

## 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, **November 16, 2015** at 7:03 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.

Ms. Rodman, principal of Willowick Middle School, and staff members made a short presentation on Willowick Middle School's progress in bringing project-based learning to their students. They explained their early steps beginning two years ago and what is planned for this school year.

Approval Of Minutes Of October 12, 2015

#### **R-15-88**

It was moved by Mrs. Scott and seconded by Mrs. Zuren to Approve the Minutes Of October 12, 2015.

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 October 31, 2015 **Exhibit 3A**

\*B. Amended Appropriations for FY16

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Amended Appropriations for FY16 be approved. **Exhibit 3B**

\*C. 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 3C**

\*D. Purchase Orders and Blanket Certificates

November 16, 2015

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

<b>PO Number</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
261385	Compass Group USA, Inc.	Service contract for food service effective Aug.- Oct. 2015	450,000.00
160423	Lost Nation Golf Course	Fees: Boys/girls golf 8/1-9/24	3,042.67
360232	Carolina Biological Supply Com	FY15 purchase, supplies	1,175.95
261472	Kozlovich, Tia	Pmt. for family education services 12/1/14-6/5/15 (invoices received 11/2/15)	9,009.40

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

<b>Requisition</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
PUPSML12	Lake County ESC	287,845.30	Early Childhood Special Ed. tuition for 2015-16 blanket
PUPSML14	Lake County ESC	106,500.00	Crossroads tuition fees, OT/PT services, speech services 2015-16 blanket
SATH1474	Petermann	18,330.00	Winter sports blanket
NHS0358	Petermann	32,000.00	Bus transportation for winter sports 11/6/15-3/19/15
PUPSMM6	Willo Transportation	175,000.00	Special Ed. Transportation 2015-16 blanket

\*E. Advance of General Funds

Be it resolved upon the recommendation of the Superintendent and Treasurer the General Fund advance \$60,300.00 to the following fund(s) to avoid negative balance at month end.

<u>Fund/SCC</u>	<u>Advance</u>
021-9001	\$20,200.00
401-9316	\$40,100.00

\*F. Return of Advances

Be it resolved upon the recommendation of the Treasurer that advances totaling \$19,600.00 be returned to the General Fund:

<u>Fund/SCC</u>	<u>Amount of Return</u>
516-9016	\$18,800.00
551-9016	\$800.00

\*G. Transfer of Funds (to close Fund/SCC)

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following amount be transferred to the General Fund (001-0000) from the closed Fund/SCC listed below.

<u>Transfer FROM Fund/SCC</u>	<u>Amount</u>
200-9701 Washington Student Council	\$9,546.92

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following amounts be transferred from the General Fund (001-0000) to the Fund/SCC's listed below.

<u>Transfer TO Fund/SCC</u>	<u>Amount</u>
018-9430 Jefferson (Main)	\$3,783.89
018-9440 Longfellow (Main)	\$4,056.87
018-9701 SOI (Main)	\$1,706.16

\*H. Gifts and Donations

1. Rebel Moms donated \$530.00 to South High 018-9220.
2. An anonymous donor donated \$260.45 to Willoughby Middle Technology 018-9323.
3. Edison PTO donated \$6,000.00 to Edison 018-9410 for field trip busing.
4. Bill Bard donated \$394.45 to Tech Center Auto Body 200-9501.
5. Urbania Insurance donated \$500.00 to South High Athletics 300-9401 toward cannon.
6. Cambria Sponsorship donated \$1,600.00 to Spirit Media 018-9003.

