

## 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, 2020** at 7:07 p.m. at the Administration Building located at 35353 Curtis Blvd., Eastlake, Ohio with the following members present: Thomas Beal, Brian Jones, Mike Merhar, John Roskos 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.

The Board of Education meeting was available on the Willoughby-Eastlake YouTube Channel; [https://www.youtube.com/channel/UCeTS2xu6R-D\\_ED92Unq\\_LgQ/featured](https://www.youtube.com/channel/UCeTS2xu6R-D_ED92Unq_LgQ/featured)

Approval Of Minutes Of June 8, 2020

#### **R-20-55**

It was moved by Mr. Roskos and seconded by Mr. Jones to Approve the Minutes Of June 8, 2020.

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

Approval Of Minutes Of June 10, 2020

#### **R-20-56**

It was moved by Mrs. Zuren and seconded by Mr. Jones to Approve the Minutes Of June 10, 2020.

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

Approval Of Minutes Of June 30, 2020

#### **R-20-57**

It was moved by Mr. Jones and seconded by Mr. Merhar to Approve the Minutes Of June 30, 2020.

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, 2020 **Exhibit 3A**

\*B. Final Amended Appropriations for FY20

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Final Amended Appropriations for FY20 be approved. **Exhibit 3B**

\*C. 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 3C**

\*D. Settlement Agreement with JKS Real Estate Holdings, LLC

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Settlement Agreement with JKS Real Estate Holdings, LLC be approved.

**Exhibit 3D**

\*E. Settlement Agreement with SCF RC Funding IV, LLC

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Settlement Agreement with SCF RC Funding IV, LLC be approved.

**Exhibit 3E**

\*F. 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 2020-21 school year.

<b>Fund &amp; Grant Program Description</b>	<b>FY21 Estimated Allocation</b>
401 Auxiliary – Cornerstone Christian Academy	\$586,768.13
413 Adult Programs	\$1,215,620.00
439 Early Childhood Education	\$42,909.16
451 K12 Network Subsidy	\$21,600.00
467 Student Wellness & Academic Success	\$1,263,739.34
499 School Safety Training Grant	\$31,869.93
499 Ohio School Climate State Grant	\$22,577.60
502 Adult Workforce Education Subsidy	\$382,692.77
516 IDEA-B Special Education	\$2,212,779.10
507 Elementary and Secondary School Emergency Relief	\$884,012.24
536 Title I Non-Competitive, Supplemental School Improvement	\$121,000.00

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551 Title III Language Instruction for English Learners	\$17,012.28.00
551 Title III Immigrant	\$3,637.33
572 Title I-A Improving Basic Programs	\$1,316,960.20
587 IDEA Early Childhood Special Education	\$54,211.59
587 IDEA Early Childhood Special Education Restoration	\$18,985.74
590 Title II-A Supporting Effective Instruction	\$276,908.89
599 RSVP	\$189,352.59
599 Student Support and Academic Enrichment	\$148,595.11

\*G. 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

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	Nancy Tracz, 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

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Willoughby Middle	\$300.00	Larry Keller, Principal Jerri Chaney, Secretary
Willowick Middle	\$300.00	Brett McCann, Principal Nancy Knack, 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
Treasurer's Office	\$200.00	Treasurer Donna Crooks, Asst. Treasurer Arlene Herbert, Bookkeeper

**\*H. 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

**\*I. 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 \$0.575 per mile for each business mile driven}*

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**\*J. Grant Application Acceptance**

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following grant applications and awards be approved:

<b>Institution Awarding the Grant</b>	<b>Fund/SCC</b>	<b>Amount</b>
Elementary & Secondary School Emergency Relief (ESSER) Fund	507-9021	\$884,012.24

**\*K. 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

<b>Purchase Order</b>	<b>P.O. Amount</b>	<b>Invoice Amount</b>	<b>Increase</b>
201363- Commercial Roofing and Coating	110,869.18	219,134.75	108,265.57

