Mentor, OH 44060

Dear Mr. Miller:

Please accept this letter as a confirmation of the outcome of your first formal evaluation conducted on July 25 and August 20, 2013.

The Board of Education is pleased to recognize your outstanding performance during the 2012-2013 year and has determined that in accordance with paragraph 14 of your employment contract a performance stipend in the amount of \$20,000 be payable to you as a part of your September 5, 2013 pay.

We look forward to a successful 2013-2014 school year and urge you to focus upon the agreed upon goals discussed during your formal evaluation.

Sincerely,

William J. Shaw  
President

DATE: 05/23/17  
 TIME: 9:38 am

Mentor Exempted Village Schools  
 MATT MILLER ABSENCE REPORT 2012 - 2013  
 Staff Attendance Report - Day-of-week Graph  
 Selected Classified Employees From 08/01/12 thru 07/31/13 with Sick Absence

PAGE: 1  
 (ABS102)

ID	Bld/Dept	Employee Name	Date	Day of Week	Unit Length	Code	Job Category	Sub Cat
000104780	001	MILLER, MATTHEW J.	09/25/12	TU	1.0000	D 00	SI - Sick	

WEEKDAY ABSENCES BY CATAGORY

	Monday		Tuesday		Wednesday		Thursday		Friday	
	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours
SI	.0000	.0000	1.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000
VA	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000
PL	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000
PR	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000
DO	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000
MI	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000
CA	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000
JD	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000
HO	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000
OT	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000
UN	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000

Category	Records	Days	Hours
SI Sick	1	1.0000	.0000
VA Vacation		.0000	.0000
PL Personal		.0000	.0000
PR Professional		.0000	.0000
DO Dock		.0000	.0000
MI Military		.0000	.0000
CA Calamity		.0000	.0000
JD Jury Duty		.0000	.0000
HO Holiday		.0000	.0000
OT Other		.0000	.0000
UN Unknown		.0000	.0000
Totals	1	1.0000	.0000

-- Options Summary --

Output file: ABS102.TXT  
Print options page? (Y,N) Y  
Optional report title: MATT MILLER ABSENCE REPORT 2012 - 2013  
Print Employee IDs? (Y/N): Y  
Sort: ID  
Job Status (0,1,8,9,\*): \*  
Appointment Type (1,2): 2  
Transaction type (AT,AB,AC,AD): AB  
Date selection: From 08/01/2012  
To: 07/31/2013  
Categories: SI  
Specific SSN: 000104780

BAT\_ABS102 executed by MN\_WILLIAMS on node SCECA0.: at 23-MAY-2017 09:38:38.41

-- Options Summary --

Output file: ABS102.TXT  
Print options page? (Y,N) Y  
Optional report title: MATT MILLER ABSENCE REPORT 2013 - 2014  
Print Employee IDs? (Y/N): Y  
Sort: ID  
Job Status (0,1,8,9,\*): \*  
Appointment Type (1,2): 1  
Transaction type (AT,AB,AC,AD): AB  
Date selection: From 08/01/2013  
To: 07/31/2014  
Categories: SI  
Specific SSN: 000104780

BAT\_ABS102 executed by MN\_WILLIAMS on node SCECA0.: at 23-MAY-2017 09:40:25.43

DATE: 05/23/17  
 TIME: 9:41 am

Mentor Exempted Village Schools  
 MATT MILLER ABSENCE REPORT 2014 - 2015  
 Staff Attendance Report - Day-of-week Graph  
 Selected Certified Employees From 08/01/14 thru 07/31/15 with Sick Absence

PAGE: 1  
 (ABS102)

ID	Bld/Dept	Employee Name	Date	Day of Week	Unit Length Code	Job Category	Sub Cat
000104780	001	MILLER, MATTHEW J.	05/13/15	WE	.5000 D	01 SI - Sick	
			05/14/15	TH	1.0000 D	01 SI - Sick	

WEEKDAY ABSENCES BY CATAGORY

	Monday		Tuesday		Wednesday		Thursday		Friday	
	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours
SI	.0000	.0000	.0000	.0000	.5000	.0000	1.0000	.0000	.0000	.0000
VA	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000
PL	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000
PR	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000
DO	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000
MI	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000
CA	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000
JD	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000
HO	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000
OT	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000
UN	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000

Category	Records	Days	Hours
SI Sick	2	1.5000	.0000
VA Vacation		.0000	.0000
PL Personal		.0000	.0000
PR Professional		.0000	.0000
DO Dock		.0000	.0000
MI Military		.0000	.0000
CA Calamity		.0000	.0000
JD Jury Duty		.0000	.0000
HO Holiday		.0000	.0000
OT Other		.0000	.0000
UN Unknown		.0000	.0000
Totals	2	1.5000	.0000

-- Options Summary --

Output file: ABS102.TXT  
Print options page? (Y,N) Y  
Optional report title: MATT MILLER ABSENCE REPORT 2014 - 2015  
Print Employee IDs? (Y/N): Y  
Sort: ID  
Job Status (0,1,8,9,\*): \*  
Appointment Type (1,2): 1  
Transaction type (AT,AB,AC,AD): AB  
Date selection:           From 08/01/2014  
To: 07/31/2015  
Categories: SI  
Specific SSN: 000104780

BAT\_ABS102 executed by MN\_WILLIAMS on node SCECA0:: at 23-MAY-2017 09:41:22.90

-- Options Summary --

Output file: ABS102.TXT  
Print options page? (Y,N) Y  
Optional report title: MATT MILLER ABSENCE REPORT 2015 - 2016  
Print Employee IDs? (Y/N): Y  
Sort: ID  
Job Status (0,1,8,9,\*): \*  
Appointment Type (1,2): 1  
Transaction type (AT,AB,AC,AD): AB  
Date selection: From 08/01/2015  
To: 07/31/2016  
Categories: SI  
Specific SSN: 000104780

BAT\_ABS102 executed by MN\_WILLIAMS on node SCECA0.: at 23-MAY-2017 09:42:17.15

DATE: 05/23/17  
 TIME: 9:43 am

Mentor Exempted Village Schools  
 MATT MILLER ABSENCE REPORT 2016 - 2017  
 Staff Attendance Report - Day-of-week Graph  
 Selected Certified Employees From 08/01/16 thru 05/05/17 with Sick Absence

PAGE: 1  
 (ABS102)

ID	Bld/Dept	Employee Name	Date	Day of Week	Length	Code	Unit Job Category	Sub Cat
000104780	001	MILLER, MATTHEW J.	03/16/17	TH	.5000	D	01 SI - Sick	
			03/17/17	FR	1.0000	D	01 SI - Sick	

WEEKDAY ABSENCES BY CATAGORY

	Monday		Tuesday		Wednesday		Thursday		Friday	
	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours
SI	.0000	.0000	.0000	.0000	.0000	.0000	.5000	.0000	1.0000	.0000
VA	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000
PL	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000
PR	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000
DO	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000
MI	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000
CA	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000
JD	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000
HO	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000
OT	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000
UN	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000

Category	Records	Days	Hours
SI Sick	2	1.5000	.0000
VA Vacation		.0000	.0000
PL Personal		.0000	.0000
PR Professional		.0000	.0000
DO Dock		.0000	.0000
MI Military		.0000	.0000
CA Calamity		.0000	.0000
JD Jury Duty		.0000	.0000
HO Holiday		.0000	.0000
OT Other		.0000	.0000
UN Unknown		.0000	.0000
Totals	2	1.5000	.0000



-- Options Summary --

Output file: ABS102.TXT  
Print options page? (Y,N) Y  
Optional report title: MATT MILLER ABSENCE REPORT 2016 - 2017  
Print Employee IDs? (Y/N): Y  
Sort: ID  
Job Status (0,1,8,9,\*): \*  
Appointment Type (1,2): 1  
Transaction type (AT,AB,AC,AD): AB  
Date selection: From 08/01/2016  
To: 05/05/2017  
Categories: SI  
Specific SSN: 000104780

BAT\_ABS102 executed by MN\_WILLIAMS on node SCECA0:: at 23-MAY-2017 09:43:21.46



OFFICE OF THE TREASURER

---

TO: Matthew Miller

FROM: Daniel L. Wilson

A handwritten signature in black ink, appearing to read "D. Wilson", written over the name "Daniel L. Wilson" in the "FROM:" line.

DATE: March 31, 2017

SUBJECT: 2016-2017 Administrative Benefits

The current balance in your professional dues account is \$ 1,037.01. Funds up to \$1,000 will carry over to the 2017-2018 school year. In order to meet the 2016-2017 purchase order deadline, receipts to be applied toward your 2016-2017 professional money account for this school year must be received by April 26, 2017.

Current and unused vacation days recorded as of March 30, 2017 are 18.5 days.

Administrators may be paid up to five (5) accumulated and unused vacation of the contract year. Requests for redemption are due October 1, 2017. Payments will be made as part of the first pay in November.

cc: Personnel file

\* \* \* Communication Result Report ( Mar. 23. 2017 12:07PM ) \* \* \*

1) Mentor Board  
2)

4409744527

Date/Time: Mar. 23. 2017 12:06PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
4318	Memory TX	818553725560	P. 3	OK	

Matt Miller

Reason for error

- E. 1) Hang up or line fail
- E. 2) Busy
- E. 3) No answer
- E. 4) No facsimile connection
- E. 5) Exceeded max. E-mail size
- E. 6) Destination does not support IP-Fax



61 Gibraltar Drive, Suite 3A - Morris Plains, NJ 07950

**To:** HR **From:** Jaimee Jagger  
**Fax:** 440-974-6427 **Pages:** 3  
**Phone:** **Date:** March 21, 2017  
**Rec:** Matthew Miller **CC:**

Urgent  For Review  Please Comment  Please Reply  Please Recycle

Notes/Comments:

Re: Matthew Miller employment verification

I am contacting you regarding the above mentioned employee. Our company is assisting this employee with a home loan application. For our records, we need the attached Verification of Employment completed. Please complete all circled areas if applicable, and sign and date the bottom. If a question is against company policy or unknown, please add "NA".

\*\*Please provide a breakdown of all earnings in Section 12B so we can accurately calculate income. Please also put the pay period end date on the "thru" line  
\*\*If you use white-out or cross-out any info on the form, please initial next to that section so we document who made the correction.\*\*

I've provided the Authorization form to release this information/documentation to Peoples Home Loans. At your earliest convenience, please fax back to our office, Attn: Jaimee Jagger 855-372-5560 or email to [jjagger@bankingunusual.com](mailto:jjagger@bankingunusual.com).

Your assistance is greatly appreciated.  
Thank you in advance for your help and have a great day!

Jaimee Jagger  
Loan Processor  
Peoples Home Loans, A Division of Peoples Bank  
[jjagger@bankingunusual.com](mailto:jjagger@bankingunusual.com)  
Phone: 862-579-4383  
Fax: 855-372-5560

If you did not receive all pages or if a copy is illegible, please call  
This facsimile contains information, which (a) may be LEGALLY, PRIVILEGED, PROPRIETARY IN NATURE, OR OTHERWISE PROTECTED BY LAW  
FROM DISCLOSURE, AND (b) is intended only for the use of the Addressee(s) above. If you are not the Addressee(s), or the person responsible for delivering  
this to the Addressee(s), this facsimile is prohibited. If you receive this facsimile in error, please telephone immediately.



51 Gibraltar Drive, Suite 3A - Morris Plains, NJ 07950

**To:** HR **From:** Jaimee Jagger

---

**Fax:** 440-974-5427 **Pages:** 3

---

**Phone:** **Date:** March 21, 2017

---

**Re:** Matthew Miller **CC:**

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**Urgent**     **For Review**     **Please Comment**     **Please Reply**     **Please Recycle**

---

**Notes/Comments:**

Re: Matthew Miller employment verification

I am contacting you regarding the above mentioned employee. Our company is assisting this employee with a home loan application. For our records, we need the attached Verification of Employment completed. Please complete all circled areas if applicable, and sign and date the bottom. If a question is against company policy or unknown, please add "NA".

