

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, **October 13, 2014** at 7:03 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.

Mrs. Susan Roseum, Director of Career Academy in Willoughby, along with representatives from each program, gave a brief overview of the programs being offered at the Academy this year and the new programs for next year.

Approval Of Minutes Of September 8, 2014.

R-14-94

It was moved by Mrs. Newyear and seconded by Mrs. Zuren to Approve the Minutes Of September 8, 2014.

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 September 30, 2014

Exhibit 3A

*B. Amended Appropriations for FY15

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Amended Appropriations for FY15 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

D. Five-Year Forecast

October 13, 2014

WHEREAS, §5705.391 of the Ohio Revised Code requires that a five-year forecast be submitted to the Ohio Department of Education prior to October 31 of each year; and

WHEREAS, an amendment to Administrative Rule 3301-92-04 now requires all public school districts to update their five-year forecasts and assumptions between September 1 and October 31;

NOW, THEREFORE, BE IT RESOLVED that the attached forecast be accepted and submitted to the Ohio Department of Education. **Exhibit 3D**

R-14-95

It was moved by Mrs. Newyear and seconded by Mrs. Scott to Approve the Five-Year Forecast.

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
250651- Miscellaneous Vendors (Extended School Yr. Services)	58,000.00	92,823.67	34,823.67
250754- Central Warehouse	10,000.00	14,025.88	4,025.88
250534- House Hasson Hardware	10,000.00	31,993.13	21,993.13

To approve the following Then and Now Certificates

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PO Number	Vendor	Description	Amount
251098	AT&T Ohio	Structured Access and Rent Conduit/Pole Attachments- out of cycle charges	108.06
251054	POV Communications	2014-15 Calendars	2,761.55
251122	Misc Vendors - Pasquale, Daniel L.	Traffic Control Duty- began 9/18/14 thru year end	4,620.00

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

Requisition	Vendor	Amount	Description
FS0127	Compass Group USA, Inc.	300,000.00	Service Contract: Sept.- Dec. 2014
PUPSMC98	Korenko Therapy Services	25,000.00	Physical Therapy Services: Oct.-Nov. 2014

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

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 closed Fund SCC's listed below.

<u>Transfer FROM Fund/SCC</u>	<u>Amount</u>
200-9207 WMMS Phys Ed.	\$1,605.46
401-9014 Andrews Osborne	\$12,016.38
401-9214 Willoughby Montessori Daycare	\$1,791.08
401-9314 Cornerstone Christian	\$132,707.46

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>
200-9208 Student Council	\$1,605.46
401-9015 Andrews Osborne	\$12,016.38
401-9215 Willoughby Montessori Daycare	\$1,791.08
401-9315 Cornerstone Christian	\$132,707.46

***G. Transfer of Funds (to establish new Fund/SCC)**

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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

Transfer FROM Fund/SCC	Amount
018-9450 Royalview Principal	\$2,500.00

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.

Transfer TO Fund/SCC	Amount
018-9459 Royalview Courtyard	\$2,500.00

*H. Transfer of Funds (to supplement Power of the Pen Competitions)

Be it resolved upon the recommendation of the Superintendent and Treasurer that \$1,500.00 be transferred from the General Fund to the following Public School Support Fund/SCC's to cover expenses for travel to the Power of the Pen Competition.

<u>Fund/SCC</u>	<u>Description</u>
018-9325	Willoughby Middle

I. Group Retrospective Rating Program

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Group Retrospective Rating Program be approved. **Exhibit 3I**

R-14-96

It was moved by Mrs. Newyear and seconded by Mrs. Zuren to Approve the Group Retrospective Rating Program.

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

*J. 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 per diem meals, lodging, and mileage be approved.

Reimbursement for lodging expenses may not exceed \$150 per night, unless approved in advance by the Superintendent.