To approve the following Then and Now Certificates

<b>PO Number</b>	<b>Vendor</b>	<b>Description</b>
201519	The City of Willoughby	Union Village CT Inspections
100680	Great Lakes Theater Festival	Great Lakes Residency Oct. 2019

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

<b>Requisition</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
BUS0839	Petermann	\$50,000.00	District transportation- addl. services for July 2020-June 2021
BUS0840	Petermann	\$3,500,000.00	District transportation services "home to school" - eff. July- Dec. 2021
FIN1231	Ohio Dept. of Job & Family Serv	\$70,000.00	Unemployment compensation monthly charges

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FIN1245	Medical Mutual of Ohio	\$3,340,000.00	7/1/20-9/30/20 Blanket for employee medical, dental, vision, and prescription ins. coverage
FIN1246	NEO	\$60,000.00	7/1/20-9/30/20 Blanket for Health Care Reimbursement
FIN1247	STRS	\$190,400.00	Blanket for Board paid STRS 7/1/20-9/30/20
FS0255	Compass Group USA, Inc.	\$850,000.00	Service contract for food service effective July-Dec. 2020
PUPM334	Misc. Vendors	\$50,000.00	Misc. transportation for special ed. students 2020-21
PUPM336	Re-Education Services, Inc.	\$300,000.00	Tuition for students attending Re-education for 2020-21 SY blanket
PUPM337	Re-Ed Access	\$55,000.00	Tuition for special ed. students attending Re-Ed Access
PUPM338	Misc. Vendors	\$195,000.00	Tuition for special ed. students 2020-21 blanket
PUPM318	Willo Transportation	\$300,000.00	Transportation for special ed. students 2020-21 blanket
PUPM325	Walter & Haverfield LLP	\$91,000.00	Legal services for 2020-21 SY
PUPM331	Mayfield City Schools	\$130,000.00	Tuition for special ed. students attending Mayfield City Schools blanket 2020-21
PUPM339	Mayfield City Schools	\$400,000.00	Tuition for special ed. students 2020-21 SY blanket
PUPM346	PSI	\$135,000.00	Nursing Services for 2020-21 SY blanket

**L. 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 Blanket Certificates of \$50,000 or more

Requisition	Vendor	Amount	Description
PUPM332	ESC of the Western Reserve	\$75,000.00	Tuition for DH students 2020-21 SY blanket

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**R-20-58**

It was moved by Mr. Roskos and seconded by Mr. Jones to Approve the Blanket Certificates.

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

\*M. Transfer of Funds (to Food Service to allow for returns of old advances)

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following amount be transferred from the General Fund.

<u>Fund/SCC</u>	<u>Amount</u>
006-0000	\$730,000.00

\*N. Return of Advances

Be it resolved upon the recommendation of the Treasurer that advances totaling \$730,000.00 be returned to the General Fund:

<u>Fund/SCC</u>	<u>Amount of Return</u>
006-0000	\$730,000.00

\*O. Gifts and Donations

1. Operation Keepsake, Inc. donated \$2,104.13 to North High, 018-9210.
2. Uber Energy LLC donated \$950.35 to SOI, 018-9250.

**SUPERINTENDENT'S REPORT- Resolutions**

A. Resolution to consider modifications to the 2020-2021 school district calendar

Be it resolved upon the recommendation of the Superintendent and Treasurer that the resolution to consider modifications to the 2020-2021 school district calendar be approved.

**Exhibit 4A**

**R-20-59**

It was moved by Mrs. Zuren and seconded by Mr. Merhar to Approve the Resolution to consider modifications to the 2020-2021 school district calendar.

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

B. Resolution adopting a plan to make up hours for calamity days using online lessons for the 2020-2021 school year

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Be it resolved upon the recommendation of the Superintendent that the resolution adopting a plan to make up hours for calamity days using online lessons for the 2020-2021 school year be approved. **Exhibit 4B**

**R-20-60**

It was moved by Mr. Roskos and seconded by Mr. Jones to Approve the Resolution adopting a plan to make up hours for calamity days using online lessons for the 2020-2021 school year.

