

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, **June 10, 2013** at 7:03 p.m. in the Kennedy Community School located at 34050 Glen Drive, Eastlake, Ohio with the following members present: Paul Brickner, Dan Hoffman, Connie Newyear, and Sharon Scott.

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

Approval of Minutes of May 13, 2013.

R-13-34

It was moved by Mrs. Newyear and seconded by Mr. Hoffman to Approve the Minutes of May 13, 2013.

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

Approval of Minutes of May 28, 2013.

R-13-35

It was moved by Mr. Hoffman and seconded by Mr. Brickner to Approve the Minutes of May 28, 2013.

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

TREASURER'S REPORT

*A. Financial Report for Month Ending April 30, 2013

Exhibit A

*B. Purchase Order Overage Exceeding \$3,000

Be it resolved upon the recommendation of the Treasurer, in accordance with the ORC for invoice increases exceeding the purchase order balance by \$3,000 or more, the Board approve the following invoice for payment, and the Treasurer be authorized to sign the Fiscal Certificate:

<u>Vendor</u>	<u>P.O.</u>	<u>P.O. Amount</u>	<u>Invoice Amount</u>	<u>Purpose</u>
City of Willoughby	231720	\$4,500.00	\$15,260.48	salt for district

June 10, 2013

*C. Return of Advances

Be it resolved upon the recommendation of the Treasurer that FY13 advances totaling \$345,200 be returned to the General Fund:

<u>Transfer FROM Fund/SCC Advance</u>	<u>Transfer TO Fund/SCC</u>	<u>Amount of</u>
003-0000 Perm Improvement	001-0000 General Fund	205,000.00
006-0000 Food Service	001-0000 General Fund	126,000.00
014-0010 Int Svc Whse	001-0000 General Fund	10,000.00
590-9013 Quality II-A	001-0000 General Fund	4,200.00

*D. Transfer of Funds

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

035-0000 Termination Benefit Fund	\$175,000.00
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*E. Transfer of Funds (to cover Athletic Official fees)

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following amounts be transferred from the General Fund.

300	\$11,925.00
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*F. Transfer of Funds (to permanently close accounts)

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following amounts be transferred to the General Fund. These transfers will permanently close the Fund/SCC's listed.

<u>Transfer FROM Fund/SCC</u>	<u>Transfer TO Fund/SCC</u>	<u>Amount</u>
200-7139 South Class of 2011	001-0000 General Fund	\$337.41

*G. Transfer of Funds (to remit remaining proceeds from closed accounts to new Fund/SCC)

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following amounts be transferred from the General Fund (001-0000) to the Fund SCC's listed below.

<u>Transfer TO Fund/SCC</u>	<u>Amount</u>	<u>Fund/SCC Description</u>
018-9220	\$337.41	South Public School Support

June 10, 2013

*H. Gifts and Donations (\$4,558.00)

1. Adam Hanz Memorial donated \$908.00 to the South Principal's 018 Fund
2. Thomas/Dale Spooner donated \$1,500.00 to the South Choir 200 Fund
3. Zachary Shukis donated \$200.00 to the Tech Welding for Skills USA
4. The City Mission donated \$250.00 to the Tech Welding for Skills USA
5. Youth Development Foundation donated \$1,200.00 to the Tech Welding for Skills USA
6. WWMS PTSO donated \$500.00 to WMS Principal's 018 Fund for Science Field Trip

*I. Grant Application Acceptance

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

<u>Institution Awarding the Grant</u>	<u>Amount</u>	<u>Purpose</u>
Ohio Department of Education	\$75,000.00	Food Service POS System

*J. Donation of Non-Real Property to Auxiliary Account

Exhibit B

Be it resolved upon the recommendation of the Treasurer the items highlighted in Exhibit B have been determined to have no monetary or educational value, and their donation to the Auxiliary Account be approved.

