

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 14, 2015** at 7:05 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: Linda Fulton was present to discuss safety buckets, which can be picked up from her home.

For your information: The board meeting scheduled for November 9, 2015 at 7:00 p.m. will be changed to November 16, 2015, due to the Capital Conference in Columbus, Ohio.

Approval Of Minutes Of August 10, 2015.

R-15-76

It was moved by Mrs. Scott and seconded by Mr. Brickner to Approve the Minutes Of August 10, 2015.

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

TREASURER'S REPORT

*A. Financial Report for Month Ending August 31, 2015

Exhibit 3A

*B. Amended Appropriations for FY16

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Amended Appropriations for FY16 be approved.

Exhibit 3B

*C. Amended Certificate of Estimated Resources

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Amended Certificate of Estimated Resources be approved.

Exhibit 3C

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D. K12 Enterprise, LLC

Be it resolved upon the recommendation of the Treasurer that the following Quote, Professional Services Agreement, and Statement of Work with K12 Enterprise, LLC be approved. **Exhibit 3D**

R-15-77

It was moved by Mrs. Zuren and seconded by Mrs. Newyear to approve the Quote, Professional Services Agreement, and Statement of Work with K12 Enterprise, LLC.

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
260528- Willo Transportation	25,000.00	29,047.00	4,047.00
260103- NEO	50,000.00	54,268.11	4,268.11

To approve the following Then and Now Certificates

PO Number	Vendor	Description	Amount
160278	World's Finest Chocolate, Inc.	EMS Athletic FR- Candy bars	\$7,530.00

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160249	Neu Entertainment	Edison- 6/4/15 DJ Services	\$100.00
261050	Walter & Haverfield LLP	Fees for professional services through 6/30/15	\$3,480.00

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

Requisition	Vendor	Amount	Description
WWKA112	Petermann	15,000.00	Blanket for athletic busing for 2015-16 school yr.
FIN477	NEO	115,000.00	09/01/15-12/31/15- Blanket for Health Care Reimbursement
FIN480	STRS	129,900.00	Blanket for Board paid STRS 09/15/15- 12/31/15
FIN488	K12 Enterprise LLC	90,000.00	K-12 Software license/deployment quotation/travel expenses

*F. Advance of General Funds

Be it resolved upon the recommendation of the Superintendent and Treasurer the General Fund advance \$395,840.00 to the following fund(s) to avoid negative balance at month end.

<u>Fund/SCC</u>	<u>Advance</u>
003-0000	\$395,000.00
551-9016	\$800.00
439-9015	\$40.00

Be it resolved upon the recommendation of the Superintendent and Treasurer the General Fund advance \$250.00 to the following fund(s) to allow for purchase before proceeds from fundraising are received.

<u>Fund/SCC</u>	<u>Advance</u>
018-9701	\$250.00

*G. Return of Advances

Be it resolved upon the recommendation of the Treasurer that advances totaling \$18,050.00 be returned to the General Fund:

<u>Fund/SCC</u>	<u>Amount of Return</u>
021-9001	\$18,050.00

*H. 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	\$1,351,319.79

*I. Transfer of Funds (to permanently close accounts)

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>Transfer TO Fund/SCC</u>	<u>Amount</u>
001-9100 General Fund- Latch Key	001-General Fund	\$914,968.63
009-9001 Consumables- Districtwide	001-General Fund	\$24,242.08
009-9002 Consumables- Elementary	001-General Fund	\$74,500.00
009-9003 Consumables- Adult Nursing	001-General Fund	\$9,014.00
009-9210 Consumables- North	001-General Fund	\$22,371.00
009-9220 Consumables- South	001-General Fund	\$53,017.53
009-9230 Consumables- Tech Center	001-General Fund	\$11,610.58
009-9310 Consumables- Eastlake	001-General Fund	\$2,462.97
009-9320 Consumables- Willoughby	001-General Fund	\$13,117.28
009-9410 Consumables- Edison	001-General Fund	\$11,631.90
009-9420 Consumables- Grant	001-General Fund	\$8,092.97
009-9430 Consumables- Jefferson	001-General Fund	\$22,266.71
009-9450 Consumables- Royalview	001-General Fund	\$29,440.05
009-9460 Consumables- Washington	001-General Fund	\$18,518.14

*J. Transfer of Funds (to permanently close accounts)

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following amounts be transferred from the General Fund (001-0000) to the Fund/SCC's listed below.

<u>Transfer TO Fund/SCC</u>	<u>Amount</u>
009-9231 Consumables- Auto Body	\$9,901.76
009-9232 Consumables- Auto Services	\$815.38
009-9233 Consumables- Clerical	\$18,252.41
009-9234 Consumables- Hospitality	\$1,280.38
009-9235 Consumables- Job Training	\$50.00
009-9236 Consumables- Nursing	\$7,409.17
009-9237 Consumables- Office Tech	\$230.73
009-9238 Consumables- Welding	\$3,653.24

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009-9239 Consumables- Medical Asst. \$4,709.07
 009-9241 Consumables- Home and Career \$50.00
 009-9243 Consumables- Production Weld. \$1,215.78
 009-9330 Consumables- Willowick \$1,037.60
 009-9440 Consumables- Longfellow \$583.84

*K. Transfer of Funds (to permanently close account)

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following amount be transferred to Food Service (006-0000) from the Fund/SCC listed below.

<u>Transfer FROM Fund/SCC</u>	<u>Transfer TO Fund/SCC</u>	<u>Amount</u>
006-9001 Food Service Federal Grant	006- Food Service	\$1,350,935.69

*L. Transfer of Funds (to close Fund/SCC)

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following amount be transferred to the General Fund (001-0000) from the closed Fund/SCC listed below.

