

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 14, 2019** at 6:45 p.m. in the Northern Career Institute- Eastlake Campus located at 34050 Glen Drive, Eastlake, Ohio with the following members present: Thomas Beal, Brian Jones, Rena Perchinske, 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.

A tax hearing took place prior to the beginning of the organizational/regular meeting.

The meeting was called to order at 7:00 p.m. and the pledge of allegiance was given.

APPOINTMENT OF PRESIDENT PRO TEMPORE

R-19-01

Mrs. Zuren moved to appoint Mrs. Warner to serve as President Pro Tempore. Motion seconded by Mr. Jones.

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

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

Mr. Jones nominated Mrs. Warner as President.

R-19-02

It was moved by Mr. Jones and seconded by Mrs. Perchinske 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. Perchinske nominated Mrs. Zuren as Vice- President.

R-19-03

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It was moved by Mrs. Perchinske and seconded by Mr. Jones to close nominations and elect Mrs. Zuren as Vice-President.

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

Mrs. Warner assumes presidency and continues the meeting.

***ESTABLISHMENT OF 2019 BOARD OF EDUCATION MEETING DATES**

Set date, time, and location of Board of Education meeting dates for CY19.

Exhibit 1H

*** ROBERT'S RULES**

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

***ESTABLISHMENT OF SERVICE FUND FOR FY 2019**

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 **8,197** as of December 1, 2018.

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 CY19.
- B. To reinvest available funds for CY19 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 CY19.

***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.

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***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 2020**

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Tax Budget for CY20 be adopted. **Exhibit 10**

***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.

***PRE-AUTHORIZATION OF ADVANCE OF FUNDS**

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Treasurer shall be authorized to make adjustments, transfers and additional modifications to budget up to \$2,500,000, revenue and appropriation accounts, as necessary, to update and close each month during the fiscal year to include fiscal year end.

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-19-04

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

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

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Approval Of Minutes Of December 10, 2018.

R-19-05

It was moved by Dr. Beal and seconded by Mr. Jones to Approve the Minutes Of December 10, 2018.

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

An update on construction was provided.

TREASURER'S REPORT

*A. Financial Report for Month Ending December 31, 2018 **Exhibit 4A**

*B. Amended Appropriations for FY19

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Amended Appropriations for FY19 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 \$50,000 or more;

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

To approve the following Then and Now Certificates

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PO Number	Vendor	Description
291245	Scholastic, Inc.	Prior FY invoice: "My Big World" & Shipping
291165	Misc. Vendors	Band Music blanket- (Stanton's Sheet Music)

To approve the following Blanket Certificates of \$50,000 or more

Requisition	Vendor	Amount	Description
NCIE445	Nursing reimb. from loans	\$150,000.00	Blanket for refunds from Direct Loans for money dispersed in spring 2019
FIN992	Medical Mutual of Ohio	\$2,235,000.00	1/1/19-3/31/19 Blanket for employee medical, dental, vision, and prescription ins. coverage
FIN993	NEO	\$100,000.00	1/1/19-3/31/19 Blanket for Health Care Reimbursement
FIN994	STRS	\$176,700.00	Blanket for Board paid STRS 1/1/19-3/31/19

*E. Advance of General Funds

Be it resolved upon the recommendation of the Superintendent and Treasurer the General Fund advance \$1,300.00 to the following fund(s) to avoid negative balance at month end.

<u>Fund/SCC</u>	<u>Advance</u>
551-9119	\$1,300.00

*F. Return of Advances

Be it resolved upon the recommendation of the Treasurer that advances totaling \$145,000.00 be returned to the General Fund:

<u>Fund/SCC</u>	<u>Amount of Return</u>
006-0000	\$145,000.00

*G. 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	\$575,000.00
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*H. 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
Rebel Families- to South High School	019-9220	\$5,750.00

***I. Gifts and Donations**

1. Babcock Vocational Education Trust donated \$4,478.00 to NCI-W for a tool storage unit for Auto Repair, 018-9230.

***J. Student Activity Program Purpose, Goals and Proposed Budgets and Revisions for FY19**

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 FY19 be approved: **Exhibit 4J**

Fund/SCC	School	Account Description	Amount	
018-9420	Grant Elementary School	Grant (Main)	37,000.00	Revised FY19 Budget; Revised FY19 Purpose & Goals
200-9008	Eastlake Middle School	Eastlake Art Club	1,700.00	Revised FY19 Budget Only
200-9324	North High School	North High Class of 2021	500.00	New FY19 Budget; New FY19 Purpose & Goals

***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

A. School Board Recognition

The Ohio School Boards Association is celebrating "School Board Recognition Month" in January 2019 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

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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 2019 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. Telephone Carrier Service

Be it resolved upon the recommendation of the Superintendent and Treasurer that the 36-month agreement for telephone service with Fusion be approved. **Exhibit 6A**

R-19-06

It was moved by Mrs. Zuren and seconded by Mrs. Perchinske to approve the Telephone Carrier Service.

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

B. Salary Schedule Revision

Be it resolved upon the recommendation of the Superintendent and Treasurer that the attached salary schedule revision from 2015-2016, 2016-2017 and 2017-2018 school years be approved. **Exhibit 6B**

R-19-07

It was moved by Dr. Beal and seconded by Mr. Jones to approve the Salary Schedule Revision.

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

C. Salary Step Revision

Be it resolved upon the recommendation of the Superintendent and Treasurer that the attached salary step revision from 2013-2014, 2014-2015, 2015-2016, 2016-2017 and 2017-2018 school years be approved. **Exhibit 6C**

R-19-08

It was moved by Mrs. Perchinske and seconded by Mr. Jones to approve the Salary Step Revision.

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

*D. 2019-2020 High School and Middle School Course Selection Guide Recommendation

Be it resolved upon the recommendation of the Superintendent that the high school and middle school course selections guides for 2019-2020 school year be approved.

Exhibit 6D

*E. 2019-2020 College Credit Plus (CCP Master Agreement with Kent State University)

Be it resolved upon the recommendation of the Superintendent that the 2019-2020 College Credit Plus Master Agreement with Kent State University be approved. **Exhibit 6E**

*F. Overnight and/or Out of State Field Trip Request (NCI-Willoughby)

Be it resolved upon the recommendation of the Superintendent that an educational trip for students from DECA at NCI-Willoughby to participate in the Career Development Conference in Columbus, Ohio, on Friday, March 15, 2019 through Saturday, March 16, 2019 and a waiver be granted for the one day of missed school.

*G. Overnight and/or Out of State Field Trip Request (North-Fastpitch)

Be it resolved upon the recommendation of the Superintendent that an educational trip for the North High School Girls' Fastpitch team to participate in team building activities and practice games in Myrtle Beach, South Carolina, on Sunday, March 24, 2019 through Friday, March 29, 2019 be approved.

*H. Overnight and/or Out of State Field Trip Request (North - Baseball)

Be it resolved upon the recommendation of the Superintendent that an educational trip for the North High School Varsity Baseball team to participate in team building activities and game competitions in Myrtle Beach, South Carolina, on Monday, March 25, 2019 through Saturday, March 30, 2019 be approved.

*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

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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 11, 2019, 7:00 p.m., at the Administration Building, 35353 Curtis Blvd., 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-19-09

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

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

Appointments: Mrs. Zuren was appointed as the legislation liaison to OSBA, and Mrs. Perchinske was appointed as the alternate.

ADJOURNMENT

At 8:01 p.m., there being no further business, it was moved by Mrs. Zuren and seconded by Dr. Beal 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