

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 13, 2018** at 7:04 p.m. in the Northern Career Institute- Eastlake Campus located at 34050 Glen Drive, Eastlake, Ohio with the following members present: Thomas Beal, Brian Jones, Rena Perchinske, 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.

The Board of Education and meeting attendees went to review the Mobile Fab Lab trailer in the parking lot.

Approval Of Minutes Of July 9, 2018.

R-18-83

It was moved by Mrs. Perchinske and seconded by Mrs. Zuren to Approve the Minutes Of July 9, 2018.

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

Approval Of Minutes Of July 10, 2018.

R-18-84

It was moved by Mr. Jones and seconded by Dr. Beal to Approve the Minutes Of July 10, 2018.

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

Approval Of Minutes Of July 17, 2018.

R-18-85

It was moved by Mrs. Perchinske and seconded by Mrs. Zuren to Approve the Minutes Of July 17, 2018.

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

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A discussion and update on the construction projects took place.

TREASURER'S REPORT

*A. Financial Report for Month Ending June 30, 2018 **Exhibit 3A**

*B. Financial Report for Month Ending July 31, 2018 **Exhibit 3B**

*C. July Certificate of Estimated Resources and Appropriations (Initial)

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Initial July Certificate of Estimated Resources and Appropriations be approved. **Exhibit 3C**

*D. July Certificate of Estimated Resources (amended)

Be it resolved upon the recommendation of the Superintendent and Treasurer that the 004 fund revenue budget be amended to \$14,516,680 and approved.

E. Builders Risk Coverage - Administration Building and Transportation Building Projects

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following quotes for Builders Risk Coverage for the Administration Building project (\$3,189) and Transportation Building project (\$2,500) be approved. **Exhibit 3E**

R-18-86

It was moved by Mrs. Zuren and seconded by Mr. Jones to Approve the Builders Risk Coverage - Administration Building and Transportation Building Projects.

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

*F. A RESOLUTION APPROVING REVISIONS TO THE OASBO SECTION 457 PLAN

Be it resolved upon the recommendation of the Superintendent and Treasurer that A RESOLUTION APPROVING REVISIONS TO THE OASBO SECTION 457 PLAN be approved. **Exhibit 3F**

*G. Establishment of Petty Cash Accounts in the Total of \$4,575.00 (Updated)

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

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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	Michael Samber, 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	Colleen Blaurock, Principal Jaimie Livorse, Secretary
School of Innovation	\$300.00	Brian Patrick, Principal Dawn Igarashi, Secretary
Willoughby Middle	\$300.00	Larry Keller, Principal Kate Wells, Secretary
Willowick Middle	\$300.00	Brett McCann, Principal Peggy Kraker, Secretary
NCI- Willoughby	\$300.00	Deanna Elsing, Coordinator Diane Marchand, Secretary
North High	\$400.00	Eric Frei, Principal Sue Pardue, Secretary
Practical Nursing	\$200.00	Lori Klonowski, Director of Adult Programming Jeanette Grady, Secretary
South High	\$400.00	Robin Hopkins, Principal Karen Egan, Secretary
RSVP Program	\$400.00	Cristen Kane, Director Cindy Mizner, Secretary
Title I Program	\$125.00	Alison Ciferno, Coordinator of Literacy, Title 1 and Gifted Services
Treasurer's Office	\$200.00	Bill Parkinson, Treasurer Donna Crooks, Asst. Treasurer Arlene Herbert, Bookkeeper

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*H. 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 \$50,000 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
281745- PSI	70,000.00	84,552.80	14,552.80

To approve the following Then and Now Certificates

PO Number	Vendor	Description
290524	Medquest Evaluators, Inc.	Independent Medical Exam
290550	Lake County ESC	Tuition for students in DH 2017-18 SY April-June

To approve the following Blanket Certificates of \$50,000 or more

Requisition	Vendor	Amount	Description
PUPS543	Bellefaire JCB	138,000.00	Monarch tuition for 2018-19 SY
PUPS540	Mayfield City Schools	228,000.00	Mayfield City Schools program 2018-19 SY blanket
PUPS535	Re-Ed Transportation	140,000.00	Transportation services for students attending Re-Ed blanket 2018-19
PUPS534	Willo Transportation	850,000.00	Transportation for special needs students 2018-19
PUPS528	Crossroads	280,000.00	Prevention services 2018-19
PUPS518	Walter & Haverfield LLP	90,000.00	Legal services 2018-19 blanket
PUPS517	PSI	170,000.00	Nursing services for 2018-19 SY blanket

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PUPS505	Lake County ESC	54,240.00	Tuition for DH students 2018-19 SY blanket
PUPS549	Mayfield City Schools	375,000.00	Tuition for special ed. students 2018-19 SY blanket
PUPS554	Re-Education Services, Inc.	570,000.00	Tuition for students 2018-19 SY blanket
PUPS556	Trumbull County ESC	62,100.00	Tuition for special ed. students to attend Champion 2018-19 blanket

*I. Advance of General Funds

Be it resolved upon the recommendation of the Superintendent and Treasurer the General Fund advance \$447,950.00 to the following fund(s) to avoid negative balance at month end.

