

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 12, 2017** at 7:04 p.m. in the Northern Career Institute- Eastlake Campus located at 34050 Glen Drive, Eastlake, Ohio with the following members present: Connie Newyear, Rena Perchinske, Sharon Scott 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.

Approval Of Minutes Of May 8, 2017.

R-17-28

It was moved by Mrs. Scott and seconded by Mrs. Zuren to Approve the Minutes Of May 8, 2017.

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 May 31, 2017 **Exhibit 3A**

*B. Amended Appropriations for FY17

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Amended Appropriations (May) for FY17 be approved. **Exhibit 3B**

*C. Amended Appropriations for FY17

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Amended Appropriations (June) for FY17 be approved. **Exhibit 3C**

*D. Amended Certificate of Estimated Resources

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Amended Certificate of Estimated Resources (May) be approved. **Exhibit 3D**

*E. Amended Certificate of Estimated Resources

June 12, 2017

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Amended Certificate of Estimated Resources (June) be approved. **Exhibit 3E**

*F. FY18 Permanent Appropriations

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Permanent Appropriations for FY18 be approved. **Exhibit 3F**

G. Five-Year Forecast- revised

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 3G**

R-17-29

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

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

H. A RESOLUTION DETERMINING TO SUBMIT TO THE ELECTORS OF THE SCHOOL DISTRICT THE QUESTION OF A SUBSTITUTE TAX LEVY PURSUANT TO SECTION 5705.199 OF THE REVISED CODE. **Exhibit 3H**

R-17-30

It was moved by Mrs. Scott and seconded by Mrs. Perchinske to Approve A RESOLUTION DETERMINING TO SUBMIT TO THE ELECTORS OF THE SCHOOL DISTRICT THE QUESTION OF A SUBSTITUTE TAX LEVY PURSUANT TO SECTION 5705.199 OF THE REVISED CODE.

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

I. NWOCA Contract

Be it resolved upon the recommendation of the Treasurer that the following contract with North West Ohio Computer Association be approved. **Exhibit 3I**

R-17-31

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

June 12, 2017

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

J. Willoughby-Eastlake Public Library 2018 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 2018 Annual Tax Budget for the consideration of the County Budget Commission prior to July 20, 2017;

NOW, THEREFORE, BE IT RESOLVED that the Board approve the attached budget of the Board of Library Trustees for the year commencing January 1, 2018.

Exhibit 3J

R-17-32

It was moved by Mrs. Scott and seconded by Mrs. Perchinske to Approve the Willoughby-Eastlake Public Library 2018 Budget Request.

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

*K. Lake County ESC Contract Amount for FY2018

Be it resolved upon the recommendation of the Superintendent and Treasurer that a contract in the amount of \$917,039.00 with the Lake County Educational Service Center for Special Education Services be approved for FY18.

Exhibit 3K

*L. 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 \$25,000 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

June 12, 2017

Purchase Order	P.O. Amount	Invoice Amount	Increase
270375- Lake Geauga Computer Association	91,000.00	95,382.80	4,382.80
271866- Office Depot	10,000.00	13,777.18	3,777.18

To approve the following Then and Now Certificates

PO Number	Vendor	Description
272095	PNC Bank	ASANA (project management) membership for the district
272099	Follett Library Resources	Books delivered end of 2015-16 year
272100	Mayfield City Schools	Excel TECC Tuition 2016-17
272104	Chagrin Falls School District	Excel TECC Tuition 2016-17
272101	Edge Document Solutions	MICR Toner and check stock
272107	Then Design	Architectural design services for new Career Academy plus reimbursable expenses on behalf of district
271878	Walter & Haverfield LLP	Legal Services for 2016-17

*M. Purchase Order Approval

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following purchase order be approved.

PO Number	Amount	Description
272110- Misc. Vendors	\$22,837.08	Insurance settlement- fire loss, personal items

*N. 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 \$75,000.00

*O. Transfer of Funds (to close accounts- FY17 into FY18)

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following amount be transferred to the following Fund/SCC.

