

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 11, 2016** at 7:01 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, 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.

Approval Of Minutes Of June 20, 2016.

R-16-50

It was moved by Mrs. Warner and seconded by Mrs. Zuren to Approve the Minutes Of June 20, 2016.

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

Approval Of Minutes Of July 7, 2016.

R-16-51

It was moved by Mrs. Scott and seconded by Mrs. Perchinske to Approve the Minutes Of July 7, 2016.

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

TREASURER'S REPORT

*A. Amended Final Appropriations for FY16

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Final Amended Appropriations for FY16 be approved. **Exhibit 3A**

*B. Amended Final Certificate of Estimated Resources

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Final Amended Certificate of Estimated Resources be approved. **Exhibit 3B**

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*C. 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

Purchase Order	P.O. Amount	Invoice Amount	Increase
262170- Re-Education Services, Inc.	9,725.00	15,118.00	5,393.00
262057- Medical Mutual	2,000,000.00	2,092,987.27	92,987.27
261341- Lake County ESC	106,500.00	118,444.84	11,944.84
261494- Petermann	60,000.00	78,006.16	18,006.16
260118- Comdoc Leasing	25,200.00	32,000.00	6,800.00
262267- Walter & Haverfield LLP	2,530.00	15,530.00	13,000.00
260027- Hoover Six and Assoc.	50,000.00	57,492.50	7,492.50
261990- Best Truck Equip., Inc.	7,500.00	10,909.22	3,409.22

To approve the following Blanket Certificates of \$25,000 or more

Requisition	Vendor	Amount	Description
NHS0422	Petermann	30,000.00	Bus transportation for fall sports 8/1/16-11/5/16
BUS0558	Petermann	60,000.00	District transportation- additional services July 2016-June 2017
BUS0562	Comdoc Leasing	39,630.30	Semi-annual payment July-Dec. 2016
BUS0563	Comdoc, Inc.	31,500.00	Click charges for copiers within district July-Dec. 2016

*D. Transfer of Funds

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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 \$125,000.00

*E. Travel Payment and Reimbursement Rates

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following travel payment and reimbursement rates for per diem meals, lodging, and mileage be approved.

Reimbursement for lodging expenses may not exceed \$150 per night (excluding parking and taxes), unless approved in advance by the Superintendent.

The maximum reimbursement for meals will be as follows. These allowances include any county and state sales taxes, and a 15.0% maximum gratuity:

\$10 per day for breakfast
\$15 per day for lunch
\$25 per day for dinner

Standard mileage rates for the personal use of an employee vehicle. Rate based on current reimbursement rate published by the IRS. {Currently 54 cents per mile for each business mile driven}

*F. 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
PPG Innovative Classroom Grant- to Jefferson Elementary	019-9432	\$1,000.00

*G. Gifts and Donations

1. Just In Time Staffing Mentor, LLC donated \$250.00 to Welding for Willowick community bus project, 200-9506.

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

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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 3H**

