

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, **May 9, 2016** 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.

Mary Hawkins was present to discuss high school lacrosse.

Eighth grade teachers, Michelle Lillash and Niki Godenwsager, and students from Willoughby Middle school, presented the Breckenridge Pen Pal Program. This partnership is a valuable opportunity for students to learn life history and experiences of the older generation through the exchange of letters.

Seniors from North High School were present to receive recognition by the Board of Education for their accomplishments. They exemplify the best qualities of North High students. The students, their parents and teachers deserve congratulations for their dedication and efforts.

A Then Design presentation took place regarding North High School and Longfellow Elementary School building designs.

Approval Of Minutes Of April 11, 2016.

R-16-32

It was moved by Mrs. Scott and seconded by Mrs. Zuren to Approve the Minutes Of April 11, 2016.

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 April 30, 2016

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

May 9, 2016

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

D. Five-Year Forecast

WHEREAS, §5705.391 of the Ohio Revised Code requires that a five-year forecast be submitted to the Ohio Department of Education prior to October 31 of each year; and

WHEREAS, an amendment to Administrative Rule 3301-92-04 now requires all public school districts to update their five-year forecasts and assumptions between April 1 and May 31;

NOW, THEREFORE, BE IT RESOLVED that the attached forecast be accepted and submitted to the Ohio Department of Education. **Exhibit 3D**

R-16-33

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

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

*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 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
261644- Petermann	1,510,674.75	1,938,306.64	427,631.89
261847- The City of Willoughby	6,500.00	19,017.90	12,517.90
261823- Compass Group USA, Inc.	220,000.00	377,152.75	157,152.75

To approve the following Then and Now Certificates

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PO Number	Vendor	Description
262180	Frontline Technologies Group	Applitrack Fit and Recruiting 3/2/2016-3/1/2017
262253	Rea & Associates, Inc.	2013 Medicaid AUP

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

Requisition	Vendor	Amount	Description
SUP0235	The Riley Law Firm	\$100,000.00	Cooperative agreements for projects within the District
PUPSMN47	Misc. Vendors	\$32,000.00	ESY for June 2016
BUS0540	Petermann	\$650,000.00	District transportation services "Home to school" for May-June 2016
PUPSMN60	Willo Transportation	\$50,005.60	Transportation for May/June 2016

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

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

Transfer FROM Fund/SCC	Amount
524-9013 Lakeshore Compact	\$2,142.26
524-9014 Lakeshore Compact	\$126,803.71

*H. Advance of General Funds

Be it resolved upon the recommendation of the Superintendent and Treasurer the General Fund advance \$229,670.00 to the following funds to avoid negative balance at month end.

<u>Fund/SCC</u>	<u>Advance</u>
439-9016	\$3,900.00

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516-9016	\$140,000.00
551-9016	\$30.00
572-9016	\$69,000.00
587-9016	\$2,500.00
590-9016	\$13,300.00
524-9016	\$940.00

Be it resolved upon the recommendation of the Superintendent and Treasurer the General Fund advance \$6,000.00 to the following fund to start up fund for sales to outside entities.

<u>Fund/SCC</u>	<u>Advance</u>
020-9121	\$6,000.00

*I. Return of Advances

Be it resolved upon the recommendation of the Treasurer that advances totaling \$11,600.00 be returned to the General Fund:

<u>Fund/SCC</u>	<u>Amount</u>
018-9320	\$2,000.00
021-9001	\$9,600.00

*J. Establishment of Enterprise Funds

Be it resolved upon the recommendation of the Treasurer that the following Enterprise funds be approved:

Fund/SCC
020-9121 (Central Warehouse)
020-9610 (Food Service)

*K. Public Records Training

Be it resolved upon the recommendation of the Treasurer that three hours of Public Records Training be approved for Board members Rena Perchinske and Margaret Warner whose terms began January 1, 2016. **Exhibit 3K**

*L. FinalForms

Be it resolved upon the recommendation of the Treasurer that the following agreement with FinalForms be approved. **Exhibit 3L**

*M. TicketRoar

Be it resolved upon the recommendation of the Treasurer that the following agreement with TicketRoar be approved. **Exhibit 3M**

*N. 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
The Ohio Academy of Science- Believe in Ohio	019-9060	\$200.00

*O. Gifts and Donations

1. Willoughby Middle PTO donated \$1,661.27 to Willoughby Middle, 018-9320.
2. North Music Boosters donated \$1,328.72 to the North Music Dept. for busing reimbursement, 200-9304.
3. Grant PTO is donating toward the Playground Project at Grant Elementary (proposal attached).
4. The Lincoln Electric Company donated six welders to W-E Career Academy.
5. Academic Boosters donated \$600.00 to Willoughby Power of the Pen, 018-9325.
6. The Mark Planisek foundation donated \$3,868.65 to South High Art dept. for continued instructional support, 018-9220.
7. W-E Academic Boosters donated \$1,300.00 to Willoughby-Eastlake City Schools for PBIS.
8. The WES Credit Union donated \$2,022.57 from its credit card program to Willoughby-Eastlake City Schools. **Exhibit 3O**

*P. 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 3P**

Fund/SCC	School	Account Description	Amount	
018-9325	Willoughby Middle School	Willoughby Power of the Pen	5,490.00	Revised FY16 Budget Only