**\*\*Please provide a breakdown of all earnings in Section 12B so we can accurately calculate income.**

**Please also put the pay period end date on the "thru" line**

**\*\*If you use white-out or cross-out any info on the form, please initial next to that section so we document who made the correction.\*\***

I've provided the Authorization form to release this information/documentation to Peoples Home Loans. At your earliest convenience, please fax back to our office, Attn: Jaimee Jagger 855-372-5560 or email to [jjagger@bankingunusual.com](mailto:jjagger@bankingunusual.com).

Your assistance is greatly appreciated.  
Thank you in advance for your help and have a great day!

**Jaimee Jagger**  
 Loan Processor  
 Peoples Home Loans, A Division of Peoples Bank  
[jjagger@bankingunusual.com](mailto:jjagger@bankingunusual.com)  
 Phone: 862-579-4383  
 Fax: 855-372-5560

# Request for Verification of Employment

104780

PK174X170254663

**Privacy Act Notice:** This information is to be used by the agency collecting it or its assignees in determining whether you qualify as a prospective mortgagor under its program. It will not be disclosed outside the agency except as required and permitted by law. You do not have to provide this information, but if you do not your application for approval as a prospective mortgagor or borrower may be delayed or rejected. The information requested in this form is authorized by Title 38, USC, Chapter 37 (if VA); by 12 USC, Section 1701 et. seq. (if HUD/FHA); by 42 USC, Section 1452b (if HUD/CPD); and Title 42 USC, 1471 et. seq., or 7 USC, 1921 et. seq. (if USDA/FmHA).

**Instructions:** Lender – Complete items 1 through 7. Have applicant complete item 8. Forward directly to employer named in item 1.  
 Employer – Please complete either Part II or Part III as applicable. Complete Part IV and return directly to lender named in item 2.  
 The form is to be transmitted directly to the lender and is not to be transmitted through the applicant or any other party.

## Part I - Request

1. To (Name and address of employer) <b>Mentor Public Schools</b>  6451 Center St. Mentor, OH 44060-5220 Phone 440-255-4444	2. From (Name and address of lender) <b>Jaimee Jagger</b> Peoples Bank, a Kansas Corporation 11427 Reed Hartman Hwy Suite 239 Cincinnati, OH 45241 Phone 862-579-4383 Fax 855-372-5560
--	---

I certify that this verification has been sent directly to the employer and has not passed through the hands of the applicant or any other interested party.

3. Signature of Lender 	4. Title Loan Processor	5. Date 3-21-17	6. Lender's Number (Optional) PK174X170254663
----------------------------	----------------------------	--------------------	--

I have applied for a mortgage loan and stated that I am now or was formerly employed by you. My signature below authorizes verification of this information.

7. Name and Address of Applicant (include employee or badge number) Matthew Miller	8. Signature of Applicant See attached borrower's authorization
---	--

## Part II - Verification of Present Employment

9. Applicant's Date of Employment 7-1-2012	10. Present Position Superintendent	11. Probability of Continued Employment job transfer
---	--	---

12A. Current Gross Base Pay (Enter Amount and Check Period) \$ 727.82 <input type="checkbox"/> Annual <input type="checkbox"/> Hourly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Other (Specify) <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Daily rate	13. For Military Personnel Only Pay Grade Type Monthly Amount Base Pay \$ Rations \$ Flight or Hazard \$ Clothing \$ Quarters \$ Pro Pay \$ Overseas or Combat \$ Variable Housing Allowance \$	14. If Overtime or Bonus is Applicable, Is Its Continuance Likely? Overtime <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Bonus <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 15. If paid hourly – average hours per week 40 hrs / wk
---	--	---

Type	Year To Date 2017	Past Year 2016	Past Year 2015	16. Date of applicant's next pay increase
Base Pay *	Thru 3-22-17 \$41,362.02	197,988.18	192,739.15	N/A
Overtime	/	/	/	17. Projected amount of next pay increase N/A
Commissions	/	/	/	18. Date of applicant's last pay increase N/A
Bonus	/	/	/	19. Amount of last pay increase N/A
Total	41,362.02	197,988.18	192,739.15	

20. Remarks (If employee was off work for any length of time, please indicate time period and reason)

24 pays, over 12 months

## Part III - Verification of Previous Employment

21. Date Hired	23. Salary/Wage at Termination Per (Year) (Month) (Week) Base _____ Overtime _____ Commissions _____ Bonus _____
22. Date Terminated	24. Reason for Leaving
25. Position Held	

**Part IV - Authorized Signature** - Federal statutes provide severe penalties for any fraud, intentional misrepresentation, or criminal connivance or conspiracy purposed to influence the issuance of any guaranty or insurance by the VA Secretary, the U.S.D.A., FmHA/FHA Commissioner, or the HUD/CPD Assistant Secretary.

26. Signature of Employer 	27. Title (Please print or type) Director of HR	28. Date 3-22-17
29. Please print or type name signed in Item 26. Kathy Burnett	30. Phone No. 440-974-5201	

## Borrower's Certification & Authorization

### Certification

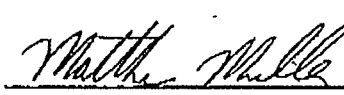
The undersigned certify the following:

- I/We have applied for a mortgage loan from **Peoples Bank**.  
In applying for the loan.  
I/We completed a loan application containing various information on the purposes of the loan, the amount and source of the down payment, employment and income information, and assets and liabilities. I/We certify that all of the information is true and complete. I/We made no misrepresentations in the loan application with the employer and/or other documents, nor did I/We omit any pertinent information.
- I/We understand and agree that **Peoples Bank** reserves the right to change the mortgage loan review process to a full documentation program. This may include verifying the information provided on the application with the employer and/or the financial institution.
- I/We fully understand that it is a Federal crime punishable by fine or Imprisonment, or both, to knowingly make any false statements when applying for this mortgage, as applicable under the provisions of Title 18, United States Code, Section 1014.

### Authorization to Release Information

To Whom It May Concern:

- I/We have applied for a mortgage loan from **Peoples Bank**.  
As part of the application process, **Peoples Bank** may verify information contained in my/our loan application and in other documents required in connection with the loan, either before the loan is closed or as part of its quality control program.
- I/We understand and agree that **Peoples Bank** reserves the right to change the mortgage loan review process to a full documentation program. This may include verifying the information provided on the application with the employer and/or the financial institution.
- Peoples Bank** or any investor that purchases the mortgage may address this authorization to any party names in the loan application.
- A copy of this authorization may be accepted as an original.
- Your prompt reply to **Peoples Bank** or the investor that purchased the mortgage is appreciated.



Matthew Miller

3-14-17  
Date

Date

Social Security Number:

Social Security Number:





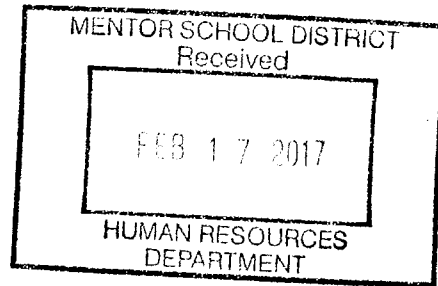
6451 Center Street, Mentor, Ohio 44060 • phone: 440.255.4444 • facsimile: 440.255.4622

### Administration Building

Matthew J. Miller  
Superintendent

Daniel L. Wilson  
Chief Financial Officer

Board of Education  
Virginia E. Jeschelnic, President  
Mary L. Bryner, Vice President  
Sally S. Miller, Member  
William J. Shaw, Member  
Thomas V. Tuttle, Member



February 16, 2017

Matthew Miller

Dear Mr. Miller:

We have been informed by the Human Resources Department of your resignation effective June 14, 2017.

Your insurance benefits will end June 30, 2017. If you are interested in extending coverage through COBRA, please complete the form sent to you from Infinisource.

Your life insurance may be converted to an individual policy upon application to the carrier within thirty-one (31) days after termination of employment. An application is enclosed.

For conversion, it is important to note that the employee only has 31 days to request rates, complete the application and return it to Anthem Life Insurance Company with the initial premium. If the request, application and premiums are not received within the allotted time, the request will be denied.

Sincerely,

Daniel L. Wilson  
Chief Financial Officer

Cc: Payroll  
Human Resources

Enclosure

# Request for Group Life Conversion Information



**INSTRUCTIONS:**

**Policyholder (employer):** This form should be completed and furnished to every employee who may have the conversion right.

**Employee (person requesting information):** Complete the employee section and immediately mail to Anthem Life Insurance Company (Anthem Life).

Attn: GROUP LIFE CONVERSIONS

P.O. Box 182361

Columbus, Ohio 43218-2361

Phone no. 800-801-6142

Fax no. 614-433-8316

**Section 1. TO BE COMPLETED BY EMPLOYER**

Group policyholder or plan name Mentor Exempted Village School District		Group no. AL00002143	Class no. 1
Employee name Matthew J. Miller		Social Security No. 	Date of birth 
Job title Superintendent		Annual salary \$	Certificate no.
Gender -x- Male Female	Marital status - Married Single   Divorced Widowed		Spouse date of birth 
Effective date of coverage 0   7   0   1   2   0   1   2	Date last worked 0   6   1   4   2   0   1   7	Employment termination date 0   6   1   4   2   0   1   7	Insurance termination date 0   6   3   0   2   0   1   7
Reason for termination <input checked="" type="checkbox"/> Termination of employment    Reduction of coverage    Death of employee         Other (specify) _____ Termination of group policy    Retirement    Spouse name _____			
Coverage terminating: Employee		Dependents	
Basic amount	\$ 210,000	Spouse amount	\$ _____
Supplemental amount	\$ _____	Children (each) amount	\$ _____
Other	\$ _____		
Total amount	\$ _____		
Is the employee/member on disability?.....		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	This form will be handed to employee on 
If yes, did he/she become disabled prior to age 60? .....		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Is the employee/member disabled? .....		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	This form will be mailed to employee on 0   2   2   1   2   0   1   7
Has the insured member made an absolute assignment of group life insurance to be converted?....		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, please attach a copy of the absolute assignment form.			
Employer representative signature <b>X</b>		Print name Daniel L. Wilson	Title Chief Financial Officer
Company address 6451 Center Street, Mentor OH 44060		Company phone no. 440-974-5230	

**Section 2. TO BE COMPLETED BY EMPLOYEE**

Do not mail this form to Anthem Life unless the top portion is completed and signed by employer. Your Group Term Life Insurance Benefits are terminating as indicated above. You may be eligible to convert to an individual life policy. After you promptly send this form to Anthem Life, Anthem Life will send you a description of the conversion plan, your premium rates and an application form. The application and first premium payment must be received by Anthem Life within 31 days of the termination of your life insurance benefits, under your employer's group insurance policy.

**Important notice:** This is not an application for conversion of your group life plan coverage. Receipt of this form and subsequent information does not guarantee your eligibility to convert your group term life insurance.


Requestor name	Relationship to employee	Phone no.	
Address (no. and street)	City	State	ZIP code
Requestor signature <b>X</b>		Date signed 	





OFFICE OF THE TREASURER

---

TO: Matthew Miller  
FROM: Daniel L. Wilson   
DATE: April 22, 2016  
SUBJECT: 2015-2016 Administrative Benefits

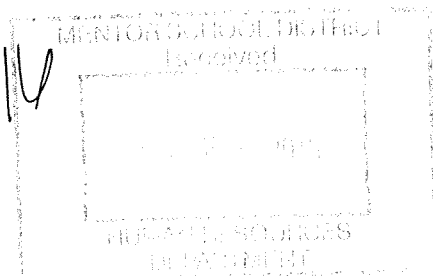
The current balance in your professional dues account is \$ 1,000.00.

Current and unused vacation days recorded as of April 18, 2016 are 20 days.

Administrators may be paid up to five (5) accumulated and unused vacation of the contract year. Requests for redemption are due October 1, 2016. Payments will be made as part of the first pay in November.

cc: Personnel file

*K. Miller*  
*4/27/16*





OFFICE OF THE TREASURER

---

TO: Matthew Miller

FROM: Daniel L. Wilson

A handwritten signature in black ink, appearing to be "D. Wilson", written over the printed name "Daniel L. Wilson".

