

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, **February 10, 2014** at 7:09 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.

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

PUBLIC COMMENT

Pam Schenker of Willoughby inquired how snow days are determined. The superintendent explained the process for deciding to close schools in inclement weather.

Approval Of Minutes Of January 9, 2014.

R-14-07

It was moved by Mrs. Scott and seconded by Mr. Brickner to Approve the Minutes of January 9, 2014.

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

Approval Of Minutes Of January 13, 2014.

R-14-08

It was moved by Mrs. Newyear and seconded by Mrs. Zuren to Approve the Minutes of January 13, 2014.

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

Approval Of Minutes Of January 16, 2014.

R-14-09

It was moved by Mrs. Scott and seconded by Mr. Brickner to Approve the Minutes of January 16, 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 January 31, 2014

Exhibit A

B. Five-Year Forecast

Exhibit B

R-14-10

It was moved by Mrs. Scott and seconded by Mrs. Newyear to Approve Five-Year Forecast.

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

*C. Amended FY14 Appropriations

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

*D. 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 D**

*E. 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 exceed 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 invoices that exceed the respective p.o. by \$3,000 or more

			<u>P.O. Amount</u>	<u>Invoice</u>
1.	P.O. 241100	Central Warehouse	\$10,000.00	\$16,944.79
2.	P.O. 241180	SERS Retirement System	\$1,458,000.00	\$1,834,993.82

To approve the following Then and Now Certificates

			<u>P.O. Amount</u>
1.	P.O. 241607	Euclid City Schools	\$44,603.00
2.	P.O. 241606	Mentor E.V. Schools	\$88,788.00
3.	P.O. 241699	Sheakley UniService Inc	\$4,499.50
4.	P.O. 241561	Robin Lewis	\$2,280.00
5.	P.O. 140504	Cleveland Metroparks	\$2,024.00

To approve the following Blanket Certificates

			<u>Blanket Certificate Amount</u>	
1.	Contract	Petermann/Durham	\$2,966,000.00	Transportation Contract
2.	FS0084	Gordon Food Service	\$135,000.00	Food Service Supplies
3.	FS0083	Treasurer State of Ohio	\$30,000.00	Food Svc Commodities
4.	FS0091	Dairymens	\$45,000.00	Food Service Supplies
5.	SUP0088	Then Design	\$60,000.00	North High Stadium

*F. Advance of General Funds

Be it resolved upon the recommendation of the Superintendent and Treasurer the General Fund advance \$145,500.00 to the following funds to avoid month end deficits.

<u>Fund/SCC</u>	<u>Advance</u>	<u>Fund/SCC</u>	<u>Advance</u>
011-9000	\$3,400.00	021-9001	\$27,500.00
011-9001	\$1,400.00	506-9014	\$113,000.00
011-9002	\$200.00		

*G. Return of Advances

Be it resolved upon the recommendation of the Treasurer that advances totaling \$2,690.00 be returned to the General Fund:

<u>Fund/SCC</u>	<u>Amount of Return</u>
599-9214	\$2,690.00

*H. 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).

035-0000 Termination Benefit Fund	\$175,000.00
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Be it further resolved upon the recommendation of the Superintendent and Treasurer that \$2,000,024.58 from the General Fund be transferred to the Bond Retirement Fund to make the following debt service payments:

	<u>AMOUNT</u>
002-9001 Tax Qualified School Construction	\$1,090,803.75
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	\$91,353.13
002-9006 Certificates of Participation (Series 2013)	<u>\$418,632.93</u>
	\$2,000,024.58

***I. Transfer of Funds (to cover Athletic Official fees)**

Be it resolved upon the recommendation of the Superintendent and Treasurer that \$6,005.00 be transferred from the General Fund to the following Athletic Fund/SCC's.

<u>Fund/SCC</u>	<u>Description</u>	<u>Transfer</u>
300-9001	Eastlake Athletics	\$245.00
300-9301	North Athletics	\$2,930.00
300-9401	South Athletics	\$2,360.00
300-9101	Willoughby Athletics	\$220.00
300-9201	Willowick Athletics	\$250.00

***J. Gifts and Donations**

1. An anonymous donor donated a piano to the South High Music Department.
2. Rebel Moms donated \$1,680.00 to South High Athletics Fund 300-9401.
3. North Music Boosters donated \$1,042.00 and Astro Manufacturing donated \$1,000.00 to the North Marching Band Fund 200-9312 for the Disney Trip.
4. The Berlin Family Education Foundation donated \$1,000.00 to the North High 018-9210 Fund for academic programs.
5. Longfellow PTA donated \$250.00 to the Longfellow 018-9440 Fund for Accelerated Reader books for the library.

