

RECORD OF PROCEEDINGS

**MINUTES OF THE WILLOUGHBY-EASTLAKE CITY SCHOOL DISTRICT
BOARD OF EDUCATION MEETING**

The organizational/regular meeting of the Board of Education of the Willoughby-Eastlake City School District was held Monday, **January 9, 2017** at 7:04 p.m. in the Northern Career Institute- Eastlake Campus located at 34050 Glen Drive, Eastlake, Ohio with the following members present: Connie Newyear, Rena Perchinske, Sharon Scott, Margaret Warner and Amy Zuren.

All members of the Board and media were notified of this meeting in compliance with §121.22 of the ORC, effective November 28, 1975.

The meeting was called to order and the pledge of allegiance was given.

ELECTION AND OATH OF OFFICE – BOARD OF EDUCATION PRESIDENT TO ONE-YEAR TERM (§3313.14)

Mrs. Scott nominated Mrs. Newyear as President.

R-17-01

It was moved by Mrs. Perchinske and seconded by Mrs. Zuren to close nominations and elect Mrs. Newyear as President.

On a call of the roll, the following vote was cast: 5 Yes Votes. Motion carried.

ELECTION AND OATH OF OFFICE – BOARD OF EDUCATION VICE-PRESIDENT TO ONE-YEAR TERM (§3313.14)

Mrs. Warner nominated Mrs. Scott as Vice- President.

R-17-02

It was moved by Mrs. Perchinske and seconded by Mrs. Warner to close nominations and elect Mrs. Scott as Vice-President.

On a call of the roll, the following vote was cast: 5 Yes Votes. Motion carried.

***ESTABLISHMENT OF 2017 BOARD OF EDUCATION MEETING DATES**

Set date, time, and location of Board of Education meeting dates for CY17.

Exhibit 1F

*** ROBERT'S RULES**

Robert's "Rules of Order" will be used in the absence of Board Policy.

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***ESTABLISHMENT OF SERVICE FUND FOR FY 2017**

According to §3315.15 ORC, the Treasurer of the Board of Education has certified that the number of pupils enrolled in the Willoughby-Eastlake City School District is **8,447** as of December 1, 2016.

By law, a sum not to exceed \$2.00 for each child so enrolled or \$20,000, whichever is greater, may be set aside from the General Fund to be known as the "Service Fund" to be used only in paying the expenses of the members of the Board of Education actually incurred in the performance of their duties, or of their official representatives when sent out of the school district for the purpose of promoting the welfare of the schools under their charge (§3315.15).

Be it resolved upon the recommendation of the Superintendent that a service fund be established by the Board of Education in the amount of \$20,000.

***RECOMMENDATIONS BY BOARD OF EDUCATION TO AUTHORIZE THE TREASURER**

- A. To request advances on taxes collected in CY17.
- B. To reinvest available funds for CY17 in accordance with Board Policy and established administrative procedures. Summary of such investments will be reported monthly throughout the year.
- C. To pay bills within the adopted appropriations in CY17.

***LEGAL COUNSEL APPOINTMENTS**

Be it resolved upon the recommendation of the Superintendent that the Superintendent of Schools and his designees be authorized to contact legal counsel as necessary for the successful performance of their duties. Legal counsel is designated to be: Squire Patton Boggs; Hoover Kacyon, LLC; Wachter Kurant, LLC; Walter Haverfield LLP; Fisher & Phillips LLP; and The Riley Law Firm.

***BOARD OF EDUCATION MEETING MINUTES**

Provided the Board of Education Members receive the minutes of previous meetings at least three or more days in advance of a meeting, authorization is given for the Board to waive reading of the minutes at that meeting.

***RESOLUTION REQUESTING NOTIFICATION**

Be it resolved upon the recommendation of the Treasurer to approve the resolution requesting that the Board of Education be notified by the Tax Commissioner of any application for exemption from taxation for any property located within the district. The resolution is pursuant to §5715.27.

***TAX BUDGET FOR CALENDAR YEAR 2018**

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Be it resolved upon the recommendation of the Superintendent and Treasurer that the Tax Budget for CY18 be adopted. **Exhibit 1M**

***BROADCAST OF BOARD MEETINGS**

In accordance with Board Policy, the Board of Education authorizes the public broadcast of regular Board meetings during the calendar year.

***RESOLUTION FOR GROUP HEALTH, VISION AND DENTAL INSURANCE FOR BOARD MEMBERS**

Be it resolved upon the recommendation of the Superintendent and Treasurer that Board Members may participate, **at their own expense**, in group health, vision and dental insurance plans provided to employees of the district.

HIRING AUTHORITY

Be it resolved that the Willoughby-Eastlake Board of Education authorize the Superintendent to employ personnel on a temporary basis between Board meetings.

R-17-03

It was moved by Mrs. Zuren and seconded by Mrs. Scott to approve the Hiring Authority.

On a call of the roll, the following vote was cast: 5 Yes Votes. Motion carried.

Approval Of Minutes Of December 12, 2016.

R-17-04

It was moved by Mrs. Scott and seconded by Mrs. Perchinske to Approve the Minutes Of December 12, 2016.