K. Willoughby-Eastlake Public Library 2014 Budget Request

WHEREAS, the Board of Education is required to approve the Annual Tax Budget developed by the Board of Trustees of the Willoughby-Eastlake Public Library; and

WHEREAS, the Board of Library Trustees is required to submit its 2014 Annual Tax Budget for the consideration of the County Budget Commission prior to July 20, 2013;

NOW, THEREFORE, BE IT RESOLVED that the Board approve the attached budget of the Board of Library Trustees for the year commencing January 1, 2014. **Exhibit C**

R-13-36

It was moved by Mrs. Newyear and seconded by Mr. Hoffman to Approve A Resolution for Willoughby-Eastlake Public Library 2014 Budget Request.

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

L. Demolition of Mobile Classroom at St. Justin Martyr School

WHEREAS, Ohio Revised Code Section 3317.064 establishes an auxiliary services unit repair and replacement fund; and

WHEREAS, the closing of St. Justin Martyr has created a need to remove and demolish the existing mobile classroom unit; and

WHEREAS, quotes were requested and received from three contractors: A.C. Rattray Construction, Inc. (Mentor), Capital Contractors (Willoughby), and Sommer's Mobile Leasing (Elyria);

NOW, THEREFORE, BE IT RESOLVED that a contract for the demolition of the mobile classroom at St. Justin Martyr school be awarded to Capital Contractors, Inc., the contractor that submitted the lowest quote, in the amount of \$3,700.00.

WHEREAS, quotes were requested and received from two companies for the disconnection of utilities from the mobile unit: B.K. Electric Inc. (Mentor) and Skyland Electric Corp. (Mentor);

NOW, THEREFORE, BE IT RESOLVED that a contract for the disconnection of utilities from the mobile classroom at St. Justin Martyr be awarded to B.K. Electric Inc. in the amount of \$175.00.

R-13-37

It was moved by Mr. Hoffman and seconded by Mrs. Newyear to Approve A Resolution for Demolition of Mobile Classroom at St. Justin Martyr School.

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

*M Certificate of Estimated Resources **Exhibit D**

*N Amended FY13 Permanent Appropriations **Exhibit E1**

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Amended FY13 Permanent Appropriations be approved.

*O FY14 Temporary Permanent Appropriations **Exhibit E2**

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Temporary Appropriations for FY14 be approved. This gives the Treasurer the authority to pay bills and meet payroll through September 30, 2013 until the Permanent FY14 Appropriation is passed.

SUPERINTENDENT'S REPORT

1. Ticket Booth and Locker Room Replacement Project at North High School

Be it resolved upon the recommendation of the Superintendent that the contract for the ticket booth and locker room replacement project at North High School in the amount of \$ 848,500.00 be awarded to Whitehouse Construction Company, the contractor that submitted the lowest bid.

R-13-38

It was moved by Mr. Hoffman and seconded by Mr. Brickner to approve a resolution for Ticket Booth and Locker Room Replacement Project at North High School.

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

2. 2013-14 Membership in the Ohio High School Athletic Association

WHEREAS, the Willoughby-Eastlake Board of Education has satisfied all the requirements for membership in the Ohio High School Athletic Association; and

WHEREAS, this 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 shall be members of the OHSAA and the Constitution, Bylaws, and Sports Regulations of the OHSAA shall be approved and adopted by this Board of Education for its own minimum student eligibility standards. This Board of Education reserves the right to raise the eligibility standards, as the Board deems appropriate.

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. Furthermore, the schools under this Board's jurisdiction agree to be primary enforcers of the Constitution, Bylaws and Sports Regulations and their interpretations

R-13-39

It was moved by Mrs. Newyear and seconded by Mr. Hoffman to approve a resolution for 2013-14 Membership in the Ohio High School Athletic Association.