DATE: June 1, 2015

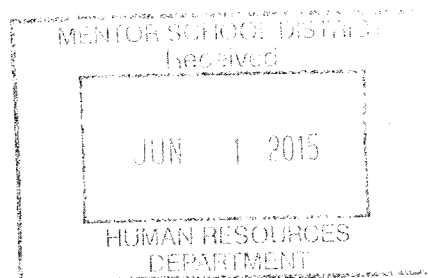
SUBJECT: 2014-2015 Administrative Benefits

The current balance in your professional dues account is \$ 2,000.00. Funds up to \$1,000 not used by June 10, 2015 will carry over to the 2015-2016 school year.

Current and unused vacation days submitted as of May 18, 2015 are 18.75 days

Administrators may be paid up to five (5) accumulated and unused vacation for the contract year. Requests for redemption are due October 1, 2015. Payments will be made as part of the first paycheck in November.

cc: Personnel file



Administration Building

Matthew J. Miller  
Superintendent

Daniel L. Wilson  
Chief Financial Officer

*Board of Education*

William J. Shaw, President  
Andrew J. Sparacia, Vice President  
Mary L. Bryner, Member  
Alan J. Mihok, Member  
Thomas V. Tuttle, Member

December 18, 2013

Matthew J. Miller  
Superintendent  
Mentor Public Schools  
6451 Center Street  
Mentor, OH 44060

Dear Matt:

In accordance with Paragraph 7 of your employment contract, the Board of Education met Tuesday, December 10, 2013, to conduct your mid-year performance review.

The review was based upon the mid-year self-evaluation document you submitted and the agreed upon goals for the 2013-2014 school year.

We wish to acknowledge and express our appreciation for your progress in pursuing the agreed upon goals and the additionally requested pursuit of the implementation of new technology as our students' learning evolves and we look for ways to foster their collegiate and career aspirations.

We are aware that beginning January 1, 2014 is legally permissible to begin discussions and consider your contract future with our school district. Your initial three year contract expires July 31, 2015. We anticipate entering into discussions with you beginning as early as January for an additional contract that would begin upon expiration of your current contract. This would be with the understanding that a new contract would include an assurance from you that you will not pursue other employment opportunities that may be presented to you.

Thank you for your hard work and pursuit of excellence within our school district.

Administration Building

Matthew J. Miller  
Superintendent

Daniel L. Wilson  
Chief Financial Officer

*Board of Education*

William J. Shaw, President

Andrew J. Sparacia, Vice President

Mary L. Bryner, Member

Alan J. Mihok, Member

Thomas V. Tuttle, Member

Sincerely,



William J. Shaw

President

Mentor Exempted Village Board of Education

cc: Mary L. Bryner  
Alan J. Mihok  
Andrew J. Sparacia  
Thomas V. Tuttle  
Human Resource File

**BOARD OF EDUCATION  
OF THE  
MENTOR EXEMPTED VILLAGE SCHOOL DISTRICT**

**EMPLOYMENT CONTRACT  
SUPERINTENDENT OF SCHOOLS**

In accordance with Revised Code Section 3319.01, this Employment Contract Superintendent of Schools (the "Contract") between the Board of Education of the Mentor Exempted Village School District ("Board of Education") and Matthew J. Miller as Superintendent of the Mentor Exempted Village School District ("Superintendent") is entered into this 11 day of March, 2014 in accordance with the resolution adopted by said Board of Education at a meeting held on March 11, 2014:

1. The Board of Education does hereby employ Mr. Miller as Superintendent of the Mentor Exempted Village School District for a term beginning August 1, 2015 through and including July 31, 2018, and Mr. Miller does hereby accept said employment. It is understood and agreed that the Superintendent will perform the duties of Superintendent as prescribed by the laws of the State of Ohio and by the policies, rules and regulations promulgated thereunder by the Board of Education. The contract year shall include the period August 1 through and including July 31 composed of two-hundred sixty (260) days.

2. In consideration of the services to be performed hereunder by the Superintendent, the Board of Education will compensate the Superintendent at the rate of \$155,000 *per annum*. The compensation shall be paid in periodic installments in the usual and customary intervals applicable to payment of other administrators of the District employed in accordance with ORC § 3319.02 and as may be in effect from time to time. The Board of Education retains the right to adjust the *per annum* compensation of the Superintendent during the term of this Contract provided, however, that said adjustment does not reduce the Superintendent's compensation below that paid during the preceding annual period except as permitted by law. Any salary adjustment made during the life of this Contract shall be in the form of an amendment to this Contract and shall become a part of this Contract provided, however, that by so doing it shall not be deemed that the Board of Education has entered into a new Contract with the Superintendent, or that the termination date of the

existing Contract has been extended. The Board of Education may, by specific action, extend the termination date of the existing Contract consistent with the requirements of law.

3. As additional compensation, the Superintendent will receive:
  - (a) The same fringe benefits, including but not limited to, group hospitalization, medical, dental, vision, term life, personal leave, sick leave, and professional growth stipend, if any, as the Board of Education extends to its other administrators employed pursuant to Ohio Revised Code § 3319.02, as may be in effect from time to time during the term of this Contract. However, it is expressly understood and agreed that the Superintendent shall not be eligible for any "pick up and payment" treatment of the Superintendent's employee contribution to the State Teachers Retirement System by the Board of Education.
  - (b) Any other types of group insurance coverage, which the Board of Education may provide to its other administrators employed pursuant to Ohio Revised Code § 3319.02 during the term of this Contract. However, Administrative Employees Benefits & Salary Approval for 2013-2014 sections VI; XI; XIV; and XV, or the equivalent sections in subsequent versions of that document or a successor document do not apply.

4. A term life policy of insurance with face value of \$210,000 or such greater amount as may be provided from time to time to other administrators of the District employed pursuant to Ohio Revised Code § 3319.02. For and in consideration of the salary and benefits herein provided, the Superintendent agrees to perform faithfully all the duties of Superintendent of Schools and Chief Executive Officer of the Board of Education, as provided by law, the rules and regulations of the State Board of Education, and the policies, regulations, and resolutions of the Board of Education. The Superintendent also agrees to perform faithfully such other duties in connection with his employment as may be designated to him by the Board of Education. The Superintendent represents that all information supplied to the Board of Education by him in connection with his employment is accurate to the best of his knowledge and belief and that he will perform such duties to the best of his ability.

5. The Superintendent shall have all powers conferred upon superintendents by O.R.C. 3319.01 and all other sections of the Ohio Revised Code relating to the powers, duties and qualifications of superintendents. The Superintendent will supervise the public schools of the Mentor Exempted Village School District, abide by and maintain all reasonable rules and regulations adopted by the Board of Education for the governance of the public schools of the Mentor Exempted Village School District, and perform the duties imposed by law on superintendents of exempted village school districts.

6. The Superintendent hereby agrees to devote his full time, skill, labor and attention to said employment during the term of this contract provided, however, that the Superintendent, upon prior written notice to the Board of Education, may undertake consultative work, speaking engagements, writing, lecturing or other professional duties and obligations for up to 5 days per contract year without loss or diminution of salary. Such activities shall not materially interfere with the discharge of Superintendent's duties hereunder.

7. The Superintendent will furnish throughout the life of this Contract a valid and appropriate certificate/license to act as a superintendent of schools in the State of Ohio.

8. The Superintendent agrees to maintain his permanent residence within the boundaries of the Mentor Exempted Village School District for the Contract's duration.

9. Nothing contained herein shall limit or modify the authority of the Board of Education regarding the provisions of Title 33 of the Ohio Revised Code.

10. In accordance with annual appropriations for these purposes and in recognition of the benefit of attendance at such programs upon the Mentor Exempted Village School District, upon prior written notice to the Board of Education, the Superintendent may attend appropriate professional meetings at the local, state, and national level, with reasonable expenses of said attendance to be paid by the District. The Superintendent shall be reimbursed for reasonable expenses for meals and incidentals incurred by him related to the discharge of his official duties. In recognition of the benefit to the District of the Superintendent's

participation in such organizations, the Board of Education shall pay the annual membership dues for the Superintendent's membership in appropriate professional and/or civic organizations, including the Mentor Rotary Club and the Mentor Chamber of Commerce, in an amount up to \$3,500 per contract year.

11. Should the Superintendent be unable to perform any or all of his duties by reason of illness, accident or other cause beyond his control and such disability exists for a period beyond his current and accumulated and unused sick leave, the Board of Education may, in its discretion, make a proportionate deduction from the salary stipulated. If such disability continues for more than one year or if the disability is permanent, irreparable or of such nature as to make the performance of his duties impossible, the Board of Education may, at its option, terminate this contract, whereupon the respective duties, rights and obligations hereof shall terminate. Nothing herein shall be deemed to alter or in any way affect the rights which the Superintendent may have to receive disability payments under any disability insurance policy in force at the time a disability occurs and/or by utilizing current and/or accumulated and unused sick leave.

12. The Superintendent agrees to have a comprehensive medical examination not less than once each Contract year at the expense of the District up to \$500 per Contract year to the extent same is not covered by applicable medical insurance. A statement certifying the physical and mental competency of Superintendent shall be filed with the Board of Education and treated as confidential medical information by the Board of Education.

13. During each year of the Contract, all Board of Education members shall conduct and participate in at least two (2) evaluations of the Superintendent, one informal and one formal.

14. The Superintendent shall receive a performance stipend for his work performance during each contract year (August 1 — July 31) of up to twenty thousand dollars (\$20,000) with the actual amount to be determined by the Board of Education following completion of its annual formal evaluation. This performance stipend shall be payable following the annual formal evaluation of the Superintendent, and in any event not later than September 1 of each contract year. In consideration for the inclusion of this performance stipend provision in the Contract, the Superintendent



expressly agrees that the provisions of Section 2 of this Contract and of ORC 3319.01 and related sections regarding salary reductions shall not be violated should the Board of Education determine to award a performance stipend in a lower amount from one year to the next, or determine not to award a performance stipend in the year following its determination to make such an award.

15. The Superintendent shall be entitled to accumulate unused vacation leave up to 25 days per contract year and up to a maximum of 75 total days. The Superintendent also shall be entitled to accumulate sick leave up to a maximum of 290 days or such other maximum as may be determined from time to time for other administrators in the District. The Superintendent shall be entitled to: a) use all or any portion of his unused accumulated vacation leave, subject to standard policies regarding vacation leave, absence from the District and discharge of duties under this Contract and/or b) receive payment at Superintendent's annual rate of compensation salary effective at the time of payment for all or a portion of said accumulated vacation in cash or in any other manner permitted by law.

16. For all purposes under this Contract where a daily rate is required, the Superintendent's per diem or daily rate shall be determined by dividing the total annual salary by two hundred twenty-six (226) days.

17. The Board of Education, at the request of the Superintendent and in accordance with applicable law, shall withhold and transfer an amount of salary to be determined by the Superintendent, annually, semi-annually or monthly, permitting Superintendent to participate, if he so desires, in a qualified tax-deferred, annuity (I.R.C. §403b) program of his choosing.

18. It is agreed that the jurisdiction and venue for enforcement of any provision hereof shall be only in Lake County, Ohio, and that service of process may proceed from such appropriate court.

19. Except for findings for recovery in an audit, pursuant to the provisions of R.C. 3313.203 and R.C. 2744.07, to the extent not covered by applicable insurance, the Board of Education shall indemnify, defend, and hold harmless the Superintendent from and against all civil demands, claims, suits, and legal proceedings, that arise from the acts or omissions of the Superintendent while acting within the scope of his employment under this Contract, and in the good faith belief that such conduct was

lawful and in the best interests of the School District, not to exceed amounts appropriated for such purposes.

20. The Superintendent shall fulfill all aspects of this Contract, any exceptions thereto being by mutual consent of the Board of Education and Superintendent.

21. The employment of the Superintendent may be terminated for any of the following reasons:

- A. by mutual agreement of the parties;
- B. upon the retirement, disability or death of the Superintendent;
- C. for the reasons and according to the procedures set forth in Sections 3319.16 and 3319.161 of the Ohio Revised Code.

22. If any portion of this Contract is determined by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remainder thereof shall remain in full force and effect.

23. This Contract shall be subject to and construed according to the laws of the State of Ohio.

24. This writing sets forth the complete agreement of the parties and shall not be varied or amended except in writing signed by both parties and pursuant to properly adopted resolutions of the Board.

