

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, **July 8, 2013** at 7:04 p.m. in the Kennedy Community School located at 34050 Glen Drive, Eastlake, Ohio with the following members present: Dan Hoffman, Sharon Scott, and Margaret Warner.

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

Approval of Minutes of June 10, 2013.

It was moved by Mrs. Scott and seconded by Mr. Hoffman to Approve the Minutes of June 10, 2013.

On a call of the roll, the following vote was cast: 2 Yes Votes, Mrs. Warner Abstained. Motion tabled until next meeting.

TREASURER'S REPORT

- A. RESOLUTION DETERMINING TO SUBMIT TO THE ELECTORS OF THE WILLOUGHBY-EASTLAKE CITY SCHOOL DISTRICT THE QUESTION OF RENEWING ALL OF AN EXISTING TAX LEVY, PURSUANT TO §5705.194 TO 5705.197 OF THE REVISED CODE **Exhibit A**

R-13-44

It was moved by Mr. Hoffman and seconded by Mrs. Scott to Approve A Resolution Determining To Submit To The Electors Of The Willoughby-Eastlake City School District The Question Of Renewing All Of An Existing Tax Levy, Pursuant To §5705.194 To 5705.197 Of The Revised Code.

On a call of the roll, the following vote was cast: 3 Yes Votes. Motion carried.

- B. RESOLUTION APPROVING AND AUTHORIZING A SUPPLEMENT TO AN EXISTING LEASE-PURCHASE AGREEMENT AND RELATED DOCUMENTS PROVIDING FOR THE CONSTRUCTION, ENLARGING AND OTHER IMPROVEMENT, FURNISHING AND EQUIPPING AND LEASE AND EVENTUAL ACQUISITION OF IMPROVEMENTS TO CERTAIN OF THE SCHOOL DISTRICT'S SCHOOL BUILDINGS AND BUILDING SITES AND OTHER IMPROVEMENTS FOR SCHOOL DISTRICT PURPOSES, AND AUTHORIZING AND APPROVING OTHER RELATED MATTERS **Exhibit B**

R-13-45

It was moved by Mrs. Scott and seconded by Mr. Hoffman to Approve A Resolution Approving And Authorizing A Supplement To An Existing Lease-Purchase Agreement And Related Documents Providing For The Construction, Enlarging And Other Improvement, Furnishing And Equipping And Lease And Eventual Acquisition Of Improvements To Certain Of The School District's School Buildings And Building Sites And Other Improvements For School District Purposes, And Authorizing And Approving Other Related Matters.

On a call of the roll, the following vote was cast: 3 Yes Votes. Motion carried.

*C. Financial Report for Month Ending May 31, 2013 **Exhibit C**

*D. 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>
Lake County ESC	232169	\$50,000.00	\$57,462.54	Early Childhood Program
Lake County ESC	232173	\$215,000.00	\$253,599.73	Kennedy Academy Programs
Petermann	232208	\$60,000.00	\$84,292.25	Extracurricular Transportation

*E. Purchase Order Approvals

Be it resolved upon the recommendation of the Superintendent and Treasurer, in accordance with the ORC for *after-the-fact* purchase orders, the Board approve the following invoices for payment, and the Treasurer be authorized to sign an amended Fiscal Certificate for each:

<u>Vendor</u>	<u>P.O. Number</u>	<u>P.O. Date</u>	<u>Invoice Date</u>	<u>Amount</u>	<u>Purchased</u>
BWC State Ins Fund 7/1-12/31/12	232555	06/10/13	05/31/13	\$189,837.46	Premium for
Otis Spunkmyer Fundraiser	131418	06/21/13	02/10/13	\$7,626.00	Cookie Dough
Scholastic Book Fair March 2013	131355	05/21/13	06/10/13	\$2,367.00	Book Fair -
Tams-Witmark Music Materials	131422	06/28/13	02/16/12	\$101.75	Replace Missing
Tams-Witmark Music Books	131422	06/28/13	06/29/12	\$1,084.50	Replace Missing

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*F. Advance of General Funds

Be it resolved upon the recommendation of the Superintendent and Treasurer the General Fund advance \$476,000.00 to the following funds to avoid month end deficits.

<u>Fund/SCC</u>	<u>Advance</u>	<u>Fund/SCC</u>	<u>Advance</u>
009-9001	\$62,000.00	020-9001	\$138,000.00
014-0000	\$53,000.00	506-9013	\$223,000.00

*G. 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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*H. Transfer of Funds (to cover Athletic Official fees)

Be it resolved upon the recommendation of the Superintendent and Treasurer that \$3,020.00 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	\$240.00
300-9101	Willoughby Athletics	\$400.00
300-9301	North Athletics	\$1,310.00
300-9401	South Athletics	\$1,070.00

*I. Gifts and Donations (\$9,048.34)

1. North High School Parents donated \$662.00 to 200-9305, North High School Class of 2014 Student Activity Fund for After Prom.
2. South High School Rebel Mom's Club donated \$3,051.65 to 200-9404, South High School Class of 2013 Student Activity Fund.
3. Willoughby Middle School PTO donated \$4,859.75 to the Willoughby Middle School 018-9320 fund for curricular related purchases.
4. Jefferson Elementary PTO donated \$474.94 to the Jefferson Elementary 018-9430 Fund for curricular related purchases.