<u>Fund/SCC</u>	<u>Advance</u>
401-9018	\$17,000.00
439-9018	\$1,150.00
587-9018	\$2,250.00
590-9018	\$3,600.00
413-9018	\$18,500.00
006-0000	\$215,000.00
413-9019	\$132,000.00
439-9018	\$950.00
516-9018	\$6,500.00
572-9018	\$36,500.00
587-9018	\$1,500.00
590-9019	\$13,000.00

*J. Return of Advances

Be it resolved upon the recommendation of the Treasurer that advances totaling \$178,500.00 be returned to the General Fund:

<u>Fund/SCC</u>	<u>Amount of Return</u>
006-0000	\$40,000.00
516-9018	\$50,000.00
401-9018	\$88,500.00

*K. Transfer of Funds (to make debt service payments)

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following amount be transferred to the Bond Retirement Fund (002-0000) from the Fund/SCC listed below.

<u>Transfer FROM Fund/SCC</u>	<u>Amount</u>
003-0000 Perm Improvement Fund	\$1,403,803.01

*L. 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 \$85,000.00

*M. 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 \$75,000.00

*N. 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
The Veale Foundation- to NCIW Bus. Tech.	019-9273	\$10,000.00

*O. Gifts and Donations

1. Vista Springs Quail Highlands donated \$1,000.00 to RSVP, 599-9019.
2. Sadar and Associates, Inc. donated \$1,000.00 to the Curriculum Department for school supplies for economically disadvantaged students, 001-0000.
3. Ohio Living (Breckenridge Village) donated a 1999 Toyota Avalon U.S. XL to NCI for use by the Auto Collision program.

*P. Delegate Appointment for 2018 OSBA Annual Business Meeting

Be it resolved upon the recommendation of the Superintendent and Treasurer that Amy Zuren be appointed as a delegate and Rena Perchinske be appointed as an alternate for the 2018 OSBA Annual Business Meeting. **Exhibit 3P**

*Q. Student Activity Program Purpose, Goals and Proposed Budgets and Revisions for FY19

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 FY19 be approved:

Fund/SCC	School	Account Description	Amount	
007-9080	BOE	Steven Bennett Memorial Fund	-	New FY19 account

** Corrections from 7/9/18 Agenda:

200-9504 NCI – Willoughby Hospitality incorrect a/c reported as 200-9503.

200-9506 NCI – Willoughby Welding incorrect a/c reported as 200-9504.

SUPERINTENDENT’S REPORT

- A. 2017-2018 Year-End Review- Exhibit 4A

SUPERINTENDENT’S REPORT- Resolutions

- A. 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 2018-2019 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, 2018.

This resolution was duly adopted during a public meeting of the Willoughby-Eastlake Board of Education held on August 13 2018. In witness thereof, the parties hereby set their hands.

Exhibit 5A

R-18-87

It was moved by Mr. Jones and seconded by Dr. Beal 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.

B. Non-WETA Adult Instructors Salary Schedule

Be it resolved upon the recommendation of the Superintendent and Treasurer that the salary scheduled for Non-WETA Adult Instructors be approved. **Exhibit 5B**

R-18-88

It was moved by Mrs. Zuren and seconded by Mrs. Perchinske to Approve the Non-WETA Adult Instructors Salary Schedule.

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

C. Classified Noon Aide Monitors, Project Help Tutors and Student Monitors Pay Rate Increase

Be it resolved upon the recommendation of the Superintendent and Treasurer that the rate of pay for Classified Noon Aide Monitors, Project Help Tutors, and Student Monitors be increased from \$12.00 per hour to \$12.24 per hour effective August 1, 2018.

R-18-89

It was moved by Mrs. Perchinske and seconded by Mr. Jones to Approve the Classified Noon Aide Monitors, Project Help Tutors and Student Monitors Pay Rate Increase.

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

*D. Special Service Agreements

Be it resolved upon the recommendation of the Superintendent that agreements be entered into with the following institutions for providing special services to students with disabilities for the 2018-2019 school year: LEAF (Lake/Geauga Educational Assistance Foundation), PSI Affiliates, Inc./PSI Associates, Inc., Re-Education Services, Inc., and Suburban School Transportation Company, Inc. **Exhibit 5D**

*E. Adoption of Policy 2271 - College Credit Plus Program

Be it resolved upon the recommendation of the Superintendent that Policy 1230 College Credit Plus Program be approved. **Exhibit 5E**

*F. Personnel Agenda

WHEREAS, the Superintendent has recommended employment of the person shown on the attached Personnel Agenda for the positions shown; and

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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 5F**

SUPERINTENDENT'S REPORT- Policies

- A. First Reading for Policy 1230 (Responsibilities of the Superintendent), Policy 1240 (Evaluation of the Superintendent), Policy 1320 (Duties of the Treasurer)

***MEETING NOTIFICATION**

The next Regular Board of Education Meeting is scheduled for Monday, September 10, 2018, 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-18-90

It was moved by Dr. Beal 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.

At 8:24 p.m., it was moved by Mrs. Perchinske and seconded by Mrs. Zuren to adjourn to executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

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

At 10:20 p.m., it was moved by Mrs. Perchinske and seconded by Mrs. Zuren to adjourn the executive session and reconvene the regular meeting.

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

ADJOURNMENT

At 10:21 p.m., there being no further business, it was moved by Dr. Beal and seconded by Mrs. Zuren 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