

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 14, 2017** at 7:00 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, 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 July 10, 2017.

R-17-48

It was moved by Mrs. Warner and seconded by Mrs. Zuren to Approve the Minutes Of July 10, 2017.

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

TREASURER'S REPORT

*A. Financial Report for Month Ending June 30, 2017 **Exhibit 3A**

*B. Financial Report for Month Ending July 31, 2017 **Exhibit 3B**

*C. July Certificate of Estimated Resources (Initial)

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

*D. July Certificate of Estimated Resources (amended)

Be it resolved upon the recommendation of the Superintendent and Treasurer that the July Certificate of Estimated Resources (amended) be approved. **Exhibit 3D**

*E. Appropriations for FY18 (Initial)

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Appropriations for FY18 be approved. **Exhibit 3E**

*F. Appropriations for FY18 (amended)

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Be it resolved upon the recommendation of the Superintendent and Treasurer that the Amended Appropriations for FY18 be approved. **Exhibit 3F**

- G. A RESOLUTION APPROVING AND AUTHORIZING A FOURTH SUPPLEMENTAL GROUND LEASE, A FOURTH SUPPLEMENTAL LEASE-PURCHASE AGREEMENT AND RELATED DOCUMENTS PROVIDING FOR REFINANCING THE COSTS OF THE CONSTRUCTION, FURNISHING AND EQUIPPING, AND THE LEASE AND EVENTUAL ACQUISITION, OF IMPROVEMENTS TO THE SCHOOL DISTRICT'S SCHOOL BUILDINGS AND BUILDING SITES AND OTHER IMPROVEMENTS FOR SCHOOL DISTRICT PURPOSES, AND AUTHORIZING AND APPROVING OTHER RELATED MATTERS. **Exhibit 3G**

R-17-49

It was moved by Mrs. Zuren and seconded by Mrs. Perchinske to Approve the RESOLUTION APPROVING AND AUTHORIZING A FOURTH SUPPLEMENTAL GROUND LEASE, A FOURTH SUPPLEMENTAL LEASE-PURCHASE AGREEMENT AND RELATED DOCUMENTS PROVIDING FOR REFINANCING THE COSTS OF THE CONSTRUCTION, FURNISHING AND EQUIPPING, AND THE LEASE AND EVENTUAL ACQUISITION, OF IMPROVEMENTS TO 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: 4 Yes Votes. Motion carried.

- *H. Rea & Associates, Inc.: Contract for Basic Financial Statements

Be it resolved upon the recommendation of the Treasurer that a contract for Rea & Associates, Inc. to prepare the District's annual Basic Financial Statements for the fiscal years ending June 30, 2017, 2018 and 2019 on a continuous basis be approved. **Exhibit 3H**

- *I. Rea & Associates, Inc.: Contract for services related to Medicaid School Program Agency Cost Report

Be it resolved upon the recommendation of the Treasurer that Rea & Associates, Inc. performing services for the District with respect to certain records and transactions for the purpose of verifying data reported on the Medicaid School Program Agency Cost Report be approved. **Exhibit 3I**

- *J. Purchase Orders and Blanket Certificates

Be it resolved upon the recommendation of the Superintendent and Treasurer the following be approved:

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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
270771- Lake County ESC	60,000.00	66,767.00	6,767.00
270392- Comdoc, Inc.	30,000.00	33,920.08	3,920.08
271954- Compass Group USA, Inc.	207,650.00	261,502.42	53,852.42
270211- Petermann	60,000.00	63,246.99	3,246.99

To approve the following Then and Now Certificates

PO Number	Vendor	Description
280612	Grainger Inc.	Past due invoice from 6/26/17
280633	STRS	STRS shortage for Oct, 2016- June, 2017
271878	Walter & Haverfield LLP	Legal services for 2016-17
280790	Alex N. Sill Company	Appraisal and Adjustment Services Rendered per contract approved on 7/10/17
280791	Orange Board of Education	Excel TECC Tuition 2016-17
280792	Beachwood City Schools	Excel TECC Tuition 2016-17
280776	Staples Business Advantage	Past due invoices from March 2017
280736	SchoolDude.com, Inc.	Maintenance Direct Software Services

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

Requisition	Vendor	Amount	Description
SUP0337	The Riley Law Firm	79,699.75	For cooperative agreements for projects within District

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PUPS81	Re-Ed Transportation	80,000.00	Transportation for special ed. students 2017-18
PUPS79	Re-Education Services, Inc.	280,290.00	Tuition for students for 2017-18 school year, blanket
FIN811	STRS	250,000.00	Blanket for STRS shortage for Oct., 2017- June, 2018
PUPS109	Cleveland Clinic Center for Autism	58,275.00	Tuition for 2017-18 school yr.
FIN818	SERS	54,000.00	Blanket for Board Pd SERS July 1, 2017- June 30, 2018

*K. Advance of General Funds

Be it resolved upon the recommendation of the Superintendent and Treasurer the General Fund advance \$196,230.00 to the following fund(s) to avoid negative balance at month end.

