

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, **September 8, 2014** at 7:04 p.m. in the Kennedy Community School located at 34050 Glen Drive, Eastlake, Ohio with the following members present: Paul Brickner, Connie Newyear, 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.

Mr. Patrick McKinney, Director of Technology for our district, gave a brief presentation about BoardDocs, our new paperless meeting solution.

Approval Of Minutes Of August 11, 2014.

R-14-86

It was moved by Mrs. Scott and seconded by Mrs. Zuren to Approve the Minutes Of August 11, 2014

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

Approval Of Minutes Of August 19, 2014.

R-14-87

It was moved by Mrs. Newyear and seconded by Mrs. Zuren to Approve the Minutes Of August 19, 2014

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 August 31, 2014

Exhibit 3A

*B. Amended Appropriations for FY15

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Amended Appropriations for FY15 be approved.

Exhibit 3B

*C. Amended Certificate of Estimated Resources

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

*D. 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 \$15,000 or more;

NOW, THEREFORE BE IT RESOLVED BY THE WILLOUGHBY-EASTLAKE BOARD OF EDUCATION:

To approve the following Then and Now Certificates

PO Number	Vendor	Amount	
350127	Lake County ESC	2,370.00	
450018	Petermann Bus Transportation	5,581.11	See attached
350130	Korenko Therapy Services	10,000.00	
350131	Tia Kozlovich (Family Ed. Coordinator)	10,000.00	
150199	Eastlake Middle School	125.00	
150251	Rutherford, Marjorie	300.00	
150250	Portzer, Samuel	200.00	
150252	Aurora Board of Education	225.00	
250874	The HR Group LLC	6,648.75	

To approve the following Blanket Certificates of \$15,000 or more

Requisition	Vendor	Amount	Description
PUPSMB53	Re-Ed Access	30,000.00	Tuition- Aug. & Sept.
PUPSMB55	Re-Ed Transportation	30,000.00	Aug. & Sept.
CUR262	TIES	210,000.00	Consultation for STEM Education
PUPSM42	Willo Transportation	25,000.00	Special ed.- Aug. & Sept.
PUPSMB34	Lake County ESC	35,000.00	Early Childhood ed.- Aug. & Sept.

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PUPSMB35	Lake County ESC	18,000.00	Lake Academy- Aug. & Sept.
PUPSMB36	Lake County ESC	115,000.00	Kennedy/Lead Program- Aug. & Sept.
PUPSMB39	Lake County ESC	20,000.00	Lake Erie Lead- Aug. & Sept.
PUPSMB41	Maxim Healthcare Services	15,000.00	Student Services- Aug. & Sept.
PUPSMB44	PSI	20,000.00	Nursing Services- Aug. & Sept.
PUPSMB45	Miscellaneous Vendors	50,000.00	Tuition- Aug. & Sept.
PUPSMB47	Cle. Clinic Center for Autism	53,000.00	Tuition- Aug. 2014- June 30, 2015
PUPSMB49	Miscellaneous Vendors	30,000.00	Tuition for students not special ed.
PUPSMB32	Bellefaire JCB	19,500.00	Quarterly tuition Aug.- Oct.
PUPSMB33	Lake County ESC	20,000.00	Tuition for Vo. Ed.- Aug. & Sept.
PUPSMB02	Lake County ESC	250,000.00	County Personnel fees- Aug. & Sept.
BUS0353	Design-Build Solutions	35,000.00	Facility roof assessment
PUPSMB52	Deepwood Center	30,000.00	Nursing Services- Aug. & Sept.
PUPSMB51	Painesville City Local	100,000.00	Tuition for DH students
PUPSMB58	Mentor Exempted Village BOE	58,500.00	CARES program attendance- '14-'15
FIN309	The HR Group LLC	35,000.00	Benefit Coordination FY15

Exhibit 3D

***E. Advance of General Funds**

Be it resolved upon the recommendation of the Superintendent and Treasurer the General Fund advance \$268,350.00 to the following fund(s) to avoid month end deficits.