\*I. Student Activity Program Purpose, Goals and Proposed Budgets and Revisions for FY16

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 FY16 be approved:

**Exhibit 3I**

November 16, 2015

<b>Fund/SCC</b>	<b>School</b>	<b>Account Description</b>	<b>Amount</b>	
011-9001	Career Academy	Auto Services	25,300.00	Revised FY16 Budget Only
011-9003	Career Academy	Cosmetology	1,900.00	Revised FY16 Budget Only
018-9217	Districtwide	Willoughby-Eastlake Bike Club	1,950.00	New FY16 Budget; New FY16 P/G- name change from North High School Bike Club
018-9236	Kennedy	Kennedy Nursing	1,350.00	Revised FY16 Budget Only
018-9331	Willowick Middle School	Willowick Media Center	-	Revised FY16 P/G Only
018-9430	Jefferson	Jefferson (Main)	16,670.00	Revised FY16 Budget Only
022-9302	North High School	North OHSAA Tournaments	1,840.00	New FY16 Budget; New FY16 P/G
200-9316	North High School	North High Student Council	14,500.00	Revised FY16 Budget Only
200-9415	South High School	South High National Honor Society	2,380.00	Revised FY16 Budget; Revised FY16 P/G
200-9501	Career Academy	Auto Body	3,400.00	Revised FY16 Budget Only
200-9502	Career Academy	Auto Services	4,550.00	Revised FY16 Budget Only
200-9503	Career Academy	Business Technology	13,200.00	Revised FY16 Budget Only
200-9504	Career Academy	Hospitality	4,500.00	Revised FY16 Budget Only
200-9505	Career Academy	Job Training	2,000.00	Revised FY16 Budget Only
200-9506	Career Academy	Welding	16,800.00	Revised FY16 Budget Only
200-9507	Career Academy	Production Welding	1,550.00	Revised FY16 Budget Only
200-9508	Career Academy	Cosmetology	3,450.00	Revised FY16 Budget Only
200-9509	Career Academy	Jr. Achievement 1	4,100.00	New Acct; New FY16 Budget; New FY16 P/G
200-9510	Career Academy	Jr. Achievement 2	4,100.00	New Acct; New FY16 Budget; New FY16 P/G

J. 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.

	<b>Make</b>	<b>Model</b>	<b>VIN</b>
Bus- 1997 (#29)	Blue Bird	TC2000	1BAAHCSA2VF072952
Bus- 2000 (#53)	Blue Bird	TC2000	1BAAHCPA5YF093727
Bus- 1997 (#66)	Blue Bird	TC2000	1BAAHCSA4VF072953
Bus- 2000 (#71)	Blue Bird	TC2000	1BAAHCPA9YF093729
Bus- 2001 (#75)	Thomas	MVP	1T88N4B2611101533
Bus- 1994 (#85)	Blue Bird	TC2000	1BAAHCSA1RF057770
Towmotor- 1952 (#807)	Clark	-	<b>Asset # 28056</b>

**R-15-89**

It was moved by Mrs. Zuren and seconded by Mrs. Newyear to Approve the Sale Of The Surplus Equipment By Public Auction or Scrap.

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

**SUPERINTENDENT’S REPORT- Resolutions**

A. Rooftop A/C Unit Replacement

Be it resolved upon the recommendation of the Superintendent and Treasurer that the quote from Gardiner to replace the rooftop a/c unit for the office area at South High in the amount of \$43,860.00, per state purchasing, be approved. **Exhibit 4A**

**R-15-90**

It was moved by Mr. Brickner and seconded by Mrs. Scott to Approve the Rooftop A/C Unit Replacement.

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

B. Profile Series Productions

Be it resolved upon the recommendation of the Superintendent and Treasurer that an agreement be entered into with the Profile Series Productions to produce a 4-5 minute, full length feature segment on our schools, to be aired in the spring on the Discovery Channel, for \$24,900.00. **Exhibit 4B**

**R-15-91**

It was moved by Mrs. Scott and seconded by Mrs. Zuren to Approve the Profile Series Productions.

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

C. Career Academy Nursing and Clinic Renovations

Be it resolved upon the recommendation of the Superintendent and Treasurer that a contract be awarded to Downing Construction Company, the contractor that submitted the lowest bid, for the Career Academy Nursing and Clinic Renovations project, in the amount of \$180,108.00. **Exhibit 4C**

**R-15-92**

It was moved by Mrs. Newyear and seconded by Mrs. Scott to Approve the Career Academy Nursing and Clinic Renovations.

