

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, **July 8, 2019** at 7:00 p.m. at the Administration Building located at 35353 Curtis Blvd., Eastlake, Ohio with the following members present: Thomas Beal, Brian Jones, 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.

An update on construction was provided.

Public Comment: Stacey McGuigan was present to discuss the levy and school safety. Dane Saldunas was present to discuss the levy. Joseph Insana was present to discuss the notification of the levy vote. And, Joan Tigue was present to discuss the levy.

Carla Chapman from Coaching to Excellence, LLC gave a presentation on Cultural Sensitivity Training.

Approval Of Minutes Of June 10, 2019

R-19-57

It was moved by Mr. Jones and seconded by Dr. Beal to Approve the Minutes Of June 10, 2019.

On a call of the roll, the following vote was cast: 3 Yes Votes. Mrs. Zuren abstained. Motion carried.

Approval Of Minutes Of July 2, 2019

R-19-58

It was moved by Mrs. Zuren and seconded by Dr. Beal to Approve the Minutes Of July 2, 2019.

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

TREASURER’S REPORT

*A. Final Amended Appropriations for FY19

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Final Amended Appropriations for FY19 be approved. **Exhibit 3A**

*B. Final Amended Certificate of Estimated Resources

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

*C. Ohio Department of Education Funding of School District Federal and State Grants

Be it resolved upon the recommendation of the Superintendent and Treasurer that approval be granted to apply to the Ohio Department of Education for the following Federal and State Grants, including any applicable carryover, for the 2019-20 school year.

Fund & Grant Program Description	FY20 Estimated Allocation
401 Auxiliary – Cornerstone Christian Academy	\$87,500.00
413 Adult Programs	\$1,546,440.00
439 Early Childhood Education	\$40,000.00
451 K12 Network Subsidy	\$21,600.00
499 Ohio School Climate State Grant	\$29,880.00
502 Adult Workforce Education Subsidy	\$539,630.00
516 IDEA-B Special Education	\$1,785,060.00
524 Carl D. Perkins Adult Education	\$56,110.00
551 Title III Language Instruction for English Learners	\$16,400.00
572 Title I-A Improving Basic Programs	\$1,021,280.00
587 IDEA Early Childhood Special Education	\$52,290.00
590 Title II-A Supporting Effective Instruction	\$212,600.00
599 RSVP	\$235,270.00
599 Student Support and Academic Enrichment	\$70,220.00

*D. Establishment of Petty Cash Accounts in the Total of \$4,450.00

RESOLUTION TO ESTABLISH PETTY CASH ACCOUNTS

WHEREAS, §3313.291, ORC, permits the Board of Education of a school district to establish petty cash accounts from which the treasurer may draw moneys by signed check for purchases made within the district; and

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WHEREAS, the resolution shall specify the maximum amount of money that may be placed in the account and designate the district officials who may draw moneys from the account; and

WHEREAS, the resolution shall specify the requirements and procedures for replenishing the account.

THEREFORE, be it resolved by the Board, that thee following petty cash accounts will be established and replenished on the imprest basis by the district officials authorized for the custody, care and the making of disbursements from the respective accounts:

<u>Petty Cash Fund</u>	<u>Amount</u>	<u>Designated School Official</u>
Edison Elementary	\$250.00	JaTina Threat, Principal Linda Somerville, Secretary
Grant Elementary	\$200.00	Michael Samber, Principal
Jefferson Elementary	\$250.00	Lisa George, Principal Lori Dugger, Secretary
Longfellow Elementary	\$250.00	Megan Watson, Principal Lisa Gabriel, Secretary
Royalview Elementary	\$200.00	Kimberly Cantwell, Principal Connie Iwamoto, Secretary
Eastlake Middle	\$500.00	Colleen Blaurock, Principal Jaimie Livorse, Secretary
School of Innovation	\$300.00	Brian Patrick, Principal Dawn Igarashi, Secretary
Willoughby Middle	\$300.00	Larry Keller, Principal Jerri Chaney, Secretary
Willowick Middle	\$300.00	Brett McCann, Principal Peggy Kraker, Secretary
NCI- Willoughby	\$300.00	Deanna Elsing, Coordinator Diane Marchand, Secretary
North High	\$400.00	Eric Frei, Principal Sue Pardue, Secretary
Practical Nursing	\$200.00	Lori Klonowski, Director of Adult Programming Jeanette Grady, Secretary
South High	\$400.00	Robin Hopkins, Principal Karen Egan, Secretary
RSVP Program	\$400.00	Cristen Kane, Director Cindy Mizner, Secretary

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Treasurer's Office \$200.00 Bill Parkinson, Treasurer
Donna Crooks, Asst. Treasurer
Arlene Herbert, Bookkeeper

***E. Establishment of Change Funds**

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following Change Funds be established in the amount of \$5,000. These funds are used to establish start-up funds for the school cafeterias, athletic departments and school fund accounts. All funds are returned at the end of each school year.

