

## 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, **April 10, 2017** at 7:01 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:** John Skolny was present to discuss rules about participation and exclusion regarding student athletes at EMS.

Seniors from South High School were present to receive recognition by the Board of Education for their accomplishments. The students have already been recognized for their accomplishments by associations and organizations other than their school. They exemplify the best qualities of South High students. The students, their parents and teachers deserve congratulations for their dedication and efforts.

Approval Of Minutes Of February 13, 2017.

#### **R-17-14**

It was moved by Mrs. Zuren and seconded by Mrs. Scott to Approve the Minutes Of February 13, 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 February 28, 2017 **Exhibit 3A**
- \*B. Financial Report for Month Ending March 31, 2017 **Exhibit 3B**
- \*C. Amended Appropriations for FY17- Feb.

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Amended Appropriations for FY17 be approved. **Exhibit 3C**

- \*D. Amended Appropriations for FY17- March

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Be it resolved upon the recommendation of the Superintendent and Treasurer that the Amended Appropriations for FY17 be approved. **Exhibit 3D**

\*E. Amended Certificate of Estimated Resources- Feb.

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

\*F. Amended Certificate of Estimated Resources- March

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

G. Second Amendment to Ground Lease and Lease

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Second Amendment to Ground Lease and Lease be approved. **Exhibit 3G**

**R-17-15**

It was moved by Mrs. Scott and seconded by Mrs. Perchinske to Approve the Second Amendment to Ground Lease and Lease.

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

H. Resolution Accepting Amounts and Rates

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following Resolution Accepting Amounts and Rates be approved. **Exhibit 3H**

**R-17-16**

It was moved by Mrs. Zuren and seconded by Mrs. Warner to Approve the Resolution Accepting Amounts and Rates.

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

I. Group Retrospective Rating Program

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Group Retrospective Rating Program for the 2018 rate year be approved. **Exhibit 3I**

**R-17-17**

It was moved by Mrs. Perchinske and seconded by Mrs. Scott to Approve the Group Retrospective Rating Program.

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

J. Brightstone Trenton, LLC Settlement Agreement

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following Settlement Agreement between Brightstone Trenton, LLC and the Willoughby-Eastlake City School District Board of Education be approved. **Exhibit 3J**

**R-17-18**

It was moved by Mrs. Zuren and seconded by Mrs. Perchinske to Approve the Brightstone Trenton, LLC Settlement Agreement.

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

\*K. 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

<b>Purchase Order</b>	<b>P.O. Amount</b>	<b>Invoice Amount</b>	<b>Increase</b>
270961- Willo Transportation	500,000.00	538,818.00	38,818.00
270858- PSI	70,000.00	80,041.72	10,041.72
271475- Walter & Haverfield LLP	10,000.00	26,257.00	16,257.00

To approve the following Then and Now Certificates

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<b>PO Number</b>	<b>Vendor</b>	<b>Description</b>
271761	Community Bus Services, Inc.	Transportation services for 2016-17 school year
170783	Jostens, Inc.	2015-16 Yearbooks- extra copies and various items related to yearbook production
271778	Frontline Technologies Group	Applicant tracking, screening assessments from 3/2/2017- 3/1/2018
271788	House Hasson Hardware Co.	Past due invoices from Dec. 2016
271871	The City of Willoughby	2016-2017 salt for the district

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

<b>Requisition</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
FIN709	NEO	\$120,000.00	3/1/17-6/30/17 Blanket for Health Care Reimbursement
PUPSMS36	PSI	\$75,000.00	Nursing Services for 2016-17 school year
PUPSMS53	Willo Transportation	\$181,764.76	Transportation services 2016-17
FIN716	Medical Mutual of Ohio	\$2,235,000.00	04/01/17-06/30/17 Blanket for employee medical, dental, vision, and prescription insurance coverage
FIN717	STRS	\$156,500.00	Blanket for Board paid STRS 04/01/17-06/30/17
PUPSMS92	Walter & Haverfield LLP	\$45,000.00	Legal services for 2016-17

\*L. Approved TSA Providers

Be it resolved upon the recommendation of the Treasurer that the following list of TSA Providers be amended and approved. **Exhibit 3L**

\*M. Beverage Provider Assignment

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following assignment to transfer the exclusive distribution rights in the area for products

generally supplied from CCR's (Coca-Cola Refreshments USA, Inc. "CCR") Akron, Elyria, Toledo, Willoughby and Youngstown, OH sales centers to Coca-Cola Bottling Co. Consolidated "CCBCC" be approved. **Exhibit 3M**

\*N. Advance of General Funds

Be it resolved upon the recommendation of the Superintendent and Treasurer the General Fund advance \$37,400.00 to the following funds to avoid negative balance at month end.

