

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 13, 2015** at 7:01 p.m. in the Kennedy Community School located at 34050 Glen Drive, Eastlake, Ohio with the following members present: Paul Brickner, Connie Newyear, 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: Danyel Rieth was present to discuss retaining the Family Education Coordinator program.

Approval Of Minutes Of June 22, 2015.

R-15-62

It was moved by Mrs. Scott and seconded by Mr. Brickner to Approve the Minutes Of June 22, 2015.

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 June 30, 2015 **Exhibit 3A**

*B. Final FY15 Appropriations

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Final Appropriations for FY15 be approved. **Exhibit 3B**

*C. Final Certificate of Estimated Resources

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

D. A RESOLUTION DETERMINING TO PROCEED WITH THE SUBMISSION OF THE QUESTION OF THE ISSUANCE OF SCHOOL IMPROVEMENT BONDS IN THE AGGREGATE PRINCIPAL AMOUNT OF \$115,750,000 TO THE ELECTORS OF THE WILLOUGHBY-EASTLAKE CITY SCHOOL DISTRICT.

R-15-63

It was moved by Mrs. Newyear and seconded by Mrs. Scott to Approve the RESOLUTION DETERMINING TO PROCEED WITH THE SUBMISSION OF THE QUESTION OF THE ISSUANCE OF SCHOOL IMPROVEMENT BONDS IN THE AGGREGATE PRINCIPAL AMOUNT OF \$115,750,000 TO THE ELECTORS OF THE WILLOUGHBY-EASTLAKE CITY SCHOOL DISTRICT.

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 \$15,000 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
252070- NEO	50,000.00	65,295.93	15,295.93
252067- Walter & Haverfield LLP	5,000.00	10,091.67	5,091.67
251851- Willo Transportation	130,000.00	252,120.00	122,120.00

To approve the following Then and Now Certificates

PO Number	Vendor	Description	Amount
252148	Whitehouse Construction Co	Final pmt. for Grant Elementary addition project in accordance with bid proposal dated 3-20-12	10,695.00

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To approve the following Blanket Certificates of \$15,000 or more

Requisition	Vendor	Amount	Description
MAN0877	Waste Management	80,000.00	Blanket for District rubbish removal 7/1/15-6/30/16, monthly recycle \$1,000/month, extra pickups
CSC348	Litman, Charles A.	15,000.00	Blanket for computer lab support services 7/15-12/15
FIN448	The Reserve Account	25,000.00	District postage for mailing machine
NHS0317	Petermann	30,000.00	Bus transportation for fall sports 8/1/15-11/5/15
PUPSMJ3	Willo Transportation	25,000.00	Transportation for ESY services
PUPSMJ2	Misc. Vendors	150,000.00	ESY Services
BUS0446	Lakeland Mgmt. Systems	550,000.00	SOI project per bid proposal dated 3/4/15 (total cost \$1,437,000.00)
PUPSMJ15	Maxim Healthcare Services, Inc.	80,500.00	Nursing services 7/1/15-6/30/15
SATH1417	Petermann	30,000.00	Blanket for fall transportation 2015

*F. Advance of General Funds

Be it resolved upon the recommendation of the Superintendent and Treasurer the General Fund advance \$18,050.00 to the following fund(s) to avoid negative balance at month end.

<u>Fund/SCC</u>	<u>Advance</u>
021-9001	\$18,050.00

*G. Return of Advances

Be it resolved upon the recommendation of the Treasurer that advances totaling \$20,450.00 be returned to the General Fund:

<u>Fund/SCC</u>	<u>Amount of Return</u>
021-9001	\$16,350.00
590-9015	\$4,100.00

*H. Transfer of Funds (to cover fund deficit)

Be it resolved upon the recommendation of the Superintendent and Treasurer that \$17,125.54 be transferred from the General Fund to the following Fund/SCC's.

<u>Fund/SCC</u>	<u>Description</u>	<u>Transfer</u>
587-9013	IDEA Early Childhood Special Ed.	\$7.09
590-9013	Title II-A	\$146.71
590-9014	Title II-A	\$621.74
021-9001	Central Warehouse	\$16,350.00

***I. Transfer of Funds (to return "fund deficit transfer" made 9/30/13 on 905-020)**

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 Fund SCC's listed below.