<u>Change Fund</u>	<u>Amount</u>	<u>Designated School Official</u>
North High Athletics 300-9301	\$2,500.00	Dennis Reilly, Athletic Director
South High Athletics 300-9401	\$2,500.00	James Mormino, Athletic Director

***F. Travel Payment and Reimbursement Rates**

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following travel payment and reimbursement rates for meals, lodging, and mileage be approved.

Reimbursement for lodging expenses may not exceed \$150 per night (or the lowest hotel conference rate available for workshops like OSBA, OASBO and ASBO), excluding parking and taxes, unless approved in advance by the Superintendent.

The maximum reimbursement for meals will be as follows. These allowances include any county and state sales taxes, and a 15.0% maximum gratuity. The following is no change from the previous year:

- \$10 per day for breakfast
- \$15 per day for lunch
- \$25 per day for dinner

Standard mileage rates for the personal use of an employee vehicle. Rate based on current reimbursement rate published by the IRS. {Currently \$0.58 per mile for each business mile driven}

***G. Purchase Orders and Blanket Certificates**

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

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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 \$50,000 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
290064- Petermann	6,505,907.00	6,872,984.54	367,077.54
291570- Medical Mutual	2,235,000.00	2,239,735.87	4,735.87
490200- Petermann	16,800.00	22,160.00	5,360.00
490208- Petermann	17,000.00	23,930.00	6,930.00
290059- Lykins Oil	350,000.00	366,072.88	16,072.88

To approve the following Then and Now Certificates

PO Number	Vendor	Description
291799	Roderick Linton Belfance, LLP	Due Process Case
190938	Force Sports	Athletic training for students from North High
390618	ESC of NE Ohio	Extended Standards professional development for staff for June 2019
291759	DP Sports, LLC	North: Relocate two batting cages and hardware/move to new location

To approve the following Blanket Certificates of \$50,000 or more

Requisition	Vendor	Amount	Description
HRMG121	Lake Health	\$80,000.00	2019-20 On site service fees
PUPS799	Misc. Vendors	\$66,510.00	Misc. transportation for ESY for special ed. 2019
PUPSM814	Bellefaire JCB	\$138,000.00	Monarch tuition for 2019-20 SY

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PUPSM821	Crossroads	\$148,340.00	Prevention services 2019-20 SY blanket
PUPSM828	Lake County ESC	\$51,150.00	Tuition for DH students 2019-20 SY blanket
PUPSM829	Mayfield City Schools	\$129,580.00	Tuition for special ed. students
PUPSM830	Willo Transportation	\$400,000.00	Transportation for special ed. students 2019-20 blanket
PUPSM835	PSI	\$97,840.00	Nursing services for 2019-20 SY blanket

*H. Advance of General Funds

Be it resolved upon the recommendation of the Superintendent and Treasurer the General Fund advance \$293,000.00 to the following fund(s) to avoid negative balance at month end.

<u>Fund/SCC</u>	<u>Advance</u>
006-0000	\$293,000.00

*I. Return of Advances

Be it resolved upon the recommendation of the Treasurer that advances totaling \$194,400.00 be returned to the General Fund:

<u>Fund/SCC</u>	<u>Amount of Return</u>
006-0000	\$194,400.00

*J. Transfer TO Unclaimed Funds

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following transfers from the General Fund (001) be approved:

<u>Transfer TO Fund/SCC</u>	<u>Amount</u>
007-9015	\$118.36

*K. 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>
200-9507 Production Welding	\$514.67

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

Transfer TO Fund/SCC
200-9506 Welding

Amount
\$514.67

*L. **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
Carl D. Perkins: Strengthening Career and Technical Education for the 21st Century - to NCI Adult Programs	524-9020	\$56,105.55

*M. **Student Activity Program Purpose, Goals and Proposed Budgets and Revisions for FY20**