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The maximum reimbursement for meals will be as follows:

- \$10 per day for breakfast
- \$15 per day for lunch
- \$25 per day for dinner

Standard mileage rates for the use of a car (also vans, pickups or panel trucks): Based on current rate published by the IRS. {Currently 56 cents per mile for business miles driven}

***K. Gifts and Donations**

1. Spee-D-Metals donated 3 pallets of steel (valued at \$2,400.00) for use by welding students.
2. ACS Industries donated metal (valued at \$6,715.00) for use by welding students.
3. Edison PTO donated \$2,000.00 to Edison Elementary School 018-9410.
3. North High School Boosters Club donated \$1,865.37 to North High School Art 018-9211.
4. Rebel Moms donated \$1,610.00 to South High School Athletics 300-9401.
5. Longfellow PTA donated \$5,000.00 to Longfellow Elementary School 018-9440.

***L. Student Activity Program Purpose, Goals and Proposed Budgets and Revisions for FY15**

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 FY15 be approved:

Fund/SCC	School	Program	Amount	
007-9001	BOE	Arts Take Force	\$5,352.00	Revised
007-9002	Tech-Family/Education Coordinator	Autism Community	\$ 2,600.00	New
018-0000	BOE	W-E Foundation	\$ 1,000.00	New
018-9210	North	North	\$ 28,500.00	Revised
018-9211	North	North High School Art	\$ 3,233.00	Revised
018-9331	Willowick	Willowick Media Center	\$ 13,565.00	Revised
018-9420	Grant	Grant	\$ 7,000.00	New
018-9440	Longfellow	Longfellow	\$ 25,000.00	Revised
018-9459	Royalview	Royalview Courtyard	\$ 3,300.00	New Account and Budget
022-9302	North	North OHSAA Tournaments	\$ 2,020.00	New
022-9402	South	South OHSAA Tournaments	\$ 500.00	New
200-9001	Eastlake	Eastlake Instrumental Music	n/a	Revised Statement of Purpose & Goals only

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200-9107	Willoughby	Willoughby Student Council	\$ 6,150.00	Revised
200-9208	Willowick	Student Council	\$ 900.00	New
200-9402	South	South High Class of 2018	\$ 6,300.00	New Account and Budget
200-9406	South	South High Class of 2015	\$ 8,000.00	Revised
200-9408	South	South High Class of 2017	\$ 6,000.00	Revised
200-9412	South	South High Key Club	\$ 7,290.00	Revised
200-9414	South	South High Art Club	\$ 900.00	New Account and Budget

Exhibit 3L

***M. Establishment of Temporary Change Fund**

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following Temporary Change Fund be established in the amount of \$1,000. These funds will be used to make change at the North v. South football game. All funds will be returned at the end of the game.

Change Fund	Amount	Designated School Official
North High Athletics 001 opu 217	\$1,000.00	Dennis Reilly, Athletic Director

SUPERINTENDENT'S REPORT- Administrative Reports

A. Introduction of new Food Service Manager and District Chef

Superintendent Mr. Steve Thompson introduced Patrick McMullen, the new Food Service Manager and Michael Nowosielski, the Chef for the district.

B. Garland Company Assessment

The Garland Company presented a brief overview of the facility roof assessment that was done for our district.

SUPERINTENDENT'S REPORT- Resolutions

A. Appointment of Little Red School House Trustees

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Be it resolved upon the recommendation of the Superintendent that Grace Dietz and Jerry Merhar be reappointed as the Little Red School House Trustees through December 2017.

R-14-97

It was moved by Mrs. Scott and seconded by Mr. Brickner to Approve the Appointment of Little Red School House Trustees.

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

B. LPDC Handbook Update

WHEREAS, the Ohio Department of Education has changed guidelines regarding the application process of new and renewed certified licenses effective January 1, 2014; and WHEREAS, the Willoughby-Eastlake Local Professional Development Committee (LPDC) must update their Handbook to reflect the new changes;
NOW, THEREFORE, BE IT RESOLVED, that the attached changes for the LPDC Handbook effective for the 2014-2015 school year be adopted. **Exhibit 5B**

R-14-98

It was moved by Mrs. Zuren and seconded by Mrs. Newyear to Approve the LPDC Handbook Update.