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

D. Appointment of Little Red School House Trustees

Be it resolved upon the recommendation of the Superintendent that Michael Credico and Bonnie Credico be appointed to the Little Red School House board of trustees to fill the unexpired 2015-2018 term of Jerry Merhar due to his resignation. **Exhibit 4D**

**R-15-93**

It was moved by Mrs. Zuren and seconded by Mr. Brickner to Approve the Appointment of Little Red School House Trustees.

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

E. WETA Memorandum of Agreement

Be it resolved upon the recommendation of the Superintendent that the Memorandum of Agreement with WETA, effective October 28, 2015, be approved. **Exhibit 4E**

**R-15-94**

It was moved by Mrs. Newyear and seconded by Mrs. Scott to Approve the WETA Memorandum of Agreement.

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: Cuyahoga East Vocational Education Center Program, Mentor

Cardinal Autism Resource and Education School (CARES), and PSI/Affiliates, Inc./PSI Associates, Inc. **Exhibit 4F**

\*G. Parent/Guardian Transportation Agreement

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Parent/Guardian Transportation Agreement be approved.

WHEREAS, parents/guardians of those pupils listed in this agenda have requested that transportation be provided to various private or parochial schools; and

WHEREAS, it has been determined that these pupils are eligible to receive transportation in accordance with Section 3327.01 of the Ohio Revised Code; and

WHEREAS, the manager of transportation, after examination of existing school bus routes, time schedules, student residence locations, school location, and available school conveyances had determined that such services by school conveyance is impractical;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education declares such services by school conveyance is impractical; and

BE IT FURTHER RESOLVED that the Board authorizes offering parents/guardians of pupils attending these schools payment in lieu of providing such services, that the amount which is reimbursed by the state to the district and shall not exceed the state average cost to transport all pupils in the state the preceding year. **Exhibit 4G**

\*H. Overnight/Out of District Field Trip Request

Be it resolved upon the recommendation of the Superintendent that an educational trip for eighth grade students from Willoughby Middle School to visit the Challenger Learning Center, in Wheeling, West Virginia and the Carnegie Science in Pittsburg, Pennsylvania on Friday, February 12, 2016 be approved and a waiver granted for the one day of missed school.

\*I. Review of Policies - Adoption for the following:

Be it resolved upon the recommendation of the Superintendent that the following policies be approved. **Exhibit 4I**

1. Conflict of Interest (Administration) (1130)
2. FMLA Leave (Administration) (1630.01)
3. Single Gender Classes and Activities (2260.02)
4. Recording of District Meetings Involving Students and/or Parents (2461)
5. Conflict of Interest (Professional Staff) (3113)
6. FMLA (Professional Staff) (3430.01)
7. Conflict of Interest (Classified Staff) (4113)
8. FMLA Leave (Classified Staff) (4430.01)

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9. Sexual Violence (5517.02)
10. Use of District Facilities (7510)
11. Emergency Situations at Schools (8420)
12. Automatic External Defibrillators (AED) (8452)
13. Food Service (8500)
14. District Support Organizations (9211)

\*J. 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 4J**

**\*MEETING NOTIFICATION**

The next Regular Board of Education Meeting is scheduled to be held Monday, December 14, 2015, 7:00 p.m., in the Kennedy Community School 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-15-95**

It was moved by Mrs. Scott 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 7:45 p.m., it was moved by Mr. Brickner and seconded by Mrs. Zuren to adjourn to executive session to prepare for, conduct, or review negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment



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

At 8:50 p.m., it was moved by Mr. Brickner and seconded by Mrs. Zuren to reconvene the Board meeting.

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

**ADJOURNMENT**

At 8:52 p.m., there being no further business, it was moved by Mrs. Newyear and seconded by Mrs. Scott 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.

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President

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Treasurer