

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, **August 8, 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.

Brian Patrick, the Principal of School of Innovation and Claire Posius, the Euclid Creek Watershed Coordinator, did a brief presentation regarding a proposed reclamation project of Euclid Creek on the grounds of the School of Innovation.

Approval Of Minutes Of July 11, 2016.

R-16-55

It was moved by Mrs. Scott and seconded by Mrs. Zuren to Approve the Minutes Of July 11, 2016.

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 June 30, 2016 **Exhibit 3A**

*B. Financial Report for Month Ending July 31, 2016 **Exhibit 3B**

*C. Amended Appropriations for FY17

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Amended Appropriations 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 be approved. **Exhibit 3D**

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*E. 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
261274- School Specialty Inc.	10,000.00	15,058.93	5,058.93
262164- Squire Patton Boggs LLP	5,800.00	9,423.35	3,623.35

To approve the following Then and Now Certificates

PO Number	Vendor	Description
270501	Petrucelli, Michele	Medicaid Case Review
270400	Walter & Haverfield LLP	Invoice 304785 Then and Now
161078	Coca-Cola	Coke products purchased on 10/13/15
270724	Staples Business Advantage	Invoice #3253306641 (past due from 1/6/15)

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

Requisition	Vendor	Amount	Description
PUPSMO1	Willo Transportation	30,000.00	Transportation for ESY 2016
PUPSMO2	Misc. Vendors	90,000.00	ESY Services for 2016

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F. Settlement Agreement between the Willoughby-Eastlake City School District Board of Education and Shoregate Station, LLC

Be it resolved upon the recommendation of the Treasurer that the Settlement Agreement between the Willoughby-Eastlake City School District Board of Education and Shoregate Station, LLC be approved. **Exhibit 3F**

R-16-56

It was moved by Mrs. Zuren and seconded by Mrs. Warner to Approve the Settlement Agreement between the Willoughby-Eastlake City School District Board of Education and Shoregate Station, LLC.

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

G. Privacy Standards/Business Associate Agreement with Lake Hospital System, Inc.

Be it resolved upon the recommendation of the Treasurer that the Privacy Standards/Business Associate Agreement with Lake Hospital System, Inc. be approved. **Exhibit 3G**

R-16-57

It was moved by Mrs. Perchinske and seconded by Mrs. Warner to Approve the Privacy Standards/Business Associate Agreement with Lake Hospital System, Inc.

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

*H. Advance of General Funds

Be it resolved upon the recommendation of the Superintendent and Treasurer the General Fund advance \$326,200.00 to the following fund(s) to avoid negative balance at month end.

<u>Fund/SCC</u>	<u>Advance</u>
021-9001	\$14,000.00
516-9016	\$306,000.00
551-9016	\$1,600.00
590-9016	\$4,100.00
572-9016	\$500.00

*I. Return of Advances

Be it resolved upon the recommendation of the Treasurer that advances totaling \$374,470.00 be returned to the General Fund:

<u>Fund/SCC</u>	<u>Amount of Return</u>
524-9016	\$8,000.00
572-9016	\$1,900.00
587-9016	\$2,500.00

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021-9001	\$35,500.00
516-9016	\$306,000.00
524-9016	\$1,540.00
551-9016	\$1,630.00
590-9016	\$17,400.00

*J. Transfer of Funds (to carry forward RSVP ending balance to new fiscal year)

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

Transfer FROM Fund/SCC	Transfer TO Fund/SCC	Amount
599-9016 RSVP Program	599-9017 RSVP Program	\$62,228.61

*K. 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	\$125,000.00
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*L. Resolution to Close Fund/SCC's and Create New Fund/SCC's

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following amounts be transferred from the closed fund/SCC's to the new fund/SCC's.