Fund/SCC	School	Account Description	Amount	
011-0000	Northern Career Institute	Auto Body	11,000.00	New FY17 Budget; New FY17 P/G
011-9001	Northern Career Institute	Auto Services	15,500.00	New FY17 Budget; New FY17 P/G
011-9003	Northern Career Institute	Cosmetology	2,500.00	New FY17 Budget; New FY17 P/G
012-9001	Northern Career Institute	Adult Education Welding	11,500.00	New FY17 Budget; New FY17 P/G
018-9110	BOE	Superintendent	-	Revised FY17 P/G Only
018-9209	North High School	North High School Special Ed.	500.00	New Acct; New FY17 Budget; New FY17 P/G
018-9230	Northern Career Institute	Northern Career Institute (Main)	25,700.00	New FY17 Budget; New FY17 P/G
018-9236	Northern Career Institute	Kennedy Nursing	12,500.00	New FY17 Budget; New FY17 P/G
018-9241	Northern Career Institute	Employment Assistance	750.00	New Acct; New FY17 Budget; New FY17 P/G
018-9250	School of Innovation	School of Innovation (Main)	47,500.00	New Acct; New FY17 Budget; New FY17 P/G
018-9430	Jefferson Elementary School	Jefferson (Main)	20,300.00	New FY17 Budget; New FY17 P/G
018-9440	Longfellow Elementary School	Longfellow (Main)	46,050.00	New FY17 Budget; New FY17 P/G
018-9458	Royalview Elementary School	Royalview RV Bldg Box Tops	3,227.00	Revised FY17 Budget Only
200-9008	Eastlake Middle School	Eastlake Art Club	440.00	New Acct; New FY17 Budget; New FY17 P/G
200-9101	Willoughby Middle School	Willoughby Art Club	600.00	New FY17 Budget; New FY17 P/G
200-9103	Willoughby Middle School	Willoughby Instrumental Music	368.00	New FY17 Budget; New FY17 P/G
200-9104	Willoughby Middle School	Willoughby Library Club	4,900.00	New FY17 Budget; New FY17 P/G
200-9105	Willoughby Middle School	Willoughby Rocket Club	2,500.00	New FY17 Budget; New FY17 P/G
200-9106	Willoughby Middle School	Willoughby NJHS	4,650.00	New FY17 Budget; New FY17 P/G

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200-9107	Willoughby Middle School	Willoughby Student Council	4,250.00	New FY17 Budget; New FY17 P/G
200-9108	Willoughby Middle School	Willoughby Yearbook	3,100.00	New FY17 Budget; New FY17 P/G
200-9203	Willowick Middle School	Willowick Lance Newspaper	2,100.00	New FY17 Budget; New FY17 P/G
200-9206	Willowick Middle School	Willowick NJHS	280.00	New FY17 Budget; New FY17 P/G
200-9208	Willowick Middle School	Willowick Student Council	2,600.00	New FY17 Budget; New FY17 P/G
200-9313	North High School	North High National Honor Society	50.00	New FY17 Budget; New FY17 P/G
200-9314	North High School	North Nature Club	1,500.00	Revised FY17 Budget Only
200-9317	North High School	North High Yearbook	22,500.00	Revised FY17 Budget Only
200-9402	South High School	South High School Store	13,000.00	New Acct; New FY17 Budget; New FY17 P/G
200-9408	South High School	South High Class of 2017	-	Revised FY17 P/G Only
200-9418	South High School	South High Student Council	-	Revised FY17 P/G Only
200-9420	South High School	South High Class of 2018	-	Revised FY17 P/G Only
200-9421	South High School	South High Class of 2019	-	Revised FY17 P/G Only
200-9422	South High School	South High Class of 2020	2,000.00	New Acct; New FY17 Budget; New FY17 P/G
200-9501	Northern Career Institute	Auto Body	2,100.00	New FY17 Budget; New FY17 P/G
200-9502	Northern Career Institute	Auto Services	2,500.00	New FY17 Budget; New FY17 P/G
200-9503	Northern Career Institute	Business Technology	2,100.00	New FY17 Budget; New FY17 P/G
200-9504	Northern Career Institute	Travel Tourism Lodging Management	3,150.00	New FY17 Budget; New FY17 P/G
200-9506	Northern Career Institute	Welding	23,300.00	New FY17 Budget; New FY17 P/G
200-9507	Northern Career Institute	Production Welding	1,550.00	New FY17 Budget; New FY17 P/G
200-9508	Northern Career Institute	Cosmetology	4,000.00	New FY17 Budget; New FY17 P/G
200-9509	Northern Career Institute	Jr. Achievement 1	1,200.00	New FY17 Budget; New FY17 P/G
200-9510	Northern Career Institute	Jr. Achievement 2	1,200.00	New FY17 Budget; New FY17 P/G
300-9201	Willowick Middle School	Willowick Athletics	13,200.00	New FY17 Budget; New FY17 P/G

*I. Establishment of Petty Cash Accounts in the Total of \$4,275.00

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.

