

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 9, 2018** at 7:00 p.m. in the Northern Career Institute- Eastlake Campus located at 34050 Glen Drive, Eastlake, Ohio with the following members present: Thomas Beal, Brian Jones, Rena Perchinske, 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: Ronda Schaefer was present to discuss the Superintendent's further education; Danyel Rieth was present to discuss the Crossroads partnership and mental health; Stacey McGuigan was present to discuss school security; and Beth Tigie was present to discuss the July special meetings/work sessions in regards to the evaluations of the BOE, Superintendent, and Treasurer.

Approval Of Minutes Of June 25, 2018.

R-18-72

It was moved by Mrs. Perchinske and seconded by Mr. Jones to Approve the Minutes Of June 25, 2018.

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

TREASURER'S REPORT

- A. A RESOLUTION DETERMINING TO PROCEED WITH THE SUBMISSION TO THE ELECTORS OF THE WILLOUGHBY-EASTLAKE CITY SCHOOL DISTRICT THE QUESTION OF THE RENEWAL OF AN EXISTING TAX LEVY, PURSUANT TO SECTIONS 5705.194 THROUGH 5705.197 OF THE REVISED CODE **Exhibit 3A**

R-18-73

It was moved by Mrs. Perchinske and seconded by Mrs. Zuren to Approve A RESOLUTION DETERMINING TO PROCEED WITH THE SUBMISSION TO THE ELECTORS OF THE WILLOUGHBY-EASTLAKE CITY SCHOOL DISTRICT THE QUESTION OF THE RENEWAL OF AN EXISTING TAX LEVY, PURSUANT TO SECTIONS 5705.194 THROUGH 5705.197 OF THE REVISED CODE.

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

- B. A RESOLUTION DETERMINING TO PROCEED WITH THE SUBMISSION TO THE ELECTORS OF THE WILLOUGHBY-EASTLAKE CITY SCHOOL DISTRICT THE QUESTION OF THE RENEWAL OF AN EXISTING TAX LEVY, PURSUANT TO SECTIONS 5705.194 THROUGH 5705.197 OF THE REVISED CODE

Exhibit 3B

R-18-74

It was moved by Mrs. Zuren and seconded by Dr. Beal to Approve A RESOLUTION DETERMINING TO PROCEED WITH THE SUBMISSION TO THE ELECTORS OF THE WILLOUGHBY-EASTLAKE CITY SCHOOL DISTRICT THE QUESTION OF THE RENEWAL OF AN EXISTING TAX LEVY, PURSUANT TO SECTIONS 5705.194 THROUGH 5705.197 OF THE REVISED CODE.

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

- C. FY19 Contract with Lake County ESC

Be it resolved upon the recommendation of the Superintendent and Treasurer that the FY19 Contract with Lake County ESC for special education services in the amount of \$1,191,877.00 be approved.

Exhibit 3C

R-18-75

It was moved by Dr. Beal and seconded by Mr. Jones to Approve FY19 Contract with Lake County ESC.

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

- *D. 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 2018-19 school year. These amounts amend the FY19 appropriations the Board of Education adopted at the June Special Board meeting.

<u>Fund & Grant Program Description</u>		<u>FY19 Est. Allocation</u>
502	School to Work	\$757,540.00
516	IDEA Part B	\$2,140,350.00
551	Title III Limited English	\$16,770.00
551	Title III Immigrant	\$7,340.00
572	Title I Improving Basic Programs	\$1,064,760.00
587	Early Childhood Special Ed	\$65,360.00
590	Title II-A Improving Teacher Quality	\$255,410.00
599	RSVP	\$205,750.00
599	Title IV-A Student Support	\$112,300.00
439	Early Childhood Education	\$42,960.00

451 K12 Network Subsidy \$23,400.00

***E. Establishment of Petty Cash Accounts in the Total of \$4,575.00**

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

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	Allison Aber, Principal Lisa Gabriel, Secretary
Royalview Elementary	\$200.00	Kimberly Cantwell, Principal Connie Iwamoto, Secretary
Eastlake Middle	\$500.00	Mike Chokshi, Principal Jaimie Livorse, Secretary
School of Innovation	\$300.00	Brian Patrick, Principal Dawn Igarashi, Secretary
Willoughby Middle	\$300.00	Larry Keller, Principal Kate Wells, 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

