

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, **August 10, 2020** at 7:00 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.

Approval Of Minutes Of July 9, 2020

R-20-67

It was moved by Mr. Merhar and seconded by Mr. Roskos to Approve the Minutes Of July 9, 2020.

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

Approval Of Minutes Of July 13, 2020 (2)

R-20-68

It was moved by Mrs. Zuren and seconded by Mr. Merhar to Approve the Minutes Of July 13, 2020 (2).

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

Approval Of Minutes Of July 14, 2020

R-20-69

It was moved by Mr. Roskos and seconded by Mr. Jones to Approve the Minutes Of July 14, 2020.

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

Approval Of Minutes Of July 22, 2020

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R-20-70

It was moved by Mr. Jones and seconded by Mrs. Zuren to Approve the Minutes Of July 22, 2020.

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

Approval Of Minutes Of August 4, 2020

R-20-71

It was moved by Mr. Merhar and seconded by Mr. Roskos to Approve the Minutes Of August 4, 2020.

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

TREASURER’S REPORT

*A. Establishment of Petty Cash Account in the Total of \$300.00 (Revision)

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> |
|------------------------|---------------|--|
| Willowick Middle | \$300.00 | Scott Stasa, Principal Nancy Knack, Secretary |

*B. Grant Application Acceptance

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

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| Institution Awarding the Grant | Fund/SCC | Amount |
|---|-----------------|---------------|
| Federal Coronavirus Relief Fund | 510-9021 | \$419,744.00 |
| CARES ACT Higher Education Emergency Relief Fund- Student Aid | 022-9002 | \$88,225.00 |
| CARES ACT Higher Education Emergency Relief Fund- Institutional Portion | 022-9003 | \$88,225.00 |
| CARES ACT Fund for the Improvement of Postsecondary Education (FIPSE) | 022-9004 | \$323,550.00 |

*C. 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 Then and Now Certificates

| PO Number | Vendor | Description |
|------------------|----------------------------------|--|
| 201522 | Ohio Dept. of Job & Family Serv. | Unemployment Compensation monthly charges |
| 210404 | De Lage Landen Financial Svc | Past due invoice for PaperCut Advanced Print Enablement pack for district printers |
| 210494 | Suburban School Transportation | Transportation for March 2020 students who attend the Ohio School for the Deaf |

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

| Requisition | Vendor | Amount | Description |
|--------------------|------------------|---------------|--|
| MAN2642 | Waste Management | \$61,000.00 | Blanket purchase order for district rubbish removal effective July 1 through June 30; Monthly recycle; extra pickups |

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|---------|--------------------------|--------------|--|
| PUPM335 | Crossroads | \$55,000.00 | Crossroads PHP Services 2020-21 |
| PUPM312 | ESC of Northeast Ohio | \$180,000.00 | Tuition for Crossroad PHP Program blanket 2020-21 SY |
| MAN2671 | Misc. Vendors | \$95,150.00 | CARES Act- due to Covid 19: Building supplies, replaces PO 310056 |
| MAN2672 | Misc. Vendors | \$142,200.00 | CARES Act- due to Covid 19: PPE Health & Hygiene supplies, replaces PO 310057 |

***D. Transfer of Funds**

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following amounts be transferred from the General Fund (retirement payments made to employees; per CBA).

035-9001 Termination Benefit Fund \$65,000.00

***E. Student Activity Program Purpose, Goals and Proposed Budgets and Revisions for FY21**

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 FY21 be approved: **Exhibit 3E**

