

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 13, 2017** at 7:02 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, 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.

Public Comment: Stacey McGuigan was present to discuss the emergency auto call system and new school construction.

Royalview Elementary school demonstrated the positive impact that wellness can have on academic performance and success. They showed the many ways that they promote health and wellness and how it is integrated into their curriculum for the school day.

Mrs. Young, the LMC specialist and students from Willoughby Middle school presented the Peer Tutoring Program that the advisers and students of the Willoughby Honor Society have begun before school in the library each morning. The peer tutoring program is open to all students in the middle school and has been very well received.

Approval Of Minutes Of January 9, 2017.

R-17-08

It was moved by Mrs. Zuren and seconded by Mrs. Warner to Approve the Minutes Of January 9, 2017.

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

Approval Of Minutes Of January 23, 2017.

R-17-09

It was moved by Mrs. Scott and seconded by Mrs. Perchinske to Approve the Minutes Of January 23, 2017.

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, 2017 **Exhibit 3A**

*B. Amended Appropriations for FY17

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Amended Appropriations for FY17 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

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 \$25,000 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
270633- Complete Waste Disposal	2,000.00	6,597.34	4,597.34
270300- Comdoc, Inc.	31,500.00	34,859.21	3,359.21
270592- Walter & Haverfield LLP	22,710.00	27,088.52	4,378.52

To approve the following Then and Now Certificates

PO Number	Vendor	Description
271600	Frontline Technologies Group	Aesop services 2016-2017 school year

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270771 Lake County ESC Tuition for students in DH 2016-17 school yr. blanket
170708 Sajovic, Edward Reimbursement- North Drama FY16 School Year

To approve the following Blanket Certificates of \$25,000 or more

Requisition	Vendor	Amount	Description
HRMG30	Lake Health	50,000.00	2016-17 Service on site monthly fees
PUPSMS14	Bellefaire JCB	40,000.00	Tuition from January-June 2017 Blanket
PUPSMS21	Crossroads	50,000.00	Crossroads prevention services 2016-17 school yr. blanket
PUPSMS25	Re-Ed Transportation	70,000.00	Transportation for Re-Ed students 2016-17 school year

*E. Advance of General Funds

Be it resolved upon the recommendation of the Superintendent and Treasurer the General Fund advance \$1,852,500.00 to the following fund to allow for Debt Service Payments.

<u>Fund/SCC</u>	<u>Advance</u>
003-0000	\$1,852,500.00

Be it resolved upon the recommendation of the Superintendent and Treasurer the General Fund advance \$28,000.00 to the following fund(s) to avoid negative balance at month end.

<u>Fund/SCC</u>	<u>Advance</u>
006-0000	\$25,500.00
021-9001	\$2,400.00
590-9017	\$100.00

*F. Transfer of Funds (for debt service pmts)

Be it resolved upon the recommendation of the Superintendent and Treasurer that \$2,435,521.02 from the Permanent Improvement Fund 003-0000 be transferred to the Debt Service Fund to make the following principal and interest payments:

	<u>AMOUNT</u>
002-0000 Debt Service Fund	\$2,435,521.02

*G. 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 \$125,000.00

*H. 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>
018-9211 North High School Art	\$472.81

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>
200-9319 North High Art Club	\$472.81

*I. Return of Advances

Be it resolved upon the recommendation of the Treasurer that advances totaling \$5,100.00 be returned to the General Fund:

<u>Fund/SCC</u>	<u>Amount of Return</u>
572-9017	\$5,100.00

*J. Gifts and Donations

1. The Lincoln Electric Company donated six Powerwave S-350 welders to the Welding Program.
2. Michael Zuren donated a 2009 Hyundai Elantra for use by the Automotive Collision Program.
3. Willoughby Middle PTO donated \$500.00 to Willoughby Middle for art museum transportation, 018-9320.
4. Buffalo Wild Wings-Willoughby donated \$1,500.00 to South Athletics, 300-9401.
5. Royalview PTA donated \$8,795.00 to Royalview Elementary for Chromebooks, etc., 018-9450.
6. Willoughby Frontier Days donated \$300.00 to Eastlake Autism for Car Cruise In, 018-9311.
7. Campbell's Grandstand donated \$10,000.00 (prize) to Longfellow Elementary, 018-9440.

*K. 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
Berlin Family Education Foundation-to South High School	007-9011	\$3,750.00
Berlin Family Education Foundation-to NCI Willoughby (Bridge to Success)	007-9020	\$617.00
Berlin Family Education Foundation-to North High School	007-9035	\$3,735.66
Willoughby-Eastlake Academic Boosters- to North High School	019-9211	\$694.80
The Board of County Commissioners of Lake County- to RSVP for Music and Memory Program	599-9017	\$50,000.00

*L. Student Activity Program Purpose, Goals and Proposed Budgets and Revisions for FY17

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 FY17 be approved: **Exhibit 3L**

Fund/SCC	School	Account Description	Amount	
007-9011	South High School	South Berlin	10,000.00	FY17 Revised Budget Only
007-9020	Northern Career Institute-Willoughby	Bridge to Success Berlin	617.00	New Acct.; New FY17 Budget Only
007-9035	North High School	North Berlin	3,735.66	New Acct.; New FY17 Budget Only
018-9110	BOE	Superintendent	37,700.00	FY17 Revised Budget Only
018-9217	Success Academy	North High School Bike Club	1,610.00	New FY17 Budget; New FY17 P&G
018-9310	Eastlake Middle School	Eastlake (Main)	14,780.00	FY17 Revised Budget Only
018-9320	Willoughby Middle School	Willoughby (Main)	55,000.00	FY17 Revised Budget Only
018-9327	Willoughby Middle School	Willoughby PBIS Program	3,000.00	FY17 Revised Budget Only
018-9430	Jefferson Elementary School	Jefferson (Main)	26,300.00	FY17 Revised Budget Only
019-9211	North High School	North Library	695.00	New FY17