Close Account	Amount to be transferred	New Account	School	Account Description
018-9510	8,932.45	018-9168	Kennedy (Pre-School)	Pre-School
018-9601	4,256.97	018-9133	NCI- Willoughby	Bridge to Success
018-9605	100.00	018-9134	NCI-Willoughby	Success Academy
019-9002	2,665.92	019-9220	South High School	South High Rebel Moms
019-9005	461.00	019-9221	South High School	Wal-Mart
019-9006	13.26	019-9126	Washington (closed)--> Safety	Safety-ODOT
019-9007	-	019-9130	Curriculum	Get Science
019-9008	638.79	019-9168	Kennedy (Pre-School)	Northeast Ohio Autism

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019-9010	-	019-9431	Jefferson Elementary School	Jefferson Target Field Trip
019-9011	16,422.67	019-9134	NCI-Willoughby	Success Academy
019-9012	-	019-9210	North High School	North English Dept.
019-9030	28.56	019-9211	North High School	North Library
019-9045	-	019-9310	Eastlake Middle School	Eastlake Share-A-Vision
019-9050	-	019-9430	Jefferson Elementary School	Jefferson Academic Boosters
019-9051	2.50	019-9440	Longfellow Elementary School	Longfellow Academic Boosters
019-9052	400.00	019-9330	Willowick Middle School	Willowick Academic Boosters
019-9060	750.00	019-9237	NCI- Willoughby (Bus. Tech.)	Believe in Ohio

***M. 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

***N. Gifts and Donations**

1. The Bar Athletics donated \$500.00 to Success Academy, 018-9134.

***O. Delegate Appointment for 2016 OSBA Annual Business Meeting**

Be it resolved upon the recommendation of the Superintendent and Treasurer that Rena Perchinske be appointed as a delegate and Connie Newyear be appointed as an alternate for the 2016 OSBA Annual Business Meeting. **Exhibit 30**

***P. 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 3P**

Fund/SCC	School	Account Description	Amount	
018-9003	BOE	Spirit Media	10,249.69	New FY17 Budget; New FY17 P/G
018-9134	NCI-Willoughby	Success Academy	2,150.00	New Acct; New FY17 Budget; New FY17 P/G
019-9168	Kennedy (Pre-School)	Northeast Ohio Autism	639.00	New Acct; New FY17 Budget; New FY17 P/G
200-9166	NCI-Eastlake	Career Explorations	2,800.00	New Acct; New FY17 Budget; New FY17 P/G

***Q. Professional Development Stipends**

Resolution to approve the distribution of professional development stipends and benefit costs from Title II-A. **Exhibit 3Q**

***R. Establishment of Petty Cash Account in the Total of \$200.00**

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 thee 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:

Petty Cash Fund	Amount	Designated School Official
Practical Nursing	\$200.00	Lori Klonowski, Director of Adult Programming Jeanette Grady, Secretary

***S. Sale of the Surplus Equipment by Public Auction or Scrap**

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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
School bus- 2002 (#38)	Blue Bird	TCFE72009	1BAAHCPA92F205064
School bus- 2004 (#42)	Thomas		1T88N4D2641135053
School bus- 1994 (#60)	Blue Bird	TC2000	1BAAHCSA2RF057776
School bus- 1994 (#61)	Blue Bird	TC2000	1BAAHCSA9RF060805
School bus- 2004 (#65)	Thomas		1T88N4D2041135050
School bus- 2004 (#76)	Thomas		1T88N4C2041146552
Van- 2003 (#133)	Chevy	C20	1GCFG25T931109852

Equipment	Asset #
Air Lift Jack	6064
Air Lift Jack	6070
Forney Welder	28032
Noma Snow Thrower	1771
Frymaster Deepfryer	02006
Frymaster Deepfryer	04360
Frymaster Deepfryer	00226
Frymaster Deepfryer	02007
Vulcan Deepfryer	00225
Saniserve Warming table (single)	A4011J
Taylor B731-32 Milkshake Machine	16082
Taylor B731-22 Milkshake Machine	Unreadable
Taylor B741-32 Milkshake Machine	15045
Taylor B731-32 Milkshake Machine	00861
Cres-Cor Cold cart	01694
Cres-Cor Cold cart	15218
Cres-Cor Cold cart	00229
Cres-Cor Cold cart	00974
Tray stacking cart	00863
Tray stacking cart	00865
Hobart D-300T Large Mixer	00219
Hobart D-300 Large Mixer	00707
Hobart 1712 Meat Slicer	17030
Cres-Cor Hot Cart	00579
Cres-Cor Hot Cart	Unreadable

SUPERINTENDENT'S REPORT- Resolutions

August 8, 2016

A. Lake County ESC Lease Agreement -NCI-Eastlake

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following Lease Agreement with the Lake County Educational Service Center (ESC), to lease an area of the Northern Career Institute - Eastlake Campus, for their instructional programs, effective August 1, 2016 through July 31, 2017 be approved.