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

C. Re-opening Guide for the 2020-2021 school year for Families and Staff

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Re-opening Guide for Families and Staff for the 2020-2021 school year be approved.

**Exhibit 4C**

**R-20-61**

It was moved by Mr. Merhar and seconded by Mr. Jones to Approve the Re-opening Guide for the 2020-2021 school year for Families and Staff.

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

D. KIKO Auction Sale Contract (district barns and properties)

Be it resolved upon the recommendation of the Superintendent and Treasurer that the contract with KIKO to auction the 2 district barns and district properties be approved.

**Exhibit 4D**

**R-20-62**

It was moved by Mrs. Zuren and seconded by Mr. Roskos to Approve the KIKO Auction Sale Contract (district barns and properties).

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

\*E. Powerschool agreement for Schoology to be used during the 2020-2021 school year (learning management system)

Be it resolved upon the recommendation of the Superintendent and Treasurer that the agreement with Powerschool to use Schoology, a learning management system to help facilitate better communication and online learning, for the 2020-2021 school year in the amount of \$42,266.25 be approved. **Exhibit 4E**

\*F. Edmentum Contract

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Edmentum contract for a K-12 learning path through 2023 in the amount of \$267,499.91 be approved. **Exhibit 4F**



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\*G. Pitney Bowes Lease Agreement

Be it resolved upon the recommendation of the Superintendent and Treasurer that the agreement with Pitney Bowes to lease the postage machine in the amount of \$268.45 per month for 60 months be approved. **Exhibit 4G**

\*H. Gardiner Water Treatment Service Agreement

Be it resolved upon the recommendation of the Superintendent and Treasurer that the maintenance agreement with Gardiner to service our boilers in buildings throughout the district effective July 1, 2020 through June 30, 2021 in the amount of \$19,460.00 per year be approved. **Exhibit 4H**

\*I. Cummins Sales and Service Agreement for generator

Be it resolved upon the recommendation of the Superintendent and Treasurer that the 5 year maintenance agreement with Cummins Sales and Service for the generator located at the administration building in the amount of \$3,678.54 be approved. **Exhibit 4I**

\*J. Maintenance Agreement for generators at Longfellow Elementary, North High and South High Schools

Be it resolved upon the recommendation of the Superintendent and Treasurer that the two year maintenance agreement with Generator Systems for the generators at Longfellow Elementary, North High and South High schools effective 2020-2021 and 2021-2022 school years in the amount of \$6,396.00 be approved. **Exhibit 4J**

K. Addendum to an employee contract

Be it resolved upon the recommendation of the Superintendent and Treasurer that the addendum to the employee contract be approved.

**R-20-63**

It was moved by Mr. Merhar and seconded by Mr. Jones to Approve the Addendum to an employee contract.

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

L. Employment agreement of the Interim Treasurer

Be it resolved that the board of education approve the employment agreement of the Interim Treasurer, Stephen Vasek, commencing July 15, 2020. **Exhibit 4L**

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**R-20-64**

It was moved by Mr. Roskos and seconded by Mr. Jones to Approve the Employment agreement of the Interim Treasurer.

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

M. 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 4M**

**R-20-65**

It was moved by Mr. Merhar and seconded by Mrs. Zuren to Approve Personnel Agenda.

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

**SUPERINTENDENT'S REPORT- Policies**

A. First reading of policy - Use of Face Coverings

**\*MEETING NOTIFICATION**

The next Regular Board of Education Meeting is scheduled for Monday, August 10, 2020, 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.

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**R-20-66**

It was moved by Mr. Merhar and seconded by Mr. Roskos 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**

At 7:55 p.m., there being no further business, it was moved by Mr. Jones 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.

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President

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Interim Treasurer