

RECORD OF PROCEEDINGS

MINUTES OF THE WILLOUGHBY-EASTLAKE CITY SCHOOL DISTRICT BOARD OF EDUCATION MEETING

A work session meeting of the Board of Education of the Willoughby-Eastlake City School District was held Tuesday, **July 10, 2018** at 7:34 p.m. at the Administration Building located at 32500 Chardon Rd., Willoughby Hills, 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 by President Warner.

WORK SESSION

Mrs. Warner opened the session with a few general comments about a work session. This is an opportunity for the Board to work on policies and procedures which are open to the public. It is a special meeting of the Board, so there is no public participation. During the course of the meeting, Mrs. Warner did remind the public that they could follow the policies being worked on by going to Boarddocs. Mrs. Warner referenced policy numbers as the Board worked.

Previous to the work session, the BOE acquired three documents to work from and used them as the starting point for discussion:

- 1) The Willoughby-Eastlake City School District Job Description-Discussion Draft, which the BOE obtained from Chuck Murphy, Assistant Superintendent. Mr. Murphy is working to replace job descriptions lost in the Administration building fire. The Superintendent and the Treasurer's draft document were used.
- 2) The Willoughby-Eastlake City School District Policies, which are available through Boarddocs. Specifically, Responsibilities of Treasurer 1320, Evaluation of Treasurer 1330, and form 1330f1-Treasurer Performance Review; Responsibilities of Superintendent 1230, Evaluation of Superintendent 1240, and form 1240f1 Superintendent Annual Performance Review.
- 3) The OSBA also provided a Treasurer Evaluation System-Worksheets adapted from The Ohio School Treasurer Evaluation System by OSBA and a Superintendent Evaluation System-Worksheets adapted from the Ohio School Superintendent Evaluation System (OSSES) by OSBA.

For clarification: numbers refer to job description items and letters refer to policy items.

The BOE began with the Treasurer and methodically matched up and discussed whether the job description matched what was in the policy regarding job description and what, if any, changes should to

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be made to the job description or policy. Mrs. Perchinske read the job description categories and then the BOE discussion was around: Is this in our policy? Should it be in our policy? How it fits with policy, etc.

As an example, the BOE took #1 of the draft job description- “Serves as chief fiscal officer and custodian of district funds/records. Actively supervises department staff. Establishes appropriate levels of employee autonomy and accountability”, then looked at Policy 1320 Duties of Treasurer, and decided that “A. serve as the Chief Financial officer of the District; B. receive, deposit, manage, disburse, and account for all federal, state and local funds of the district in accordance with the Board’s Policies, administrative guidelines and Ohio law; Direct and assign employees who are directly engaged in day to day fiscal operations of the schools.” The BOE did this evaluation with all six Essential Functions of the job. It was determined that #4- “Pursues opportunities to enhance personal performance” would remain in the job description and is not needed under the policy. The BOE has questions on #5- “Keeps informed about workplace safety procedures. Initiates action to manage risk.” Mrs. Perchinske was tasked with looking into this requirement of a job description with Mr. Murphy.

The BOE then moved to policy 1330. After some discussion, at this time, the BOE was generally pleased with the current written policy. There was some discussion as to the timeline of the evaluation. Dr. Beal suggested the final evaluation would be most timely after the fiscal year is closed- September.

The BOE then began the same process with the Superintendent’s job description and policy. The BOE meticulously went through each Essential Function and seeing if or how it relates to the policy. Mrs. Zuren read the job descriptions and the BOE followed with discussion. #1- “Professionally manages district operations. Directs the leadership team. Establishes appropriate levels of administrative staff autonomy and accountability”, are found in policy under “A. keeps the Board informed with respect to matters affecting school operations and provide the Board with information, guidance, and support necessary to formulate policy. C. provides leadership for the development, implementation, and assessment of the Strategic Plan’s vision, mission and initiatives. H. works constructively with the Board, administrative leadership team, and district staff in pursuit of established educational and operational goals and objectives.” # 3 of the job description, the phrase “with district stakeholders” is to be added. As with the Treasurer job description, the BOE believes #4 Pursues opportunities to enhance personal performance would remain in the job description. J. in the policy document could be inserted into the job description. As with the Treasurer’s job description, #5 was questioned, although very understandable to be in the Superintendent’s job description.

Mr. Jones was tasked with further investigating BOE concerns.

BOE is working to have some of the language from the Treasurer’s Evaluation policy moved to the Superintendent’s evaluation policy.

There was also discussion as to when the formal evaluation should be completed, and it was suggested in June or July.

Mrs. Warner introduced a document from an eBOARDsolutions group-simbli. This document offered best practices for a Superintendent’s evaluation. Most of the core ideas are already in our policy, however, the wording and sequence are nicely presented. Our thoughts evolved around having close to the same process for the Treasurer and the Superintendent.

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Each BOE member was tasked with reviewing the work of this session and to come prepared to the next Work Session on July 17, 2018 with suggestions for final documents and thoughts on the evaluation tools to be used in the evaluation process.

It should be noted that the Board did not touch on Board Self-evaluation.

At 9:08 p.m., it was moved by Mr. Jones and seconded by Dr. Beal to adjourn the work session meeting.

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

President

Treasurer