Exhibit 4A

R-16-58

It was moved by Mrs. Scott and seconded by Mrs. Zuren to Approve the Lake County ESC Lease Agreement -NCI-Eastlake.

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

B. Resolution of Intent not to provide Career-Technical Education in Grades 7 and 8

WHEREAS Ohio Revised Code Section 3313.90(A) requires each city, local, and exempted village school district to provide for students in grades seven through twelve career-technical education by means of establishing and maintaining a program, by being a member of a joint vocational school district (JVSD), or by contracting with a JVSD or another school district; and

WHEREAS division (B) of Section 3313.90 provides that a board of education may adopt a resolution not to provide career-technical education to students enrolled in both grades seven and eight and will receive a waiver from the Ohio Department of Education so long as said resolution is filed by September 30 of that particular school year;

NOW THEREFORE BE IT, AND IT IS, HEREBY RESOLVED that, while the Willoughby-Eastlake Board of Education recognizes the importance of providing adequate training for students to enter their selected occupations, the Board hereby adopts this resolution notifying the Ohio Department of Education of its intent not to offer career-technical education for students enrolled in both grades seven and eight during the 2016-2017 school year; and

BE IT FURTHER RESOLVED that the Willoughby-Eastlake Board of Education respectfully requests that the Ohio Department of Education issue the waiver required by Ohio Revised Code Section 3313.90(B) and

BE IT FURTHER RESOLVED that the Treasurer is hereby directed to certify and submit a copy of this resolution to the Ohio Department of Education at the earliest opportunity so as to ensure its receipt by the Department on a date which is in no event later than the 30th day of September, 2016.

This resolution was duly adopted during a public meeting of the Willoughby-Eastlake Board of Education held on August 8, 2016. In witness thereof, the parties hereby set their hands.

Exhibit 4B

R-16-59

It was moved by Mrs. Warner and seconded by Mrs. Scott to Approve the Resolution of Intent not to provide Career-Technical Education in Grades 7 and 8.

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

***C. 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 4C**

***MEETING NOTIFICATION**

The next Regular Board of Education Meeting is scheduled for Monday, September 12, 2016, 7:00 p.m., at the Northern Career Institute- Eastlake Campus, located at 34050 Glen Dr., Eastlake, OH.

***November Board Meeting**

The Board meeting scheduled for November 14, 2016 will be changed to November 7, 2016 due to the 2016 OSBA Capital Conference in Columbus.

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-16-60

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

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

At 7:35 p.m., it was moved by Mrs. Scott and seconded by Mrs. Zuren to adjourn to executive session to consider the compensation of public employees or officials.

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

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At 8:13 p.m., it was moved by Mrs. Warner and seconded by Mrs. Zuren to reconvene the regular meeting.

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

Ratification of the tentative Willoughby-Eastlake Classified Professional's (WECP) Agreement

Whereas, Chapter 4117 Ohio Revised Code mandates that Boards of Education as public employers negotiate with recognized organizations representing employees over wages, hours, and other terms and conditions of employment; and

WHEREAS, this Board, through its appointed representatives, has through good faith bargaining reached a tentative accord with the Willoughby-Eastlake Classified Professionals' Association for a contract for the periods of September 1, 2016 through August 31, 2019; and

WHEREAS, the membership of said Association has ratified the tentative agreement;

NOW, THEREFORE, BE IT RESOLVED that this Board confirm and ratify the tentative agreement with the Willoughby-Eastlake Classified Professionals' Association; and

BE IT FURTHER RESOLVED that the classified managers, supervisors, administrative assistants, and RSVP coordinator be granted the same base rate increases and fringe benefit provisions.

R-16-61

It was moved by Mrs. Warner and seconded by Mrs. Scott to Approve the Ratification of the tentative Willoughby-Eastlake Classified Professional's (WECP) Agreement.

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

ADJOURNMENT

At 8:16 p.m., there being no further business, it was moved by Mrs. Zuren and seconded by Mrs. Perchinske 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