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

C. Lease for Automatic Scrubber

Be it resolved upon the recommendation of the Superintendent that a 36 month lease for \$244.02 per month with Dawnchem, for an automatic scrubber to be used in the district, be approved. **Exhibit 5C**

R-14-99

It was moved by Mr. Brickner and seconded by Mrs. Scott to Approve the Lease for Automatic Scrubber.

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

D. Adoption of Bylaws

Be it resolved upon the recommendation of the Superintendent that Section 0175.1 of the Bylaws be adopted.

Exhibit 5D

R-14-100

October 13, 2014

It was moved by Mrs. Newyear and seconded by Mrs. Zuren to Approve the Adoption of Section 0175.1 of the Bylaws.

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

E. 2014-15 Revised Fee Schedules

Be it resolved upon the recommendation of the Superintendent that the 2014-2015 revised fee schedules be adopted.

Exhibit 5E

R-14-101

It was moved by Mrs. Scott and seconded by Mr. Brickner to Approve the 2014-2015 Revised Fee Schedules.

Mrs. Zuren had a question in regards to the fee expenses.

On a call of the roll, the following vote was cast: 4 Yes Votes. 1 No Vote by Mrs. Zuren. Motion carried.

F. E-Rate Contract

Be it resolved upon the recommendation of the Superintendent that a 3 year contract, effective 2015 - 2018, with Educational Funding Group to act as our agent involving our E-rate funding applications be approved.

Exhibit 5F

R-14-102

It was moved by Mrs. Newyear and seconded by Mrs. Zuren to Approve the E-Rate Contract.

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

*G. Overnight/Out of State Field Trip Request

Be it resolved upon the recommendation of the Superintendent that an educational trip for a group of sophomores from South High School to attend a leadership retreat at Camp Koinonia in Geneva, Ohio, from Monday, November 3, 2014 to Wednesday, November 5, 2014, be approved and a waiver granted for the two days of missed school.

Exhibit 5G

*H. Overnight/Out of District Field Trip Request

Be it resolved upon the recommendation of the Superintendent that an educational trip for students from North High's Senior Class to visit Washington, DC, from Friday, November 7, 2014 to Sunday, November 9, 2014 be approved and a waiver be granted for the one day of missed school.

Exhibit 5H

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***I. Overnight/Out of District Field Trip Request**

Be it resolved upon the recommendation of the Superintendent that an educational trip for the 9th grade High Ability Integrated Social Studies classes from North and South High Schools to attend New York City, New York, from Thursday, February 12, 2015 to Sunday, February 15, 2015, be approved and a waiver be granted for the two days of missed school.

Exhibit 5I

***J. Overnight/Out of District Field Trip Request**

Be it resolved upon the recommendation of the Superintendent that an educational trip for the baseball team from North High School to attend a baseball camp in Myrtle Beach, South Carolina, from Thursday, April 2, 2015 to Thursday, April 9, 2015 be approved.

Exhibit 5J

***K. Overnight/Out of District Field Trip Request**

Be it resolved upon the recommendation of the Superintendent that an educational trip for the girls' Varsity Fastpitch Team from North High School to attend a baseball camp in Myrtle Beach, South Carolina, from Thursday, April 2, 2015 to Thursday, April 9, 2015 be approved.

Exhibit 5K

***L. 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 5L

SUPERINTENDENT'S REPORT- Board Policy

A. Personal Communication Devices - First Reading

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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-14-103

It was moved by Mrs. Scott and seconded by Mr. Brickner to adopt all items in the Consent Calendar.

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

MEETING NOTIFICATION

The next Regular Board of Education Meeting is scheduled to be held Monday, November 17, 2014, 7:00 p.m., in the Kennedy Community School located at 34050 Glen Dr., Eastlake, OH.

It was moved by Mrs. Zuren and seconded by Mrs. Newyear to approve Meeting Notification.

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

ADJOURNMENT

At 8:42 p.m., there being no further business, it was moved by Mrs. Newyear 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