

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 11, 2016** at 7:00 p.m. in the Kennedy Community School 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.

OATH OF OFFICE TO ELECTED BOARD MEMBERS- Margaret Warner, Rena Perchinske

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

Mrs. Perchinske nominated Mrs. Newyear as President.

R-16-01

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. Newyear nominated Mrs. Scott as Vice- President.

R-16-02

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

***ESTABLISHMENT OF 2016 BOARD OF EDUCATION MEETING DATES**

Set date, time, and location of Board of Education meeting dates for CY16.

Exhibit 1G

*** ROBERT'S RULES**

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

***ESTABLISHMENT OF SERVICE FUND FOR FY 2016**

January 11, 2016

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 **8,679** as of December 1, 2015.

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 CY16.
- B. To reinvest available funds for CY16 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 CY16.

***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: Britton, Smith, Peters & Kalail; Squire Patton Boggs; Hoover Six & Associates; 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 2017**

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Tax Budget for CY17 be adopted. **Exhibit 1N**

January 11, 2016

***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-16-03

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

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

PUBLIC COMMENT: Sue Luck was present to discuss snow removal.

Approval Of Minutes Of December 14, 2015.

R-16-04

It was moved by Mrs. Zuren and seconded by Mrs. Warner to Approve the Minutes Of December 14, 2015.

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

TREASURER'S REPORT

- A. A RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF BONDS IN A MAXIMUM AGGREGATE PRINCIPAL AMOUNT OF \$115,750,000 FOR THE PURPOSE OF CONSTRUCTING, RENOVATING, REMODELING, REHABILITATING, ADDING TO, FURNISHING, EQUIPPING AND OTHERWISE IMPROVING BUILDINGS AND FACILITIES, AND PREPARING, EQUIPPING AND OTHERWISE IMPROVING REAL ESTATE, FOR SCHOOL DISTRICT PURPOSES.

Exhibit 4A

January 11, 2016

R-16-05

It was moved by Mrs. Warner and seconded by Mrs. Zuren to Approve the RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF BONDS IN A MAXIMUM AGGREGATE PRINCIPAL AMOUNT OF \$115,750,000 FOR THE PURPOSE OF CONSTRUCTING, RENOVATING, REMODELING, REHABILITATING, ADDING TO, FURNISHING, EQUIPPING AND OTHERWISE IMPROVING BUILDINGS AND FACILITIES, AND PREPARING, EQUIPPING AND OTHERWISE IMPROVING REAL ESTATE, FOR SCHOOL DISTRICT PURPOSES.

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

*B. Financial Report for Month Ending December 31, 2015 **Exhibit 4B**

*C. Amended Appropriations for FY16

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Amended Appropriations for FY16 be approved. **Exhibit 4C**

*D. Amended Certificate of Estimated Resources

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

E. 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 4E**

R-16-06

It was moved by Mrs. Scott 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.

F. Restatement of the Willoughby-Eastlake Schools 457 Plan (Security Benefit)

Be it resolved upon the recommendation of the Treasurer that the Restatement of the Willoughby-Eastlake Schools 457 Plan (Security Benefit) be approved. **Exhibit 4F**

R-16-07

It was moved by Mrs. Zuren and seconded by Mrs. Warner to Approve the Restatement of the Willoughby-Eastlake Schools 457 Plan (Security Benefit).

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

*G. 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 \$15,000 or more;

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

To approve the following Then and Now Certificates

PO Number	Vendor	Description
261512	Squire Patton Boggs LLP	Legal & professional services
160565	Vector International	T-shirts and screen printing for SOI
160564	Paulich Specialty Co	Order for shirts and jackets
261706	Advance Glass Sales	Labor & materials, new doors at North High

To approve the following Blanket Certificates of \$15,000 or more

Requisition	Vendor	Amount	Description
CUR591	Lakeland Community College	138,730.00	CCP tuition for District students
FIN534	Medical Mutual of Ohio	2,000,000.00	Blanket for employee medical, dental, vision, prescription ins. coverage 1/1/16-3/31/16
FIN535	NEO	90,000.00	1/1/16-3/31/16 Blanket for Health Care Reimbursement
FIN537	STRS	109,200.00	1/1/16-3/31/16 Blanket for Board paid STRS

***H. Advance of General Funds**

Be it resolved upon the recommendation of the Superintendent and Treasurer the General Fund advance \$21,500.00 to the following fund to avoid negative balance at month end.

<u>Fund/SCC</u>	<u>Advance</u>
021-9001	\$21,500.00

***I. Return of Advances**

Be it resolved upon the recommendation of the Treasurer that advances totaling \$800.00 be returned to the General Fund:

<u>Fund/SCC</u>	<u>Amount of Return</u>
439-9016	\$800.00

***J. Gifts and Donations**

1. Medical Mutual donated \$10,000.00 toward Wellness Committee, 024-9001.
2. First Interstate donated \$3,500.00 toward computers for Edison Elementary, 018-9410.
3. The Bar Crossfit donated \$1,200.00 to Success Academy, 019-9011.
4. USFTL donated \$500.00 to Willowick Middle athletics, 300-9201.
5. Dale Moran donated \$300.00 to Career Academy Auto Body, 200-9501.
6. WWMS PTSO donated \$2,038.60 to Willowick Middle, 018-9330.
7. Rebel Moms donated \$600.00 to South High, 018-9220.
8. South Boosters (Firenza Stone) donated \$1,500.00 to South High Athletics, 300-9401.
9. Mr. Denny Schulz and the Competition Corvette Association donated \$484.91 toward purchase of a Blue-Point 85-pc 3/8" Drive General Service Set and a 100-piece general service set for use by Automotive Service students.