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South High	\$400.00	Robin Hopkins, Principal Karen Egan, Secretary
RSVP Program	\$400.00	Cristen Kane, Director Cindy Mizner, Secretary
Title I Program	\$125.00	Alison Ciferno, Coordinator of Literacy, Title 1 and Gifted Services
Treasurer's Office	\$200.00	Bill Parkinson, Treasurer Donna Crooks, Asst. Treasurer Arlene Herbert, Bookkeeper

*F. 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 \$5,050. 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
Willoughby Middle School 001-0000	\$50.00	Kate Wells, Principal's Secretary

*G. 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

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Standard mileage rates for the personal use of an employee vehicle. Rate based on current reimbursement rate published by the IRS. {Currently \$0.545 per mile for each business mile driven}

***H. 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 \$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
282123- W.B. Mason Co	3,000.00	6,500.00 (est.)	3,500.00

To approve the following Then and Now Certificates

PO Number	Vendor	Description
480139	Petermann	2017-18 SY athletics field trips in May 2018

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

Requisition	Vendor	Amount	Description
PUPS500	Misc. Vendors	\$70,000.00	Tuition for special ed. students blanket
TEC1257	LGCA	\$126,000.00	Renewal of LGCA service provider contract for internet services and software support 7/1/18-6/30/19

***I. Student Activity Program Purpose, Goals and Proposed Budgets and Revisions for FY19**

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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 FY19 be approved: **Exhibit 3I**

