

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 12, 2015** at 6:04 p.m. in the Kennedy Community School located at 34050 Glen Drive, Eastlake, Ohio with the following members present: Paul Brickner, Connie Newyear, 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 MEMBER

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

Mrs. Scott nominated Mrs. Warner as President.

R-15-01

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

R-15-02

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

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

***ESTABLISHMENT OF 2015 BOARD OF EDUCATION MEETING DATES**

Set date, time, and location of Board of Education meeting dates for CY15.

Exhibit 1F

January 12, 2015

*** ROBERT'S RULES**

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

*** ESTABLISHMENT OF SERVICE FUND FOR FY 2015**

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 **8,583** as of December 1, 2014.

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 CY15.
- B. To reinvest available funds for CY15 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 CY15.

*** 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 Sanders; Hoover Six & Associates; and Wachter Kurant, LLC.

*** 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

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application for exemption from taxation for any property located within the district. The resolution is pursuant to §5715.27.

***TAX BUDGET FOR CALENDAR YEAR 2016**

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Tax Budget for CY16 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.

No board member elected to purchase district insurance.

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-15-03

It was moved by Mrs. Newyear 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 8, 2014.

R-15-04

It was moved by Mrs. Scott and seconded by Mrs. Zuren to Approve the Minutes Of December 8, 2014.

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, 2014

Exhibit 4A

January 12, 2015

*B. Amended Appropriations for FY15

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Amended Appropriations for FY15 be approved. **Exhibit 4B**

*C. 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 4C**

*D. 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	Amount
251499	County of Lake, Telecommunications Dept.	Alert boxes for District	3,500.00
150531	Cleveland Muni. School District	FB Playoff v. Glenville	1,720.20
150456	Franczek, Michael	Capp's Pizza, Fall Sports Parties- Reimbursement	210.00
150608	Hawken School	Wrestling- JV Tournament	225.00
150489	Juergemeier, Ruth E.	Piano Accompaniment	150.00
150422	Scholastic Book Fairs	10/14-10/17 Book Fair	3,152.61
150552	Scholastic Book Fairs	11/17-11/21 Book Fair	2,462.16
251560	Capital One Public Funding	Debt Service Payment	58,108.33

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

Requisition	Vendor	Amount	Description
FIN343	TASC	100,000.00	12/05/14-03/31/15 Blanket for Health Care Reimbursement Quarterly
PUPSME87	Bellefaire JCB	19,500.00	Tuition- Jan.- June
PUPSME80	Lake County ESC	28,000.00	Early Childhood Ed. Tuition- Jan.
PUPSME79	Lake County ESC	57,000.00	Vocational Ed. Tuition- Jan.
PUPSME73	Lake County ESC	15,000.00	Lake Erie Lead Tuition- Jan.
PUPSME72	Lake County ESC	196,000.00	County Personnel Fees- Jan.
PUPSME92	Lake County ESC	16,000.00	Lake Academy Tuition- Jan.
PUPSMF6	Lake County ESC	120,000.00	Kennedy- Lead and Sail Tuition- Jan.
PUPSME90	Willo Transportation	77,000.00	Transportation for Special Ed. Students- Jan.

*E. Advance of General Funds

Be it resolved upon the recommendation of the Superintendent and Treasurer the General Fund advance \$9,050.00 to the following fund to avoid negative balance at month end.

<u>Fund/SCC</u>	<u>Advance</u>
009-9233	\$9,050.00

*F. Return of Advances

Be it resolved upon the recommendation of the Treasurer that advances totaling \$212,010.00 be returned to the General Fund:

FUND/SCC	Amount of Return
003-0000	\$164,700.00
590-9014	\$32,160.00
590-9015	\$15,150.00

***G. Grant Application Acceptance**

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following grant applications and awards be approved:

Institution Awarding the Grant	Fund/SCC	Amount
The Lakeland Foundation- Partner's in Science Grant	018-9430	\$620.00
Health Informatics Program- Pilot Site Grant	019-9009	\$5,000.00

***H. Gifts and Donations**

1. PTA donated \$914.53 to Royalview Royal Council (\$1000.00 total; pins already purchased for members) 018-9449.
2. North High Music Boosters donated \$261.13 to North High School for busing reimbursement 200-9302.
3. Josephine Cameron donated \$335.00 to Eastlake Middle School for Adopt a Family 200-9005.
4. Rebel Mom's donated \$300.00 to South High School for staff luncheon 018-9220.
5. PTA donated \$450.00 to Washington Elementary for buses for 5th grade picnic 018-9460.
6. PTA donated \$2,500.00 to Washington Elementary for field trip buses 018-9460.
7. Firefighters Community Credit Union donated \$300.00 to Eastlake Middle School for Adopt a Family 200-9005.

