

## RECORD OF PROCEEDINGS

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

The regular meeting of the Board of Education of the Willoughby-Eastlake City School District was held Monday, **May 11, 2015** at 7:08 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.

**PUBLIC COMMENT:** Kim Laurie, Dave Black, and Chris Black were present to discuss "I am Martol."

Washington Elementary Principal, Mrs. Sue Duffy-Kahl, staff members, and students presented an overview of the activities planned for the End of Year Farewell to Washington Elementary School. Students presented a "sneak peek" at the dance performances that will celebrate the decades that Washington Elementary served the students who attended this school.

Ten seniors from South High School were present to receive recognition by the Board of Education for their accomplishments. The students have already been recognized for their accomplishments by associations and organizations other than their school. They exemplify the best qualities of South High students. The students, their parents and teachers deserve congratulations for their dedication and efforts.

Approval Of Minutes Of April 13, 2015.

#### **R-15-41**

It was moved by Mrs. Newyear and seconded by Mrs. Scott to Approve the Minutes Of April 13, 2015.

On a call of the roll, the following vote was cast: 4 Yes Votes. Mrs. Warner abstained. Motion carried.

#### **TREASURER'S REPORT**

\*A. Financial Report for Month Ending April 30, 2015

**Exhibit 3A**

\*B. Amended Appropriations for FY15

May 11, 2015

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Amended Appropriations for FY15 be approved. **Exhibit 3B**

\*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 3C**

D. Five-Year Forecast

WHEREAS, §5705.391 of the Ohio Revised Code requires that a five-year forecast be submitted to the Ohio Department of Education prior to October 31 of each year; and

WHEREAS, an amendment to Administrative Rule 3301-92-04 now requires all public school districts to update their five-year forecasts and assumptions between April 1 and May 31;

NOW, THEREFORE, BE IT RESOLVED that the attached forecast be accepted and submitted to the Ohio Department of Education. **Exhibit 3D**

**R-15-42**

It was moved by Mrs. Scott and seconded by Mrs. Zuren to Approve the Five-Year Forecast.

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 \$15,000 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

May 11, 2015

Purchase Order	P.O. Amount	Invoice Amount	Increase
250058- Squire Patton Boggs LLP	205.63	10,796.25	10,590.62
251803- TASC	100,000.00	110,995.26	10,995.26
251609- Compass Group USA, Inc.	78,324.66	128,426.18	50,101.52

To approve the following Then and Now Certificates

PO Number	Vendor	Description	Amount
251927	Suburban School Transportation	Transportation for special ed. students	4,194.00
251904	Lake County ESC	County personnel fees for April- June	7,061.60
252048	Chardon Board of Education	Transportation for student Dec. 2014- Feb. 2015	4,998.00
252063	Comdoc Leasing	Managed print services for April, May and June 2015 (est. \$2100.00 per month)	6,300.00
252067	Walter & Haverfield LLP	Legal fees eff. April- June 2015	5,000.00
252077	Frontline Placement Tech, Inc.	AppliTrack Recruiting and Fit	5,909.18

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

Requisition	Vendor	Amount	Description
FIN386	Squire Patton Boggs LLP	30,000.00	Legal services thru June 30, 2015
FS0136	Compass Group USA, Inc.	175,000.00	Service contract for food service eff. April-June 2015
FIN391	NEO	50,000.00	05/01/15-6/30/15 Blanket for Health Care Reimbursement
FIN376	Presence of IT Workforce	45,000.00	Estimate of billings 3/12/15-6/30/15 toward total up to \$75,340 quoted

\*F. Advance of General Funds

Be it resolved upon the recommendation of the Superintendent and Treasurer the General Fund advance \$26,100.00 to the following fund(s) to avoid negative balance at month end:

<u>Fund/SCC</u>	<u>Advance</u>
003-0000	\$22,000.00
590-9015	\$4,100.00

\*G. Return of Advances

Be it resolved upon the recommendation of the Treasurer that advances totaling \$1,203,800.00 be returned to the General Fund:

<b>FUND/SCC</b>	<b>Amount of Return</b>
003-0000	\$1,184,800.00
572-9015	\$19,000.00

H. A Resolution approving and authorizing a supplement to an existing lease-purchase agreement and related documents providing for financing the construction, enlarging and other improvement, furnishing and equipping and lease and eventual acquisition of buildings and improvements to those buildings and building sites for school district purposes, and authorizing and approving other related matters. **Exhibit 3H**

**R-15-43**

It was moved by Mrs. Zuren and seconded by Mrs. Newyear to Approve the Resolution approving and authorizing a supplement to an existing lease-purchase agreement and related documents providing for financing the construction, enlarging and other improvement, furnishing and equipping and lease and eventual acquisition of buildings and improvements to those buildings and building sites for school district purposes, and authorizing and approving other related matters.

