

## 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 12, 2013** at 7:12 p.m. in the Kennedy Community School located at 34050 Glen Drive, Eastlake, Ohio with the following members present: Paul Brickner, Dan Hoffman, Connie Newyear, and Margaret Warner.

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

Approval of Minutes of July 8, 2013.

#### **R-13-55**

It was moved by Mr. Hoffman and seconded by Mr. Brickner to Approve the Minutes of July 8, 2013.

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

Approval of Minutes of July 24, 2013.

#### **R-13-56**

It was moved by Mrs. Newyear and seconded by Mr. Hoffman to Approve the Minutes of July 24, 2013.

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

### **TREASURER'S REPORT**

- \*A. Financial Report for Month Ending June 30, 2013 **Exhibit A**
- \*B. Financial Report for Month Ending July 31, 2013 **Exhibit B**
- \*C. Purchase Order Overage

Be it resolved upon the recommendation of the Treasurer, in accordance with the ORC for invoice increases exceeding the purchase order balance, the Board approve the following invoices for payment, and the Treasurer be authorized to sign the Fiscal Certificate:

August 12, 2013

<u>Vendor</u>	<u>P.O.</u>	<u>P.O. Amount</u>	<u>Invoice Amount</u>	<u>Purpose</u>
Seasonal Sporting Goods	130911	\$2,500.00	\$3,634.50	WMS Girls Track Clothing
Neff Company	131298	\$1,789.20	\$1,986.55	WMS Athletic Letters & Pins
Computer Room Design	232538	\$16,942.00	\$18,436.95	Server Room
Jump Start/STRETCH	140109	\$5,500.00	\$8,000.00	Cancelled Program Refunds
Pioneer Revere	240389	\$1,200.00	\$3,297.00	Field Marking Paint

\*D. Advance of General Funds

Be it resolved upon the recommendation of the Superintendent and Treasurer the General Fund advance \$286,400.00 to the following funds to avoid month end deficits.

<u>Fund/SCC</u>	<u>Advance</u>	<u>Fund/SCC</u>	<u>Advance</u>
009-9330	\$242,000.00	020-9003	\$28,000.00
439-9014	\$400.00	590-9014	\$16,000.00

\*E. Return of Advances

Be it resolved upon the recommendation of the Treasurer that FY13 advances totaling \$1,109,800.00 be returned to the General Fund:

<u>Transfer FROM Fund/SCC</u>	<u>Transfer TO Fund/SCC</u>	<u>Amount of Advance</u>
001-9100 Washington Latchkey	001-0000 General Fund	8,000.00
003-0000 Perm Improvement	001-0000 General Fund	533,000.00
009-9410 School Fees	001-0000 General Fund	146,000.00
014-0010 Int Svc Whse	001-0000 General Fund	45,000.00
020-9001 Elem Summer School	001-0000 General Fund	41,000.00
200-9506 Tech Welding	001-0000 General Fund	4,000.00
506-9013 Race to the Top	001-0000 General Fund	188,000.00
516-9013 Title IVb-IDEA	001-0000 General Fund	83,000.00
572-9013 Title I	001-0000 General Fund	58,500.00
587-9013 Preschool-IDEA	001-0000 General Fund	3,300.00

\*F. 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 (June)	\$175,000.00
035-0000 Termination Benefit Fund (July)	\$175,000.00

\*G. Transfer of Funds (to distribute tuition from Agency Fund to Nursing program)

Be it resolved upon the recommendation of the Superintendent and Treasurer that \$370,040.00 be transferred from the 022 Fund to the following Fund/SCC's.

<u>Fund/SCC</u>	<u>Description</u>	<u>Transfer</u>
413-9013	Nursing	\$370,040.00

\*H. Amended FY14 Appropriations

**Exhibit C**

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

\*I. Amended Certificate of Estimated Resources

**Exhibit D**

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Amended Certificate of Estimated Resources be approved.

\*J. Change of Petty Cash Account in the Total of \$300.00

**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:

<u>Petty Cash Fund</u>	<u>New Amount</u>	<u>Designated School Official</u>
RSVP Program	\$500.00	Cristen Kane, Director Cindy Mizner, Secretary

**SUPERINTENDENT’S REPORT**

1. Latchkey Staff

Be it resolved upon the recommendation of the Superintendent that the rate of pay for the Latchkey Staff be increased from \$8.58 to \$9.58 per hour effective August 27, 2013.

**R-13-57**

It was moved by Mrs. Newyear and seconded by Mr. Hoffman to approve the following resolution: Latchkey Staff

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

August 12, 2013

2. MCPc Technology Products and Solutions

Be it resolved upon the recommendation of the Superintendent that the contract with MCPc to prepare teachers to integrate new communication, collaboration and access technologies to positively affect student learning be approved.

**R-13-58**

It was moved by Mr. Hoffman and seconded by Mr. Brickner to approve the following resolution: MCPc Technology Products and Solutions

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

\*3. 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.

**R-13-59**

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

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

**MEETING NOTIFICATION**

August 12, 2013

The next Regular Board of Education Meeting is scheduled to be held Monday, September 9, 2013, 7:00 p.m., in the Kennedy Community School located at 34050 Glen Dr., Eastlake, OH.

It was moved by Mrs. Newyear and seconded by Mr. Hoffman to approve Meeting Notification.

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

**ADJOURNMENT**

At 7:28 p.m., there being no further business, it was moved by Mr. Hoffman and seconded by Mr. Brickner to adjourn.

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