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018-9450	Royalview Elementary School	Royalview (Main)	-	Revised FY16 P/G Only
019-9060	Career Academy	Career Academy Believe in Ohio	250.00	New Acct; New FY16 Budget Only
200-9407	South High School	South High Class of 2016	24,500.00	Revised FY16 Budget Only

SUPERINTENDENT’S REPORT- Resolutions

A. 2016-2017 Membership in the Ohio High School Athletic Association

WHEREAS, the Willoughby-Eastlake City School District of Lake County, Ohio has satisfied all the requirements for membership in the Ohio High School Athletic Association, a voluntary unincorporated association not-for-profit; and
WHEREAS, the Board of Education and its Administration desire for the schools with one or more grades at the 7-12 grade level under their jurisdiction to be voluntary members of the OHSAA;
NOW, THEREFORE, BE IT RESOLVED, that all secondary schools in the District do hereby voluntarily renew their membership in the OHSAA and that in doing so, the Constitution and Bylaws of the OHSAA are hereby adopted by this Board as and for its own minimum student-athlete eligibility requirements. Notwithstanding the foregoing, the Board of Education does reserve the right to raise the student-athlete eligibility standards as the Board deems appropriate for the schools and students under its jurisdiction; and
BE IT FURTHER RESOLVED that the schools under this Board’s jurisdiction agree to conduct their athletic programs in accordance with the Constitution, Bylaws, Regulations, interpretations and decisions of the OHSAA and to cooperate fully and timely with the Commissioner's Office of the OHSAA in all matters related to the interscholastic athletic program of the schools. Furthermore, the schools under this Board’s jurisdiction shall be the primary enforcers of the OSHAA Constitution, Bylaws and Sports Regulations and the interpretations and rulings rendered by the Commissioner’s Office. The administrative heads of the schools understand that failure to discharge the duty of primary enforcement may result in fines, removal from tournaments, suspension from membership and/or other such penalties as prescribed in Bylaw 11.

R-16-34

It was moved by Mrs. Perchinske and seconded by Mrs. Zuren to Approve the 2016-2017 Membership in the Ohio High School Athletic Association.

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

*B. Lacrosse Club Sport Resolution

WHEREAS, the Board of Education believes it is important to have many opportunities for students to be involved in extracurricular activities;

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NOW, THEREFORE, BE IT RESOLVED upon the recommendation of the Superintendent that Lacrosse be recognized as a club sport beginning with the 2016-2017 school year

*C. REVISED School Calendar for 2016-2017 school year

Be it resolved upon the recommendation of the Superintendent that the REVISED calendar for the 2016-2017 school year be approved. **Exhibit 4C**

*D. Overnight/Out of District Field Trip Request (Willoughby Middle)

Be it resolved upon the recommendation of the Superintendent that an educational trip for students from Willoughby Middle School to participate in the "Power of the Pen" state finals at the College of Wooster, in Wooster, Ohio, from Thursday, May 26, 2016 to Friday May 27, 2016 be approved.

*E. Overnight/Out of District Field Trip Request (Career Academy)

Be it resolved upon the recommendation of the Superintendent that an educational trip for the Welding and Cosmetology students from Career Academy, Willoughby Campus, that was requested on April 21, 2016, to participate in the Skills USA Ohio Competition in Columbus, Ohio, from Tuesday, April 26, 2016 to Wednesday, April 27, 2016 be approved and a waiver be granted for the 2 days of missed school.

*F. Adoption of Policy 6600 - Deposit of Public Funds: Cash Collection Points

Be it resolved upon the recommendation of the Superintendent that Policy 6600, Deposit of Public Funds be approved. **Exhibit 4F**

*G. 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 4G**

SUPERINTENDENT'S REPORT- Policies

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A. Review of Policies - First Reading for the following:

1. Conflict of Interest - Administration/1130
2. Disclosure of Security Policy and Crime Statistics (Clery Act) - Program/2452
3. Independent Educational Evaluations - Program/2460.03
4. Conflict of Interest - Professional Staff/3113
5. Conflict of Interest - Classified Staff/4113
6. Drug and Alcohol Testing of CDL License Holders - Classified Staff/4162
7. Entrance Requirements - Students/5112
8. Attendance - Students/5200
9. Released time for Religious Instruction - Students/5223
10. Immunization - Students/5320
11. Grant Funds - Finances/6110
12. Internal Controls - Finances/6111
13. Cash Management of Grants - Finances/6112
14. Cost Principals - Spending Federal Funds - Finances/6114
15. Time and Effort Reporting - Finances/6116
16. Procurement - Federal Grants/Funds - Finances/6325
17. Travel Payment & Reimbursement - Finances/6550
18. Disposition of Real Property/Personal Property - Property/7300
19. Disposition of Surplus Property - Property/7310
20. Property Inventory - Property/7450
21. Food Service - Operations/8500
22. Equivalent Education Outside the Schools (Home Schooling) - Relations/9270

***MEETING NOTIFICATION**

The next Regular Board of Education Meeting is scheduled for Monday, June 20, 2016, 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-16-35

It was moved by Mrs. Zuren and seconded by Mrs. Scott 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

May 9, 2016

At 9:00 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