<u>Transfer FROM Fund/SCC</u>	<u>Transfer TO Fund/SCC</u>	<u>Amount</u>
599-9017 RSVP	599-9018 RSVP	\$50,131.39

*P. Establishment of Enterprise Fund

Be it resolved upon the recommendation of the Treasurer that the following Enterprise fund be approved:

Fund/SCC

020-9250 SOI Fab Lab

*Q. Advance of General Funds

Be it resolved upon the recommendation of the Superintendent and Treasurer the General Fund advance \$5,300.00 to the following funds to avoid negative balance at month end.

Fund/SCC	Advance
439-9017	\$4,000.00
587-9017	\$1,300.00

Be it resolved upon the recommendation of the Superintendent and Treasurer the General Fund advance \$10,000.00 to the following fund to establish a new account.

Fund/SCC	Advance
020-9250	\$10,000.00

*R. Return of Advances

Be it resolved upon the recommendation of the Treasurer that advances totaling \$26,400.00 be returned to the General Fund:

Fund/SCC	Amount
021-9001	\$22,400.00
516-9017	\$4,000.00

*S. 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 Martha Holden Jennings Foundation- to South High	007-9070	\$2,870.00

*T. Gifts and Donations

1. Universal Metal Products, Inc. donated \$2,025.00 to sponsor Welding students to attend the National SkillsUSA Competitions in Louisville in June, 200-9506.

2. Infostore, LLC donated \$675.00 to sponsor Welding students to attend the National SkillsUSA Competitions in Louisville in June, 200-9506.
3. Longfellow PTA donated \$6,518.00 to Longfellow Elementary for AR/transportation, 018-9440.
4. Longfellow PTA donated \$5,045.39 to Longfellow Elementary for Music, 018-9440.
5. Royalview PTA donated \$604.13 to Royalview Elementary for transportation, 018-9450.
6. The Kalina Family donated \$400.00 to Longfellow Elementary Music Dept., 018-9440.
7. Longfellow PTA donated \$500.00 to Longfellow 5th Grade, 018-9440.
8. W-E Academic Boosters donated \$500.00 to Willoughby Power of the Pen, 018-9325.
9. Royalview PTA donated \$2,710.58 to Royalview Elementary for buses, 018-9450.

***U. Student Activity Program Purpose, Goals and Proposed Budgets and Revisions for FY17**

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 FY17 be approved: **Exhibit 3U**

Fund/SCC	School	Account Description	Amount	
007-9070	South High School	South Jennings	2,870.00	New Account; New FY17 Budget Only

***V. Student Activity Program Purpose, Goals and Proposed Budgets and Revisions for FY18**

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 FY18 be approved: **Exhibit 3V**

Fund/SCC	School	Account Description	Amount	
018-9168	NCIE	Pre-School	12,150.00	New FY18 Budget; New FY18 P&G
018-9210	North	North High School (Main)	10,600.00	New FY18 Budget; New FY18 P&G
018-9213	North	North High School Foreign Language	1,860.00	New FY18 Budget; New FY18 P&G
200-9304	North	North High Music Programs	194,300.00	New FY18 Budget; New FY18 P&G
200-9313	North	North High National Honor Society	430.00	New FY18 Budget; New FY18 P&G
200-9315	North	North High Searchlight Newspaper	1,500.00	New FY18 Budget; New FY18 P&G

***W. Renewal of Employee Benefit Administration Services Agreement**

Be it resolved upon the recommendation of the Superintendent and Treasurer that the services agreement with DS Benefits Group LLC commencing July 1, 2017 through June 30, 2018 be approved.

*X. 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.

	Make	Model	VIN
Truck- 2002 (#128)	Chevy	Silverado 1500	1GCEK14VX2Z343229
Van- 2003 (#130)	Chevy	C20	1GCFG25T031152038
Van- 2003 (#131)	Chevy	C20	1GCFG25T331109037
Dump Truck- 2005 (#132)	Ford	F450	1FDXF47P45EC58132
Van- 2003 (#134)	Chevy	C20	1GCFG25T031151729
Van- 2003 (#135)	Chevy	C20	1GCGG25U131101421
Van- 2001 (#137)	Ford	E350	1FDWE35F51HA79965
Utility Truck- 2005 (#141)	GMC	G3500	1GDJG31U051114872
Truck- 2004 (#144)	Ford	F 350	1FTSF31L54EA87047
Van- 2004 (#145)	Ford	E 350	1FDWE35L54HA48760
Pickup Truck- 1999 (#148)	GMC	3500	1GTHK34JXXF060716
Van- 2005 (#151)	Ford	E Van	1FTSE34L95HB16077
Pickup Truck- 2006 (#152)	Ford	F 350	1FTWF31516ED92938
Tractor- 1977 (#806)	Ford	2600	Serial #: C509900
Van- 2004 (#129)	GMC	Savana G2500	1GTGG25V241111949