<u>Transfer FROM Fund/SCC</u>	<u>Amount</u>
572-9013 Title I	\$18,451.37

***J. Transfer of Funds (to carry forward grant 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>
516-9014 IDEA Special Ed. Part B	516-9015 IDEA Special Ed. Part B	\$275.28
599-9013 RSVP	599-9016 RSVP	\$128.00
599-9015 RSVP	599-9016 RSVP	\$127,920.17

***K. Gifts and Donations**

1. The Bud and Martha Babcock Vocational Educational Assistance Trust donated \$26,708.53 toward equipment purchased for Career Academy. This donation reimbursed the purchase of Cosmetology equipment, Auto Collision equipment, and Auto Services equipment.
2. Meyers, Roman, Friedberg & Lewis donated \$200.00 to support the District's K-8 Summer Learning Camp program.
3. CareerSafe donated \$2,000.00 toward student scholarship and \$3,500.00 toward classroom for the Welding program. This donation was given because the students were one of the winners of the CareerSafe National Youth Safety Video Contest.

***L. 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 3L

July 13, 2015

Fund/SCC	School	Program	Amount	
007-9001	BOE	Arts Task Force	3,049.00	
007-9003	Edison Elementary	Camp Invention (summer prg)	700.00	
007-9011	South High	South Berlin	8,000.00	
011-0000	Career Academy	Auto Body	20,000.00	
011-9001	Career Academy	Auto Services	18,000.00	
011-9002	Career Academy	Copy Center	250.00	
011-9003	Career Academy	Cosmetology	1,500.00	
012-9001	Career Academy	Adult Education-Welding	15,900.00	
018-0000	BOE	W-E Foundation	5,000.00	
018-9110	BOE	Superintendent	12,000.00	New Budget; No P/G
018-9210	North High	North (Main)	10,400.00	
018-9211	North High	North HS Art	1,050.00	
018-9212	North High	North HS English	2,600.00	
018-9213	North High	North HS Foreign Language	1,700.00	
018-9220	South High	South (Main)	84,000.00	
018-9230	Career Academy	Career Academy (Main)	25,700.00	
018-9236	Kennedy	Kennedy Nursing	400.00	
018-9310	Eastlake Middle	Eastlake (Main)	15,800.00	
018-9311	Eastlake Middle	Eastlake Autism	10,000.00	
018-9320	Willoughby Middle	Willoughby (Main)	42,000.00	
018-9321	Willoughby Middle	Willoughby Choir	1,500.00	
018-9322	Willoughby Middle	Willoughby Physical Ed.	5,000.00	
018-9324	Willoughby Middle	Willoughby Drama	5,000.00	
018-9325	Willoughby Middle	Willoughby Power of the Pen	2,090.00	
018-9326	Willoughby Middle	Willoughby Math	3,600.00	
018-9330	Willowick Middle	Willowick Middle (Main)	14,900.00	
018-9331	Willowick Middle	Willowick Media Center	7,000.00	
018-9332	Willowick Middle	Willowick Physical Education	3,941.00	
018-9410	Edison Elementary	Edison (Main)	39,000.00	
018-9420	Grant Elementary	Grant (Main)	7,500.00	
018-9430	Jefferson Elementary	Jefferson (Main)	10,300.00	
018-9440	Longfellow Elementary	Longfellow (Main)	32,500.00	
018-9449	Royalview Elementary	Royal Council	530.00	
018-9450	Royalview Elementary	Royalview (Main)	19,250.00	
018-9451	Royalview Elementary	Royalview 1st Grade Box Tops	1,563.00	
018-9452	Royalview Elementary	Royalview 2nd Grade Box Tops	1,683.00	
018-9453	Royalview Elementary	Royalview 3rd Grade Box Tops	2,531.00	
018-9454	Royalview Elementary	Royalview 4th Grade Box Tops	1,722.00	