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

I. Healthcare Process Consulting, Inc.

Be it resolved upon the recommendation of the Treasurer that an agreement between Willoughby-Eastlake City School District and Healthcare Process Consulting, Inc. (HPC) for three years beginning July 1, 2015- June 30, 2018 with an annual fee of \$30,000.00 be approved. **Exhibit 3I**

**R-15-44**

It was moved by Mrs. Newyear and seconded by Mr. Brickner to Approve Healthcare Process Consulting, Inc.

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

J. Group Retrospective Rating Program

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Be it resolved upon the recommendation of the Superintendent and Treasurer that the Group Retrospective Rating Program be approved.

**Exhibit 3J**

**R-15-45**

It was moved by Mrs. Scott and seconded by Mrs. Zuren to Approve the Group Retrospective Rating Program.

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

\*K. Public Records Training

Be it resolved upon the recommendation of the Treasurer that three hours of Public Records Training be approved for Board members Connie Newyear, Sharon Scott, and Amy Zuren whose terms began January 1, 2014.

**Exhibit 3K**

\*L. Gifts and Donations

1. Progressive Insurance Company donated 25 laptop computers to Jefferson Elementary School.
2. Lubrizol Corporation donated three rear axles with differentials, drive shafts, several loaded backing brake plates, rotors, calipers, and misc. hand tools to the Auto Services program.
3. The Lincoln Electric Company donated used stick welders and an ax for use by the Welding program.
4. Fusco's Auctions donated 25 picture/art frames for the Board of Education's recent *Art Splash!* art show.
5. North Music Boosters donated \$250.68 to North High Choir for bus transportation 200-9302.
6. CT Consultants donated \$1,000.00 to the Welding program 200-9506.

\*M. 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 3M**

<b>Fund/SCC</b>	<b>School</b>	<b>Program</b>	<b>Amount</b>	
007-9011	South	South Berlin	6,400.00	Revised FY15 Budget only
018-9213	North	North High School Foreign Language	2,093.00	Revised FY15 Budget only

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018-9440	Longfellow	Longfellow	39,100.00	Revised FY15 Budget only
018-9450	Royalview	Royalview	68,550.00	Revised FY15 Budget; Revised FY15 P/G
018-9459	Royalview	Royalview Courtyard	4,222.00	Revised FY15 only
200-9305	North	North High School Quizbowl	480.00	New Account; New FY15 Budget; New FY15 P/G
200-9318	North	North High School World Culture Club	-	New Account; New FY15 Budget; New FY15 P/G
200-9409	South	South High Drama Club	1,300.00	Revised FY15 Budget; Revised FY15 P/G

N. 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.

	<u>Make</u>	<u>Model</u>	<u>VIN</u>
Van- 1995 (#150)	Chevrolet	P30/Step Van	1GBKP32K2S3315523
Van- 1999 (#153)	Chevrolet/Utilimaster	P30/StepVan	1GBKP32R9X3307701

**R-15-46**

It was moved by Mrs. Zuren and seconded by Mrs. Scott to Approve the Sale Of The Surplus Equipment By Public Auction or Scrap.

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

**SUPERINTENDENT’S REPORT- Resolutions**

A. District Wide Paving Improvement Project

Be it resolved upon the recommendation of the Superintendent and Treasurer that a contract for the District Wide Paving Improvement Project in the amount of \$ 508,673.00 be awarded to the contractor that submitted the lowest bid, Ohio Paving & Construction, Inc., pending approval by the City of Willoughby on Alternate 1, Edison Elementary Driveway Improvements.

**Exhibit 4A**

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**R-15-47**

It was moved by Mrs. Newyear and seconded by Mrs. Zuren to Approve the District Wide Paving Improvement Project.

