

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, **September 10, 2018** at 7:02 p.m. in the Northern Career Institute- Eastlake Campus located at 34050 Glen Drive, Eastlake, 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 and the pledge of allegiance was given.

Public Comment: Mrs. Missy Toppings was present to discuss the School of Innovation.

Victoria Morley, Coordinator of NCI-Eastlake and Deanna Elsing, Coordinator of NCI-Willoughby, provided data as it pertains to student success on web exams which is the career tech state required test, data regarding BTS graduation rates and Success Academy data regarding improved attendance.

Approval Of Minutes Of August 13, 2018.

R-18-91

It was moved by Mrs. Perchinske and seconded by Mrs. Zuren to Approve the Minutes Of August 13, 2018.

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

Approval Of Minutes Of August 21, 2018.

R-18-92

It was moved by Dr. Beal and seconded by Mr. Jones to Approve the Minutes Of August 21, 2018.

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 August 31, 2018

Exhibit 3A

*B. August Certificate of Estimated Resources

September 10, 2018

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

*C. August Amended Appropriations

Be it resolved upon the recommendation of the Superintendent and Treasurer that the amended appropriations be approved. **Exhibit 3C**

*D. FY19 Permanent Appropriations

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Permanent Appropriations for FY19 be approved. **Exhibit 3D**

E. A RESOLUTION RESCINDING RESOLUTION R-18-12 WHICH PREVIOUSLY AUTHORIZED PAYMENT OF INVOICES FROM BELFOR PROPERTY RESTORATION IN AN AMOUNT NOT TO EXCEED \$950,000.00

Be it resolved upon the recommendation of the Superintendent and Treasurer that A RESOLUTION RESCINDING RESOLUTION R-18-12 WHICH PREVIOUSLY AUTHORIZED PAYMENT OF INVOICES FROM BELFOR PROPERTY RESTORATION IN AN AMOUNT NOT TO EXCEED \$950,000.00 be approved.

Exhibit 3E

R-18-93

It was moved by Mrs. Perchinske and seconded by Mrs. Zuren to Approve A RESOLUTION RESCINDING RESOLUTION R-18-12 WHICH PREVIOUSLY AUTHORIZED PAYMENT OF INVOICES FROM BELFOR PROPERTY RESTORATION IN AN AMOUNT NOT TO EXCEED \$950,000.00.

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

F. Resolution to Approve the GMP Amendment for the New Roofing on Two Transportation Buildings, not to exceed \$250,000.00

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Resolution to Approve the GMP Amendment for the New Roofing on Two Transportation Buildings, not to exceed \$250,000.00, be approved. **Exhibit 3F**

R-18-94

It was moved by Mr. Jones and seconded by Dr. Beal to Approve a Resolution to Approve the GMP Amendment for the New Roofing on Two Transportation Buildings, not to exceed \$250,000.00.

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

G. Kronos Renewal with an Upgrade to Kronos for K12 Workforce Ready

September 10, 2018

Be it resolved upon the recommendation of the Treasurer that the following renewal with an upgrade to Kronos for K12 Workforce Ready for \$34,020.00 and clock maintenance for \$6,993.60 be approved. **Exhibit 3G**

R-18-95

It was moved by Mrs. Zuren and seconded by Mrs. Perchinske to Approve the Kronos Renewal with an Upgrade to Kronos for K12 Workforce Ready.

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

*H. Rea & Associates, Inc.: Capital Asset Services

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following Capital Asset Services by Rea & Associates, Inc. be approved.

Exhibit 3H

*I. 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

Purchase Order	P.O. Amount	Invoice Amount	Increase
281745- PSI	84,552.80	86,584.72	2,031.92
280535- Misc. Vendors	50,000.00	93,525.91	43,525.91

To approve the following Then and Now Certificates

PO Number	Vendor	Description
290697	House Hasson Hardware Co	Past due invoice from 5/1/2018

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290698 Nichols Paper and Supply Co Past due invoices from 6/19/2018 & 6/26/2018

*J. Advance of General Funds

Be it resolved upon the recommendation of the Superintendent and Treasurer the General Fund advance \$140,500.00 to the following fund(s) to avoid negative balance at month end.

<u>Fund/SCC</u>	<u>Advance</u>
006-0000	\$62,000.00
413-9019	\$78,500.00

*K. Return of Advances

Be it resolved upon the recommendation of the Treasurer that advances totaling \$111,600.00 be returned to the General Fund:

<u>Fund/SCC</u>	<u>Amount of Return</u>
439-9018	\$1,150.00
516-9018	\$53,000.00
572-9018	\$36,500.00
587-9018	\$4,350.00
590-9018	\$3,600.00
590-9019	\$13,000.00

*L. Transfer of Funds (to make debt service payments)

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following amount be transferred to the Bond Retirement Fund (002-0000) from the Fund/SCC listed below.

<u>Transfer FROM Fund/SCC</u>	<u>Amount</u>
003-0000 Perm Improvement Fund	\$691,699.36

*M. Transfer of Funds (to close accounts)

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following amounts be transferred to new accounts from the closed accounts below.

