

## 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 23, 2014** at 7:04 p.m. in the Kennedy Community School located at 34050 Glen Drive, Eastlake, Ohio with the following members present: 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.

Paul Brickner entered the meeting at 7:10 p.m.

#### **PUBLIC COMMENT**

Margaret Warner explained the rules of Public Comment.

Lisa Teske commented on summer pay issue with tax withholding

#### **FOR YOUR INFORMATION**

The District received a Straight A Fund Grant of \$578,000.00

Facility update on North High, South High, Royalview and Eastlake Middle

Approval Of Minutes Of May 12, 2014.

#### **R-14-55**

It was moved by Mrs. Newyear and seconded by Mrs. Zuren to Approve the Minutes of May 12, 2014.

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

Approval Of Minutes Of May 20, 2014.

#### **R-14-56**

It was moved by Mrs. Scott and seconded by Mr. Brickner to Approve the Minutes of May 20, 2014.

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

Approval Of Minutes Of May 27, 2014.

#### **R-14-57**

It was moved by Mrs. Newyear and seconded by Mrs. Zuren to Approve the Minutes of May 27, 2014.

June 23, 2014

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

Approval Of Minutes Of June 4, 2014.

**R-14-58**

It was moved by Mrs. Scott and seconded by Mr. Brickner to Approve the Minutes of June 4, 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 May 31, 2014 **Exhibit A**

\*B. Amended FY14 Appropriations

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Amended Appropriations for FY14 be approved. **Exhibit B**

\*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 C**

\*D. FY15 Permanent Appropriations

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Permanent Appropriations for FY15 be approved. **Exhibit D**

E. Willoughby-Eastlake Public Library 2015 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 2015 Annual Tax Budget for the consideration of the County Budget Commission prior to July 20, 2014;

NOW, THEREFORE, BE IT RESOLVED that the Board approve the attached budget of the Board of Library Trustees for the year commencing January 1, 2015. **Exhibit E**

**R-14-59**

It was moved by Mrs. Newyear and seconded by Mrs. Zuren to Approve Willoughby-Eastlake Public Library 2015 Budget Request.

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

F. Renewal of an Existing Tax Levy of the Willoughby-Eastlake Public Library

Be it resolved upon the recommendation of the Superintendent and Treasurer the following be approved:

A Resolution Submitting The Question Of The Renewal Of An Existing Tax Levy For The Purpose Of Current Expenses Of The Willoughby-Eastlake Public Library, Pursuant To Section 5705.23 Of The Revised Code  
**Exhibit F**

**R-14-60**

It was moved by Mrs. Newyear and seconded by Mr. Brickner to Approve Renewal of an Existing Tax Levy of the Willoughby-Eastlake Public Library.

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

\*G. American Appraisal Associates, Inc. Contract

Be it resolved upon the recommendation of the Superintendent and Treasurer that the contract for a complete fixed asset inventory in the amount of \$20,850.00 be approved.

**Exhibit G**

\*H. VISA Purchasing Card Agreement with PNC

Be it resolved upon the recommendation of the Superintendent and Treasurer that the VISA Purchasing Card Agreement with PNC be approved. Upon receipt of VISA Purchasing Cards, the agreement with the American Express Card Program will be cancelled.

**Exhibit H**

\*I. 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

		<u>P.O. Amount</u>	<u>Invoice</u>
1.	P.O. 242196 Bank of America - Petermann	\$1,125,000.00	\$1,165,552.89
2.	P.O. 241278 Education Alternatives	\$26,000.00	\$33,026.40
3.	P.O. 241838 Lake County ESC	\$38,000.00	\$43,091.39

To approve the following Then and Now Certificates

		<u>P.O. Amount</u>
1.	P.O. 242271 Lake County ESC	\$27,675.34
2.	P.O. 242246 Gordon Food Service	\$36,868.19
3.	P.O. 242247 Treasurer, State of Ohio	\$5,847.75
4.	P.O. 141197 Bertagnolli, Andrew (Baseball Official)	\$110.00
5.	P.O. 140900 Fine Arts Assn.	\$1,246.00
6.	P.O. 141154 Fine Arts Assn.	\$1,246.00
7.	P.O. 141155 Fine Arts Assn.	\$7,412.00
8.	P.O. 141061 Scholastic Book Fairs	\$2,884.86
9.	P.O. 242286 Lake County ESC	\$592,603.04