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

B. Lease agreement with the Lake County Educational Service Center

Be it resolved upon the recommendation of the Superintendent and Treasurer that a 36 month lease agreement with the Lake County Educational Service Center to lease 13 classrooms at Washington Elementary School be approved. **Exhibit 4B**

**R-15-48**

It was moved by Mr. Brickner and seconded by Mrs. Scott to Approve the Lease agreement with the Lake County Educational Service Center.

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

C. 2015-2016 Membership in the Ohio High School Athletic Association

WHEREAS, the Willoughby-Eastlake City School District of Lake County, Ohio has satisfied all the requirements for membership in the Ohio High School Athletic Association, a voluntary unincorporated association not-for-profit; and

WHEREAS, the Board of Education and its Administration desire for the schools with one or more grades at the 7-12 grade level under their jurisdiction to be voluntary members of the OHSAA;

NOW, THEREFORE, BE IT RESOLVED, that all secondary schools in the District do hereby voluntarily renew their membership in the OHSAA and that in doing so, the Constitution and Bylaws of the OHSAA are hereby adopted by this Board as and for its own minimum student-athlete eligibility requirements. Notwithstanding the foregoing, the Board of Education does reserve the right to raise the student-athlete eligibility standards as the Board deems appropriate for the schools and students under its jurisdiction; and

BE IT FURTHER RESOLVED that the schools under this Board's jurisdiction agree to conduct their athletic programs in accordance with the Constitution, Bylaws, Regulations, interpretations and decisions of the OHSAA and to cooperate fully and timely with the Commissioner's Office of the OHSAA in all matters related to the interscholastic athletic program of the schools. Furthermore, the schools under this Board's jurisdiction shall be the primary enforcers of the OSHAA Constitution, Bylaws and Sports Regulations and the interpretations and rulings rendered by the Commissioner's Office. The administrative heads of the schools understand that failure to discharge the duty of primary enforcement may result in fines, removal from tournaments, suspension from membership and/or other such penalties as prescribed in Bylaw 11.

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**R-15-49**

It was moved by Mrs. Zuren and seconded by Mrs. Newyear to Approve the 2015-2016 Membership in the Ohio High School Athletic Association.

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

\*D. McGraw-Hill American Government Textbook Recommendation

Be it resolved upon the recommendation of the Superintendent that the McGraw-Hill social studies text be adopted for implementation in the 2015-2016 school year.

**Exhibit 4D**

\*E. Houghton Mifflin Harcourt Social Studies Textbook Recommendation

Be it resolved upon the recommendation of the Superintendent that the Houghton Mifflin Harcourt social studies text be adopted for the implementation in the 2015-2016 school year.

**Exhibit 4E**

\*F. Student Code of Conduct - Adoption

Be it resolved upon the recommendation of the Superintendent that the Student Code of Conduct be approved.

**Exhibit 4F**

\*G. Overnight/Out of District Field Trip Request

Be it resolved upon the recommendation of the Superintendent that an educational trip for students from Willoughby Middle School to participate in the "Power of the Pen" state finals at the College of Wooster, in Wooster, Ohio, from Thursday, May 21, 2015 to Friday, May 22, 2015 be approved and a waiver granted for two days of missed school.

\*H. 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

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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 4H**

**SUPERINTENDENT'S REPORT- Policies**

- A. Re-employment of Retired Personnel/Re-Employment of Retired Administrators - First Reading
- B. Review of Policies - First Reading for the following:
  - 1. Evaluation of Principals and other Administrators (1530)
  - 2. Meeting State Performance Indicators (2114)
  - 3. College Credit Plus Program (2271)
  - 4. Career Advising (2413)
  - 5. Standards-Based Teacher Evaluation (3220)
  - 6. Nonimmigrant Students and Foreign-Exchange Students (5114)
  - 7. Student Accidents (5340)
  - 8. Student Suicide (5350)
  - 9. Graduation Requirements (5460)
  - 10. Authorization to make Electronic Fund Transfers (6108)
  - 11. Animals on District Property (8390)
  - 12. School Safety (8400)

**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-15-50**

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It was moved by Mrs. Newyear and seconded by Mrs. Scott 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, June 22, 2015, 7:00 p.m., in the Kennedy Community School located at 34050 Glen Dr., Eastlake, OH.

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

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

### **ADJOURNMENT**

At 8:26 p.m., there being no further business, it was moved by Mrs. Zuren and seconded by Mrs. Newyear 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.

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President

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Treasurer