| Fund/SCC | School | Account Description | Amount | |
|----------|-------------------------------|-----------------------------------|-----------|---|
| 011-0000 | NCIW | Auto Body | 3,500.00 | New FY21 Budget Only |
| 011-9001 | NCIW | Auto Services | 16,000.00 | New FY21 Budget Only |
| 011-9003 | NCIW | Cosmetology | 2,000.00 | New FY21 Budget Only |
| 011-9238 | NCIW | Welding | 500.00 | New FY21 Budget Only |
| 018-0000 | BOE - Superintendent's Office | W-E Foundation | 16,000.00 | New FY21 Budget; New FY21 Purpose & Goals |
| 018-9110 | BOE - Superintendent's Office | Superintendent | 43,500.00 | New FY21 Budget; New FY21 Purpose & Goals |
| 018-9133 | NCIW | Bridge to Success | 1,550.00 | New FY21 Budget; New FY21 Purpose & Goals |
| 018-9134 | NCIW | Success Academy | 450.00 | New FY21 Budget; New FY21 Purpose & Goals |
| 018-9236 | NCIE | NCI Nursing | 4,000.00 | New FY21 Budget; New FY21 Purpose & Goals |
| 018-9310 | Eastlake Middle School | Eastlake (Main) | 21,600.00 | New FY21 Budget; New FY21 Purpose & Goals |
| 018-9410 | Edison Elementary School | Edison (Main) | 20,500.00 | New FY21 Budget; New FY21 Purpose & Goals |
| 018-9420 | Grant Elementary School | Grant (Main) | 37,000.00 | New FY21 Budget; New FY21 Purpose & Goals |
| 018-9430 | Jefferson Elementary School | Jefferson (Main) | 21,900.00 | New FY21 Budget; New FY21 Purpose & Goals |
| 018-9440 | Longfellow Elementary School | Longfellow (Main) | 71,100.00 | New FY21 Budget; New FY21 Purpose & Goals |
| 018-9450 | Royalview Elementary School | Royalview (Main) | 15,750.00 | New FY21 Budget; New FY21 Purpose & Goals |
| 018-9451 | Royalview Elementary School | Royalview 1st Grade Box Tops | 270.00 | New FY21 Budget; New FY21 Purpose & Goals |
| 018-9452 | Royalview Elementary School | Royalview 2nd Grade Box Tops | 700.00 | New FY21 Budget; New FY21 Purpose & Goals |
| 018-9453 | Royalview Elementary School | Royalview 3rd Grade Box Tops | 690.00 | New FY21 Budget; New FY21 Purpose & Goals |
| 018-9454 | Royalview Elementary School | Royalview 4th Grade Box Tops | 150.00 | New FY21 Budget; New FY21 Purpose & Goals |
| 018-9455 | Royalview Elementary School | Royalview 5th Grade Box Tops | 620.00 | New FY21 Budget; New FY21 Purpose & Goals |
| 018-9456 | Royalview Elementary School | Royalview KDG Box Tops | 210.00 | New FY21 Budget; New FY21 Purpose & Goals |
| 018-9457 | Royalview Elementary School | Royalview Special Ed. Box Tops | 350.00 | New FY21 Budget; New FY21 Purpose & Goals |
| 018-9458 | Royalview Elementary School | Royalview RV Bldg Box Tops | 5,350.00 | New FY21 Budget; New FY21 Purpose & Goals |
| 019-9134 | NCIW | Success Academy | 1,600.00 | New FY21 Budget Only |
| 019-9273 | NCIW | NCI Bus Tech The Veale Foundation | 17,350.00 | New FY21 Budget Only |
| 022-9402 | South High School | South OHSAA Tournaments | 25,000.00 | New FY21 Budget; New FY21 Purpose & Goals |
| 200-9006 | Eastlake Middle School | Eastlake Vocal Music | 5,300.00 | New FY21 Budget; New FY21 Purpose & Goals |
| 200-9008 | Eastlake Middle School | Eastlake Art Club | 520.00 | New FY21 Budget; New FY21 Purpose & Goals |
| 200-9501 | NCIW | Auto Body | 500.00 | New FY21 Budget; New FY21 Purpose & Goals |
| 200-9502 | NCIW | Auto Services | 2,650.00 | New FY21 Budget; New FY21 Purpose & Goals |
| 200-9506 | NCIW | Welding | 400.00 | New FY21 Budget; New FY21 Purpose & Goals |

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|----------|-------------------|-----------------|-----------|---|
| 200-9508 | NCIW | Cosmetology | 1,000.00 | New FY21 Budget; New FY21 Purpose & Goals |
| 300-9301 | North High School | North Athletics | 69,000.00 | New FY21 Budget; New FY21 Purpose & Goals |
| 300-9401 | South High School | South Athletics | 65,000.00 | New FY21 Budget; New FY21 Purpose & Goals |

*F. Sale of the Surplus Equipment by Public Auction or Scrap

A resolution declaring the surplus equipment of the Board of Education listed is no longer needed for any school purpose and authorizing the sale of the surplus equipment by public auction or scrap. **Exhibit 3F**

1. One ESTEY piano
2. Student desks and chairs
3. An assortment of hairdryers and shavers
4. One classroom science fume hood
5. An assortment of file cabinets
6. 681 black lockers & 337 blue lockers removed from North High School
7. One "Rational" Commercial Cooking Appliance, model # SCC102, Asset # 00216

SUPERINTENDENT'S REPORT

- A. Superintendent Q & A
- B. 2020-2021 Re-Opening Guide for district (revised 8-10-20)

Exhibit 4B

R-20-72

It was moved by Mr. Merhar and seconded by Mr. Roskos to Approve the 2020-2021 Re-Opening Guide for district (revised 8-10-20).