SUPERINTENDENT'S REPORT- Information

A. Central Office Update

A discussion regarding Board insurance settlement updates.

B. Construction Update

A discussion regarding construction and renovation progress updates.

SUPERINTENDENT'S REPORT- Resolutions

A. Hobson's Naviance Multi-year Contract

June 12, 2017

Be it resolved upon the recommendation of the Superintendent and Treasurer that a three year contract, effective July 1, 2017 - June 30, 2020 with Hobson's Naviance, a program that helps in facilitating students' college planning options, for \$52,925.11 be approved. The entire contract to be paid in fiscal year 2018. **Exhibit 5A**

R-17-33

It was moved by Mrs. Zuren and seconded by Mrs. Perchinske to Approve Hobson's Naviance Multi-year Contract.

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

B. 2017-2018 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 Executive Director'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, Business Rules and the interpretations and rulings rendered by the Executor Director'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.

R-17-34

It was moved by Mrs. Perchinske and seconded by Mrs. Scott to Approve the 2017-2018 Membership in the Ohio High School Athletic Association.

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

C. Willoughby-Eastlake Public Library Trustee

June 12, 2017

Be it resolved upon the recommendation of the Superintendent that Frank Buttari be re-appointed to the Library Board of Trustees for a seven-year term, effective September 1, 2017 through August 31, 2024.

R-17-35

It was moved by Mrs. Zuren and seconded by Mrs. Scott to Approve the Willoughby-Eastlake Public Library Trustee.

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

D. 2017-2018 Fee Schedules

Be it resolved upon the recommendation of the Superintendent that the 2017-2018 fee schedules for materials other than textbooks used in the classroom be approved.

Exhibit 5D

R-17-36

It was moved by Mrs. Scott and seconded by Mrs. Perchinske to Approve the 2017-2018 Fee Schedules.

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

E. 2017-2018 Co-Curricular Fee Schedule

Be it resolved upon the recommendation of the Superintendent that the 2017-2018 fee schedule for co-curricular activities be approved.

Exhibit 5E

R-17-37

It was moved by Mrs. Perchinske and seconded by Mrs. Zuren to Approve the 2017-2018 Co-Curricular Fee Schedule.

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

*F. High School Curriculum Materials Recommendation

Be it resolved upon the recommendation of the Superintendent that the Comparative Religions high school elective course textbook, "Religions of the World", 13th Edition published by Pearson; that the Contemporary Literature elective course novel recommendations "If I Stay and Where She Went" by Gayle Forman, "Uglies" by Scott Westerfeld and "Hunger Games" by Suzanne Collins; and the book "I am Malala" by Malala Yousafzai as an addition to the reading list for high school English II and English II Honors courses be approved.

Exhibit 5F

*G. Adoption of the following policies:

June 12, 2017

Be it resolved upon the recommendation of the Superintendent that the following policies be approved:

Exhibit 5G

1. Policy 6111 - Internal Controls
2. Policy 6112 - Cash Management of Grants
3. Policy 6114 - Cost Principles - Spending Federal Funds
4. Policy 6116 - Time and Effort Reporting

***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 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 5H

***MEETING NOTIFICATION**

The next Regular Board of Education Meeting is scheduled for Monday, July 10, 2017, 7:00 p.m., at the Northern Career Institute- Eastlake Campus 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-17-38

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

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

ADJOURNMENT

At 8:51 p.m., there being no further business, it was moved by Mrs. Perchinske and seconded by Mrs. Zuren to adjourn.

June 12, 2017

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

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

President

Treasurer