***K. Grant Application Acceptance**

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following grant applications and awards be approved:

<u>Institution Awarding the Grant</u>	<u>Fund/SCC</u>	<u>Amount</u>
Northeast OH Autism Group	007-9002	\$1,000.00
Northeast OH Autism Group	019-9008 new	\$1,000.00
Target Grant	018-9220	\$600.00

***L. Student Activity Program Purpose, Goals and Proposed Budgets and Revisions for FY14**

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 FY14 be approved:

Exhibit E

<u>Fund/ScC</u>	<u>School/Program</u>		<u>Amount</u>
200-9001	Eastlake Middle School	Eastlake Instrumental Music	Revised \$ 5,000.00
200-9006	Eastlake Middle School	Eastlake Vocal Music	Revised \$ 4,140.00
200-9202	Willowick Middle School	Willowick Music Programs	Revised \$ 4,500.00
200-9503	Tech. Center	Office Tech.	Revised \$ 3,320.00
300-9201	Willowick Middle School	Willowick Athletic Dept.	Revised P & G Only

SUPERINTENDENT'S REPORT

A. RECOMMENDATIONS

1. Washington Elementary School Closing

WHEREAS, Washington Elementary School in the City of Eastlake, was constructed in 1962 and served the district as an elementary school for 52 years; and

WHEREAS, Washington Elementary School is in need of costly major repairs and energy upgrades; and

WHEREAS, it is in the best interest of the taxpayers of this District to close this building;

NOW, THEREFORE, BE IT RESOLVED, that Washington Elementary School in the City of Eastlake, be closed permanently for the purpose of instruction, effective at the end of the 2014-15 school year; and

BE IT FURTHER RESOLVED, that the Superintendent shall prepare and effectuate changes in the attendance zones.

R-14-11

It was moved by Mrs. Newyear and seconded by Mrs. Scott to Approve Washington Elementary School Closing.

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

2. ComDoc Copier Lease

Be it resolved upon the recommendation of the Superintendent that a 60 month contract to lease copiers for the district in the amount of \$ 6,605.05 per month for the copiers, .003 for b/w impressions and .04 for color impressions be entered into with ComDoc, the company that submitted the lowest quote.

R-14-12

It was moved by Mr. Brickner and seconded by Mrs. Scott to Approve ComDoc Copier Lease.

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

3. 2013 Ford E-350 Truck

Be it resolved upon the recommendation of the Superintendent that a 2013 Ford E-350 truck be purchased for the district in the amount of \$ 26,834.36 from Classic Ford, the company that submitted the lowest quote.

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R-14-13

It was moved by Mrs. Newyear and seconded by Mr. Brickner to Approve 2013 Ford E-350 Truck.

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

4. A Resolution declaring that a portion of the Grant Elementary School property is no longer needed for any school purpose and authorizing the sale of that portion of the real property by public auction. **Exhibit F**

R-14-14

It was moved by Mrs. Newyear and seconded by Mrs. Zuren to Approve A Resolution declaring that a portion of the Grant Elementary School property is no longer needed for any school purpose and authorizing the sale of that portion of the real property by public auction.

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

5. A Resolution declaring that a portion of the Edison Elementary School property is no longer needed for any school purpose and authorizing the sale of that portion of the real property by public auction. **Exhibit G**

R-14-15

It was moved by Mrs. Scott and seconded by Mr. Brickner to Approve A Resolution declaring that a portion of the Edison Elementary School property is no longer needed for any school purpose and authorizing the sale of that portion of the real property by public auction.

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

- *6. Automated External Defibrillators (AED) Protocol

Be it resolved upon the recommendation of the Superintendent that the policies and procedures for the Early Defibrillation Program that were developed by the Lake Health Systems be used by the district in governing this program.

- *7. Middle School Course Booklet Recommendation

Be it resolved upon the recommendation of the Superintendent the 2014-15 Middle School Course Selection Guide be adopted.

- *8. High School Course Booklet Recommendation

Be it resolved upon the recommendation of the Superintendent the 2014-15 High School Course Selection Guide be adopted.

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*9. Adoption of School Calendar for 2014-15

Be it resolved upon the recommendation of the Superintendent that the attached calendar for the 2014-15 school year be adopted. **Exhibit H**

*10. Overnight/Out of District Field Trip Request

Be it resolved upon the recommendation of the Superintendent, that an educational trip for South High School Advanced Spanish students to visit Barcelona, Madrid and Andalusia, Spain, on Thursday, April 2, 2015 to Saturday, April 11, 2015 be approved and a waiver be granted for the one day of missed school.

*11. 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-14-16

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

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

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MEETING NOTIFICATION

The next Regular Board of Education Meeting is scheduled to be held Monday, March 10, 2014, 7:00 p.m., in the Kennedy Community School located at 34050 Glen Dr., Eastlake, OH.

It was moved by Mrs. Scott 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.

ADJOURNMENT

At 8:27 p.m., there being no further business, it was moved by Mrs. Newyear 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