<u>Fund/SCC</u>	<u>Advance</u>
590-9017	\$5,900.00
006-0000	\$27,500.00
516-9017	\$4,000.00

\*O. Return of Advances

Be it resolved upon the recommendation of the Treasurer that advances totaling \$22,400.00 be returned to the General Fund:

<u>Fund/SCC</u>	<u>Amount of Return</u>
021-9001	\$22,400.00

\*P. 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- Feb.	\$75,000.00
035-9001 Termination Benefit Fund- March	\$75,000.00

\*Q. Transfer of Funds (to carry forward auxiliary funds to next fiscal year)

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following amounts be transferred to the following Fund/SCC's.

<u>Transfer FROM Fund/SCC</u>	<u>Transfer TO Fund/SCC</u>	<u>Amount</u>
401-9016 Andrews-Osborne Academy	401-9017 Andrews-Osborne Academy	\$19,261.49
401-9216 Willoughby Montessori	401-9217 Willoughby Montessori	\$3,243.65
401-9316 Cornerstone Christian	401-9317 Cornerstone Christian	\$71,073.70

\*R. 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>
018-9323 Willoughby Technology	\$114.01

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>
018-9320 Willoughby (Main)	\$114.01

\*S. Liability & Cyber Insurance Renewal

Be it resolved upon the recommendation of the Treasurer that the District's liability insurance renewal with a total annual premium of \$279,989.00, and cyber liability insurance renewal with a total of \$13,483.00 be approved.

\*T. Subrecipient Agreement between Lake County and RSVP

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following Subrecipient Agreement between Lake County and RSVP of Lake County for an award not to exceed \$115,000.00 be approved. **Exhibit 3T**

\*U. Gifts and Donations

1. NCI Eastlake was awarded with \$250.00 from Health Occupations Students of America, 001-0000.
2. An anonymous donor donated \$1,300.00 to South High for lacrosse uniforms, 018-9110.
3. Pulp donated \$360.00 to South High Student Council, 200-9418.
4. Lubrizol donated \$500.00 to Willoughby PBIS Program, 018-9327.
5. Mrs. Visnja Lovrinovic donated a 2000 Subaru Legacy Outback for use by the Auto Collision Program.
6. Mr. Michael Stallworth, Core-Mark, donated automotive supplies (per the attached list) for use by the Auto Collision and Automotive Technologies Programs.
7. Jefferson PTO donated \$3,656.48 to Jefferson Elementary, 018-9430.
8. Longfellow PTA donated \$522.00 to Longfellow Elementary music program, 018-9440.
9. South Band Boosters donated \$1,341.60 to South High Marching Band for Pittsburgh Transportation, 200-9413.
10. Royalview PTA donated \$1,280.98 to Royalview Elementary, 018-9450.

**Exhibit 3U**

\*V. Grant Application Acceptance

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

<b>Institution Awarding the Grant</b>	<b>Fund/SCC</b>	<b>Amount</b>
Lake County Retired Teachers Association- to NCI-Willoughby	019-9133	\$200.00
The Martha Holden Jennings Foundation- to Edison	007-9055	\$780.00
The Martha Holden Jennings Foundation- to North	007-9060	\$3,000.00
Willoughby-Eastlake Academic Boosters- to Longfellow	019-9051	\$300.00

**\*W. 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 3W**

<b>Fund/SCC</b>	<b>School</b>	<b>Account Description</b>	<b>Amount</b>	
018-9210	North High School	North High School (Main)	10,600.00	FY17 Revised Budget Only
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
018-9440	Longfellow Elementary School	Longfellow (Main)	61,080.00	FY17 Revised Budget Only
018-9459	Royalview Elementary School	Royalview Courtyard	2,360.00	FY17 Revised Budget Only
019-9133	NCIW	Bridge to Success	200.00	New FY17 Budget Only
019-9237	NCIW	MCI Bus. Tech. Believe In Ohio	750.00	New FY17 Budget Only
019-9440	Longfellow Elementary School	Longfellow Academic Boosters	300.00	New FY17 Budget Only
200-9410	South High School	South High Foreign Language	5,500.00	FY17 Revised Budget; FY 17 Revised P&G
200-9419	South High School	South High Yearbook	7,200.00	FY17 Revised Budget; FY 17 Revised P&G
007-9040	North High School	North High Ohio Arts Council	250.00	New FY17 Budget Only
007-9055	Edison Elementary School	Edison Jennings	780.00	New Account; New FY17 Budget Only
007-9060	North High School	North Jennings	3,000.00	New Account; New FY17 Budget Only
018-9209	North High School	North High Special Education	1,500.00	Revised FY17 Budget Only