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

June 10, 2013

3. Resolution to Confirm the Intention of the Board of Education not to Renew the Employment of Student Monitors for the 2013-14 school year

WHEREAS, the Board of Education has employed certain individuals to serve as student monitors in the secondary buildings of the District during the 2012-13 school year; and

WHEREAS, the employment of such individuals was on a contract which expressly limited its duration to the 2012-13 school year; and

WHEREAS, the Board and administration desires to eliminate any uncertainty as to the intention of the Board with respect to the employment of such individuals for the 2013-14 school year.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Willoughby-Eastlake City School District as follows to accept the following recommendation from the Superintendent:

1. The employment of individuals listed on **Attachment A** to this resolution as student monitors be and is hereby non renewed for the 2013-14 school year.
2. By separate resolution at a subsequent meeting some or all of such individuals may be offered employment for the 2013-14 school year on different terms.
3. The Treasurer be and is hereby authorized and directed to provide written notice of such action through copy of this resolution to the individuals listed on **Attachment A** by regular U.S. mail.

R-13-40

It was moved by Mr. Hoffman and seconded by Mr. Brickner to approve a Resolution to Confirm the Intention of the Board of Education not to Renew the Employment of Student Monitors for the 2013-14 school year.

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

4. Inter-district Service Agreement with Lake County Educational Service Center

Be it resolved upon the recommendation of the Superintendent that the service agreement with the Lake County Educational Service Center commencing July 1, 2013 and concluding June 30, 2014 be approved.

Exhibit F

R-13-41

It was moved by Mrs. Newyear and seconded by Mr. Hoffman to approve a resolution for Inter-district Service Agreement with Lake County Educational Service Center.

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

June 10, 2013

5. Teacher Evaluation Procedure

Be it resolved upon the recommendation of the Superintendent that the teacher evaluation procedure is hereby accepted as part of the District's negotiated agreement with the Willoughby-Eastlake Teachers' Association. **Exhibit G**

R-13-42

It was moved by Mr. Hoffman and seconded by Mrs. Newyear to approve a resolution for Teacher Evaluation Procedure.

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

*6. Adoption of High School Athletic Director Job Description

Be it resolved upon the recommendation of the Superintendent that the job description for the High School Athletic Director be approved. **Exhibit H**

*7. Adoption of New High School American History and American Government End-of-Course (Interim) Exams

Be it resolved upon the recommendation of the Superintendent that the New High School American History and American Government End-of-Course (Interim) Exams be approved. **Exhibit I**

*8. Adoption of Summer Reading Lists for Grades 6-12

Be it resolved upon the recommendation of the Superintendent that the Summer Reading Lists for Grades 6-12 be approved. **Exhibit J**

*9. Adoption of AP Calculus AB/BC Textbook for the 2013-14 school year

Be it resolved upon the recommendation of the Superintendent that the AP Calculus AB/BC textbook that aligns to the needs of our students in our AP Calculus AB/BC courses for the 2013-14 school year be adopted. **Exhibit K**

*10. 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

June 10, 2013

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.

POLICIES

1. Re-employment of Retired Personnel
 - First reading

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-13-43

It was moved by Mrs. Newyear and seconded by Mr. Brickner to approve the following resolution: Consent Calendar

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

MEETING NOTIFICATION

The Regular Board of Education Meeting scheduled to be held Monday, June 24, 2013, 7:00 p.m., in the Kennedy Community School located at 34050 Glen Dr., Eastlake, OH has been cancelled.

The Board of Education will have a work session on Tuesday, June 18, 2013, 7:00 p.m., at North High School at 34041 Stevens Blvd., Eastlake, OH.

The next Regular Board of Education Meeting is scheduled to be held Monday, July 8, 2013, 7:00 p.m., in the Kennedy Community School located at 34050 Glen Dr., Eastlake, OH.

It was moved by Mr. Hoffman and seconded by Mr. Brickner to approve Meeting Notification.

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

ADJOURNMENT

At 7:30 p.m., there being no further business, it was moved by Mrs. Newyear and seconded by Mr. Hoffman to adjourn.

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

June 10, 2013

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

Vice-President

Treasurer