<u>FROM Fund/SCC</u>	<u>TO Fund/SCC</u>	<u>Amount</u>
018-9510 (Pre-School)	018-9168 (Pre-School)	\$5.85
019-9002 (South High Rebel Moms)	019-9220 (Rebel Families)	\$42.11

*N. 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 \$75,000.00

***O. Gifts and Donations**

1. Al Santos donated a Craftsman Toolbox to NCI for use by the Auto Collision program.
2. Downtown Willoughby Cruisers donated \$500.00 to Eastlake Autism, 018-9311.
3. Thrasher, Densmore & Dolan- Mary Jane Trapp, Esq. donated \$250.00 to RSVP, 599-9019.
4. Brunner Funeral Home donated 20 \$25.00 gift cards to RSVP to be used for door prizes.
5. Inter-State Studio & Publishing Co. donated \$300.00 to Willoughby Middle Yearbook, 200-9108.
6. Tecmark Corporation donated \$250.00 to Steven Bennett Memorial Fund, 007-9080.

***P. Student Activity Program Purpose, Goals and Proposed Budgets and Revisions for FY19**

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 FY19 be approved: **Exhibit 3P**

Fund/SCC	School	Account Description	Amount				
007-9002	BOE	Autism Community	2,000.00	New FY19 Budget Only			
007-9010	BOE	Raynor Scholarship	5,000.00	New FY19 Budget Only			
007-9011	South High School	South Berlin	4,700.00	New FY19 Budget Only			
007-9080	Edison Elementary School	Steven Bennett Memorial Fund	1,100.00	New Account; New FY19 Budget Only			
011-9001	NCI - Willoughby	Auto Services	14,000.00	New FY19 Budget Only			
018-9131	BOE	Gifted Services	1,150.00	New FY19 Budget; New FY19 Purpose and Goals			
018-9168	NCI - Eastlake	Pre-School	15,300.00	New FY19 Budget; New FY19 Purpose and Goals			
018-9170	BOE	Special Education Life Skills	1,000.00	New FY19 Budget; New FY19 Purpose and Goals			
019-9134	NCI - Willoughby	Success Academy	9,060.00	New FY19 Budget Only			
019-9220	South High School	Rebel Families	6,010.00	New FY19 Budget; Name Chg. Fr South High Rebel Moms			
019-9273	NCI - Willoughby	NCI Bus Tech The Veale Foundation	10,000.00	New FY19 Budget Only			
022-9302	North High School	North OHSAA Tournament	10,510.00	New FY19 Budget; New FY19 Purpose and Goals			
022-9402	South High School	South OHSAA Tournament	54,000.00	New FY19 Budget; New FY19 Purpose and Goals			
200-9108	Willoughby Middle School	Willoughby Yearbook	2,600.00	New FY19 Budget; New FY19 Purpose and Goals			
200-9166	NCI - Eastlake	Career Explorations	1,400.00	New FY19 Budget; New FY19 Purpose and Goals			
200-9322	North High School	North High Class of 2019	32,300.00	New FY19 Budget; New FY19 Purpose and Goals			
200-9503	NCI - Willoughby	Business Technology	970.00	New FY19 Budget; New FY19 Purpose and Goals			

***Q. 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.

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Item	Asset Tag #
Knabe baby grand piano	04011

SUPERINTENDENT'S REPORT

A. Construction Update

SUPERINTENDENT'S REPORT- Resolutions

A. Release and Waiver Agreements

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Release and Waiver Agreements for the 2018-2019 school year be approved.

R-18-96

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

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

B. Classified Noon Aide Monitors, Project Help Tutors and Student Monitors Pay Rate Increase (AMENDED to read 2018-2019 school year, instead of August 1, 2018)

Be it resolved upon the recommendation of the Superintendent and Treasurer that the rate of pay for Classified Noon Aide Monitors, Project Help Tutors, and Student Monitors be increased from \$12.00 per hour to \$12.24 per hour effective for the 2018-2019 school year.

R-18-97

It was moved by Mrs. Perchinske and seconded by Mr. Jones to Approve the Classified Noon Aide Monitors, Project Help Tutors and Student Monitors Pay Rate Increase (AMENDED to read 2018-2019 school year, instead of August 1, 2018).

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

C. School Psychologist Salary Steps

Be it resolved upon the recommendation of the Superintendent and Treasurer that the correction of the School Psychologists' salary steps effective from the last 6 school years, 2012 - 2013 through 2017 - 2018 be approved. **Exhibit 5C**

R-18-98

It was moved by Mr. Jones and seconded by Mrs. Perchinske to Approve the School Psychologist Salary Steps.

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

*D. 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 with disabilities for the 2018-2019 school year: Crossroads, LCACS, Inc., Educational Service Center of Northeast Ohio, and ABA Outreach Services. **Exhibit 5D**

*E. Adoption of Policy 1230 - Responsibilities of the Superintendent, Policy 1240 - Evaluation of the Superintendent and Policy 1320 - Duties of the Treasurer- **TABLED**

*F. 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 5F**

***MEETING NOTIFICATION**

The next Regular Board of Education Meeting is scheduled for Monday, October 8, 2018, 7:00 p.m., at the Northern Career Institute- Eastlake Campus located at 34050 Glen Dr., 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-18-99

It was moved by Mrs. Zuren and seconded by Dr. Beal to adopt all items in the Consent Calendar.

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

Board Discussion: Evaluations of Treasurer and Superintendent

ADJOURNMENT

At 9:55 p.m., there being no further business, it was moved by Mrs. Zuren and seconded by Mr. Jones 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