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

		<u>Blanket Certificate Amount</u>	
1.	CSC196 Litman, Charles	\$15,000.00	CCA Computer Lab Maint
2.	FIN241 Anthem Life	\$50,000.00	Life Insurance
3.	FIN242 Ohio Schools Council - Gas	\$385,000.00	Gas Bills
4.	FIN243 DS Benefits Group, LLC	\$40,000.00	Employee Benefits Service
5.	FIN244 Standard Insurance Company	\$30,000.00	Life Insurance
6.	FIN245 Dominion East Ohio Gas Co	\$119,000.00	Gas Bills
7.	FIN246 Dominion East Ohio Gas Co	\$180,000.00	Gas Bills
8.	FIN247 Illuminating Company	\$900,000.00	Electricity
9.	FIN248 L. C. Dept. of Utilities	\$197,000.00	Water/Sewer
10.	FIN249 Fisher & Phillips LLP	\$40,000.00	Legal Services
11.	FIN250 Ohio Dept Job & Family Svcs	\$90,000.00	Monthly Unemployment
12.	FIN251 Hoover Six and Assoc	\$70,000.00	Property Tax Legal
13.	FIN256 SERS	\$150,000.00	Jul, Aug, Sep Petermann
14.	FIN263 Medical Mutual of Ohio	\$1,845,000.00	Employee Benefits
15.	FIN271 Vantage Financial Group	\$100,000.00	Health Care Reimbursement
16.	FIN274 Squire Patton Boggs LLP	\$80,000.00	Legal Services
17.	FIN275 The Reserve Account	\$25,000.00	Postage Meter at BoE
18.	FIN276 Sheakley Uniserve, Inc.	\$30,000.00	Legal Services
19.	FIN277 Rea & Associates	\$30,000.00	Audit Fees
20.	FIN278 Treasurer, State of Ohio	\$30,000.00	Audit Review
21.	MAN0452 Ciro's Sewer Cleaning	\$15,000.00	Districtwide
22.	MAN0458 Complete Pest Management	\$30,000.00	Pest Control Districtwide
23.	NHS0203 Petermann	\$22,000.00	NHS Fall Sports
24.	FS0111 Gordon Food Service	\$135,000.00	Cafeteria Supplies
25.	FS0112 Treasurer, State of Ohio	\$30,000.00	Food Svc Commodities

\*J. Advance of General Funds

Be it resolved upon the recommendation of the Superintendent and Treasurer the General Fund advance \$7,000.00 to the following fund(s) to avoid month end deficits.

<u>Fund/SCC</u>	<u>Advance</u>
590-9014	\$7,000.00

\*K. Return of Advances

Be it resolved upon the recommendation of the Treasurer that advances totaling \$994,570.00 be returned to the General Fund:

<u>Fund/SCC</u>	<u>Amount of Return</u>	<u>Fund/SCC</u>	<u>Amount of Return</u>
009-9230	\$191,050.00	009-9231	\$1,970.00
009-9232	\$410.00	009-9234	\$830.00
009-9236	\$6,770.00	009-9237	\$610.00
009-9238	\$600.00	009-9239	\$2,310.00
009-9310	\$37,510.00	009-9320	\$32,430.00
009-9410	143,850.00	009-9420	\$7,910.00
009-9440	\$4,140.00	009-9330	\$242,000.00
014-9001	\$53,000.00	018-9001	\$100.00
018-9460	\$5,000.00	018-9520	\$40.00
020-9003	\$167,040.00	020-9001	97,000.00

\*L. Transfer of Funds (to cover Athletic Official fees)

Be it resolved upon the recommendation of the Superintendent and Treasurer that \$8,570.00 be transferred from the General Fund to the following Athletic Fund/SCC's.

<u>Fund/SCC</u>	<u>Description</u>	<u>Transfer</u>
300-9001	Eastlake Athletics	\$160.00
300-9301	North Athletics	\$5,820.00
300-9401	South Athletics	\$2,465.00
300-9101	Willoughby Athletics	\$125.00

\*M. Transfer of Funds (to establish new Fund/SCC)

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

<u>Transfer FROM Fund/SCC</u>	<u>Amount</u>
018-9210 North Support	\$1,500.00
200-9102 WMS Drama	\$6,452.53
018-9320 WMS Support	\$711.07
018-9330 WWMS Support	\$2,500.00
018-9450 Royalview Support	\$7,209.91

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.