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200-9005	Eastlake Middle School	Eastlake Student Council	19,250.00	Budget Only FY17 Revised Budget Only
200-9319	North High School	North High Art Club	4,050.00	New Acct.; New FY17 Budget; New FY17 P&G
200-9418	South High School	South Student Council	28,900.00	FY17 Revised P&G Only

***M. Proposed Budget for Lake County RSVP Program for April 1, 2017 – March 31, 2018**

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

<u>Fund</u>	<u>School/Program</u>	<u>Amount</u>
599-9018	Lake County RSVP	\$196,836.00

***N. 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
Van- 2003 (#134)	Chevy	C20	1GCFG25T031151729
Van- 2003 (#131)	Chevy	C20	1GCFG25T331109037

SUPERINTENDENT’S REPORT- Administrative Reports

A. Gina Kevern, Director of Curriculum, Instruction and Assessment - Kindergarten Update

SUPERINTENDENT’S REPORT- Resolutions

A. Resolution Ranking Construction Manager at Risk Firms for the District's Capital Improvement Project, the District's Renovation Project and preconstruction services for the new North, South and Longfellow schools.

Be it resolved upon the recommendation of the Superintendent and Treasurer that based on statements of qualifications and proposals from Construction Manager at Risk (CMR) firms that AECOM provides the best value for the Capital Improvement Project per the district's evaluation and ranking; and

BE it further resolved that a contract with AECOM based on their submitted proposal for (1) the renovation programs at Royalview, Willowick Middle, Eastlake Middle, Jefferson,

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Edison, Grant and turf replacements and grandstand improvements in an amount not to exceed \$9,844,186.19 and (II) Preconstruction services for the construction of the new North and South High Schools and Longfellow School in an amount not to exceed \$156,066 be approved. **Exhibit 5A**

R-17-10

It was moved by Mrs. Scott and seconded by Mrs. Zuren to Approve the Resolution Ranking Construction Manager at Risk Firms for the District's Capital Improvement Project, the District's Renovation Project and preconstruction services for the new North, South and Longfellow schools.

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

- B. Resolution to enter into a Service Agreement with the Educational Service Center of Cuyahoga County (ESCCC)

Be it resolved upon the recommendation of the Superintendent and Treasurer that the District enter into a service agreement with the Educational Service Center of Cuyahoga County (ESCCC) effective July 1, 2017 through June 30, 2019. **Exhibit 5B**

R-17-11

It was moved by Mrs. Zuren and seconded by Mrs. Perchinske to Approve the Resolution to enter into a Service Agreement with the Educational Service Center of Cuyahoga County (ESCCC).

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

- C. Petermann Ltd. Renewal Agreement

Be it resolved upon the recommendation of the Superintendent and Treasurer that the amended transportation agreement with Petermann Ltd. be renewed effective July 1, 2017 through June 30, 2022 per the following rates: school year 2017-2018 - \$6,316,415; school year 2018-2019 - \$6,505,907; school year 2019-2020 - \$ 6,701,085; school year 2020-2021 - \$6,902,117; and school year 2021-2022 - \$7,109,181. Petermann provides all labor, insurance, maintenance and daily management of the transportation system. **Exhibit 5C**

R-17-12

It was moved by Mrs. Perchinske and seconded by Mrs. Warner to Approve the Petermann Ltd. Renewal Agreement.

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

- *D. Director of Practical Nursing and Adult Programming Job Description

Be it resolved upon the recommendation of the Superintendent that the attached job description for the Director of Practical Nursing and Adult Programming be adopted. **Exhibit 5D**

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*E. Coordinator Northern Career Institute (NCI) Job Description

Be it resolved upon the recommendation of the Superintendent that the attached job description for the Coordinator of the Northern Career Institute (NCI) be adopted.

Exhibit 5E

*F. Legal Counsel Appointment

Be it resolved upon the recommendation of the Superintendent that the Superintendent of Schools and his designees be authorized to contact Buckley King for legal counsel as necessary for the successful performance of their duties.

*G. Release and Waiver Agreement

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Release and Waiver agreement for the 2016-2017 school year be approved.

*H. 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 South High Key Club, an estimate of 15 students, to attend the Ohio District Key Club International in Dublin, Ohio, on Friday, March 10, 2017 through Sunday, March 12, 2017 be approved and a waiver granted for the one day of missed school.

*I. Overnight and/or Out of State Field Trip Request (NCI-Willoughby)

Be it resolved upon the recommendation of the Superintendent that an educational trip for students from the Northern Career Institute-Willoughby to participate in the Ohio DECA Career Development Conference at Columbus, Ohio, on Friday, March 17, 2017 through Saturday, March 18, 2017 be approved and a waiver granted for the one day of missed school.

*J. 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 South High School advanced French students to travel to Montreal and Quebec City in Canada, on Wednesday, October 11, 2017 through Sunday, October 15, 2017 be approved and a waiver granted for the two days of missed school.

*K. 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

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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 5K

***MEETING NOTIFICATION**

The next Regular Board of Education Meeting is scheduled for Monday, March 20, 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-17-13

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

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

ADJOURNMENT

At 8:34 p.m., there being no further business, it was moved by Mrs. Scott and seconded by Mrs. Perchinske 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