<u>Fund/SCC</u>	<u>Advance</u>
003-0000	\$253,700.00
300-9401	\$6,500.00
590-9015	\$8,150.00

***F. Transfer of Funds**

Be it resolved upon the recommendation of the Treasurer that the following amount be transferred from the 003-0000 Permanent Improvement Fund to the following:

General Fund (001-0000)	\$1,379,831.04
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Be it further resolved upon the recommendation of the Superintendent and Treasurer that \$1,379,831.04 be transferred from the General Fund 001-0000 to the Bond Retirement Fund to make the following debt service payments:

		<u>AMOUNT</u>
002-9001	Tax Qualified School Construction	\$228,303.75
002-9002	Certificates of Participation (Tax Qualified)	\$141,350.40
002-9003	Certificates of Participation (Tax Exempt)	\$257,884.38
002-9004	HB 264 Energy Conservation	\$606,353.13
002-9006	Certificates of Participation Series 2013	\$145,939.38

*G. Transfer of Funds (to establish accounts)

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following amount be transferred. This transfer will establish a special cost center for this program.

Transfer FROM Fund/SCC	Transfer TO Fund/SCC	Amount
018-9210 North High Public School Support	018-9212 North High English	\$4,249.00

*H. Transfer of Funds (Unused latchkey pmts)

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following amounts be transferred from the General Fund (001-9100) to the Fund SCC's listed below.

<u>Transfer TO Fund/SCC</u>	<u>Amount</u>
009-9460 Washington Fees	\$967.95
009-9420 Grant Fees	\$17.25
009-9430 Jefferson Fees	\$75.00
009-9310 Eastlake Middle Fees	\$32.25
009-9320 Willoughby Middle Fees	\$39.75
009-9330 Willowick Middle Fees	\$68.25
	\$1,200.45

*I. Transfer of Funds (to remit remaining proceeds from closed accounts to new Fund/SCC)

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following amounts be transferred from the FY14 Funds (413-9014, 502-9014) to the Fund SCC's listed below.

Transfer TO Fund/SCC	Amount
413-9015 Nursing FY15	\$536,730.62
502-9015 Adult Nursing Program FY15	\$470,291.10

*J. Gifts and Donations

1. Longfellow PTA donated \$5,000.00 for Longfellow school year 2014-15 needs, fund 018-9440.

*K. Budget Revisions for Auxiliary Services

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following Auxiliary Services budgets be revised.

Fund/SCC	Revised From	Amended Budget
401-9015 Andrews Osborne Academy	\$199,920.00	\$214,121.12
401-9315 Cornerstone Christian Academy	\$257,990.00	\$276,310.71
401-9215 Willoughby Montessori Dayschool	\$4,420.00	\$4,723.26

*L. Student Activity Program Purpose, Goals and Proposed Budgets and Revisions for FY15

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 FY15 be approved:

Fund/SCC	School/Program	Amount	
018-9212	North High School English	\$2,600.00	
200-9104	Willoughby Middle School Library Club	\$4,700.00	Revised
200-9317	North High School Yearbook	\$20,200.00	Revised
200-9415	South High School National Honor Society	\$2,100.00	Revised

Exhibit 3L

*M. Professional Development Stipends

Resolution to approve the distribution of professional development stipends not to exceed \$100,000 from Title II-A and \$60,000 from Straight A Fund Grant

Exhibit 3M

*N. Establishment of Petty Cash Account Designated School Official

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>Amount</u>	<u>Designated School Official</u>
Grant Elementary	\$200.00	Rachel Aho, Principal Crissy Skiles, Secretary

SUPERINTENDENT’S REPORT- Administrative Reports

A. 2014 District Goals

Mr. Thompson gave a presentation on the goals for the 2014-15 school year and the outcome of last year's goals.