***K. Student Activity Program Purpose, Goals and Proposed Budgets and Revisions for FY16**

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 FY16 be approved:

Exhibit 4K

Fund/SCC	School	Account Description	Amount	
018-9449	Royalview	Royalview Royal Council	2,080.00	Revised FY16 Budget Only
019-9045	Eastlake Middle School	Eastlake Share-A-Vision	511.00	New FY16 Budget Only
200-9409	South High School	South High Drama Club	26,950.00	Revised FY16 Budget Only

January 11, 2016

*L. Budget Revision for Lake County RSVP Program for April 1, 2015 – March 31, 2016

Be it resolved upon the recommendation of the Superintendent and Treasurer the Lake County RSVP Program Budget be revised from \$177,200 to \$180,000.

<u>Fund/SCC</u>	<u>School/Program</u>	<u>Amended Budget</u>
599-9016	Lake County RSVP	\$180,000

SUPERINTENDENT'S REPORT- Administrative Reports

A. School Board Recognition

The Ohio School Boards Association is celebrating "School Board Recognition Month" in January 2016 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

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 2016 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. A RESOLUTION RANKING DESIGN FIRMS FOR THE DISTRICT’S CAPITAL IMPROVEMENT PROGRAM AND AUTHORIZING DISTRICT OFFICIALS TO NEGOTIATE CONTRACT TERMS WITH THE MOST QUALIFIED PROFESSIONAL DESIGN FIRMS PURSUANT TO SECTION 153.69 OF THE OHIO REVISED CODE.

Exhibit 6A

R-16-08

It was moved by Mrs. Scott and seconded by Mrs. Zuren to Approve A RESOLUTION RANKING DESIGN FIRMS FOR THE DISTRICT’S CAPITAL IMPROVEMENT PROGRAM AND AUTHORIZING DISTRICT OFFICIALS TO NEGOTIATE CONTRACT TERMS WITH THE MOST QUALIFIED PROFESSIONAL DESIGN FIRMS PURSUANT TO SECTION 153.69 OF THE OHIO REVISED CODE.

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

- B. Resolution for the Renovation and New Construction Project at Northern Career Institute - Willoughby Campus

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Renovation and New Construction Project at Northern Career Institute - Willoughby Campus (formerly Career Academy) be awarded to the company that submitted the lowest bid, Seitz Builders, Inc., in the amount of \$3,206,000.00.

Exhibit 6B

R-16-09

It was moved by Mrs. Warner and seconded by Mrs. Scott to Approve the Resolution for the Renovation and New Construction Project at Northern Career Institute - Willoughby Campus.

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

- C. Time Warner Contract

Be it resolved upon the recommendation of the Superintendent and Treasurer that a contract be entered into with Time Warner Cable Business Class to provide internet service to our Northern Career Institute - Willoughby Campus for \$114.99 per month.

Exhibit 6C

R-16-10

It was moved by Mrs. Perchinske and seconded by Mrs. Zuren to Approve the Time Warner Contract.

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

*D. Overnight/Out of District Field Trip Request (Eastlake Middle)

Be it resolved upon the recommendation of the Superintendent that an educational trip for eighth grade students from Eastlake Middle School to visit the Challenger Learning Center in Wheeling, West Virginia, and the Carnegie Science Center in Pittsburgh, Pennsylvania on Friday, March 11, 2016 be approved and a waiver granted for the one day of missed school.

*E. Overnight/Out of District Field Trip Request (Willowick Middle)

Be it resolved upon the recommendation of the Superintendent that an educational trip for eighth grade students from Willowick Middle School to visit the Challenger Learning Center in Wheeling, West Virginia, and the Carnegie Science Center in Pittsburgh, Pennsylvania on Friday, March 18, 2016 be approved and a waiver granted for the one day of missed school.

*F. Overnight/Out of District Field Trip Request (South High French Students)

Be it resolved upon the recommendation of the Superintendent that an educational trip for Advanced French students from South High School to visit Montreal and Quebec City in Canada from Wednesday, October 12, 2016 to Sunday, October 16, 2016 be approved and a waiver granted for the two days of missed school.

*G. Overnight/Out of District Field Trip Request (South High Spanish Students)

Be it resolved upon the recommendation of the Superintendent that an educational trip for Advanced Spanish students from South High School to visit Spain from Thursday, March 16, 2017 to Saturday, March 25, 2017 be approved and a waiver granted for the one day of missed school.

*H. Review of Policies - Adoption for the following:

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

5460.01 - DIPLOMA DEFERRAL

6320 - PURCHASES

*I. 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

January 11, 2016

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 6I**

***MEETING NOTIFICATION**

The next Regular Board of Education Meeting is scheduled for Monday, February 8, 2016, 7:00 p.m., in the Kennedy Community School 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-16-11

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

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

ADJOURNMENT

At 7:42 p.m., there being no further business, it was moved by Mrs. Zuren and seconded by Mrs. Warner 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