On a call of the roll, the following vote was cast: 5 Yes Votes. Motion carried.

TREASURER'S REPORT

*A. Financial Report for Month Ending December 31, 2016 **Exhibit 4A**

*B. Amended Appropriations for FY17

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Amended Appropriations for FY17 be approved. **Exhibit 4B**

*C. Amended Certificate of Estimated Resources

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Be it resolved upon the recommendation of the Superintendent and Treasurer that the Amended Certificate of Estimated Resources be approved. **Exhibit 4C**

D. Re-Certification of Tax Rates

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following Re-Certification of Tax Rates be approved. **Exhibit 4D**

R-17-05

It was moved by Mrs. Zuren and seconded by Mrs. Warner to Approve the Re-Certification of Tax Rates.

On a call of the roll, the following vote was cast: 5 Yes Votes. Motion carried.

*E. Purchase Orders and Blanket Certificates

Be it resolved upon the recommendation of the Superintendent and Treasurer the following be approved:

WHEREAS, §5704.41 requires the fiscal officer of a school district certify the amount required to make an expenditure has been lawfully appropriated and is in the school district's treasury, free from any previous encumbrances before the expenditure is made, WHEREAS, there are exceptions to the requirement, and

WHEREAS, the exceptions are: an invoice that exceeds a p.o. by \$3,000, "then and now" certificates, and blanket certificates in the amount of \$25,000 or more;

NOW, THEREFORE BE IT RESOLVED BY THE WILLOUGHBY-EASTLAKE BOARD OF EDUCATION:

To approve the following invoices that exceed the respective p.o. by \$3,000 or more

Purchase Order	P.O. Amount	Invoice Amount	Increase
271093- Re-Education Services, Inc.	69,000.00	85,624.00	16,624.00

To approve the following Then and Now Certificates

PO Number	Vendor	Description
270776	Misc. Vendors	Misc. tuition 2016-17 school year
271518	Walter & Haverfield LLP	Then and Now- Payments on invoices 317422, 316497, 307312

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To approve the following Blanket Certificates of \$25,000 or more

Requisition	Vendor	Amount	Description
FIN694	Medical Mutual of Ohio	2,235,000.00	1/1/17-3/31/17 Blanket for employee medical, dental, vision, and prescription insurance coverage
FIN695	NEO	90,000.00	1/1/17-3/31/17 Blanket for Health Care Reimbursement
FIN696	STRS	156,500.00	Blanket for Board paid STRS 1/1/17-3/31/17
BUS0604	Petermann	3,155,000.00	District transportation services "Home to school"- eff. Jan.- June 2017

*F. Advance of General Funds

Be it resolved upon the recommendation of the Superintendent and Treasurer the General Fund advance \$22,000.00 to the following fund to avoid negative balance at month end.

<u>Fund/SCC</u>	<u>Advance</u>
006-0000	\$22,000.00

*G. Return of Advances

Be it resolved upon the recommendation of the Treasurer that advances totaling \$3,950.00 be returned to the General Fund:

<u>Fund/SCC</u>	<u>Amount of Return</u>
590-9017	\$3,100.00
439-9017	\$850.00

*H. Transfer of Funds

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following amounts be transferred from the General Fund (retirement payments made to employees; per CBA).

035-9001 Termination Benefit Fund	\$475,000.00
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*I. Gifts and Donations

1. Mr. Jack Luck donated a 2004 Chrysler Pacifica for use by the Automotive Technologies Program.
2. Spence Technologies, Inc. donated \$250.00 to Jefferson Elementary for Elementary Autism Classroom Experience, 018-9430.
3. Fine Arts Association donated \$1,081.40 to School of Innovation for Drama Club registration, 018-9250.

4. WMS PTO Inc. donated \$1,000.00 to Willoughby Middle for transportation, 018-9320.
5. WMS PTO Inc. donated \$535.00 to Willoughby Middle for Hampstead Players performance, 018-9320.
6. 7-Eleven, Inc. donated \$711.00 to Longfellow Elementary, 018-9440.
7. The Cleveland Foundation donated \$2,000.00 to Willoughby Middle PBIS Program, 018-9327.

***J. Student Activity Program Purpose, Goals and Proposed Budgets and Revisions for FY17**

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following Student Activity Program Purpose, Goals and Proposed Budgets and Revisions for FY17 be approved: **Exhibit 4J**

Fund/SCC	School	Account Description	Amount	
018-9321	Willoughby Middle School	Willoughby Choir	1,400.00	New FY17 Budget; New FY17 P&G
018-9410	Edison Elementary School	Edison (Main)	22,560.00	Revised FY17 Budget Only
200-9105	Willoughby Middle School	Willoughby Rocket Club	30,500.00	Revised FY17 Budget Only
200-9305	North High School	North High Quizbowl	1,650.00	Revised FY17 Budget Only

***K. Sale of the Surplus Equipment by Public Auction or Scrap**

A resolution declaring the surplus equipment of the Board of Education listed is no longer needed for any school purpose and authorizing the sale of the surplus equipment by public auction or scrap. **Exhibit 4K**

SUPERINTENDENT’S REPORT- Administrative Reports

A. School Board Recognition

The Ohio School Boards Association is celebrating "School Board Recognition Month" in January 2017 to build awareness and understanding of the vital function an elected board of education plays in our society. Our district is joining other districts throughout the state in recognizing the important contributions school board members make to their communities. Often, they are required to make difficult choices and decisions. Our community is fortunate to have a team of dedicated individuals on the Willoughby-Eastlake School Board. They deserve our support and appreciation.