SUPERINTENDENT’S REPORT- Resolutions

A. Willoughby-Eastlake Public Library Trustee

Be it resolved upon the recommendation of the Superintendent that the reappointment of Donald Mausar to the Willoughby-Eastlake Public Library Board of Trustees for a seven year term, effective September 15, 2014 through August 31, 2021 be approved.

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R-14-88

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

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 the appointment of Frank Buttari to the Willoughby-Eastlake Public Library Board of Trustees to fill the unexpired term of Lisa Stevens, effective September 15, 2014 through August 31, 2017 be approved.

R-14-89

It was moved by Mrs. Scott and seconded by Mr. Brickner 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. Lease for Scissor Lift for Warehouse

Be it resolved upon the recommendation of the Superintendent that a 60 month lease, for 222.22 per month, with Toyota for a Scissor Lift to be used in our warehouse be approved.

Exhibit 5C

R-14-90

It was moved by Mrs. Newyear and seconded by Mrs. Zuren to Approve the Lease for Scissor Lift for Warehouse.

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

D. Legal Counsel Appointment

Be it resolved upon the recommendation of the Superintendent that the Superintendent of Schools and his designees be authorized to contact legal counsel as necessary for the successful performance of their duties. Legal counsel is designated to be: Walter Haverfield LLP.

R-14-91

It was moved by Mrs. Newyear and seconded by Mr. Brickner to Approve the Legal Counsel Appointment.

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

E. Release and Waiver Agreements

Be it resolved upon the recommendation of the Superintendent that the Release and Waiver Agreements for the 2014-15 school year be approved.

Exhibit 5E

R-14-92

It was moved by Mrs. Scott and seconded by Mrs. Zuren to Approve the Release and Waiver Agreements.

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

*F. Special Services Agreements

Be it resolved upon the recommendation of the Superintendent that agreements be entered into for the purpose of providing special services to students with disabilities with the following institutions: Beech Brook, Re-Education Services, Inc., Monarch School, Rose-Mary Center, PSI Affiliates, Inc., and the Mentor Cardinal Autism Resource and Education School.

Exhibit 5F

*G. Adoption of School Calendar for 2015-16 School Year

Be it resolved upon the recommendation of the Superintendent that the attached calendar for the 2015-16 school year be approved.

Mr. Thompson discussed the possible advantages of moving the calendar back one week, especially considering the state testing in mid-April through mid-May. He indicated that this was placed on the agenda early to give parents notice.

Mrs. Newyear discussed that weather can be difficult, but testing is more important. She said that teachers should be allowed to make the decision.

Mrs. Zuren discussed a possible delay and to give parents notice. She mentioned that the tests are not the only importance, and wished more parents knew of the change.

Exhibit 5G

*H. Overnight/Out of District Field Trip Request

Be it resolved upon the recommendation of the Superintendent that an educational trip for the South High School Girls' Golf Team to participate in a tournament at Tamer Win Golf and Country Club in Cortland, Ohio, from Sunday, September 28, 2014 to Monday, September 29, 2014 be approved and a waiver granted for the one day of missed school.

Exhibit 5H

September 8, 2014

*I. 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 5I

SUPERINTENDENT'S REPORT- Policies

A. Bylaws - Duties (First Reading)

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-14-93

It was moved by Mrs. Scott and seconded by Mr. Brickner to adopt all items in the Consent Calendar except item 5G.

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

It was moved by Mrs. Newyear and seconded by Mrs. Scott to approve item 5G of the Consent Calendar.

On a call of the roll, the following vote was cast: 4 Yes Votes by Mr. Brickner, Mrs. Newyear, Mrs. Scott, and Mrs. Warner; 1 No Vote by Mrs. Zuren. Motion carried.

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MEETING NOTIFICATION

The next Regular Board of Education Meeting is scheduled to be held Monday, October 13, 2014, 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 Mrs. Zuren to approve Meeting Notification.

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

PRESS REVIEW

Amy Popik is a new *News-Herald* reporter.

ADJOURNMENT

At 8:13 p.m., there being no further business, it was moved by Mrs. Scott and seconded by Mr. Brickner 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