*J. 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>	<u>Fund/SCC</u>
Ohio Department of Aging	\$4,000.00	RSVP Project MORE Pilot	599-9214
Wal-Mart Foundation	\$1,500.00	iPads for Royalview Elementary	018-9450
Wal-Mart Foundation	\$1,500.00	Library – Willowick Middle	018-9330

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*K. Budget Revision for Lake County RSVP Program, Fiscal Year Beginning April 1, 2013

Be it resolved upon the recommendation of the Superintendent and Treasurer the Lake County RSVP Program Budget be revised from \$165,813 to \$174,472.

<u>Fund/SCC</u>	<u>School/Program</u>	<u>Amended Budget</u>
599-9014	Lake County RSVP	\$174,472

*L. Donation of Non-Real Property

Be it resolved upon the recommendation of the Treasurer the items in Exhibit D have been determined to have no monetary or educational value, and their donation to the All Saints School from the St. Mary Magdalene/St. Justin Martyr Auxiliary Account be approved. **Exhibit D**

Be it resolved upon the recommendation of the Treasurer the Willoughby-Eastlake City School District donate a Hoyer Lift, serial number 1108L0022, to the Broadmoor School be approved.

*M. Amended FY13 Permanent Appropriations **Exhibit E**

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

*N. FY14 Temporary Permanent Appropriations **Exhibit F**

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

*O. Establishment of Petty Cash Accounts in the Total of \$3,725.00

RESOLUTION TO ESTABLISH PETTY CASH ACCOUNTS

WHEREAS, §3313.291, ORC, permits the Board of Education of a school district to establish petty cash accounts from which the treasurer may draw moneys by signed check for purchases made within the district; and

WHEREAS, the resolution shall specify the maximum amount of money that may be placed in the account and designate the district officials who may draw moneys from the account; and

WHEREAS, the resolution shall specify the requirements and procedures for replenishing the account.

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THEREFORE, be it resolved by the Board, that the following petty cash accounts will be established and replenished on the imprest basis by the district officials authorized for the custody, care and the making of disbursements from the respective accounts:

<u>Petty Cash Fund</u>	<u>Amount</u>	<u>Designated School Official</u>
Grant Elementary	\$200.00	Susan Kahl, Principal Sue Mierke, Secretary
Jefferson Elementary	\$250.00	Tim Hamman, Principal Lori Dugger, Secretary
Longfellow Elementary	\$250.00	Ruth Ann Plate, Principal Dawn Igarashi, Secretary
Royalview Elementary	\$200.00	Chad VanArnhem, Principal Connie Iwamoto, Secretary
Washington Elementary	\$200.00	Tamee Tucker, Principal Cheryl Wolenski, Secretary
Eastlake Middle	\$500.00	Mike Chokshi, Principal Deb Ivans, Secretary
Willoughby Middle	\$300.00	Larry Keller, Principal Kate Wells, Secretary
Willowick Middle	\$300.00	Lori Rodman, Principal Peggy Kraker, Secretary
North High	\$400.00	Jen Chauby, Principal Cathe Besselman, Secretary
South High	\$400.00	Paul Lombardo, Principal Darlene Brunetti, Secretary
Tech Center	\$300.00	Sue Roseum, Principal Barb Kinkoph, Secretary
RSVP Program	\$200.00	Cristen Kane, Director Cindy Mizner, Secretary
Treasurer's Office	\$200.00	Bill Parkinson, Treasurer Donna Crooks, Asst. Treasurer Sharon Readence, Bookkeeper
Title I Program	\$125.00	Lori Langan, Secretary

*P. Establishment of Change Funds

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following Change Funds be established in the amount of \$5,825. These funds are used to establish start-up funds for the school cafeterias, athletic departments and school fund accounts. All funds are returned at the end of each school year.

<u>Change Fund</u>	<u>Amount</u>	<u>Designated School Official</u>
North High Athletics 300-9301	\$2,000.00	Dennis Reilly, Athletic Director
South High Athletics 300-9401	\$2,500.00	Steve Nedlik, Athletic Director
Food Service Program 006-0000	\$1,325.00	Lois Szuhay, Director

*Q. Ohio Department of Education Funding of School District Federal Grants

Be it resolved upon the recommendation of the Superintendent and Treasurer that approval be granted to apply to the Ohio Department of Education for the following Federal Grants, including any applicable carryover, for the 2013-14 school year.