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 FY20 be approved:

Exhibit 3M

Fund/SCC	School	Account Description	Amount	
007-9010	BOE - Treasurer's Office	Raynor Scholarship	5,000.00	New FY20 Budget Only
007-9021	NCIW	NCIW Berlin	1,810.00	New FY20 Budget Only
018-9209	North High School	North High School Special Ed.	5,000.00	New FY20 Budget; New FY20 Purpose & Goals
018-9311	Eastlake Middle School	Eastlake Autism	4,100.00	New FY20 Budget; New FY20 Purpose & Goals
018-9326	Willoughby Middle School	Willoughby Math	3,780.00	New FY20 Budget; New FY20 Purpose & Goals
018-9327	Willoughby Middle School	Willoughby PBIS Program	3,700.00	New FY20 Budget; New FY20 Purpose & Goals
018-9331	Willowick Middle School	Willowick Media Center	4,670.00	New FY20 Budget; New FY20 Purpose & Goals
018-9332	Willowick Middle School	Willowick Physical Education	4,500.00	New FY20 Budget; New FY20 Purpose & Goals
018-9451	Royalview Elementary School	Royalview 1st Grade Box Tops	450.00	New FY20 Budget; New FY20 Purpose & Goals
018-9452	Royalview Elementary School	Royalview 2nd Grade Box Tops	1,200.00	New FY20 Budget; New FY20 Purpose & Goals
018-9453	Royalview Elementary School	Royalview 3rd Grade Box Tops	850.00	New FY20 Budget; New FY20 Purpose & Goals
018-9454	Royalview Elementary School	Royalview 4th Grade Box Tops	850.00	New FY20 Budget; New FY20 Purpose & Goals
018-9455	Royalview Elementary School	Royalview 5th Grade Box Tops	700.00	New FY20 Budget; New FY20 Purpose & Goals
018-9456	Royalview Elementary School	Royalview KDG Box Tops	450.00	New FY20 Budget; New FY20 Purpose & Goals
018-9457	Royalview Elementary School	Royalview Special Ed. Box Tops	330.00	New FY20 Budget; New FY20 Purpose & Goals
018-9458	Royalview Elementary School	Royalview RV Bldg. Box Tops	5,000.00	New FY20 Budget; New FY20 Purpose & Goals
200-9005	Eastlake Middle School	Eastlake Student Council	28,300.00	New FY20 Budget; New FY20 Purpose & Goals
200-9006	Eastlake Middle School	Eastlake Vocal Music	4,420.00	New FY20 Budget; New FY20 Purpose & Goals
200-9008	Eastlake Middle School	Eastlake Art Club	1,000.00	New FY20 Budget; New FY20 Purpose & Goals
200-9202	Willowick Middle School	Willowick Music Programs	5,000.00	New FY20 Budget; New FY20 Purpose & Goals
200-9206	Willowick Middle School	Willowick National Junior Honor Society	140.00	New FY20 Budget; New FY20 Purpose & Goals
200-9208	Willowick Middle School	Willowick Student Council	3,900.00	New FY20 Budget; New FY20 Purpose & Goals
200-9209	Willowick Middle School	Willowick Drama Club	1,580.00	New FY20 Budget; New FY20 Purpose & Goals
200-9301	North High School	North High Academic Decathlon	7,500.00	New FY20 Budget; New FY20 Purpose & Goals
200-9305	North High School	North High Quizbowl	2,100.00	New FY20 Budget; New FY20 Purpose & Goals
200-9309	North High School	North High Drama Club	12,000.00	New FY20 Budget; New FY20 Purpose & Goals
200-9310	North High School	North High Volunteers' Club	6,000.00	New FY20 Budget; New FY20 Purpose & Goals
200-9313	North High School	North High National Honor Society	680.00	New FY20 Budget; New FY20 Purpose & Goals
200-9314	North High School	North High Nature Club	1,000.00	New FY20 Budget; New FY20 Purpose & Goals
200-9315	North High School	North High Searchlight Newspaper	1,400.00	New FY20 Budget; New FY20 Purpose & Goals
200-9316	North High School	North High Student Council	25,600.00	New FY20 Budget; New FY20 Purpose & Goals
200-9317	North High School	North High Yearbook	10,000.00	New FY20 Budget; New FY20 Purpose & Goals
200-9319	North High School	North High Art Club	4,750.00	New FY20 Budget; New FY20 Purpose & Goals
200-9323	North High School	North High Class of 2020	7,500.00	New FY20 Budget; New FY20 Purpose & Goals
200-9324	North High School	North High Class of 2021	8,500.00	New FY20 Budget; New FY20 Purpose & Goals
200-9330	North High School	North High Coffee Cart Club	3,250.00	New FY20 Budget; New FY20 Purpose & Goals