***I. Student Activity Program Purpose, Goals and Proposed Budgets and Revisions for FY15**

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 FY15 be approved:

Exhibit 4I

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Fund/SCC	School	Program	Amount	
011-9003	Career Academy	Cosmetology	\$ 500.00	New FY15 Budget & Purpose and Goals Form
018-9410	Edison	Edison	\$ 26,900.00	Revised FY15-Only Purpose and Goals Form is revised
018-9420	Grant	Grant	\$ 15,950.00	Revised FY15 Budget
200-9409	South	South High Drama Club	\$ 12,000.00	Revised FY15 Budget & Purpose & Goals
200-9506	Career Academy	Welding	\$ 9,000.00	Revised FY15 Budget
200-9508	Career Academy	Cosmetology	\$ 700.00	New FY15 Budget & Purpose and Goals Form

*J. Budget Revision for Lake County RSVP Program for April 1, 2014 – March 31, 2015

Be it resolved upon the recommendation of the Superintendent and Treasurer the Lake County RSVP Program Budget be revised from \$172,480 to \$176,980.

<u>Fund/SCC</u>	<u>School/Program</u>	<u>Amended Budget</u>
599-9015	Lake County RSVP	\$176,980

SUPERINTENDENT’S REPORT- Administrative Reports

A. School Board Recognition

The Ohio School Boards Association is celebrating "School Board Recognition Month" in January 2015 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 2015 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. Professional Design Services

Be it resolved upon the recommendation of the Superintendent and Treasurer that a contract in the amount of \$87,500.00 be awarded to ThenDesign Architecture for professional design services for the renovation project at the School of Innovation. **Exhibit 6A**

R-15-05

It was moved by Mrs. Newyear and seconded by Mrs. Zuren to Approve the Professional Design Services.

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

B. Production Lighting for North & South High Schools

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Production Lighting System Project at North and South High Schools be awarded to the company that submitted the lowest quote, Vincent Lighting Systems for \$15,240.00. **Exhibit 6B**

R-15-06

It was moved by Mrs. Scott and seconded by Mrs. Newyear to Approve Production Lighting for North & South High Schools.

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

C. Purchase Agreement for Parcel B

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following Purchase Agreement for Parcel B (Edison Elementary School property) be approved. **Exhibit 6C**

R-15-07

It was moved by Mrs. Zuren and seconded by Mrs. Newyear to Approve the Purchase Agreement for Parcel B.

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

D. Lease Agreement with the City of Willoughby

Be it resolved upon the recommendation of the Superintendent and Treasurer that the lease agreement with the City of Willoughby for Wes Point Park be approved. **Exhibit 6D**

R-15-08

It was moved by Mrs. Scott and seconded by Mrs. Newyear to Approve the Lease Agreement with the City of Willoughby.

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

E. Landscape Project at Kennedy Academy School of Practical Nursing

Be it resolved upon the recommendation of the Superintendent and Treasurer that the contract for the landscape project at Kennedy Academy School of Practical Nursing in the amount of \$ 15,721.04 be awarded to Radick's Landscaping Inc., as they submitted the lowest quote. **Exhibit 6E**

R-15-09

It was moved by Mrs. Newyear and seconded by Mrs. Zuren to Approve the Landscape Project at Kennedy Academy School of Practical Nursing.

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

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*F. 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 6F**

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-15-10

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

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

MEETING NOTIFICATION

The next Regular Board of Education Meeting is scheduled to be held Monday, February 9, 2015, 7:00 p.m., in the Kennedy Community School located at 34050 Glen Dr., Eastlake, OH.

It was moved by Mrs. Zuren and seconded by Mrs. Newyear to approve Meeting Notification.

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

COMMITTEES

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Mrs. Warner will serve on the business, nursing, and foundation committees;
Mrs. Newyear will serve on the business and facility committees;
Mrs. Scott will serve on the legislation and facility committees;
Mrs. Zuren will serve on the Student Achievement Leadership Team;
Mr. Brickner will serve on the foundation committee.

ADJOURNMENT

At 6:30 p.m., there being no further business, it was moved by Mrs. Newyear 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