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018-9210	North High School	North High School (Main)	10,600.00	Revised FY17 Budget Only
018-9330	Willowick Middle School	Willowick Middle (Main)	18,600.00	Revised FY17 Budget; Revised FY17 P&G
018-9448	Royalview Elementary School	Royalview Grade 5	1,990.00	New Account; New FY17 Budget; New FY17 P&G
200-9304	North High School	North High Music Programs	-	Revised P&G Only
300-9401	South High School	South Athletics	75,210.00	Revised FY17 Budget; Revised FY17 P&G
018-9323	Willoughby Middle School	Willoughby Technology	114.00	Revised FY17 Budget; Revised FY17 P&G

### **SUPERINTENDENT'S REPORT- Administrative Reports**

- A. Central Office Update
- B. Ohio STEM Designation

Recently, the School of Innovation was selected to join an exclusive group of 29 schools designated by the Ohio Department of Education to join the Ohio STEM Learning Network. The acceptance positions the school and district for partnerships with schools across the state and nation to become a training hub for educators both in our district and beyond. The STEM designation also better positions our district for more grant opportunities.

### **SUPERINTENDENT'S REPORT- Resolutions**

- A. Resolution authorizing a purchase and sale agreement with the City of Willoughby

Be it resolved upon the recommendation of the Superintendent and Treasurer that the purchase and sale agreement with the City of Willoughby for a portion of property between Willoughby Middle School and Breckenridge Village for a purchase price of \$60,000.00 be approved.

**Exhibit 5A**

### **R-17-19**

It was moved by Mrs. Perchinske and seconded by Mrs. Scott to Approve the Resolution authorizing a purchase and sale agreement with the City of Willoughby.

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

- B. Vinson Consulting Services



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Be it resolved upon the recommendation of the Superintendent and Treasurer that the following contract with Vinson Consulting for EMIS Optimization Workflow and Accountability in the amount of \$24,000.00 be approved. **Exhibit 5B**

**R-17-20**

It was moved by Mrs. Scott and seconded by Mrs. Warner to Approve Vinson Consulting Services

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

\*C. Contracting for Furnishing School Pictures

Be it resolved upon the recommendation of the Superintendent that the contract for furnishing school photographs for the 2017-2018 and 2018-2019 school years be awarded to Inter-State Studio, the company that submitted the lowest quote. **Exhibit 5C**

\*D. Overnight and/or Out of State Field Trip Request (North High)

Be it resolved upon the recommendation of the Superintendent that an educational trip for the North High School Baseball team to participate in baseball competitions in Myrtle Beach, South Carolina, on Monday, March 24, 2017 through Friday, March 31, 2017 be approved.

This request was to appear on the board agenda for the meeting of March 20, 2017. The board meeting was canceled due to the fire at central office on March 14, 2017.

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

Be it resolved upon the recommendation of the Superintendent that an educational trip for the North High School Girls Varsity Fastpitch team to participate in baseball competitions in Myrtle Beach, South Carolina, on Monday, March 24, 2017 through Friday, March 31, 2017 be approved.

This request was to appear on the board agenda for the meeting of March 20, 2017. The board meeting was canceled due to the fire at central office on March 14, 2017.

\*F. 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 Varsity Baseball team, to participate in Disney's Wide World of Sports in Orlando, Florida, on Monday, March 27, 2017 through Friday, March 31, 2017 be approved.

This request was to appear on the board agenda for the meeting of March 20, 2017. The board meeting was canceled due to the fire at central office on March 14, 2017.

\*G. Personnel Agenda

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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, May 8, 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-17-21**

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.

**ADJOURNMENT**

At 8:12 p.m., there being no further business, it was moved by Mrs. Perchinske and seconded by Mrs. Warner 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