WHEREAS, it shall be the mission of the Willoughby-Eastlake City School District to provide all students with the best possible education; and

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WHEREAS, the school board sets the direction for our community's public schools by envisioning the community's education future; and

WHEREAS, the school board sets policies and procedures to govern all aspects of school district operations; and

WHEREAS, the school board keeps attention focused on progress toward the district's goals and maintains a two-way communications loop with all segments of the community; and

WHEREAS, serving on a school board requires an unselfish devotion of time and service to carry on the mission and business of the school district; and

WHEREAS, the school board must respond on behalf of the community to the educational needs of the students; and

WHEREAS, the school board voluntarily accepts the above-mentioned responsibilities;

NOW, THEREFORE, BE IT RESOLVED, that January 2017 is hereby proclaimed School Board Recognition Month and I encourage all citizens to publicly and privately thank the school board members for serving this community and for their dedicated service to our children.

SUPERINTENDENT'S REPORT- Resolutions

A. Resolution authorizing a purchase and sale agreement with the City of Willoughby

Be it resolved upon the recommendation of the Superintendent and Treasurer that the purchase and sale agreement with the City of Willoughby for the sale of the District's downtown Willoughby properties be approved. **Exhibit 6A**

R-17-06

It was moved by Mrs. Perchinske and seconded by Mrs. Scott to Approve the Resolution authorizing a purchase and sale agreement with the City of Willoughby.

On a call of the roll, the following vote was cast: 5 Yes Votes. Motion carried.

*B. Policy 6152.01 Adoption (Waiver of School Fees for Instructional Materials)

Be it resolved upon the recommendation of the Superintendent that the following policy be approved. **Exhibit 6B**

*C. Overnight and/or Out of State Field Trip Request (Willoughby Middle)

Be it resolved upon the recommendation of the Superintendent that an educational trip for eighth grade students from Willoughby Middle School to visit the Challenger Learning Center in Wheeling, West Virginia, and the Carnegie Science Center in Pittsburgh,

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Pennsylvania on Friday, February 24, 2017 and another group of eighth grade students to visit on Friday, March 3, 2017, be approved and a waiver granted for the one day of missed school for each group.

*D. Overnight and/or Out of State Field Trip Request (South High)

Be it resolved upon the recommendation of the Superintendent that an educational trip for the South High School Varsity Softball team to participate in the spring break baseball camp/games event in Orlando, Florida, from Saturday, March 25, 2017 through Friday, March 31, 2017 be approved.

*E. Personnel Agenda

WHEREAS, the Superintendent has recommended employment of the person shown on the attached Personnel Agenda for the positions shown; and

WHEREAS, those supplementary positions, which are being filled by non certificated, non-district employees, or retired certificated persons, have been advertised in accordance with all legal rules and requirements, and no other qualified employees have been found; and

WHEREAS, all persons are employed pending receipt of satisfactory records from the Bureau of Criminal Identification and Investigation, the Ohio Department of Education, and the Federal Bureau of Investigation, or for whom such records have been received and final receipt of appropriate required certification/licensure;

NOW, THEREFORE, BE IT RESOLVED that the attached Personnel Agenda be adopted.

Exhibit 6E

***MEETING NOTIFICATION**

The next Regular Board of Education Meeting is scheduled for Monday, February 13, 2017, 7:00 p.m., at the Northern Career Institute- Eastlake Campus located at 34050 Glen Dr., Eastlake, OH.

CONSENT CALENDAR

Action by the Board of Education in "Adoption of Consent Calendar" at this point of the agenda means that all items appearing in this agenda with asterisks (*) (which items constitute the "consent calendar") are adopted by one single motion, unless a member of the Board or the Superintendent requests that any such item be removed from the "consent calendar" and voted upon separately.

R-17-07

It was moved by Mrs. Scott and seconded by Mrs. Zuren to adopt all items in the Consent Calendar.

On a call of the roll, the following vote was cast: 5 Yes Votes. Motion carried.

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At 7:35 p.m., it was moved by Mrs. Perchinske and seconded by Mrs. Zuren to adjourn to executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

On a call of the roll, the following vote was cast: 5 Yes Votes. Motion carried.

At 8:15 p.m., it was moved by Mrs. Perchinske and seconded by Mrs. Scott to reconvene the regular meeting.

On a call of the roll, the following vote was cast: 5 Yes Votes. Motion carried.

ADJOURNMENT

At 8:16 p.m., there being no further business, it was moved by Mrs. Zuren and seconded by Mrs. Scott to adjourn.

On a call of the roll, the following vote was cast: 5 Yes Votes. Motion carried.

The video tape of the meeting is hereby incorporated herein by reference.

President

Treasurer