<u>Fund & Grant Program Description</u>	<u>FY13-14 Est. Allocation</u>
502 School to Work	\$531,590
504 Education Jobs Fund	\$0
506 Race to the Top	\$131,400
516 IDEA Part B	\$1,697,050
524 Vocational Education	\$128,120
533 Title II-D Technology	\$2,000
551 Title III Limited English	\$19,380
572 Title I Disadvantaged Youth	\$999,940
587 Early Childhood	\$38,940
590 Title II-A Improving Teacher Quality	\$257,460

SUPERINTENDENT'S REPORT

- *1. Adoption of 2013-14 W-E Career Technical Center Program Textbooks – Auto Collision & Medical Assisting Programs

Be it resolved upon the recommendation of the Superintendent that the textbooks for the 2013-2014 Auto Collision Program and the Medical Assisting Program be adopted. **Exhibit G**

2. School District Waivers

Be it resolved upon the recommendation of the Superintendent that the district waiver application submitted to the State Department of Education to waive specific statutory provisions and rules in order to provide professional development for teachers on November 5, 2013, January 17, 2014 and February 18, 2014 be approved.

R-13-46

It was moved by Mr. Hoffman and seconded by Mrs. Scott to Approve A Resolution for School District Waivers.

On a call of the roll, the following vote was cast: 3 Yes Votes. Motion carried.

3. 2013-2014 Fee Schedule

Be it resolved upon the recommendation of the Superintendent that the 2013-2014 fee schedule for materials other than textbooks used in the classroom be adopted.

Exhibit H

R-13-47

It was moved by Mrs. Scott and seconded by Mr. Hoffman to Approve A Resolution for 2013-2014 Fee Schedule.

On a call of the roll, the following vote was cast: 3 Yes Votes. Motion carried.

4. 2013-2014 Co-Curricular Fee Schedule

Be it resolved upon the recommendation of the Superintendent that the 2013-14 fee schedule for co-curricular activities be adopted. **Exhibit I**

R-13-48

It was moved by Mr. Hoffman and seconded by Mrs. Scott to Approve A Resolution for 2013-2014 Co-Curricular Fee Schedule.

On a call of the roll, the following vote was cast: 3 Yes Votes. Motion carried.

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5. Willoughby-Eastlake Public Library Trustee

Be it resolved upon the recommendation of the Superintendent that the reappointment of Lisa Fiorello to the Willoughby-Eastlake Public Library Board of Trustees effective September 1, 2013 through August 31, 2020 be approved.

R-13-49

It was moved by Mrs. Scott and seconded by Mr. Hoffman to Approve A Resolution for Willoughby-Eastlake Public Library Trustee.

On a call of the roll, the following vote was cast: 3 Yes Votes. Motion carried.

6. Ratification of Union Contract

Be it resolved upon the recommendation of the Superintendent that the amendment to the OAPSE Chapter 159, Food Service Workers' Union collective bargaining agreement effective through the 2013-2014 school year be ratified.

R-13-50

It was moved by Mr. Hoffman and seconded by Mrs. Scott to Approve A Resolution for Ratification of Union Contract.

On a call of the roll, the following vote was cast: 3 Yes Votes. Motion carried.

*7. Re-Employment of Retired Personnel

Be it resolved upon the recommendation of the Superintendent that the attached policy on re-employment of retired personnel be adopted. **Exhibit J**

*8. Overnight/Out of District Field Trip Request

Be it resolved upon the recommendation of the Superintendent that an educational trip for the South High School Cheerleading team to attend cheerleading camp at Akron University in Akron, Ohio from Friday, July 26, 2013 to Sunday, July 28, 2013 be approved.

*9. Overnight/Out of District Field Trip Request

Be it resolved upon the recommendation of the Superintendent that an educational trip for the North High School Cheerleading team to attend cheerleading camp at Otterbein College in Westerville, Ohio from Monday, July 29, 2013 to Thursday, August 1, 2013 be approved.

*10. 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 RESOVLED 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 K

*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.

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.

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R-13-51

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

On a call of the roll, the following vote was cast: 3 Yes Votes. Motion carried.

MEETING NOTIFICATION

A Special Meeting of the Board of Education will be held in July to appoint a permanent or interim South High School Principal and to vote on the resolution to proceed for the November levy. The date of this meeting has not been specified.

The next Regular Board of Education Meeting is scheduled to be held Monday, August 12, 2013, 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 Mr. Hoffman to approve Meeting Notification.

On a call of the roll, the following vote was cast: 3 Yes Votes. Motion carried.

ADJOURNMENT

At 7:43 p.m., there being no further business, it was moved by Mrs. Scott and seconded by Mr. Hoffman to adjourn.

On a call of the roll, the following vote was cast: 3 Yes Votes. Motion carried.

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

President

Treasurer