In consideration of the foregoing, Matthew J. Miller hereby agrees with the Board of Education to enter into this Contract for the term designated above. He further agrees to devote his full time, skill, labor and attention to said position and faithfully perform his duties as Superintendent of the Mentor Exempted Village School District in accordance with applicable law for such term, or until such time as this Contract may be terminated as authorized by this Contract and Ohio law. He hereby agrees to abide by, enforce and maintain the policies, rules and regulations adopted by said Board of Education for the governance of the public schools of the Mentor Exempted Village School District.

Matthew J. Miller, by affixing his signature hereto, represents that he has been notified as required by ORC § 3307.58 of his duties and obligations under ORC Chapter 3307 pertaining to the State Teachers Retirement System as a condition of this employment.

IN WITNESS WHEREOF, the President and Treasurer of the Board of Education of the Mentor Exempted Village School District, having first been duly authorized, and Matthew J. Miller have executed this Contract on the date(s) set forth below.

Matthew J. Miller  
Matthew J. Miller  
Superintendent

3-12-14  
Date

**BOARD OF EDUCATION OF THE MENTOR EXEMPTED VILLAGE  
SCHOOL DISTRICT**

By: Mary J. Bray  
President

\_\_\_\_\_  
Date

By: Donald L. Wilson  
Treasurer

3-11-2014  
Date

**BOARD OF EDUCATION  
OF THE  
MENTOR EXEMPTED VILLAGE SCHOOL DISTRICT**

**EMPLOYMENT CONTRACT  
SUPERINTENDENT OF SCHOOLS**

In accordance with Revised Code Section 3319.01, this employment contract between the Board of Education of the Mentor Exempted Village School District ("Board of Education") and Matthew J. Miller as Superintendent of the Mentor Exempted Village School District ("Superintendent") is entered into this 14 day of May, 2012 in accordance with the resolution adopted by said Board at a meeting held on May 14, 2012:

1. (A) The Board of Education does hereby employ Mr. Miller as Superintendent of the Mentor Exempted Village School District for a term beginning August 1, 2012 through and including July 31, 2015, and Mr. Miller does hereby accept said employment. It is understood and agreed that the Superintendent will perform the duties of Superintendent as prescribed by the laws of the State of Ohio and by the policies, rules and regulations promulgated thereunder by the Board of Education. The contract year shall include the period August 1 through and including July 31 composed of two-hundred sixty (260) days.

(B) During the period July 1 through and including July 31, 2012, the Board hereby employs Matthew J. Miller as a consultant. As consultant during July 2012, Mr. Miller shall devote his time and attention to becoming familiar with the Mentor Exempted Village School District, consulting with Jacqueline A. Hoynes, Ph.D., who will continue to serve as Superintendent of the District through July 31, 2012, and to take such other steps as will prepare Mr. Miller to assume the superintendency effective August 1, 2012. In consideration for such services, Mr. Miller shall be eligible to participate in the benefits described in paragraph 2 below and shall be compensated at the rate set forth in paragraph 2 below, and more specifically will be paid one-twelfth (1/12) of the annual salary set forth below.

2. In consideration of the services to be performed hereunder by the Superintendent, the Board of Education will compensate the Superintendent at the rate of \$155,000 *per annum*. The compensation

shall be paid in periodic installments in the usual and customary intervals applicable to payment of other administrators of the District employed in accordance with ORC § 3319.02 and as may be in effect from time to time. The Board of Education retains the right to adjust the *per annum* compensation of the Superintendent during the term of this Contract provided, however, that said adjustment does not reduce the Superintendent's compensation below that paid during the preceding annual period except as permitted by law. Any salary adjustment made during the life of this Contract shall be in the form of an amendment to this Contract and shall become a part of this Contract provided, however, that by so doing it shall not be deemed that the Board of Education has entered into a new Contract with the Superintendent, or that the termination date of the existing Contract has been extended. The Board of Education may, by specific action, extend the termination date of the existing Contract consistent with the requirements of law.

3. As additional compensation, the Superintendent will receive:
  - (a) The same fringe benefits, including but not limited to, group hospitalization, medical, dental, vision, term life, personal leave, sick leave, and professional growth stipend, if any, as the Board of Education extends to its other administrators employed pursuant to Ohio Revised Code § 3319.02, as may be in effect from time to time during the term of this Contract. However, it is expressly understood and agreed that the Superintendent shall not be eligible for any "pick up and payment" treatment of the Superintendent's employee contribution to the State Teachers Retirement System by the Board.
  - (b) Any other types of group insurance coverage, which the Board of Education may provide to its other administrators employed pursuant to Ohio Revised Code § 3319.02 during the term of this Contract.
  - (c) Administrative Employees Benefits & Salary Approval for 2010-2011; 2011-2012; 2012-2013 sections VI; XI; XIV; and XV do not apply.
  - (d) A term life policy of insurance with face value of \$210,000 or such greater amount as may be provided from time to time to other administrators of the District employed pursuant to Ohio Revised Code § 3319.02.

4. For and in consideration of the salary and benefits herein provided, the Superintendent agrees to perform faithfully all the duties of Superintendent of Schools and Chief Executive Officer of the Board of Education, as provided by law, the rules and regulations of the State Board of Education, and the policies, regulations, and resolutions of the Board of Education. The Superintendent also agrees to perform faithfully such other duties in connection with his employment as may be designated to him by the Board of Education. The Superintendent represents that all information supplied to the Board of Education by him in connection with his employment is accurate to the best of his knowledge and belief and that he will perform such duties to the best of his ability.

5. The Superintendent shall have all powers conferred upon superintendents by O.R.C. 3319.01 and all other sections of the Revised Code of Ohio relating to the powers, duties and qualifications of superintendents. The Superintendent will supervise the public schools of the Mentor Exempted Village School District, abide by and maintain all reasonable rules and regulations adopted by the Board for the governance of the public schools of the Mentor Exempted Village School District, and perform the duties imposed by law on superintendents of exempted village school districts.

6. The Superintendent hereby agrees to devote his full time, skill, labor and attention to said employment during the term of this contract provided, however, that the Superintendent, upon prior written notice to the Board, may undertake consultative work, speaking engagements, writing, lecturing or other professional duties and obligations for up to 5 days per contract year without loss or diminution of salary. Such activities shall not materially interfere with the discharge of Superintendent's duties hereunder.

7. The Superintendent will furnish throughout the life of this Contract a valid and appropriate certificate/license to act as a superintendent of schools in the State of Ohio.

8. The Superintendent agrees to maintain his permanent residence within the boundaries of the Mentor Exempted Village School District. This provision shall become effective no later than August 1, 2013.

9. Nothing contained herein shall limit or modify the authority of the Board of Education regarding the provisions of Title 33 of the Ohio Revised Code.

10. In accordance with annual appropriations for these purposes and in recognition of the benefit of attendance at such programs upon the Mentor Exempted Village School District, upon prior written notice to the Board of Education the Superintendent may attend appropriate professional meetings at the local, state, and national level, with reasonable expenses of said attendance to be paid by the District. The Superintendent shall be reimbursed for reasonable expenses for meals and incidentals incurred by him related to the discharge of his official duties. In recognition of the benefit to the District of the Superintendent's participation in such organizations, the Board of Education shall pay the annual membership dues for the Superintendent's membership in appropriate professional and/or civic organizations, including the Mentor Rotary Club and the Mentor Chamber of Commerce, in an amount up to \$3,500 per contract year.

11. Should the Superintendent be unable to perform any or all of his duties by reason of illness, accident or other cause beyond his control and such disability exists for a period beyond his current and accumulated and unused sick leave, the Board of Education may, in its discretion, make a proportionate deduction from the salary stipulated. If such disability continues for more than one year or if the disability is permanent, irreparable or of such nature as to make the performance of his duties impossible, the Board of Education may, at its option, terminate this contract, whereupon the respective duties, rights and obligations hereof shall terminate. Nothing herein shall be deemed to alter or in any way affect the rights which the Superintendent may have to receive disability payments under any disability insurance policy in force at the time a disability occurs and/or by utilizing current and/or accumulated and unused sick leave.

12. The Superintendent agrees to have a comprehensive medical examination not less than once each Contract year at the expense of the District up to \$500 per Contract year to the extent same is not covered by applicable medical insurance. A statement certifying the physical and mental competency of Superintendent shall be filed with the Board and treated as confidential medical information by the Board of Education.

13. During each year of the Contract, all Board members shall conduct and participate in at least two (2) evaluations of the Superintendent, one informal and one formal.

14. The Superintendent shall receive a performance stipend for his work performance during the 2012-2013 contract year (August 1 – July 31) of up to twenty thousand dollars (\$20,000) with the actual amount to be determined by the Board following completion of its annual formal evaluation. This performance stipend shall be payable following the annual formal evaluation of the Superintendent, and in any event not later than September 1, 2013. In consideration for the inclusion of this performance stipend provision in the Contract, the Superintendent expressly agrees that the provisions of ORC 3319.01 and related sections regarding salary reductions shall not be violated should the Board determine to award a performance stipend in a lower amount from one year to the next, or determine not to award a performance stipend in the year following its determination to make such an award.

15. The Superintendent shall be entitled to accumulate unused vacation leave up to 25 days per contract year and up to a maximum of 75 total days. The Superintendent also shall be entitled to accumulate sick leave up to a maximum of 290 days or such other maximum as may be determined from time to time for other administrators in the District. The Superintendent shall be entitled to: a) use all or any portion of his unused accumulated vacation leave, subject to standard policies regarding vacation leave, absence from the District and discharge of duties under this Contract and/or b) receive payment at Superintendent's annual rate of compensation salary effective at the time of payment for all or a portion of said accumulated vacation in cash or in any other manner permitted by law.

16. For all purposes under this Contract where a daily rate is required, the Superintendent's per diem or daily rate shall be determined by dividing the total annual salary by two hundred twenty-six (226) days.

17. The Board, at the request of the Superintendent and in accordance with applicable law, shall withhold and transfer an amount of salary to be determined by the Superintendent, annually, semi-annually or monthly, permitting Superintendent to participate, if he so desires, in a qualified tax-deferred annuity (I.R.C. §403b) program of his choosing.



18. It is agreed that the jurisdiction and venue for enforcement of any provision hereof shall be only in Lake County, Ohio, and that service of process may proceed from such appropriate court.

19. Except for findings for recovery in an audit, pursuant to the provisions of R.C. 3313.203 and R.C. 2744.07, to the extent not covered by applicable insurance, the Board of Education shall indemnify, defend, and hold harmless the Superintendent from and against all civil demands, claims, suits, and legal proceedings, that arise from the acts or omissions of the Superintendent while acting within the scope of his employment under this Contract, and in the good faith belief that such conduct was lawful and in the best interests of the School District, not to exceed amounts appropriated for such purposes.

20. The Superintendent shall fulfill all aspects of this contract, any exceptions thereto being by mutual consent of the Board of Education and Superintendent.

21. The employment of the Superintendent may be terminated:

- A. By mutual agreement of the parties;
- B. Upon the retirement, disability or death of the Superintendent; and
- C. For the reasons and according to the procedures set forth in Sections 3319.16 and 3319.161 of the Ohio Revised Code.

22. If any portion of this Contract is determined by a court of competent jurisdiction to be illegal or unenforceable, the remainder thereof shall remain in full force and effect.

23. This Contract shall be subject to and construed according to the laws of the State of Ohio. Any provision hereof declared invalid or unenforceable by a court of competent jurisdiction shall be severed and the remaining term continued in full force and effect.

24. There shall be no modification to the Contract except as may occur in writing and signed by the parties following adoption of proper resolution by the Board of Education.

25. This writing sets forth the complete agreement of the parties and shall not be varied or amended except in writing signed by both parties and pursuant to properly adopted resolutions of the Board.

In consideration of the foregoing, Matthew J. Miller hereby agrees with the Board of Education to enter into this Contract for the term designated above. He further agrees to devote his full time, skill, labor and attention to said position and faithfully perform his duties as Superintendent of the Mentor Exempted Village School District in accordance with applicable law for such term, or until such time as this Contract may be terminated as authorized by this Contract and Ohio law. He hereby agrees to abide by, enforce and maintain the policies, rules and regulations adopted by said Board of Education for the governance of the public schools of the Mentor Exempted Village School District.