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

SUPERINTENDENT'S REPORT- Resolutions

- A. Resolution approving health and safety protocols during the COVID-19 pandemic

Be it resolved upon the recommendation of the Superintendent that the resolution approving health and safety protocols during the COVID-19 pandemic be approved.

Exhibit 5A

R-20-73

It was moved by Mrs. Zuren and seconded by Mr. Jones to Approve the Resolution approving health and safety protocols during the COVID-19 pandemic.

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

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- B. Resolution adopting a remote learning plan to provide remote instruction during the 2020-2021 school year

Be it resolved upon the recommendation of the Superintendent that the resolution adopting a remote learning plan to provide remote instruction during the 2020-2021 school year be approved.

Exhibit 5B

R-20-74

It was moved by Mr. Roskos and seconded by Mr. Jones to Approve the Resolution adopting a remote learning plan to provide remote instruction during the 2020-2021 school year.

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

- C. Resolution approving and authorizing a reduction in the number of hours that the district will be open for instruction for the 2020-2021 school year compared to the 2019-2020 school year for the purpose of adopting a school district calendar

Be it resolved upon the recommendation of the Superintendent that the resolution approving and authorizing a reduction in the number of hours that the schools will be open for instruction for the 2020-2021 school year compared to the 2019-2020 school year for purposes of adopting a school district calendar be approved.

Exhibit 5C

R-20-75

It was moved by Mr. Merhar and seconded by Mr. Jones to Approve the Resolution approving and authorizing a reduction in the number of hours that the district will be open for instruction for the 2020-2021 school year compared to the 2019-2020 school year for the purpose of adopting a school district calendar.

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

- D. Resolution of Intent not to provide Career-Technical Education in Grades 7 and 8

WHEREAS Ohio Revised Code Section 3313.90(A) requires each city, local, and exempted village school district to provide for students in grades seven through twelve career-technical education by means of establishing and maintaining a program, by being a member of a joint vocational school district (JVSD), or by contracting with a JVSD or another school district; and

WHEREAS division (B) of Section 3313.90 provides that a board of education may adopt a resolution not to provide career-technical education to students enrolled in both grades seven and eight and will receive a waiver from the Ohio Department of Education so long as said resolution is filed by September 30 of that particular school year;

NOW THEREFORE BE IT, AND IT IS, HEREBY RESOLVED that, while the Willoughby-Eastlake Board of Education recognizes the importance of providing adequate training for students to enter their selected occupations, the Board hereby adopts this resolution notifying the Ohio Department of Education of its intent not to offer career-

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technical education for students enrolled in both grades seven and eight during the 2020-2021 school year; and

BE IT FURTHER RESOLVED that the Willoughby-Eastlake Board of Education respectfully requests that the Ohio Department of Education issue the waiver required by Ohio Revised Code Section 3313.90(B) and

BE IT FURTHER RESOLVED that the Treasurer is hereby directed to certify and submit a copy of this resolution to the Ohio Department of Education at the earliest opportunity so as to ensure its receipt by the Department on a date which is in no event later than the 30th day of September, 2020.

This resolution was duly adopted during a public meeting of the Willoughby-Eastlake Board of Education held on August 10, 2020. In witness thereof, the parties hereby set their hands.

Exhibit 5D

R-20-76

It was moved by Mr. Roskos and seconded by Mrs. Zuren to Approve the Resolution of Intent not to provide Career-Technical Education in Grades 7 and 8.

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

E. Lease Termination Agreement with the City of Willoughby Hills

Be it resolved upon the recommendation of the Superintendent and Treasurer that the lease agreement with the City of Willoughby Hills be terminated effective November 30, 2020.

Exhibit 5E

R-20-77

It was moved by Mrs. Zuren and seconded by Mr. Merhar to Approve the Lease Termination Agreement with the City of Willoughby Hills.

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

F. Professional Development Stipends Recommendation

Be it resolved upon the recommendation of the Superintendent and Treasurer that the district will provide professional development stipends to district employees for participation in training sessions for the 2020-2021 school year paid primarily from the Title II-A federal grant funds and the Title IV-A grant funds at a rate of \$24.00 per hour per the WETA Master Agreement.

Exhibit 5F

R-20-78

It was moved by Mr. Jones and seconded by Mr. Roskos to Approve the Professional Development Stipends Recommendation.

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

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G. Salary Class Revision

Be it resolved upon the recommendation of the Superintendent and Treasurer that the attached salary class revision from 2014-2015, 2015-2016, 2016-2017, 2017-2018, 2018-2019 and 2019-2020 school years be approved. **Exhibit 5G**

R-20-79

It was moved by Mr. Merhar and seconded by Mr. Jones to Approve the Salary Class Revision.