<u>Fund/SCC</u>	<u>Advance</u>
006-0000	\$62,500.00
021-9001	\$30,000.00
572-9017	\$30.00
587-9017	\$700.00
590-9017	\$10,500.00
006-0000	\$84,000.00
516-9018	\$8,500.00

*L. Return of Advances

Be it resolved upon the recommendation of the Treasurer that advances totaling \$1,292,930.00 be returned to the General Fund:

<u>Fund/SCC</u>	<u>Amount of Return</u>
439-9017	\$10,000.00
516-9017	\$45,000.00
516-9016	\$400.00
003-0000	\$1,182,500.00
021-9001	\$45,500.00
439-9017	\$1,500.00
572-9017	\$30.00
587-9017	\$2,000.00
020-9121	\$6,000.00

*M. Transfer of Funds (Receipt of fire loss insurance proceeds to Board of Education building fund)

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following amount be transferred from the General Fund to the Fund/SCC listed below.

004-9010 BoE Building Fund \$2,000,000.00

*N. Transfer of Funds (to close accounts- FY16 into FY17)

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following amount be transferred.

From Fund/SCC	To Fund/SCC	Amount
516-9016 IDEA Part B- FY16	516-9017 IDEA Part B- FY17	\$7,468.76

*O. 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 \$115,000.00

*P. 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 NCI Bus. Tech.	019-9273	\$10,000.00

*Q. Gifts and Donations

1. Sadar and Associates, Inc. donated \$1,000.00 to the Curriculum Department for school supplies for economically disadvantaged students, 001-0000.

*R. Delegate Appointment for 2017 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 2017 OSBA Annual Business Meeting. **Exhibit 3R**

*S. Student Activity Program Purpose, Goals and Proposed Budgets and Revisions for FY18

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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 FY18 be approved: **Exhibit 3S**

Fund/SCC	School	Account Description	Amount	
007-9045	Longfellow Elementary & Grant Elementary	Jennings- Responsive Classrooms	15,000.00	New Account; New FY18 Budget Only
007-9050	Grant Elementary and School of Innovation	Jennings- Fully Implementing Orff-Schulwerk	1,500.00	New FY18 Budget Only
018-9230	NCIW	NCI (Main)	740.00	New FY18 Budget; New FY18 Purpose & Goals
018-9448	Royalview Elementary	Royalview Mayor's Challenge	950.00	New FY18 Budget; New FY18 Purpose & Goals
018-9449	Royalview Elementary	Royal Council	2,450.00	New FY18 Budget; New FY18 Purpose & Goals
018-9459	Royalview Elementary	Royalview Courtyard	2,950.00	New FY18 Budget; New FY18 Purpose & Goals
019-9134	NCIW	Success Academy	12,000.00	New FY18 Budget Only
019-9220	South High School	South High Rebel Moms	7,000.00	New FY18 Budget Only
019-9273	NCIW	NCI Bus. Tech. The Veale Foundation	15,580.00	New FY18 Budget Only
022-9302	North High School	North OHSAA Tournaments	7,420.00	New FY18 Budget; New FY18 Purpose & Goals
022-9402	South High School	South OHSAA Tournaments	49,000.00	New FY18 Budget; New FY18 Purpose & Goals
200-9202	Willowick Middle School	Willowick Music Programs	2,870.00	Revised FY18 Budget Only
200-9209	Willowick Middle School	Willowick Drama Club	1,900.00	Revised FY18 Budget Only
200-9309	North High School	North High Drama Club	18,500.00	Revised FY18 Budget Only
200-9316	North High School	North High Student Council	27,500.00	Revised FY18 Budget Only
200-9317	North High School	North High Yearbook	12,500.00	Revised FY18 Budget Only
200-9319	North High School	North High Art Club	7,650.00	Revised FY18 Budget Only

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200-9409	South High School	South High Drama Club	27,600.00	New FY18 Budget; New FY18 Purpose & Goals
200-9503	NCIW	Business Technology	5,000.00	New FY18 Budget; New FY18 Purpose & Goals

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

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
Bus- 2004 (#49)	Thomas	120	1T88N4D2841135054
Bus- 2003 (#56)	Thomas	12085	1T88N4D2931130069
Bus- 2002 (#13)	Blue Bird	TCFE7200S	1BAAHCPA42F205067
Bus- 2006 (#62)	Thomas	MVP-EF	1T88N4E2661162528
Bus- 2003 (#22)	Thomas	1208S	1T88N4D2731130068
Bus- 2008 (#208)	Thomas	-	4UZABRDJ78CZ24608