Matthew J. Miller, by affixing his signature hereto, represents that he has been notified as required by ORC § 3307.58 of his duties and obligations under ORC Chapter 3307 pertaining to the State Teachers Retirement System as a condition of this employment.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth above.

**BOARD OF EDUCATION OF THE MENTOR EXEMPTED VILLAGE  
SCHOOL DISTRICT**

Matthew J. Miller  
Matthew J. Miller  
Superintendent

5/14/12  
Date

By: Allen J. Miller  
President

5-14-12  
Date

By: William J. Shaw  
Vice President

5/14/12  
Date

By: Donald L. Wilson  
Treasurer

5-14-2012  
Date

ADDENDUM TO EMPLOYMENT CONTRACT  
Between  
THE BOARD OF EDUCATION OF THE MENTOR EXEMPTED VILLAGE SCHOOL  
DISTRICT  
And  
**MATTHEW J. MILLER**

This Addendum to the Employment Contract (“Addendum”) Between the Board of Education (“Board”) of the Mentor Exempted Village School District (“District”) and Matthew J. Miller (“Administrator”) is made and entered into on the \_\_th day of August, 2014, by and between the Board and Administrator.

WHEREAS, Administrator is employed as the Superintendent of the Mentor Exempted Village School District under a Contract of Employment (“Employment Contract”) for the term of August 1, 2012 through July 31, 2015; and

WHEREAS, the Employment Contract requires that any modification must be in writing and signed by the parties upon proper resolution of the Board.

It is hereby agreed by the Board and Administrator as follows:

1. Paragraph 2 of the Employment Contract is modified as follows (with the modification shown in bold and italics):

In consideration of the services to be performed hereunder by the Superintendent, the Board of Education will compensate the Superintendent at the rate of \$155,000 per annum. The compensation shall be paid in periodic installments in the usual and customary intervals applicable to payment of other administrators of the District employed in accordance with ORC § 3319.02 and as may be in effect from time to time. The Board of Education retains the right to adjust the per annum compensation of the Superintendent during the term of this Contract provided, however, that said adjustment does not reduce the Superintendent's compensation below that paid during the preceding annual period except as permitted by law (*including permissible decreases that are part of a uniform plan affecting the entire District*). Any salary adjustment made during the life of this Contract shall be in the form of an amendment to this Contract and shall become a part of this Contract provided, however, that by so doing it shall not be deemed that the Board of Education has entered into a new Contract with the Superintendent, or that the termination date of the existing Contract has been extended. The Board of Education may, by specific action, extend the termination date of the existing Contract consistent with the requirements of law. ***Commencing August 1, 2014 the Superintendent's annual base salary shall be increased by 2% for a new base salary of \$158,100.***

2. Paragraph 14 of the Employment Contract is modified as follows (with the modification shown in bold and italics):

The Superintendent shall receive a performance stipend for his work performance during the 2012-2013 contract year (August 1 — July 31) of up to twenty thousand dollars (\$20,000) with the actual amount to be determined by the Board following completion of its annual formal evaluation. This performance stipend shall be payable following the annual formal evaluation of the Superintendent, and in any event not later than September 1, 2013. In consideration for the inclusion of this performance stipend provision in the Contract, the Superintendent expressly agrees that the provisions of ORC 3319.01 and related sections regarding salary reductions shall not be violated should the Board determine to award a performance stipend in a lower amount from one year to the next, or determine not to award a performance stipend in the year following its determination to make such an award. *The Superintendent shall receive a performance stipend for his work performance during the 2013-2014 contract year (August 1— July 31) of \$22,000. This performance stipend shall be payable following the annual formal evaluation of the Superintendent, and in any event not later than August 5, 2014. In consideration for the inclusion of this performance stipend provision in the Contract, the Superintendent expressly agrees that the provisions of ORC 3319.01 and related sections regarding salary reductions shall not be violated should the Board determine to award a performance stipend in a lower amount from one year to the next, or determine not to award a performance stipend in the year following its determination to make such an award.*

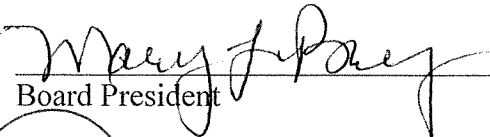
3. The parties agree, acknowledge and understand that except for the modifications set forth above, all other terms and provisions of the Employment Contract shall remain in full force and effect for the term of the Employment Contract. This Addendum shall be affixed directly to the Employment Agreement maintained in the District's official records.


In witness hereto, the following certify that both parties, the Board of Education of the Mentor Exempted Village School District and Matthew J. Miller, have entered into this Addendum to the Employment Contract on the date first written above.

MATTHEW J. MILLER

MENTOR EXEMPTED VILLAGE  
SCHOOL DISTRICT BOARD OF  
EDUCATION

  
\_\_\_\_\_  
Superintendent

  
\_\_\_\_\_  
Board President

  
\_\_\_\_\_  
District Treasurer

**CERTIFICATE  
(QUALIFYING CONTRACT)**


I, the undersigned Treasurer of the Board of Education of the Mentor Exempted Village School District, certify that the amount required to meet the obligations of the Board during the fiscal year ending June 30, 2015 under the attached qualifying contract has been lawfully appropriated by the Board for such purposes and is in the treasury or in the process of collection to the credit of an appropriate fund, free from any previous encumbrances.

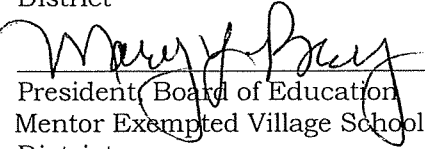
It is hereby certified that the District has in effect for the term of that contract the authorization to levy taxes including the renewal or replacement of existing levies which, when combined with the estimated revenue from all other sources available to the District at the time of this certification, are sufficient to provide the operating revenues necessary to enable the District to maintain all personnel and programs for all the days set forth in its adopted school calendars for the current fiscal year and for a number of days in the applicable succeeding fiscal years equal to the number of days instruction was held or is scheduled for the current fiscal year.

This Certificate is given in compliance with Sections 5705.41 (and 5705.44, if applicable) and 5705.412 of the Revised Code.

Dated July 28, 2014

  
\_\_\_\_\_  
Superintendent  
Mentor Exempted Village School District

  
\_\_\_\_\_  
Treasurer, Board of Education  
Mentor Exempted Village School  
District

  
\_\_\_\_\_  
President, Board of Education  
Mentor Exempted Village School  
District

Amend Superintendent's current employment contract to establish 2013-2014 performance stipend and establish 2014-2015 salary in recognition of performance during 2013-2014



6451 Center Street  
Mentor, OH 44060

## OHIO ETHICS LAW ACKNOWLEDGEMENT

*Human Resources Department*

Please review the current Ohio Ethics Law and Related Statutes at  
<http://www.ethics.ohio.gov/ethicslawrevisedcode.pdf>.

I, Matthew J. Miller, acknowledge reviewing the  
(print)

current year Ohio Ethics Law and Related Statutes.

Matthew J. Miller  
Signed

7-1-12  
Date

# Ohio New Hire Reporting Form

Effective October 1, 1997 Ohio Revised Code Section 3121.89-3121.8911 requires all Ohio Employers, both public and private, to report all newly hired, rehired, or returning to work employees to the State of Ohio within 20 days of hire or rehire date. Information about new hire reporting and online reporting is available on our Web site: [www.oh-newhire.com](http://www.oh-newhire.com)

Send completed forms to:  
Ohio New Hire Reporting Center  
PO Box 15309  
Columbus, OH 43215-0309  
Fax: (614) 221-7088 or toll-free fax 1 (888) 872-1611

To ensure the highest level of accuracy, please print neatly in capital letters and avoid contact with the edges of the boxes. The following will serve as an example:

A	B	C	1	2	3
---	---	---	---	---	---

## EMPLOYER INFORMATION

Federal Employer ID Number (FEIN) (Please use the same FEIN as the listed employee's quarterly wages will be reported under):

3	4	6	0	0	1	8	5	8
---	---	---	---	---	---	---	---	---

Employer Name:

M	E	N	T	O	R		P	U	B	L	I	C		S	C	H	O	O	L	S
---	---	---	---	---	---	--	---	---	---	---	---	---	--	---	---	---	---	---	---	---

Employer Address (Please indicate the address where the Income Withholding Orders should be sent).

6	4	5	1		C	E	N	T	E	R		S	T	R	E	E	T			
---	---	---	---	--	---	---	---	---	---	---	--	---	---	---	---	---	---	--	--	--

Employer City:

Employer State: Zip Code (5 digit):

M	E	N	T	O	R															
---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Employer Phone (optional):

Extension:

Employer Fax (optional):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Email:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

## EMPLOYEE INFORMATION

Employee Social Security Number (SSN)

--	--	--	--	--	--	--	--	--	--	--	--	--

Employee State of Hire: OH

Employee First Name:

Middle Initial:

M	A	T	T	H	E	W														
---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--

J
---

Employee Last Name:

M	I	L	L	E	R															
---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Employee Address:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Employee City:

Employee State: Zip Code (5 digit):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date of Hire:

Date of Birth:

Is this employee an Independent Contractor?

7	-	1	-	12
---	---	---	---	----

0	9	2	9	7	1
---	---	---	---	---	---

Yes  No

**REPORTS WILL NOT BE PROCESSED IF REQUIRED INFORMATION IS MISSING**

Questions? Call us at (614) 221-5330 or toll-free 1 (888) 872-1490



Mailed  
7/13/12

**Statement Concerning Your Employment in a Job  
Not Covered by Social Security**

Employee Name Matthew J. Miller (Social Security #)  
Employee ID# \_\_\_\_\_

Employer Name Mentor Public Schools Employer ID# 9088

Your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected. Under the Social Security law, there are two ways your Social Security benefit amount may be affected.

**Windfall Elimination Provision**

Under the Windfall Elimination Provision, your Social Security retirement or disability benefit is figured using a modified formula when you are also entitled to a pension from a job where you did not pay Social Security tax. As a result, you will receive a lower Social Security benefit than if you were not entitled to a pension from this job. For example, if you are age 62 in 2005, the maximum monthly reduction in your Social Security benefit as a result of this provision is \$313.50. This amount is updated annually. This provision reduces, but does not totally eliminate, your Social Security benefit. For additional information, please refer to Social Security Publication, "Windfall Elimination Provision."

**Government Pension Offset Provision**

Under the Government Pension Offset Provision, any Social Security spouse or widow(er) benefit to which you become entitled will be offset if you also receive a Federal, State or local government pension based on work where you did not pay Social Security tax. The offset reduces the amount of your Social Security spouse or widow(er) benefit by two-thirds of the amount of your pension.

For example, if you get a monthly pension of \$600 based on earnings that are not covered under Social Security, two-thirds of that amount, \$400, is used to offset your Social Security spouse or widow(er) benefit. If you are eligible for a \$500 widow(er) benefit, you will receive \$100 per month from Social Security (\$500 - \$400=\$100). Even if your pension is high enough to totally offset your spouse or widow(er) Social Security benefit, you are still eligible for Medicare at age 65. For additional information, please refer to Social Security Publication, "Government Pension Offset."

**For More Information**

Social Security publications and additional information, including information about exceptions to each provision, are available at [www.socialsecurity.gov](http://www.socialsecurity.gov). You may also call toll free 1-800-772-1213, or for the deaf or hard of hearing call the TTY number 1-800-325-0778, or contact your local Social Security office.