<b><u>Transfer TO Fund/SCC</u></b>	<b><u>Amount</u></b>
018-9217 North Bike Club	\$1,500.00
018-9324 Drama	\$6,452.53
018-9325 Willoughby Power of the Pen	\$711.07
018-9332 WWMS Phys. Ed.	\$2,500.00
018-9451 Royalview 1 <sup>st</sup> Gr Box Tops	\$705.35
018-9452 Royalview 2 <sup>nd</sup> Gr Box Tops	\$1,037.41
018-9453 Royalview 3 <sup>rd</sup> Gr Box Tops	\$1,348.70
018-9454 Royalview 4 <sup>th</sup> Gr Box Tops	\$1,168.40
018-9455 Royalview 5 <sup>th</sup> Gr Box Tops	\$912.10
018-9456 Royalview KG Box Tops	\$895.95
018-9457 Royalview Sp Ed Box Tops	\$525.79
018-9458 Royalview Bldg Box Tops	\$616.21

\*N. Transfer of Funds (to apply latchkey and AP test refunds to outstanding 009 fund student fee balances)

Be it resolved upon the recommendation of the Superintendent and Treasurer that \$13,189.42 be transferred from the General Fund to the following Fund/SCC's.

<b><u>Fund/SCC</u></b>	<b><u>Description</u></b>	<b><u>Transfer</u></b>
009-9410	Edison Consumables	\$1,373.25
009-9420	Grant Consumables	\$1,216.50
009-9430	Jefferson Consumables	\$259.50
009-9440	Longfellow Consumables	\$1,022.25
009-9450	Royalview Consumables	\$9,172.92
009-9210	North Consumables	\$145.00

\*O. Gifts and Donations

1. Virginia Marti, Inc. donated \$500.00 to North High 018-9210 Fund for the Art Dept.
2. North Music Boosters donated \$257.30 to the North Choir 200-9302 Fund.
3. Meredith Camp Events, Inc. donated \$500.00 to the Career Academy Welding 200-9506 Fund.
4. Royal Appliance Mfg. Co. donated a 1990 GMC Van for classroom instructional purposes for the Auto Collision and Auto Services programs at the Career Academy.
5. Just In Time Staffing Mentor, LLC donated \$1,500.00 to the Career Academy Employment Assistance Fund 018-9244.
6. Annette Thompson donated an HP Designjet 750C Plus for instructional use by the Career Academy.
7. Kottler Metal donated the purchase of \$2,000.00 of materials from Advanced Gas to the Career Academy Welding Program.
8. Willoughby Middle PTO donated \$734.19.00 to the Willoughby Middle 018-9320 Fund

for 8<sup>th</sup> Grade Day Expenses.

9. Royalview PTA donated \$15,045.00 to the Royalview Elementary 018-9450 Fund for an iPad Cart.
10. Mr. & Mrs. Klar donated \$500.00 to the Kennedy 018-9510 Fund.

**\*P. Student Activity Program Purpose, Goals and Proposed Budgets and Revisions for FY14**

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 FY14 be approved: **Exhibit I**

<u>Fund/Sec</u>	<u>School/Program</u>		<u>Amount</u>
018-9244	Career Academy-Employment Assistance		-
200-9317	North High Yearbook	Revised	18,600.00
200-9506	Tech Center Welding	Corrected	16,950.00
300-9301	North Athletics	Revised	289,170.00
300-9401	South Athletics	Revised	298,380.00

**\*Q. A Resolution to Close Inactive Accounts**

Be it resolved upon the recommendation of the Superintendent and Treasurer that the closing of the following inactive fund-special cost centers be approved:

<u>Fund/SCC</u>	<u>Fund/SCC</u>	<u>Fund/SCC</u>	<u>Fund/SCC</u>	<u>Fund/SCC</u>
007-9012	007-9124	007-9310	007-9420	018-9001
018-9520	200-9004	200-9102	200-9201	200-9207
200-9303	200-9304	200-9305	200-9401	200-9402
200-9403	200-9404	200-9405	200-9414	200-9416
200-9703	200-9705	200-9706		

**R. A Resolution Authorizing the Sale of Surplus Furniture and Equipment**

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following be approved: A Resolution Declaring that Used Surplus Equipment of The Board Of Education are no longer needed for any school purpose and authorizing the sale of the Surplus Furniture and Equipment by Public Auction. **Exhibit J**

**R-14-61**

It was moved by Mrs. Newyear and seconded by Mrs. Zuren to Approve A Resolution Authorizing the Sale of Surplus Furniture and Equipment.