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

H. Adult Nursing Wage Index

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Adult Nursing Wage Index be approved. **Exhibit 5H**

R-20-80

It was moved by Mr. Roskos and seconded by Mrs. Zuren to Approve the Adult Nursing Wage Index.

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

I. Certified Substitute Pay Schedule

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Certified Substitute Pay Schedule be approved. **Exhibit 5I**

R-20-81

It was moved by Mr. Jones and seconded by Mr. Merhar to Approve the Certified Substitute Pay Schedule.

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

J. Classified Substitute Pay Schedule

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Classified Substitute Pay Schedule be approved. **Exhibit 5J**

R-20-82

It was moved by Mrs. Zuren and seconded by Mr. Roskos to Approve the Classified Substitute Pay Schedule.

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

K. Memorandum of Agreement between WETA and the District

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Be it resolved upon the recommendation of the Superintendent that the Memorandum of Agreement between WETA (Willoughby-Eastlake Teachers Association) and the district be approved. **Exhibit 5K**

R-20-83

It was moved by Mr. Merhar and seconded by Mr. Roskos to Approve the Memorandum of Agreement between WETA and the District.

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

*L. 2020-2021 Fee Schedules

Be it resolved upon the recommendation of the Superintendent and Treasurer that the 2020-2021 fee schedules for materials other than textbooks used in the classroom be approved.

Exhibit 5L

*M. School of Practical Nursing Student Handbook Adult Division 2020-2021

Be it resolved upon the recommendation of the Superintendent that the School of Practical Nursing Student Handbook Adult Division for 2020-2021 be approved.

Exhibit 5M

*N. Special Service Agreements

Be it resolved upon the recommendation of the Superintendent that agreements be entered into with the following institutions for providing special services to students for the 2020-2021 school year: CARES (Mentor's Cardinal Autism Resource and Education School), Educational Alternatives Service Agreement, Education Alternatives Transportation Agreement, Hogan Transportation, LEAF (Lake/Geauga Educational Assistance Foundation), PSI Affiliates, Inc./PSI Associates, Inc., Re-Education Services ASPIRE, Re-Education Services Occupational Therapy, Re-Education Services Speech Therapy, Re-Education Services Transportation Aid Service Agreement, Re-Education Transportation Service Agreement, and Suburban School Transportation Company, Inc.

Exhibit 5N

*O. Student Code of Conduct and Related Policies

Be it resolved upon the recommendation of the Superintendent that the Willoughby-Eastlake City Schools Student Code of Conduct & Related Policies be approved.

Exhibit 5O

P. Treasurer's Employment Contract and Salary Schedule

Be it resolved upon the recommendation of the Board that the Treasurer's employment contract and salary schedule be approved.

Exhibit 5P

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R-20-84

It was moved by Mrs. Zuren and seconded by Mr. Merhar to Approve the Treasurer's Employment Contract and Salary Schedule.

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

Q. 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 5Q**

R-20-85

It was moved by Mr. Merhar and seconded by Mr. Roskos 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 the following:

1. Policy 2266 - Nondiscrimination on the Basis of Sex in District Programs or Activities (Title IX Regulations)
2. Policy 1520 - Employment of Administrators
3. Policy 1530 - Evaluation of Principals and other Administrators
4. Policy 2270 - Religion in the Curriculum
5. Policy 2431 - Interscholastic Athletics
6. Policy 3124 - Employment Contract
7. Policy 3220 - Standards-Based Teacher Evaluation
8. Policy 5200 - Attendance
9. Policy 5517.02 - DELETE Sexual Violence
10. Policy 5610 - Removal, Suspension, Expulsion, and Permanent Exclusion of Students
11. Policy 5611 - Due Process Rights

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12. Policy 6144 - Investments
13. Policy 6152 - Student Fees, Fines, and Charges
14. Policy 6152.01 - Waiver of School Fees for Instructional Materials
15. Policy 6325 - Procurement - Federal Grants/Funds
16. Policy 6424 - Procurement Cards
17. Policy 8450.01 - Protective Facial Coverings during Pandemic/Epidemic Events
18. Policy 8800 - Religious/Patriotic Ceremonies and Observances

***MEETING NOTIFICATION**

The next Regular Board of Education Meeting is scheduled for Monday, September 14, 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.

R-20-86

It was moved by Mrs. Zuren and seconded by Mr. Jones 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 7:51 p.m., there being no further business, it was moved by Mr. Roskos and seconded by Mr. Merhar 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

Interim Treasurer