**I certify that I have received Form SSA-1945 that contains information about the possible effects of the Windfall Elimination Provision and the Government Pension Offset Provision on my potential future Social Security benefits.**

Signature of Employee Matthew J. Miller Date 7-1-2012

NAME Miller, MATT

EMPLOYEE NUMBER 104780

DATE OF HIRE \_\_\_\_\_

LOCATION Admin Bld

JOB TITLE Superintendent

ELIGIBILITY DATE 8-1

2014-2015

C.O. 12 1/2

ELIGIBLE 25

DATE 8-1

2015-2016

C.O. \_\_\_\_\_

ELIGIBLE \_\_\_\_\_

PL CONV. \_\_\_\_\_

DATE \_\_\_\_\_

Det 3 1/4, 24 1/2  
Dec 23, 24, 29

Dec. 5 - Budget 15

2016-2017

C.O. \_\_\_\_\_

ELIGIBLE \_\_\_\_\_

PL CONV. \_\_\_\_\_

DATE \_\_\_\_\_

2017-2018

C.O. \_\_\_\_\_

ELIGIBLE \_\_\_\_\_

PL CONV. \_\_\_\_\_

DATE \_\_\_\_\_

2018-2019

C.O. \_\_\_\_\_

ELIGIBLE \_\_\_\_\_

PL CONV. \_\_\_\_\_

DATE \_\_\_\_\_

2019-2020

C.O. \_\_\_\_\_

ELIGIBLE \_\_\_\_\_

PL CONV. \_\_\_\_\_

DATE \_\_\_\_\_



6451 Center Street  
Mentor, OH 44060

## **AUDITOR OF STATE'S FRAUD REPORTING SYSTEM**

### *CONTACT INFORMATION*

The Ohio Auditor of State's office maintains a system for reporting of fraud, including misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll free number, the Auditor of State's website, or through the United States mail.

#### **Auditor of state's fraud contact information:**

Telephone: 1-866-FRAUD OH (1866-372-8364)

US Mail: Ohio Auditor of State's office  
Special Investigations Unit  
88 East Broad Street  
P.O. Box 1140  
Columbus, Ohio 43215

Web: [www.ohioauditor.gov](http://www.ohioauditor.gov)

*To payroll  
7/25/12 ka*



# CELINA CITY SCHOOLS

**MATT MILLER**, Superintendent  
**MIKE MARBAUGH**, Treasurer  
**KEVIN MAST**, Business Manager  
**CURT SHELLABARGER**, Curriculum Dir.  
**NANCY HARTINGS**, Special Education Dir.

July 25, 2012

Mentor Public Schools  
Fax (440)-255-4622

Attn: John Fell, Director of Human Resources

Mr. Fell,

Mr. Matthew J. Miller has a sick leave balance of 160 days as of July 31, 2012 which is the maximum sick leave accumulation allowed by the district.

The Celina City School District also maintains a separate journal for severance benefits. Accumulation and use of the days in this journal are the same as sick leave charges. This allows individuals who have reached their maximum sick leave accumulation to continue to accrue days for severance benefits. As of July 31, 2012, Mr. Miller had a balance of 190.25 days.

If you have any questions or need any additional information please feel free to contact me.

Sincerely,

Mike Marbaugh, Treasurer

Celina City Board of Education

Celina City Schools serves the evolving educational needs  
of the individual in partnership with the community.



6451 Center Street  
Mentor, OH 44060

### VERIFICATION OF EXPERIENCE

Name Matthew J. Miller Date 7-1-12

I have been requested to furnish verification of my service in your school district. This form must be completed and returned within 90 days to the Assistant Superintendent/Human Resources, Mentor Public Schools, 6451 Center Street, Mentor, Ohio 44060, in order for me to receive credit for salary purposes.

I was employed in your system from Aug. 1, 1999 to July 31, 2012

I taught under the name of Miller Matthew James  
Last First Middle (Maiden)

Signature: Matthew J. Miller

Address \_\_\_\_\_

### VERIFICATION OF EXPERIENCE

This is to verify that Matthew J. Miller was employed as a full time teacher under a (  limited,  Continuing ) contract in the Celina City Board of Education (school district)  
Celina Merger Ohio  
(city) County (State)

If part-time, half-time, adult education, substitute, or other than full time, please indicate.

Please use SEPARATE line for each year of service.

Name of School	Full-time teaching only		If Less than a full year	
	From Mo./ Day / Year	Through Mo. / Day / Year	No. days in school year	No. days worked
<u>See attached record cards</u>				

Signature [Signature] Date 7-25-2012

**TEACHING SERVICE**

LIST EACH POSITION SEPARATELY AND IN CONSECUTIVE ORDER

NAME OF SCHOOL	LOCATION	GRADE OR SUBJECT TAUGHT	YEARS	TOTAL MONTHS OR DAYS	SALARY	TYPE OF CERTIFICATE HELD AND EXPIRATION DATE
<i>Oakdale Elementary</i>	<i>Oak Hills Local Cincinnati OH</i>	<i>3rd grade</i>	<i>5<sup>1999</sup>-1999</i>	<i>60 months</i>	<i>\$33,000</i>	<i>Professional 2008</i>
FRANKLIN ELEMENTARY	6731 ST RT 219	PRINCIPAL	1999-00	260 DAYS	51,477.99	PROV 03
EAST ELEMENTARY	615 E WAYNE ST	PRINCIPAL	2000-01	260 DAYS	56,328.00	PROV 03
EAST ELEMENTARY	615 E WAYNE ST	PRINCIPAL	2001-02	260 DAYS	62,286.84	SUMMER PROV 03
EAST ELEMENTARY	615 E WAYNE ST	PRINCIPAL			3,390.78	
EAST ELEMENTARY	615 E WAYNE ST	PRINCIPAL	2002-03	260 DAYS	65,677.62	
EAST ELEMENTARY	615 E WAYNE ST	PRINCIPAL			66,304.98	SUMMER PROV 03
EAST ELEMENTARY	615 E WAYNE ST	PRINCIPAL	2003-04	260 DAYS	3,500.98	
EAST ELEMENTARY	615 E WAYNE ST	PRINCIPAL			69,805.96	SUMMER 5 YR LIC 08
EAST ELEMENTARY	615 E WAYNE ST	PRINCIPAL			68,361.30	
EAST ELEMENTARY	615 E WAYNE ST	PRINCIPAL			3,500.98	
CELINA CITY SCHOOLS	585 E LIVINGSTON ST	DIRECTOR OF STUDENT SERVICES & INSTRUCT	2004-05	260 DAYS	71,862.28	
CELINA CITY SCHOOLS	585 E LIVINGSTON ST	DIRECTOR OF STUDENT SERVICES & INSTRUCT			76,443.08	SUMMER LIC 08
CELINA CITY SCHOOLS	585 E LIVINGSTON ST	DIRECTOR OF STUDENT SERVICES & INSTRUCT			3,500.98	
CELINA CITY SCHOOLS	585 E LIVINGSTON ST	DIRECTOR OF STUDENT SERVICES & INSTRUCT			79,944.06	
CELINA CITY SCHOOLS	585 E LIVINGSTON ST	SUPERINTENDENT	2005-06	260 DAYS	88,000.00	5 YR LIC 08
CELINA CITY SCHOOLS	585 E LIVINGSTON ST	SUPERINTENDENT	2006-07	260 DAYS	90,420.00	5 YR LIC 08
CELINA CITY SCHOOLS	585 E LIVINGSTON ST	SUPERINTENDENT	2007-08	260 DAYS	92,680.50	5 YR LIC 08
MILITARY SERVICE BRANCH	DATES	RANK				
<b>TRAVEL OR SUMMER ACTIVITY</b>						





6451 Center Street  
Mentor, OH 44060

### VERIFICATION OF EXPERIENCE

Name Matthew J. Miller Date 7-1-12

I have been requested to furnish verification of my service in your school district. This form must be completed and returned within 90 days to the Assistant Superintendent/Human Resources, Mentor Public Schools, 6451 Center Street, Mentor, Ohio 44060, in order for me to receive credit for salary purposes.

I was employed in your system from Aug. 1, 1994 to July 31, 1999

I taught under the name of Miller Matthew James  
Last First Middle (Maiden)

Signature: Matthew J. Miller

Address: \_\_\_\_\_

### VERIFICATION OF EXPERIENCE

This is to verify that MATTHEW J MILLER was employed as a full time

teacher under a ( limited,  Continuing) contract in the OAK HILLS LOCAL  
(school district)

OAK HILLS SCHOOL DISTRICT HAMILTON  
(city) 6325 RAPID RUN ROAD County (State)  
CINCINNATI OH 45233

If part-time, half-time, adult education, substitute, or other than full time, please indicate.

Please use SEPARATE line for each year of service.

Name of School	Full-time teaching only		If Less than a full year	
	From Mo./ Day / Year	Through Mo. / Day / Year	No. days in school year	No. days worked
<u>OAKDALE ELM</u>	<u>8/29/1994</u>	<u>6/9/1995</u>	<u>185</u>	
	<u>8/28/1995</u>	<u>6/6/1996</u>	<u>185</u>	
	<u>8/26/1996</u>	<u>6/7/1997</u>	<u>185</u>	
	<u>8/22/1997</u>	<u>6/6/1998</u>	<u>185</u>	
	<u>8/18/1998</u>	<u>5/28/1999</u>	<u>185</u>	

Signature Ronda C Johnson Date 7/23/12





6451 Center Street  
Mentor, OH 44060

## ACKNOWLEDGEMENT OF RECEIPT OF AUDITOR OF STATE FRAUD-REPORTING SYSTEM INFORMATION

Pursuant to Ohio Revised Code 117.103 (B) (1), a public office shall provide information about The Ohio fraud-reporting system and the means of reporting fraud to each new employee upon employment with the public office.

Each new employee has thirty days after beginning employment to confirm receipt of this information.

By signing below you are acknowledging that the Mentor Board of Education provided you information about the fraud-reporting system as described by Section 117.103 (A) of the Revised Code, and that you read and understand the information provided. You are also acknowledging that you have received and read the information regarding Section 124.341 of the Revised Code and the protections you are provided as a classified or unclassified employee if you use the before-mentioned fraud reporting system.

I Matthew J. Miller, have read the information provided by my employer regarding the fraud-reporting system operated by the Ohio Auditor of State's office. I further state that the undersigned signature acknowledges receipt of this information.

Matthew J. Miller, Superintendent, Administration  
Print Name, Title, and Department

Matthew J. Miller                      6-19-12  
Signature                                      Date

*Superintendent*

*7/14/12*

Standards of Behavior for All Staff Online Activity

The laws, professional expectations, and guidelines for interacting with students, parents, and other members of the District community that staff members are expected to follow also apply to their online activity. This includes participation in social media sites, such as LinkedIn, Twitter, Facebook, YouTube, and MySpace, or blogs, wikis, and other forms of user-generated media.

Staff members are personally responsible for any inappropriate or illegal content they publish on social media sites. Staff members are discouraged [or prohibited] from “friending” current students on social networking sites unless that social network site is provided by the school district, or unless the student is a family member of the staff member.

Staff members must always follow the prohibition against releasing education records or personally identifiable information as set forth in FERPA and other state and federal laws regarding student privacy.

**AGREEMENT**

I have read the “Staff Network and Internet Acceptable Use and Safety Agreement” relating to staff use of computers, computer networks, messaging systems, electronic mail (e-mail) systems, Internet, web, or online services in the School District.

I would like to be given access to the School District’s computers, computer network, and any messaging systems.

I agree to comply with the “Staff E-mail, Internet Access, and Technology Privacy Policy” and understand that access to the computers, computer network, and messaging systems is a privilege which may be withdrawn in the event of noncompliance with the above Policy.

I also understand that further disciplinary action may result by not following the Policy.

I also understand that the District reserves the right to access, inspect or monitor any of the computers, computer network, Internet, and/or messaging systems of the District.

*Matthew J. Miller*

Staff Member Signature

*Matthew J. Miller*

Printed Name

*6-19-12*

Date

Standards of Behavior for All Staff Online Activity

The laws, professional expectations, and guidelines for interacting with students, parents, and other members of the District community that staff members are expected to follow also apply to their online activity. This includes participation in social media sites, such as LinkedIn, Twitter, Facebook, YouTube, and MySpace, or blogs, wikis, and other forms of user-generated media.

Staff members are personally responsible for any inappropriate or illegal content they publish on social media sites. Staff members are discouraged [or prohibited] from “friending” current students on social networking sites unless that social network site is provided by the school district, or unless the student is a family member of the staff member.

Staff members must always follow the prohibition against releasing education records or personally identifiable information as set forth in FERPA and other state and federal laws regarding student privacy.

**AGREEMENT**

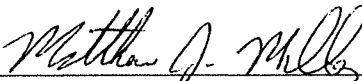
I have read the “Staff Network and Internet Acceptable Use and Safety Agreement” relating to staff use of computers, computer networks, messaging systems, electronic mail (e-mail) systems, Internet, web, or online services in the School District.