Fund/SCC	School	Account Description	Amount				
007-9003	School of Innovation	Camp Invention	1,400.00	New FY19 Budget Only			
007-9035	North High School	North Berlin	6,400.00	New FY19 Budget Only			
011-0000	NCI - Willoughby	Auto Body	13,000.00	New FY19 Budget; New FY19 Purpose & Goals			
011-9003	NCI - Willoughby	Cosmetology	2,000.00	New FY19 Budget; New FY19 Purpose & Goals			
011-9238	NCI - Willoughby	Welding	500.00	New FY19 Budget; New FY19 Purpose & Goals			
018-9133	NCI - Willoughby	Bridge to Success	3,540.00	New FY19 Budget; New FY19 Purpose & Goals			
018-9134	NCI - Willoughby	Success Academy	1,370.00	New FY19 Budget; New FY19 Purpose & Goals			
018-9322	Willoughby Middle School	Willoughby Physical Ed.	5,000.00	New FY19 Budget; New FY19 Purpose & Goals			
018-9324	Willoughby Middle School	Willoughby Drama	500.00	New FY19 Budget; New FY19 Purpose & Goals			
018-9325	Willoughby Middle School	Willoughby Power of the Pen	1,140.00	New FY19 Budget; New FY19 Purpose & Goals			
018-9326	Willoughby Middle School	Willoughby Math	3,780.00	New FY19 Budget; New FY19 Purpose & Goals			
018-9327	Willoughby Middle School	Willoughby PBIS Program	3,600.00	New FY19 Budget; New FY19 Purpose & Goals			
018-9331	Willowick Middle School	Willowick Media Center	7,400.00	New FY19 Budget; New FY19 Purpose & Goals			
018-9332	Willowick Middle School	Willowick Physical Education	3,900.00	New FY19 Budget; New FY19 Purpose & Goals			
018-9448	Royalview Elementary School	Royalview Mayor's Challenge	420.00	New FY19 Budget; New FY19 Purpose & Goals			
018-9449	Royalview Elementary School	Royal Council	360.00	New FY19 Budget; New FY19 Purpose & Goals			
018-9451	Royalview Elementary School	Royalview 1st Grade Box Tops	430.00	New FY19 Budget; New FY19 Purpose & Goals			
018-9452	Royalview Elementary School	Royalview 2nd Grade Box Tops	1,200.00	New FY19 Budget; New FY19 Purpose & Goals			
018-9453	Royalview Elementary School	Royalview 3rd Grade Box Tops	650.00	New FY19 Budget; New FY19 Purpose & Goals			
018-9454	Royalview Elementary School	Royalview 4th Grade Box Tops	550.00	New FY19 Budget; New FY19 Purpose & Goals			
018-9455	Royalview Elementary School	Royalview 5th Grade Box Tops	500.00	New FY19 Budget; New FY19 Purpose & Goals			
018-9456	Royalview Elementary School	Royalview KDG Box Tops	600.00	New FY19 Budget; New FY19 Purpose & Goals			
018-9457	Royalview Elementary School	Royalview Special Ed. Box Tops	300.00	New FY19 Budget; New FY19 Purpose & Goals			
018-9458	Royalview Elementary School	Royalview RV Bldg Box Tops	4,000.00	New FY19 Budget; New FY19 Purpose & Goals			
018-9459	Royalview Elementary School	Royalview Courtyard	3,300.00	New FY19 Budget; New FY19 Purpose & Goals			
200-9001	Eastlake Middle School	Eastlake Instrumental Music	4,500.00	New FY19 Budget; New FY19 Purpose & Goals			
200-9105	Willoughby Middle School	Willoughby Rocket Club	3,600.00	New FY19 Budget; New FY19 Purpose & Goals			
200-9106	Willoughby Middle School	Willoughby National Jr. Honor Society	5,300.00	New FY19 Budget; New FY19 Purpose & Goals			
200-9107	Willoughby Middle School	Willoughby Student Council	4,500.00	New FY19 Budget; New FY19 Purpose & Goals			
200-9202	Willowick Middle School	Willowick Music Programs	3,500.00	New FY19 Budget; New FY19 Purpose & Goals			
200-9203	Willowick Middle School	Willowick Lance Newspaper	2,100.00	New FY19 Budget; New FY19 Purpose & Goals			
200-9206	Willowick Middle School	Willowick National Jr. Honor Society	300.00	New FY19 Budget; New FY19 Purpose & Goals			
200-9208	Willowick Middle School	Willowick Student Council	3,600.00	New FY19 Budget; New FY19 Purpose & Goals			
200-9209	Willowick Middle School	Willowick Drama Club	1,580.00	New FY19 Budget; New FY19 Purpose & Goals			
200-9301	North High School	North High Academic Decathlon	4,550.00	New FY19 Budget; New FY19 Purpose & Goals			
200-9304	North High School	North High Music Programs	36,300.00	New FY19 Budget; New FY19 Purpose & Goals			
200-9305	North High School	North High Quizbowl	2,500.00	New FY19 Budget; New FY19 Purpose & Goals			
200-9309	North High School	North High Drama Club	12,900.00	New FY19 Budget; New FY19 Purpose & Goals			
200-9310	North High School	North High Volunteers' Club	2,800.00	New FY19 Budget; New FY19 Purpose & Goals			
200-9313	North High School	North High National Honor Society	700.00	New FY19 Budget; New FY19 Purpose & Goals			
200-9314	North High School	North High Nature Club	1,500.00	New FY19 Budget; New FY19 Purpose & Goals			
200-9315	North High School	North High Searchlight Newspaper	1,200.00	New FY19 Budget; New FY19 Purpose & Goals			
200-9316	North High School	North High Student Council	27,500.00	New FY19 Budget; New FY19 Purpose & Goals			
200-9317	North High School	North High Yearbook	12,500.00	New FY19 Budget; New FY19 Purpose & Goals			
200-9319	North High School	North High Art Club	4,750.00	New FY19 Budget; New FY19 Purpose & Goals			
200-9321	North High School	North High Science Club		New FY19 Budget; New FY19 Purpose & Goals			
200-9323	North High School	North High Class of 2020	7,750.00	New FY19 Budget; New FY19 Purpose & Goals			
200-9330	North High School	North High Coffee Cart Club	3,250.00	New FY19 Budget; New FY19 Purpose & Goals			
200-9401	South High School	South High Academic Decathlon	1,250.00	New FY19 Budget; New FY19 Purpose & Goals			
200-9402	South High School	South High School Store	39,750.00	New FY19 Budget; New FY19 Purpose & Goals			
200-9409	South High School	South High Drama Club	27,600.00	New FY19 Budget; New FY19 Purpose & Goals			
200-9410	South High School	South High Foreign Language	3,000.00	New FY19 Budget; New FY19 Purpose & Goals			
200-9412	South High School	South High Key Club	4,380.00	New FY19 Budget; New FY19 Purpose & Goals			
200-9413	South High School	South High Marching Bands	8,600.00	New FY19 Budget; New FY19 Purpose & Goals			
200-9415	South High School	South High National Honor Society	2,050.00	New FY19 Budget; New FY19 Purpose & Goals			
200-9418	South High School	South High Drama Club	31,500.00	New FY19 Budget; New FY19 Purpose & Goals			
200-9419	South High School	South High Yearbook	2,600.00	New FY19 Budget; New FY19 Purpose & Goals			
200-9421	South High School	South High Class of 2019	22,600.00	New FY19 Budget; New FY19 Purpose & Goals			
200-9422	South High School	South High Class of 2020	2,000.00	New FY19 Budget; New FY19 Purpose & Goals			