<u>Transfer FROM Fund/SCC</u>	<u>Amount</u>
018-9460 Washington (Main)	\$796.50

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following amounts be transferred from the General Fund (001-0000) to the Fund/SCC's listed below.

<u>Transfer TO Fund/SCC</u>	<u>Amount</u>
018-9410 Edison (Main)	\$182.39
018-9420 Grant (Main)	\$162.07
018-9430 Jefferson (Main)	\$98.73
018-9440 Longfellow (Main)	\$139.36
018-9450 Royalview (Main)	\$213.95

*M. Grant Application Acceptance

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

Exhibit 3M

Institution Awarding the Grant	Fund/SCC	Amount
ODE, Title V Part D- PEP Grant	599-9316	\$67,881.36

*N. Gifts and Donations

1. North High Boosters Club donated \$700.00 to Academic Decathlon 200-9301.
2. Allstate Foundation donated \$1,000.00 to South High 018-9220.

*O. 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 3O**

Fund/SCC	School	Account Description	Amount	
007-9030	North High School	North Class of 1972 Scholarship Fund	-	New A/C; New FY16 Budget only
018-9430	Jefferson	Jefferson (Main)	\$15,300.00	Revised FY16 Budget only
018-9450	Royalview	Royalview (Main)	\$68,550.00	Revised FY16 Budget only
019-9011	Success Academy	Success Academy Grant	\$16,000.00	New FY16 Budget and P/G
200-9104	Willoughby Middle School	Willoughby Library Club	\$4,700.00	Revised FY16 Budget and P/G
200-9407	South High School	South High Class of 2016	\$12,500.00	Revised FY16 Budget and P/G
200-9421	South High School	South High Class of 2019	\$1,800.00	New A/C; New FY16 budget and P/G
300-9201	Willowick Middle School	Willowick Athletics	\$33,900.00	New FY16 Budget and P/G

*P. Professional Development Stipends

Resolution to approve the distribution of professional development stipends and benefit costs not to exceed \$117,649.00 from Title II-A. **Exhibit 3P**

*Q. Establishment of Petty Cash Account in the Total of \$250.00

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 the 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	JaTina Threat, Principal Linda Somerville, Secretary

SUPERINTENDENT’S REPORT- Administrative Reports

- A. 2015 District Goals

SUPERINTENDENT’S REPORT- Resolutions

- A. Roof Repairs at the School of Innovation

Be it resolved upon the recommendation of the Superintendent and Treasurer that the roof repairs needed at the School of Innovation be awarded to the contractor that submitted the lowest quote, Industrial Energy Systems, in the amount of \$24,835.00.

Exhibit 5A

R-15-78

It was moved by Mrs. Newyear and seconded by Mrs. Zuren to Approve the Roof Repairs at the School of Innovation.

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

- B. 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 2015-2016 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, 2015.

This resolution was duly adopted during a public meeting of the Willoughby-Eastlake Board of Education held on September 14, 2015. In witness thereof, the parties hereby set their hands.

Exhibit 5B

R-15-79

It was moved by Mrs. Scott and seconded by Mr. Brickner 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.

C. Release and Waiver Agreement

Be it resolved upon the recommendation of the Superintendent that the following Release and Waiver agreement for the 2015-2016 school year be approved.

R-15-80

It was moved by Mr. Brickner and seconded by Mrs. Scott to Approve the Release and Waiver Agreement.

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

D. Willoughby-Eastlake Public Library Trustee

Be it resolved upon the recommendation of the Superintendent that Nicholas Monin be appointed to the Library Board of Trustees through August 31, 2020, to fill the unexpired term of Lisa Fiorello, due to her resignation.

Exhibit 5D

R-15-81

It was moved by Mrs. Scott and seconded by Mrs. Zuren to Approve the Willoughby-Eastlake Public Library Trustee.

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

*E. Operation of Unmanned Aerial Vehicles (UAVS)

WHEREAS, the Willoughby-Eastlake City School District is a participating member of the Ohio High School Athletic Association (OHSAA); and

WHEREAS, the District has agreed to the rules and regulations promulgated by OHSAA; NOW, THEREFORE, BE IT RESOLVED, that the operation of unmanned aerial vehicles (UAVs), commonly known as drones, is prohibited on the Willoughby-Eastlake City School District premises during District-sponsored contests (including scrimmages and previews), practices, and activities under the auspices of the Ohio High School Athletic Association (OHSAA); and District officials may deny admission or entry to anyone attempting to use a UAV until the event has been completed; and
BE IT FURTHER RESOLVED, that any exceptions to this regulation must be approved in advance by the Superintendent. **Exhibit 5E**

*F. Transportation Bus Stops

Be it resolved upon the recommendation of the Superintendent that the following list of transportation bus stops for the 2015-2016 school year be approved.

Exhibit 5F

*G. Overnight/Out of District Field Trip Request

Be it resolved upon the recommendation of the Superintendent that an educational trip for the South High Girls' Golf Team to participate in a tournament at Tamer Win Golf and Country Club in Cortland, Ohio, from Sunday, October 4, 2015 to Monday, October 5, 2015 be approved and a waiver granted for the one day of missed school.

*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**

***MEETING NOTIFICATION**

The next Regular Board of Education Meeting is scheduled to be held Monday, October 12, 2015, 7:00 p.m., in the Kennedy Community School located at 34050 Glen Dr., Eastlake, OH.

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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-15-82

It was moved by Mrs. Zuren and seconded by Mrs. Newyear 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 7:46 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