Equipment	
Air lift jack	Asset #: 6070
Air lift jack	Asset #: 6064
Ammco Brake Lathe	Asset #: 6050
Peerless 10HP heavy duty air compressor	Serial #: KE84892
Baldor 5HP heavy duty air compressor	Serial #: 37B11-99--5
Meyer snow plow cylinder tester	-
10ft heavy duty work bench	-
Arc Welder- Model 6C	Asset #: 06071 Serial #: 9C-7187
Mig Welder- Linde V1-402	Asset #: 6061 Serial #: D76A08705

SUPERINTENDENT'S REPORT- Information

A. Administrative Guideline (7415)

Administrative Guidelines (7415) - Buildings and Grounds Aesthetics Plan

Exhibit 4A

SUPERINTENDENT’S REPORT- Resolutions

A. Mobile Fab Lab Trailer

Be it resolved upon the recommendation of the Superintendent and Treasurer that a Mobile Fab Trailer to facilitate STEM instruction throughout the district, be purchased in the amount of \$68,600.15 from KB Trailer Sales, the company that submitted the lowest bid.

Exhibit 5A

R-17-50

It was moved by Mrs. Warner and seconded by Mrs. Zuren to Approve the Mobile Fab Lab Trailer.

On a call of the roll, the following vote was cast: 4 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 2017-2018 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, 2017.

This resolution was duly adopted during a public meeting of the Willoughby-Eastlake Board of Education held on August 14, 2017. In witness thereof, the parties hereby set their hands.

Exhibit 5B

R-17-51

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

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

*C. Special Services 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 2017-2018 school year: Educational Service Center of Cuyahoga County, PSI Affiliates, Inc./PSI Associates, Inc., Re-Education Services, Inc., Suburban School Transportation Company, Inc., and Trumbull County Educational Service Center.

Exhibit 5C

*D. Lake/Geauga Educational Assistance Foundation (LEAF)

Be it resolved upon the recommendation of the Superintendent and Treasurer that the agreement with Lake/Geauga Educational Assistance Foundation, a nonprofit career and college access advising agency, for students at North and South High Schools for the 2017-2018 school year be approved.

Exhibit 5D

*E. Overnight and/or Out of State Field Trip Request (South High)

Be it resolved upon the recommendation of the Superintendent that an educational trip for the Spanish and Science students from South High School, to tour Puerto Rico, on Monday, March 26, 2018 through Saturday, March 31, 2018 be approved.

*F. Adoption of the following policies:

Be it resolved upon the recommendation of the Superintendent that the following policies be adopted:

Exhibit 5F

1. 2430 - District-Sponsored Clubs and Activities (PROGRAM)
2. 2430.02 - Participation of Community/STEM School Students in Extra-curricular Activities (PROGRAM)
3. 2431 - Interscholastic Athletics (PROGRAM)
4. 2461 - Recording of District Meetings Involving Students and/or Parents (PROGRAM)
5. 2464 - Gifted Education and Identification (PROGRAM)
6. 2623 - Student Assessment and Academic Intervention Services (PROGRAM)
7. 3217 - Weapons (PROFESSIONAL STAFF)
8. 4217 - Weapons (CLASSIFIED STAFF)
9. 5111 - Eligibility of Resident/Nonresident Students (STUDENTS)
10. 5111.01 - Homeless Students (STUDENTS)
11. 5111.03 - Children and Youth in Foster Care (STUDENTS)
12. 5200 - Attendance (STUDENTS)
13. 5460 - Graduation Requirements (STUDENTS)
14. 5630.01 - Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion (STUDENTS)
15. 6320 - Purchases (FINANCES)
16. 6325 - Procurement - Federal Grants/Funds (FINANCES)
17. 6423 - Use of Credit Cards (FINANCES)

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18. 6680 - Recognition (FINANCES)
19. 6700 - Fair Labor Standards Act (FLSA) (FINANCES)
20. 7217 - Weapons (PROPERTY)
21. 8300 - Continuity of Organizational Operations Plan (OPERATIONS)
22. 8305 - Information Security (OPERATIONS)
23. 8310 - Public Records (OPERATIONS)
24. 8320 - Personnel Files (OPERATIONS)
25. 8330 - Student Records (OPERATIONS)
26. 8340 - Letters of Reference (OPERATIONS)
27. 8452 - Automated External Defibrillators (AED) (OPERATIONS)
28. 8500 - Food Services (OPERATIONS)
29. 8510 - Wellness (OPERATIONS)
30. 9270 - Equivalent Education Outside the Schools (RELATIONS)

*G. 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 5G

***MEETING NOTIFICATION**

The next Regular Board of Education Meeting is scheduled for Monday, September 11, 2017, 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-17-52

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

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

At 7:42 p.m., it was moved by Mrs. Warner and seconded by Mrs. Zuren to adjourn to executive session to consider the purchase or sale of property.

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

At 8:30 p.m., it was moved by Mrs. Zuren and seconded by Mrs. Perchinske to adjourn the executive session and reconvene the regular meeting.

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

ADJOURNMENT

At 8:31 p.m., there being no further business, it was moved by Mrs. Warner and seconded by Mrs. Zuren 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