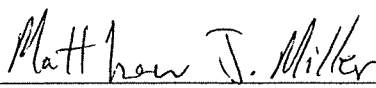
I would like to be given access to the School District’s computers, computer network, and any messaging systems.

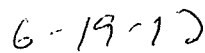
I agree to comply with the “Staff E-mail, Internet Access, and Technology Privacy Policy” and understand that access to the computers, computer network, and messaging systems is a privilege which may be withdrawn in the event of noncompliance with the above Policy.

I also understand that further disciplinary action may result by not following the Policy.

I also understand that the District reserves the right to access, inspect or monitor any of the computers, computer network, Internet, and/or messaging systems of the District.

  
\_\_\_\_\_  
Staff Member Signature

  
\_\_\_\_\_  
Printed Name

  
\_\_\_\_\_  
Date



**OHIO ETHICS LAW ACKNOWLEDGEMENT**

Please review the current Ohio Ethics Law and Related Statutes at  
[www.ethics.ohio.gov/education/factsheets/ethicslaw.pdf](http://www.ethics.ohio.gov/education/factsheets/ethicslaw.pdf)

I, Matthew J. Miller, acknowledge  
reviewing the current Ohio Ethics Law and Related Statutes.

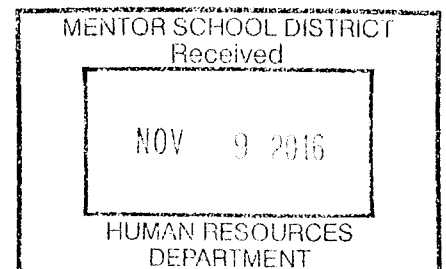
Matthew J. Miller

Signature

11/8/16

Date

*Matthew J. Miller*  
11/9/16





**OHIO ETHICS LAW ACKNOWLEDGEMENT**

Please review the current Ohio Ethics Law and Related Statutes at  
[www.ethics.ohio.gov/education/factsheets/ethicslaw.pdf](http://www.ethics.ohio.gov/education/factsheets/ethicslaw.pdf)

I, Matthew J. Miller, acknowledge  
reviewing the current Ohio Ethics Law and Related Statutes.

Matthew J. Miller

Signature

10/10/16

Date

Matthew J. Miller  
10/11/16



6451 Center Street  
Mentor, OH 44060

## OHIO ETHICS LAW ACKNOWLEDGEMENT

*Human Resources Department*

Please review the current Ohio Ethics Law and Related Statutes at  
<http://www.ethics.ohio.gov/ethicslawrevisedcode.pdf>.

I, Matthew J. Miller, acknowledge reviewing the  
(print)

current year Ohio Ethics Law and Related Statutes.

Matthew J. Miller  
Signed

8/25/14  
Date

## **Frischkorn, Beverly**

---

**From:** Williams, Diane  
**Sent:** Thursday, July 30, 2015 10:15 AM  
**To:** Frischkorn, Beverly  
**Subject:** Vacation pay off

Hi Bev,

Just to let you know that Matt Miller is cashing in 15 of his unused vacation days.

Diane

Diane Williams  
Payroll Supervisor  
Mentor Exempted Village Schools  
Phone: 440-974-5229  
Fax: 440-974-5427  
Email: [williamsdi@mentorschools.org](mailto:williamsdi@mentorschools.org)





6451 Center Street, Mentor, Ohio 44060 • phone: 440.255.4444 • facsimile: 440.255.4622

Office of the Superintendent

Matthew J. Miller  
Superintendent

Daniel L. Wilson  
Chief Financial Officer

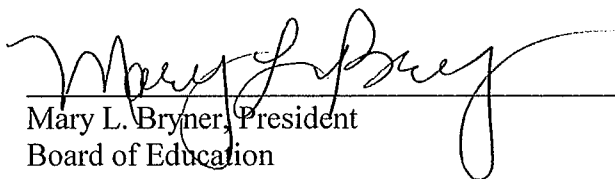
*Board of Education*

Mary L. Bryner, President  
Thomas V. Tuttle, Vice President  
Virginia E. Jeschelrig, Member  
Sally S. Miller, Member  
William J. Shaw, Member

To: Payroll Department  
From: Matthew J. Miller, Superintendent  
Date: November 25, 2014  
Re: December 5, 2014 Paycheck

In accordance with Paragraph 15 on my current employment contract, please include on my December 5, 2014 payroll check payment for 15 accrued, but unused, vacation days.

Acknowledgment:

  
\_\_\_\_\_  
Mary L. Bryner, President  
Board of Education



# 5 PART DRUGS OF ABUSE TEST REQUEST

SPECIMEN ID



402 W County Rd D  
St. Paul, MN 55112  
(651) 636-7466  
(800) 832-3244

CRAFT  
COST CTR  
CONTRACTOR

Account #

Accession #

<p>Employer:</p>  <p>MRO:</p>	<p><b>STEP 1 - To be completed by Collector / Donor</b></p> <p>Social Security No., Employee No. or other Identification No.</p> <p>Donor I.D. <u>0466</u> Specimen Type: <input type="checkbox"/> Blood <input checked="" type="checkbox"/> Urine</p> <p>Donor Name (last, first) <u>MILLER MATTHEW J</u></p> <p>Donor Daytime Phone _____ LOCATION <u>CELL</u></p> <hr/> <p style="text-align: right;"><i>Matthew J. Miller</i> 12/12/12</p>
<p>SPLIT SPECIMEN COLLECTION <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>	
<p><b>STEP 2 - To be completed by collector - Indicate reason for test</b></p> <p><input checked="" type="checkbox"/> Pre-Employment <input type="checkbox"/> Post Accident  <input type="checkbox"/> Random <input type="checkbox"/> Return-to-Duty  <input type="checkbox"/> Reasonable Suspicion <input type="checkbox"/> Follow-up  <input type="checkbox"/> Other (Specify) _____</p>	
<p><b>STEP 3 - To be completed by collector - Specimen temperature must be read within 4 minutes of collection.</b></p> <p>Specimen temperature within range:  <input checked="" type="checkbox"/> Yes, 90 - 100°F / 32 - 38°C.  <input type="checkbox"/> No, Record specimen temperature here</p>	

53102

**STEP 4 To be Completed by COLLECTOR**

Collection Site Location: *Facility and Address*

Collection Site Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Date and Time of Collection: Month 05 Day 12 Year 2012 Hour 17 Minutes 33  am  pm

Remarks Concerning Collection \_\_\_\_\_

I, the collector, by signing below certify that the specimen identified on this form is the specimen given to me by the donor identified above and that it has been collected, labeled, sealed and released to the Delivery Service noted in accordance with applicable requirements.

*Trecca L Smith*  
Signature of Collector  
(PRINT) Collector's Name (First, MI, Last)

**SPECIMEN BOTTLE(S) RELEASED TO:**  
Name of Delivery Service Transferring Specimen to Lab  
 UPS  Local Courier  
 Other \_\_\_\_\_

<p><b>STEP 5 LABORATORY USE ONLY RECEIVED AT LAB:</b></p> <p><u>X</u> _____ Signature of Accessioner (PRINT) Accessioner's Name (First, MI, Last)</p> <p>_____ / / _____ Date (Mo./Day/Yr.)</p>	<p><b>SPECIMEN BOTTLE(S) RELEASED TO:</b></p> <p><b>Primary Specimen Bottle Seal Intact</b>  <input type="checkbox"/> Yes  <input type="checkbox"/> No, Enter Remark Bel _____</p>
---	--

**STEP 6: COMPLETED BY DONOR**

I certify that I provided my urine specimen to the collector; that I have not adulterated it in any manner; each specimen bottle used was sealed with a tamper-evident seal in my presence; and that the information provided on this form and on the label affixed to each specimen bottle is correct.

X \_\_\_\_\_  
Signature of Donor  
(PRINT) Donor's Name (First, MI, Last)

\_\_\_\_\_ / / \_\_\_\_\_  
Date (Mo. / Day /Yr.)

Daytime Phone No. ( ) \_\_\_\_\_ Evening Phone No. ( ) \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Mo. Day Yr.

Should the result of the laboratory test for the specimen identified by this form be confirmed positive, you may be contacted regarding prescriptions and over-the-counter medications you may have taken. Therefore, you may want to make a list of those medications.

Mercer Cty Alcohol & Drug Abuse Ctr DbA Gateway O  
 800 Pro Drive  
 Celina, OH 45822-9488  
 (419) 586-4030

Account # :  
 Client : MENTOR PUBLIC  
 SCHOOLS  
 Bill date : 06/01/2012  
 As of : 5/31/2012

TREASURER'S OFFICE  
 RECEIVED  
 JUN 06 2012

MENTOR PUBLIC SCHOOLS  
 ATTN DANIEL WILSON  
 6451 CENTER ST  
 MENTOR, OH 44060-

MENTOR PUBLIC SCHOOLS

Date	Transaction	Length	Units	Session Charge/ Payment Amount	Total Owed
04/30/2012	Balance Forward				\$0.00
05/02/2012	Session Nondot (10 Drugs) MATTHEW MILLER	15	1.00	\$35.00	\$35.00
					\$35.00

Please pay this amount:

\$35.00

Note: PRE EMPLOYMENT DRUG TEST

THIS BILLING ONLY REFLECTS SESSIONS AND PAYMENTS THROUGH MAY 31, 2012.

Aging detail	0 - 30	31 - 60	61 - 90	91 - 120	120+
	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00

Office of the Superintendent

Matthew J. Miller  
Superintendent


Daniel L. Wilson  
Chief Financial Officer

*Board of Education*

Virginia E. Jeschelnic, President  
Mary L. Bryner, Vice President  
Sally S. Miller, Member  
William J. Shaw, Member  
Thomas V. Tuttle, Member

To: Payroll Department

From: Matthew J. Miller, Superintendent




Date: May 17, 2017

Re: June 5, 2017 Paycheck

In accordance with Paragraph 15 on my current employment contract, please include in my June 5, 2017 payroll check payment for 6.5 accrued, but unused, vacation days.

Acknowledgment:

  
Virginia E. Jeschelnic, President  
Board of Education



6451 Center Street, Mentor, Ohio 44060 • phone: 440.255.4444 • facsimile: 440.255.4622

Office of the Superintendent

Matthew J. Miller  
Superintendent

Daniel L. Wilson  
Chief Financial Officer

Board of Education  
Sally S. Miller, President  
Virginia E. Jeschelnig, Vice President  
Mary L. Bryner, Member  
William J. Shaw, Member  
Thomas V. Tuttle, Member

To: Payroll Department  
From: Matthew J. Miller, Superintendent *MM*  
Date: August 9, 2016  
Re: August 20, 2016 Paycheck

In accordance with Paragraph 15 on my current employment contract, please include in my August 20, 2016 payroll check payment for 20 accrued, but unused, vacation days.

Acknowledgment:

*Sally S. Miller*  
\_\_\_\_\_  
Sally S. Miller, President  
Board of Education



# MIKE DEWINE

★ OHIO ATTORNEY GENERAL ★



Civilian Identification  
Office 877-224-0043  
Fax 740-845-2633

P.O. Box 365  
London, OH 43140  
www.OhioAttorneyGeneral.go  
v

February 24, 2017

Mentor Public School District  
6451 Center Street  
Mentor, OH 44060

**CRIMINAL HISTORY RECORD CHECK  
NO BCI CONVICTIONS ON FILE  
AUTHENTICATION NO. BMT500531554**

The Ohio Bureau of Criminal Investigation (BCI) has completed a criminal history record check on the applicant listed below.

When authorized by law, an individual may have their criminal history sealed. In the event that an applicant has a sealed record, certain parties are permitted to receive such information to determine whether an applicant is legally disqualified from performing specific work.

Sealed records are disclosed based upon the **Reason Fingerprinted**, as submitted on the background check transaction and listed below. Sealed criminal histories will be provided in a manner consistent with the reason that the records are requested, regardless of the destination of the result.

There are no convictions on file with this office for this applicant.

<b>Name:</b>	MILLER, MATTHEW J
<b>Date of Birth:</b>	September 29, 1971
<b>SSN:</b>	XXX-XX-0466
<b>BCI Completion Date:</b>	February 24, 2017
<b>Reason Fingerprinted:</b>	School Employees - teachers only (3319 39B3)

This letter is valid for one year from the record check completion date. This letter may be photocopied by the prospective employer and retained by the applicant.