** Correction - Account Description Only
Board Agenda 6/10/19: 018-9430 Budget stated Edison, and should have stated Longfellow

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*N. Gifts and Donations

1. Grant PTO donated \$825.00 to Grant Elementary, 018-9420.

*O. 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.

	Year	Make/Model	VIN
#127	1999	Ford E150	1FTSE34L9XHB27583

SUPERINTENDENT'S REPORT

A. Safety Update- Steve Johnson

Steve Johnson, Operations Supervisor, provided a Safety Update.

SUPERINTENDENT'S REPORT- Resolutions

A. Addendum to Food Management Services Agreement

Be it resolved upon the recommendation of the Superintendent and Treasurer that the ADDENDUM TO FOOD MANAGEMENT SERVICES AGREEMENT be approved.

Exhibit 5A

R-19-59

It was moved by Mr. Jones and seconded by Mrs. Zuren to approve the Addendum to Food Management Services Agreement.

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

B. Food Management Services Agreement

Be it resolved upon the recommendation of the Superintendent and Treasurer that the agreement with Chartwells Division of Compass Group USA, Inc. effective August 1, 2019, be approved pending approval by the State of Ohio.

Exhibit 5B

R-19-60

It was moved by Dr. Beal and seconded by Mr. Jones to approve the Food Management Services Agreement.

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

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C. Mayfield Consortium Career Development Program Grant Agreement

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Mayfield Consortium Career Development Program Grant Agreement for the 2019-2020 school year in the amount of \$11,500.00 be approved. **Exhibit 5C**

R-19-61

It was moved by Mrs. Zuren and seconded by Dr. Beal to approve the Mayfield Consortium Career Development Program Grant Agreement.

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

D. Edmentum Renewal

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Edmentum renewal for PLATO Courseware for online credit recovery and Study Island in the amount of \$200,806.00 be approved. **Exhibit 5D**

R-19-62

It was moved by Mr. Jones and seconded by Dr. Beal to approve the Edmentum Renewal.

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

E. Salary Increase for Adult Program Instructors

Be it resolved upon the recommendation of the Superintendent and Treasurer that the salaries for Adult Program Instructors, effective for the 2019-2020 school year, be increased 1.5%.

R-19-63

It was moved by Mrs. Zuren and seconded by Mr. Jones to approve the Salary Increase for Adult Program Instructors.

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

*F. 2019-2020 Fee Schedules

Be it resolved upon the recommendation of the Superintendent and Treasurer that the 2019-2020 fee schedules for materials other than textbooks used in the classroom be approved. **Exhibit 5F**

*G. 2019-2020 Co-Curricular Fee Schedule

Be it resolved upon the recommendation of the Superintendent and Treasurer that the 2019-2020 Co-Curricular Activity Fee schedule be approved. **Exhibit 5G**

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*H. 2019-2020 Breakfast and Lunch Prices

Be it resolved upon the recommendation of the Superintendent and Treasurer that \$1.90 for breakfast, \$2.95 for an elementary lunch, \$3.25 for a middle school lunch and \$3.35 for a high school lunch be approved for the 2019-2020 school year.

*I. 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 5I

***MEETING NOTIFICATION**

The next Regular Board of Education Meeting is scheduled for Monday, August 12, 2019, 7:00 p.m., at the Administration Building, 35353 Curtis Blvd., 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-19-64

It was moved by Mr. Jones and seconded by Dr. Beal to adopt all items in the Consent Calendar.

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

At 8:29 p.m., it was moved by Mrs. Zuren and seconded by Mr. Jones to adjourn to executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee.

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

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At 9:10 p.m., it was moved by Dr. Beal and seconded by Mr. Jones to adjourn the executive session and reconvene the regular meeting.

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

ADJOURNMENT

At 9:11 p.m., there being no further business, it was moved by Mrs. Zuren and seconded by Dr. Beal to adjourn.

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

The video tape of the meeting is hereby incorporated herein by reference.

President

Treasurer