

## 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 17, 2018** at 7:40 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.

The personnel agenda was introduced by Mr. Thompson

#### 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 1C**

#### **R-18-82**

It was moved by Mrs. Zuren and seconded by Mrs. Perchinske to Approve the Personnel Agenda.  
On a call of the roll, the following vote was cast: 5 Yes Votes. Motion carried.

Mr. Thompson was excused.

#### **WORK SESSION**

This is a work session to discuss the evaluation process of the Board of Education, Superintendent and Treasurer.

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Mrs. Warner spent a few minutes explaining the history of Reimagine19 and how all stakeholders in the community were invited to participate in the process. However, it was brought to our attention that everyone was not informed of the meetings and process. The idea of PTA, PTC president meetings with the Superintendent on a quarterly basis was shared as a good venue for more open and clear communication.

Mrs. Warner asked Mrs. Perchinske to report on the information she received from Mr. Murphy. Mrs. Perchinske reported that the section concerning safety will remain in the Treasurer's job description for several reasons: mandated reporters and witnesses to abuse, part of the Treasurer's job when updating and implementing school safety/emergency plans as far as what would pertain to the Treasurer, i.e. Deciding where the best place for the safe to be located for easy and safe access from the Brinks Truck. Mrs. Perchinske also reported that the date of February 1 may not be removed from the policy due to the fact that the Superintendent and Treasurer would have to be notified no later than March 1 if they are re-employed.

Dr. Beal presented several documents for the Board to work from. Dr. Beal took the information in our current policies and merged them with information that the Board wanted added to said policies from OSBA. This saved time and made the task much more manageable. For example: 1320-Duties of the Treasurer/CFO in the old policy were kept. However, the Board wanted the wording under KEY FUNCTIONS to be under the titles LEADERSHIP, FINANCIAL MANAGEMENT, FACILITIES, PROPERTY & CAPITAL ASSET MANAGEMENT, COMMUNICATION & COLLABORATION and PROFESSIONALISM to more closely match the job descriptions. Under each key function, a category matched from the current policy.

The same process was done for Policy 1230-Responsibilities of the Superintendent.

In this document, the Board added DEFINITION and MAJOR POLICY RESPONSIBILITY to the policy. As well as KEY FUNCTIONS: VISION, FOCUS OF DISTRICT WORK & CONTINUOUS IMPROVEMENT, COMMUNICATIONS & COLLABORATIONS, POLICIES & GOVERNANCE, INSTRUCTION, RESOURCES and LEADERSHIP & SPECIAL PROJECTS.

The Board is satisfied with Policy 1330-Evaluation of the Treasurer. The Board tackled Policy 1240-Evaluation of the Superintendent. The Board is interested in incorporating some of the wording from the Treasurer's policy into the Superintendent's policy. Several of the paragraphs were merged. Based on observable information, bi-annual reviews and strategic plan were some of the key words added.

The Board President will meet with the Assistant Superintendent to share these documents for review by him, the Superintendent and Treasurer, and NEOLA.

The Board likes the job descriptions as defined by OSBA.

Forms 1240F1 and 1330F1 will need to be removed and replaced with new forms. The Board is looking at the ODE evaluation forms at this time.

The Board President will meet with the Assistant Superintendent to share these documents for review by all; the Superintendent, Treasurer and NEOLA.

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The next Work Session of this Board will be on Tuesday, August 21, 2018 at 7:00 p.m.  
The Superintendent and the Treasurer will be invited to collaborate and share their goals with the Board.  
It should be noted that the Board did not discuss a self-evaluation process.

At 9:18 p.m., it was moved by Mrs. Zuren 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.

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President

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Treasurer