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018-9455	Royalview Elementary	Royalview 5th Grade Box Tops	1,460.00	
018-9456	Royalview Elementary	Royalview Kdg Grade Box Tops	1,515.00	
018-9457	Royalview Elementary	Royalview SpEd Grade Box Tops	702.00	
018-9458	Royalview Elementary	Royalview Bldg Box Tops	866.00	
018-9459	Royalview Elementary	Royalview Courtyard	1,433.00	
018-9510	Kennedy	Pre-School	12,650.00	
018-9601	BOE	Bridge to Success	500.00	
019-9002	South High	South High Rebel Mom's	5,000.00	
019-9012	North High	Grants-North English Department	1,000.00	New Account
022-9402	South High	South OHSAA Tournaments	49,440.00	
200-9001	Eastlake Middle	Eastlake Instrumental Music	7,271.00	
200-9005	Eastlake Middle	Eastlake Student Council	24,000.00	
200-9006	Eastlake Middle	Eastlake Vocal Music	4,342.00	
200-9101	Willoughby Middle	Willoughby Art Club	1,600.00	
200-9103	Willoughby Middle	Willoughby Instrumental Music	530.00	
200-9104	Willoughby Middle	Willoughby Library Club	4,700.00	
200-9105	Willoughby Middle	Willoughby Rocket Club	7,000.00	
200-9106	Willoughby Middle	Willoughby National Jr. Honor Society	4,650.00	
200-9107	Willoughby Middle	Willoughby Student Council	9,200.00	
200-9108	Willoughby Middle	Willoughby Yearbook	1,300.00	
200-9202	Willowick Middle	Willowick Music Programs	3,300.00	
200-9203	Willowick Middle	Willowick Lance Newspaper	2,500.00	
200-9206	Willowick Middle	Willowick National Jr. Honor Society	344.00	
200-9208	Willowick Middle	Willowick Student Council	2,800.00	
200-9305	North High	North High Quizbowl	1,680.00	
200-9308	North High	North High Class of 2017	3,100.00	
200-9310	North High	North High Volunteers Club	5,700.00	
200-9313	North High	North High National Honor Society	50.00	
200-9314	North High	North High Nature Club	1,500.00	
200-9315	North High	North High Searchlight Newspaper	500.00	
200-9316	North High	North High Student Council	13,500.00	
200-9317	North High	North High Yearbook	14,700.00	
200-9401	South High	South High Academic Decathlon	2,650.00	
200-9407	South High	South High Class of 2016	3,000.00	
200-9408	South High	South High Class of 2017	2,400.00	
200-9409	South High	South High Drama Club	16,968.00	
200-9410	South High	South High Foreign Language	2,000.00	
200-9411	South High	South High Ink Blot	800.00	
200-9412	South High	South High Key Club	5,500.00	
200-9413	South High	South High Marching Band	13,100.00	

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200-9415	South High	South High National Honor Society	2,150.00	
200-9418	South High	South High Student Council	14,060.00	
200-9419	South High	South High Yearbook	4,100.00	
200-9420	South High	South High Class of 2018	2,000.00	New Account
200-9501	Career Academy	Auto Body	1,200.00	
200-9502	Career Academy	Auto Services	2,750.00	
200-9503	Career Academy	Business Technology	4,700.00	
200-9504	Career Academy	Hospitality	2,500.00	
200-9505	Career Academy	Job Training	1,300.00	
200-9506	Career Academy	Welding	7,700.00	
200-9507	Career Academy	Production Welding	1,150.00	
200-9508	Career Academy	Cosmetology	1,450.00	
300-9001	Eastlake Middle	Eastlake Athletics	28,300.00	
300-9101	Willoughby Middle	Willoughby Athletics	48,610.00	
300-9301	North High	North Athletics	52,000.00	
300-9401	South High	South Athletics	77,000.00	

*M. Establishment of Petty Cash Accounts in the Total of \$3,825.00

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>
Grant Elementary	\$200.00	Rachel Aho, Principal
Jefferson Elementary	\$250.00	Tim Hamman, Principal Lori Dugger, Secretary
Longfellow Elementary	\$250.00	Allison Aber, Principal Lisa Gabriel, Secretary

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Royalview Elementary	\$200.00	Kimberly Cantwell, Principal Connie Iwamoto, Secretary
Eastlake Middle	\$500.00	Mike Chokshi, Principal Deb Ivans, Secretary
Willoughby Middle	\$300.00	Larry Keller, Principal Kate Wells, Secretary
Willowick Middle	\$300.00	Lori Rodman, Principal Peggy Kraker, Secretary
North High	\$400.00	Jen Chauby, Principal Cathe Besselman, Secretary
South High	\$400.00	Patrick Ward, Principal Darlene Brunetti, Secretary
Tech Center	\$300.00	Sue Roseum, Principal Barb Kinkoph, Secretary
School of Innovation	\$200.00	Brian Patrick, Principal Dawn Igarashi, Secretary
RSVP Program	\$200.00	Cristen Kane, Director Cindy Mizner, Secretary
Treasurer's Office	\$200.00	Bill Parkinson, Treasurer Donna Crooks, Asst. Treasurer Sharon Readence, Bookkeeper
Title I Program	\$125.00	Nancy Knack, Secretary

*N. 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 001-0000	\$2,500.00	Dennis Reilly, Athletic Director
South High Athletics	\$2,500.00	James Mormino, Athletic Director

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001-0000

Willoughby Middle School 001-0000 \$50.00 Larry Keller, Principal

*O. 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 2015-16 school year.