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>
Edison Elementary	\$250.00	JaTina Threat, Principal Linda Somerville, Secretary
Grant Elementary	\$200.00	Laurie Hoynes, Principal
Jefferson Elementary	\$250.00	Lisa George, Principal Lori Dugger, Secretary
Longfellow Elementary	\$250.00	Allison Aber, Principal Lisa Gabriel, Secretary
Royalview Elementary	\$200.00	Kimberly Cantwell, Principal Connie Iwamoto, Secretary
Eastlake Middle	\$500.00	Mike Chokshi, Principal Deb Ivans, Secretary
School of Innovation	\$200.00	Brian Patrick, Principal Dawn Igarashi, Secretary
Willoughby Middle	\$300.00	Larry Keller, Principal Kate Wells, Secretary
Willowick Middle	\$300.00	Lori Rodman, Principal Peggy Kraker, Secretary

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Career Academy	\$300.00	Sue Roseum, Principal Barb Kinkoph, Secretary
North High	\$400.00	Eric Frei, Principal Cathe Besselman, Secretary
South High	\$400.00	Zachary Weagley, Principal Darlene Brunetti, Secretary
RSVP Program	\$400.00	Cristen Kane, Director Cindy Mizner, Secretary
Title I Program	\$125.00	Cheryl Zaugg, Secretary
Treasurer's Office	\$200.00	Bill Parkinson, Treasurer Donna Crooks, Asst. Treasurer Sharon Readence, Bookkeeper

*J. 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 \$5,050. 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	\$2,500.00	Dennis Reilly, Athletic Director
South High Athletics 300-9401	\$2,500.00	James Mormino, Athletic Director
Willoughby Middle School 001-0000	\$50.00	Larry Keller, Principal

*K. Ohio Department of Education Funding of School District Federal and State 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 and State Grants, including any applicable carryover, for the 2016-17 school year. These amounts amend the FY17 permanent appropriations the Board of Education adopted at the June regular meeting.

<u>Fund & Grant Program Description</u>	<u>FY17 Est. Allocation</u>
502 School to Work	\$489,700.00
516 IDEA Part B	\$1,739,100.00
551 Title III Limited English	\$19,380.00
572 Title I Disadvantaged Youth	\$1,007,420.00

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587	Early Childhood	\$38,930.00
590	Title II-A Improving Teacher Quality	\$235,600.00
599	Title V - PEP	\$3,160.00
439	Early Childhood Education	\$40,000.00
451	K12 Network Subsidy	\$22,500.00

SUPERINTENDENT’S REPORT- Resolutions

A. Food Service Management Contract

Be it resolved upon the recommendation of the Superintendent and Treasurer that the contract with Chartwell's for the management of the district's food service program for the 2016-2017 school year be approved.

R-16-52

It was moved by Mrs. Zuren and seconded by Mrs. Scott to Approve the Food Service Management Contract.

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

B. Willoughby-Eastlake Public Library Trustee

Be it resolved upon the recommendation of the Superintendent that Jeff Mackey be reappointed to the Library Board of Trustees for a seven-year term effective September 1, 2016 through August 31, 2023. **Exhibit 4B**

R-16-53

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

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

*C. Professional Development Days

Be it resolved upon the recommendation of the Superintendent that the professional development days for the district staff to be held on August 16, 2016, August 17, 2016, and November 8, 2016 be approved.

*D. Textbook Adoptions - AP Art History and Middle School Health

Be it resolved upon the recommendation of the Superintendent that the AP Art History textbook, "Gardner's Art Through the Ages: 15th Edition", published by Cengage and the "Pearson Health" textbook for Middle school students be adopted. **Exhibit 4D**

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*E. Adoption: Policy 3223 - Standard-Based School Counselor Evaluation

Be it resolved upon the recommendation of the Superintendent that Policy 3223 - Standard Based School Counselor Evaluation be adopted. **Exhibit 4E**

*F. 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 4F**

***MEETING NOTIFICATION**

The next Regular Board of Education Meeting is scheduled for Monday, August 8, 2016, 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-16-54

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

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

ADJOURNMENT

At 7:14 p.m., there being no further business, it was moved by Mrs. Scott and seconded by Mrs. Perchinske to adjourn.

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

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

President

Treasurer