Thomas J. Stickrath, Superintendent  
Ohio Bureau of Criminal Investigation

*Pursuant to Ohio Revised Code section 109.57(E)(2), BCI is authorized to provide only information relating to criminal convictions and guilty pleas. BCI is also only permitted to provide information regarding juvenile adjudications if the adjudication meets specific criteria listed in Ohio Revised Code section 109.57(E)(2) & (3).*



Civilian Identification  
 Office 877-224-0043  
 Fax 740-845-2633

P.O. Box 365  
 London, OH 43140  
[www.OhioAttorneyGener](http://www.OhioAttorneyGener)

November 23, 2016

MENTOR PUBLIC SCHOOLS

6451 CENTER STREET  
 MENTOR, OH 44060

**CRIMINAL HISTORY RECORD CHECK  
 NO FBI CONVICTIONS ON FILE  
 AUTHENTICATION NO. CS0081516BN92032  
 ICN: E201632800000207992**

The Federal Bureau of Investigation (FBI) has completed a criminal history record check on th applicant listed below.

There are no convictions on file with the FBI for this applicant.

<b>Applicant Name:</b>	<b>MILLER, MATTHEW</b>
<b>Date of Birth:</b>	<b>September 29, 1971</b>
<b>SSN:</b>	<b>XXX-XX-0466</b>
<b>FBI Completion Date:</b>	<b>November 23, 2016</b>
<b>Reason Fingerprinted:</b>	<b>3319.39</b>

This letter is valid for one year from the record check completion date. This letter may b photocopied by the prospective employer and retained by the applicant.

Thomas J. Stickrath, Superintendent  
 Ohio Bureau of Criminal Investigation

*Pursuant to Ohio Revised Code section 109.57(E)(2), BCI is authorized to provide only inform relating to criminal convictions and guilty pleas. BCI is also only permitted to provide informc regarding juvenile adjudications if the adjudication meets specific criteria listed in Ohio Revis Code section 109.57(E)(2) & (3).*



6451 Center Street  
Mentor, OH 44060

### NATIONAL WEBCHECK WAIVER

I hereby certify that I have given agency Mentor Public Schools permission to obtain all criminal history information pertaining to me in the files of the Ohio Bureau of Criminal Identification and Investigation (BCI & I).

By placing my fingerprint images on the NATIONAL WEBCHECK Scanner, I am authorizing BCI & I to release criminal history information about me to Mentor Public Schools for a period of one year from the date of this transaction.

I hereby release BCI & I and any and all individuals identified in this request from all liability in connection with the dissemination of such criminal history information.

I hereby acknowledge that the substitute background check fee of \$46 is non-refundable unless 20 work assignments have been completed.

Matthew J. Miller      11/23/16  
Signature                      Date

\_\_\_\_\_  
Telephone Number

Matthew J. Miller  
Print Name

#### SIGNATURE OF PARENT OR GUARDIAN IS REQUIRED FOR INDIVIDUALS UNDER AGE 18.

I give my permission for Mentor Public Schools to obtain all criminal history information pertaining to

\_\_\_\_\_ in the files of the Ohio BCI & I.  
Minor Name

\_\_\_\_\_  
Parent or Guardian                      Relationship                      Date

Please Check the reason for fingerprinting below.

Full Time Employee	Sub
<input type="checkbox"/> Bus Driver	<input type="checkbox"/>
<input type="checkbox"/> Classroom Assistant	<input type="checkbox"/>
<input type="checkbox"/> Custodian	<input type="checkbox"/>
<input type="checkbox"/> School Nutrition Serv	<input type="checkbox"/>
<input type="checkbox"/> Office Aide	<input type="checkbox"/>
<input type="checkbox"/> Secretary	<input type="checkbox"/>
<input type="checkbox"/> Teacher	<input type="checkbox"/>
<input type="checkbox"/> We Care	<input type="checkbox"/>

(BCI/FBI)

**Coach** (BCI/FBI)

Sport: \_\_\_\_\_

Building: \_\_\_\_\_

**Volunteer** (BCI)

Building: \_\_\_\_\_

**Field Trip Chaperone**(BCI/FBI)

**Seasonal** (BCI) or (BCI/FBI)

**ECE – Student** (BCI/FBI)

**Other, Reason:** \_\_\_\_\_

**5 Yr. Renewal** (FBI)

Cleared or  Records mailed from BCI:  Cleared or  Not Cleared  Notified individual  Email Admin/Build

*Superintendent*

**Mike DeWine**  
Ohio Attorney General

July 17, 2012

**NO FBI RECORD ON FILE  
AUTHENTICATION NO. CS00815126JD4817  
ICN: E2012171000000137596**

The Federal Bureau of Investigation (FBI) has completed a criminal history record check on the applicant listed below. Based upon the information furnished by your agency, the FBI has **NO CRIMINAL HISTORY RECORD** on file for:

**Name:** MILLER, MATTHEW J  
**SSN:** XXX-XX-0466  
**FBI Completion Date:** June 19, 2012  
**Reason Fingerprinted:** 3319.39  
**Agency ID:** 1XV620

This "No Record" verification is valid for one year from the record check completion date. This letter may be photocopied by the prospective employer and retained by the applicant.

Thomas J. Stickrath  
Superintendent, Ohio Bureau of Criminal  
Identification & Investigation

**Ohio Bureau of Criminal Identification and Investigation**



P.O.Box 365  
London, OH 43140  
Telephone: (740) 845-2000  
Facsimile: (740) 845-2020



An Internationally Certified Law Enforcement Agency

[www.ag.state.oh.us](http://www.ag.state.oh.us)





6451 Center Street  
Mentor, OH 44060

### NATIONAL WEBCHECK WAIVER

I hereby certify that I have given agency Mentor Public Schools permission to obtain all criminal history information pertaining to me in the files of the Ohio Bureau of Criminal Identification and Investigation (BCI & I).

By placing my fingerprint images on the NATIONAL WEBCHECK Scanner, I am authorizing BCI & I to release criminal history information about me to Mentor Public Schools for a period of one year from the date of this transaction.

I hereby release BCI & I and any and all individuals identified in this request from all liability in connection with the dissemination of such criminal history information.

I hereby acknowledge that the substitute background check fee of \$46 is non-refundable unless 20 work assignments have been completed.

X Matthew J. Miller 6-19-12  
Accept Signature Date

\_\_\_\_\_  
DO NOT Accept Date

Matthew J. Miller  
Print Name

#### SIGNATURE OF PARENT OR GUARDIAN IS REQUIRED FOR INDIVIDUALS UNDER AGE 18.

I give my permission for Mentor Public Schools to obtain all criminal history information pertaining to \_\_\_\_\_ in the files of the Ohio BCI & I.

\_\_\_\_\_  
Minor Name

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Relationship Date

- Bus Driver/Sub
- Classroom Assistant/Sub
- Custodian/Sub
- Food Service/Sub
- Office Aide/Sub
- Secretary/Sub
- Teacher/Sub
- We Care
- Seasonal / Part Time
- Volunteer
- Other

*Superintendent*



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**HB 66**

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**(129th General Assembly)  
(Substitute House Bill Number 66)**

**AN ACT**

**To amend section 124.341 and to enact section 117.103 of the Revised Code to require the Auditor of State to establish a fraud-reporting system for residents and public employees to file anonymous complaints of fraud and misuse of public funds by public offices or officials.**

***Be it enacted by the General Assembly of the State of Ohio:***

**SECTION 1.** That section 124.341 be amended and section 117.103 of the Revised Code be enacted to read as follows:

**Sec. 117.103.** (A) The auditor of state shall establish and maintain a system for the reporting of fraud, including misuse and misappropriation of public money, by any public office or public official. The system shall allow Ohio residents and the employees of any public office to make anonymous complaints through a toll-free telephone number, the auditor of state's web site, or the United States mail to the auditor of state's office. The auditor of state shall review all complaints in a timely manner.

The auditor of state shall keep a log of all complaints filed under this section, which is a public record under section 149.43 of the Revised Code. The log shall include the date the complaint was received, a general description of the nature of the complaint, the name of the public office or agency with regard to which the complaint is directed, and a general description of the status of the review by the auditor of state. If section 149.43 of the Revised Code or another statute provides for an applicable exemption from the definition of public record for the information recorded on the log, that information may be redacted.

(B)(1) A public office shall provide information about the Ohio fraud-reporting system and the means of reporting fraud to each new employee upon employment with the public office. Each new employee shall confirm receipt of this information within thirty days after beginning employment. The auditor of state shall provide a model form on the auditor of state's web site to be printed and used by new public employees to sign and verify their receipt of information as required by this section. The auditor of state shall confirm, when conducting an audit under section 117.11 of the Revised Code, that new employees have been provided information as required by this division.

(2) On the effective date of this section, each public office shall make all its employees aware of the fraud-reporting system required by this section.

(3) Divisions (B)(1) and (2) of this section are satisfied if a public office provides information about the fraud-reporting system and the means of reporting fraud in the employee handbook or manual for the public office. An employee shall sign and verify the employee's receipt of such a handbook or manual.

**Sec. 124.341.** (A) If an employee in the classified or unclassified civil service becomes aware in the course of employment of a violation of state or federal statutes, rules, or regulations or the misuse of public resources, and the employee's supervisor or appointing authority has authority to correct the violation or misuse, the employee may file a written report identifying the violation or misuse with the supervisor or appointing authority. In addition to or instead of filing a written report with the supervisor or appointing authority, the employee may file a written report with the office of internal auditing created under section 126.45 of the Revised Code or file a complaint with the auditor of state's fraud-reporting system under section 117.103 of the Revised Code.

If the employee reasonably believes that a violation or misuse of public resources is a criminal offense, the employee, in addition to or instead of filing a written report or complaint with the supervisor, appointing authority, or the office of internal auditing, or the auditor of state's fraud-reporting system, may report it to a prosecuting

attorney, director of law, village solicitor, or similar chief legal officer of a municipal corporation, to a peace officer, as defined in section 2935.01 of the Revised Code, or, if the violation or misuse of public resources is within the jurisdiction of the inspector general, to the inspector general in accordance with section 121.46 of the Revised Code. In addition to that report, if the employee reasonably believes the violation or misuse is also a violation of Chapter 102., section 2921.42, or section 2921.43 of the Revised Code, the employee may report it to the appropriate ethics commission.

(B) Except as otherwise provided in division (C) of this section, no officer or employee in the classified or unclassified civil service shall take any disciplinary action against an employee in the classified or unclassified civil service for making any report or filing a complaint as authorized by division (A) of this section, including, without limitation, doing any of the following:

- (1) Removing or suspending the employee from employment;
- (2) Withholding from the employee salary increases or employee benefits to which the employee is otherwise entitled;
- (3) Transferring or reassigning the employee;
- (4) Denying the employee promotion that otherwise would have been received;
- (5) Reducing the employee in pay or position.

(C) An employee in the classified or unclassified civil service shall make a reasonable effort to determine the accuracy of any information reported under division (A) of this section. The employee is subject to disciplinary action, including suspension or removal, as determined by the employee's appointing authority, for purposely, knowingly, or recklessly reporting false information under division (A) of this section.

(D) If an appointing authority takes any disciplinary or retaliatory action against a classified or unclassified employee as a result of the employee's having filed a report or complaint under division (A) of this section, the employee's sole and exclusive remedy, notwithstanding any other provision of law, is to file an appeal with the state personnel board of review within thirty days after receiving actual notice of the appointing authority's action. If the employee files such an appeal, the board shall immediately notify the employee's appointing authority and shall hear the appeal. The board may affirm or disaffirm the action of the appointing authority or may issue any other order as is appropriate. The order of the board is appealable in accordance with Chapter 119. of the Revised Code.

(E) As used in this section:

- (1) "Purposely," "knowingly," and "recklessly" have the same meanings as in section 2901.22 of the Revised Code.
- (2) "Appropriate ethics commission" has the same meaning as in section 102.01 of the Revised Code.
- (3) "Inspector general" means the inspector general appointed under section 121.48 of the Revised Code.

**SECTION 2.** That existing section 124.341 of the Revised Code is hereby repealed.