<u>Fund & Grant Program Description</u>	<u>FY16 Est. Allocation</u>
502 School to Work	\$552,590.00
516 IDEA Part B	\$1,670,480.00
524 Vocational Education	\$10,000.00
551 Title III Limited English	\$16,190.00
572 Title I Disadvantaged Youth	\$979,500.00
587 Early Childhood	\$38,930.00
590 Title II-A Improving Teacher Quality	\$240,400.00
439 Early Childhood Education	\$40,000.00
451 K12 Network Subsidy	\$19,800.00

SUPERINTENDENT’S REPORT- Administrative Reports

A. Procedural Requirements for rehiring retirees

Notice was given at the board meeting on June 22, 2015, under the personnel section of the agenda, that two retiring administrators are seeking re-employment with the district.

SUPERINTENDENT’S REPORT- Resolutions

A. Resolution to renew the Food Service Management Contract

Be it resolved upon the recommendation of the Superintendent and Treasurer that the contract with Chartwell's for the management of the district's food service program for the 2015-2016 school year be renewed.

R-15-64

It was moved by Mrs. Zuren and seconded by Mrs. Newyear to Approve the Resolution to renew the Food Service Management Contract.

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

B. Security Locks for the School of Innovation

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Be it resolved upon the recommendation of the Superintendent and Treasurer that security locks for all of the interior doors at the School of Innovation be purchased in the amount of \$16,761.30 from Santee Security Inc., the company that submitted the lowest quote.

Exhibit 5B

R-15-65

It was moved by Mrs. Scott and seconded by Mr. Brickner to Approve the Security Locks for the School of Innovation.

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

C. Professional Design Services

Be it resolved upon the recommendation of the Superintendent and Treasurer that a contract in the amount of \$150,000.00 be entered into with ThenDesign Architecture for professional design services for the renovation project at the Career Academy.

Exhibit 5C

R-15-66

It was moved by Mr. Brickner and seconded by Mrs. Newyear to Approve the Professional Design Services.

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

D. Lease Agreement with the Lake County Board of DD

Be it resolved upon the recommendation of the Superintendent and Treasurer that a 36 month lease agreement with the Lake County Board of Developmental Disabilities to lease space at the former Washington Elementary School be approved.

Exhibit 5D

R-15-67

It was moved by Mrs. Zuren and seconded by Mrs. Scott to Approve the Lease Agreement with the Lake County Board of DD.

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

E. MCPc Technology Products and Solutions Agreement

Be it resolved upon the recommendation of the Superintendent and Treasurer that a contract with MCPc for the 2015-2016 school year to prepare staff for the integration of technology within the district and the classrooms that positively affect student learning be approved.

Exhibit 5E

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R-15-68

It was moved by Mrs. Newyear and seconded by Mrs. Scott to Approve the MCPc Technology Products and Solutions Agreement.

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

F. Release and Waiver Agreements

Be it resolved upon the recommendation of the Superintendent that the Release and Waiver agreements for the 2015-16 school year be approved. **Exhibit 5F**

R-15-69

It was moved by Mrs. Newyear and seconded by Mrs. Zuren to Approve the Release and Waiver Agreements.

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

*G. Professional Development Days

Be it resolved upon the recommendation of the Superintendent that the professional development days for the district staff to be held on August 18, 2015 and November 3, 2015 be approved.

*H. 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 5H**

CONSENT CALENDAR

July 13, 2015

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-15-70

It was moved by Mrs. Scott and seconded by Mr. Brickner to adopt all items in the Consent Calendar.

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

MEETING NOTIFICATION

The next Regular Board of Education Meeting is scheduled to be held Monday, August 10, 2015, 7:00 p.m., in the Kennedy Community School located at 34050 Glen Dr., Eastlake, OH.

It was moved by Mrs. Zuren and seconded by Mrs. Scott to approve Meeting Notification.

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

ADJOURNMENT

At 7:31 p.m., there being no further business, it was moved by Mrs. Scott and seconded by Mrs. Zuren 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