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

**SUPERINTENDENT’S REPORT**

A. RECOMMENDATIONS

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

Be it resolved upon the recommendation of the Superintendent that the services agreement with the Lake County Educational Service Center commencing July 1, 2014 and concluding June 30, 2015 be approved.

**Exhibit K**

**R-14-62**

It was moved by Mrs. Scott and seconded by Mr. Brickner to Approve Inter-district Service Agreement with Lake County Educational Service Center.

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

2. Employee Benefit Administration Services Agreement

Be it resolved upon the recommendation of the Superintendent that the services agreement with DS Benefits Group LLC commencing July 1, 2014 through June 30, 2015 be approved be approved.

**Exhibit L**

**R-14-63**

It was moved by Mrs. Newyear and seconded by Mrs. Zuren to Approve Employee Benefit Administration Services Agreement.

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

3. Masonry Repair Project at Royalview Elementary School

Be it resolved upon the recommendation of the Superintendent that the contract for the masonry repair project at Royalview Elementary School in the amount of \$40, 000.00 be awarded to Lakeland Management Systems, the only contractor that submitted a bid.

**R-14-64**

It was moved by Mr. Brickner and seconded by Mrs. Scott to Approve Masonry Repair Project at Royalview Elementary School.

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



4. Lab Casework Replacement Project at South High School

Be it resolved upon the recommendation of the Superintendent that the contract for the lab casework replacement project at South High in the amount of \$159,000.00 be awarded to Lakeland Management Systems, the only contractor that submitted a bid.

**R-14-65**

It was moved by Mrs. Newyear and seconded by Mr. Brickner to Approve Lab Casework Replacement Project at South High School.

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

\*5. Procedure for Complaints of Discrimination against Students

Be it resolved upon the recommendation of the Superintendent that regulation 4110, providing for a procedure for complaints of discrimination against students be adopted.

**Exhibit M**

\*6. McGraw-Hill English Language Arts K-5 Recommendation

Be it resolved upon the recommendation of the Superintendent that the English Language Arts *Wonders* textbook be adopted for implementation in the 2014-15 school year.

**Exhibit N**

\*7. Overnight/Out of District Field Trip Request

Be it resolved upon the recommendation of the Superintendent that the South High School cheerleading group attend a Cheerleading Team Camp at Akron University in Akron, Ohio from Friday, July 25, 2014 to Sunday, July 27, 2014 be approved.

\*8. Parent/Guardian Transportation Agreement

WHEREAS, parents/guardians of those pupils listed in this agenda have requested that transportation be provided to various private or parochial schools; and

WHEREAS, it has been determined that these pupils are eligible to receive transportation in accordance with Section 3327.01 of the Ohio Revised Code; and

WHEREAS, the manager of transportation, after examination of existing school bus routes, time schedules, student residence locations, school location, and available school conveyances had determined that such services by school conveyance is impractical;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education declares such services by school conveyance is impractical; and

BE IT FURTHER RESOLVED that the Board authorizes offering parents/guardians of pupils attending these schools payment in lieu of providing such services, that the amount which is reimbursed by the state to the district and shall not exceed the state average cost to transport all pupils in the state the preceding year. **Exhibit O**

9. Treasurer's Agreement

Be it resolved that the Willoughby-Eastlake Board of Education approves an agreement for employment of William Parkinson as Treasurer of Schools of the Willoughby-Eastlake City School District for the period August 1, 2015 through and including July 31, 2020.

**R-14-66**

It was moved by Mrs. Scott and seconded by Mr. Brickner to Approve Treasurer's Agreement.

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

10. Administrative Salary Schedule - WITHDRAWN

\*11. 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 P**

B. POLICIES

1. Policy Manual, Sections 0000-9000

- First Reading

June 23, 2014

**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-14-67**

It was moved by Mrs. Newyear and seconded by Mrs. Zuren to approve the following resolution: 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, July 14, 2014, 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. Newyear to approve Meeting Notification.

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

**ADJOURNMENT**

At 7:51 p.m., there being no further business, it was moved by Mrs. Zuren and seconded by Mr. Brickner 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