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200-9423	South High School	South High Class of 2021	2,000.00	New FY19 Budget; New FY19 Purpose & Goals
200-9424	South High School	South High Class of 2022	2,000.00	New Account; New FY19 Budget; New Purpose & Goals
200-9501	NCI - Willoughby	Auto Body	2,500.00	New FY19 Budget; New FY19 Purpose & Goals
200-9502	NCI - Willoughby	Auto Services	3,300.00	New FY19 Budget; New FY19 Purpose & Goals
200-9503	NCI - Willoughby	Hospitality	2,500.00	New FY19 Budget; New FY19 Purpose & Goals
200-9504	NCI - Willoughby	Welding	400.00	New FY19 Budget; New FY19 Purpose & Goals
200-9508	NCI - Willoughby	Cosmetology	2,500.00	New FY19 Budget; New FY19 Purpose & Goals
300-9101	Willoughby Middle School	Willoughby Athletics	51,000.00	New FY19 Budget; New FY19 Purpose & Goals
300-9201	Willowick Middle School	Willowick Athletics	6,100.00	New FY19 Budget; New FY19 Purpose & Goals

*J. Gifts and Donations

1. SOI PTO donated \$750.00 to School of Innovation for walkie talkies, 018-9250.

SUPERINTENDENT'S REPORT- Resolutions

A. Professional Design Services

Be it resolved upon the recommendation of the Superintendent and Treasurer that the proposal from ThenDesign for Professional Design Services for renovations to various district buildings not to exceed \$385,000.00 be approved. **Exhibit 4A**

R-18-76

It was moved by Mr. Jones and seconded by Dr. Beal to Approve the Professional Design Services.

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

B. Edgenuity Inc. - Software Maintenance Updates and Support

Be it resolved upon the recommendation of the Superintendent and Treasurer that the quote for services from Edgenuity Inc., the parent company for COMPASS, the online program that provides an instructional pathway for K-5 students for the 2018-2019 school year, in the amount of \$25,200.00 be approved. **Exhibit 4B**

R-18-77

It was moved by Mrs. Perchinske and seconded by Mrs. Zuren to Approve Edgenuity Inc. - Software Maintenance Updates and Support.

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

C. Classified Substitutes Pay Rate Increase

Be it resolved upon the recommendation of the Superintendent and Treasurer that the rate of pay for Classified Substitutes be increased from \$10.00 per hour to \$10.25 per hour effective August 1, 2018.

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R-18-78

It was moved by Mrs. Zuren and seconded by Dr. Beal to Approve the Classified Substitutes Pay Rate Increase.

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

D. Salary Increase for Adult Nursing Instructors

Be it resolved upon the recommendation of the Superintendent and Treasurer that the salaries for Adult Nursing Instructors, effective for the 2018-2019 school year, be increased 1.99%.

R-18-79

It was moved by Dr. Beal and seconded by Mr. Jones to Approve the Salary Increase for Adult Nursing Instructors.

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

E. Personnel Agenda- Brass Advisor

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 4E

R-18-80

It was moved by Mr. Jones and seconded by Mrs. Zuren to Approve the Personnel Agenda- Brass Advisor.

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

*F. 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 4F

SUPERINTENDENT'S REPORT- Policies

- A. First Reading for Policy 2271 - College Credit Plus Program

***MEETING NOTIFICATION**

The next Regular Board of Education Meeting is scheduled for Monday, August 13, 2018, 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-18-81

It was moved by Mrs. Perchinske 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.

At 7:34 p.m., it was moved by Mr. Jones and seconded by Mrs. Perchinske to adjourn to executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

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

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At 8:57 p.m., it was moved by Mrs. Perchinske and seconded by Mrs. Zuren to adjourn the executive session and reconvene the regular meeting.

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

ADJOURNMENT

At 8:58 p.m., there being no further business, it was moved by Dr. Beal and seconded by Mr. Jones 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