

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, **December 11, 2017** at 7:07 p.m. in the Northern Career Institute- Eastlake Campus located at 34050 Glen Drive, Eastlake, Ohio with the following members present: Connie Newyear, Rena Perchinske, 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.

This year, Willoughby Middle School is piloting a new Personal Fitness elective for 8th grade students. These students will be taking advantage of the nearly \$35,000.00 in physical education grants that have been secured, with the end result being the purchase of brand-new, state-of-the-art physical education equipment. Teachers Bob Fox, PE Department Chair, and Lee Gabriel have arranged a multi-station fitness and flexibility workout area in the Upper Gym at WMS. Thanks to the efforts of Mr. Steve Nedlik, the entire workout area has been secured by a locked chain link fence for security and safety. The hope was that students with two study halls could be enrolled in the PE Pilot to increase both personal fitness and create life-long strength and conditioning habits that will result in a healthier lifestyle. Tonight, the teachers and students showed and demonstrated some of our equipment and talked about the Personal Fitness Elective and their goals. Ultimately, we hope that the emphasis on Personal Fitness will improve student achievement.

Steve Thompson and Margaret Warner recognized Connie Newyear and Sharon Scott.

Approval Of Minutes Of November 6, 2017.

R-17-71

It was moved by Mrs. Zuren and seconded by Mrs. Scott to Approve the Minutes Of November 6, 2017.

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 October 31, 2017 **Exhibit 3A**
- *B. Financial Report for Month Ending November 30, 2017 **Exhibit 3B**
- *C. Amended Appropriations for FY18 (Oct.)

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Be it resolved upon the recommendation of the Superintendent and Treasurer that the Amended Appropriations for FY18 be approved. **Exhibit 3C**

*D. Amended Appropriations for FY18 (Nov.)

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Amended Appropriations for FY18 be approved. **Exhibit 3D**

*E. Amended Certificate of Estimated Resources (Oct.)

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

*F. Amended Certificate of Estimated Resources (Nov.)

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

G. A RESOLUTION DETERMINING TO SUBMIT TO THE ELECTORS OF THE SCHOOL DISTRICT THE QUESTION OF THE RENEWAL OF AN EXISTING TAX LEVY PURSUANT TO SECTIONS 5705.194 TO 5705.197 OF THE REVISED CODE.

Exhibit 3G

R-17-72

It was moved by Mrs. Warner and seconded by Mrs. Perchinske to Approve A RESOLUTION DETERMINING TO SUBMIT TO THE ELECTORS OF THE SCHOOL DISTRICT THE QUESTION OF THE RENEWAL OF AN EXISTING TAX LEVY PURSUANT TO SECTIONS 5705.194 TO 5705.197 OF THE REVISED CODE.

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

H. The Cleveland Electric Illuminating Company Easement

Be it resolved upon the recommendation of the Superintendent and Treasurer that The Cleveland Electric Illuminating Company Easement be approved. **Exhibit 3H**

R-17-73

It was moved by Mrs. Zuren and seconded by Mrs. Scott to Approve The Cleveland Electric Illuminating Company Easement.

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

I. Construction Agency Agreement

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Be it resolved upon the recommendation of the Superintendent and Treasurer that the Construction Agency Agreement between Willoughby-Eastlake City School District and the City of Willoughby be approved. **Exhibit 3I**

R-17-74

It was moved by Mrs. Scott and seconded by Mrs. Perchinske to Approve the Construction Agency Agreement.

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

J. The Huntington National Bank Depository Agreement

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Depository Agreement with The Huntington National Bank be approved. **Exhibit 3J**

R-17-75

It was moved by Mrs. Zuren and seconded by Mrs. Scott to Approve The Huntington National Bank Depository Agreement.

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

K. PNC Bank Depository Agreement

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Depository Agreement with PNC Bank be approved. **Exhibit 3K**

R-17-76

It was moved by Mrs. Warner and seconded by Mrs. Perchinske to Approve the PNC Bank Depository Agreement.

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

L. U.S. Bank Depository Agreement

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Depository Agreement with U.S. Bank be approved. **Exhibit 3L**

R-17-77

It was moved by Mrs. Warner and seconded by Mrs. Perchinske to Approve the U.S. Bank Depository Agreement.

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

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M. Merchant Machine Agreement with U.S. Bank/Elavon, Inc.

Be it resolved up on the recommendation of the Superintendent and Treasurer that the application with U.S. Bank/Elavon, Inc. for use of a merchant machine within the District be completed and approved. **Exhibit 3M**

R-17-78

It was moved by Mrs. Perchinske and seconded by Mrs. Scott to Approve the Merchant Machine Agreement with U.S. Bank/Elavon, Inc.

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

*N. Procedures for use of a Merchant Machine

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following procedures be approved. **Exhibit 3N**

*O. Kronos Incorporated Support Services Renewal

Be it resolved upon the recommendation of the Treasurer that the following renewal of \$43,176.10 with Kronos Incorporated for support services March 11, 2018 through March 10, 2019 be approved. **Exhibit 3O**

*P. OSBA Legal Assistance Fund

Be it resolved upon the recommendation of the Superintendent and Treasurer the Board enter into a contract with OSBA for the Legal Assistance Fund Consultant Services for the period of January 1, 2018 through December 31, 2018. Cost for this service is \$250.00.

*Q. Ohio School Boards Association Dues

Be it resolved upon the recommendation of the Superintendent and Treasurer dues are paid for membership in the Ohio School Boards Association for CY18 in the amount of \$8,009.00 including an Electronic Subscription to OSBA Briefcase. (Last year's expense was \$7,572.00).

*R. 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

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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
280419- Dawnchem, Inc.	12,000.00	20,000.00 (est.)	8,000.00

To approve the following Then and Now Certificates

PO Number	Vendor	Description
281379	Rasinski, Timothy V.	Fee for teacher PD for reading workshop on 11/7
480059	Petermann	NHS Baseball to Classic Park 5/7/17
281912	Office Depot	Office supplies for warehouse distribution
281325	Weber Door, Inc.	Door repairs throughout district
180541	WMS Athletic Event Workers	Non-Emp Ath. Event Contracts (Non Security)
180544	WMS Athletic Event Workers	Non-Emp Ath. Event Contracts (Security)
180549	Center for Responsive Schools	Second Session Classroom Teachers Responsive Training
180550	Fleur de Lead	Behavior Styles Assessments- Staff Meeting 10/24
180560	The City of Willoughby	Homecoming Security (3 Officers) 10/21/17
180561	Food Service	NHS Induction Punch 11/8/17
180562	Adler Team Sports	FR T-Shirt Sale 11/13-11/20
180565	United Way of Lake County	Estimate- Donation from North FR Events held prior to PO in place
180579	Center for Responsive Schools	Second Session Classroom Teachers Responsive Training
180584	Intihar International, Inc.	Fall Journalism Workshop 9/27/17
281513	House Hasson Hardware Co.	Past due invoices for July and Aug. 2017

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

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Requisition	Vendor	Amount	Description
FS0199	Compass Group USA, Inc.	500,000.00	Service contract for food service effective Jan.-June 2018

*S. Advance of General Funds

Be it resolved upon the recommendation of the Superintendent and Treasurer the General Fund advance \$108,450.00 to the following fund(s) to avoid negative balance at month end.

<u>Fund/SCC</u>	<u>Advance</u>
439-9018	\$250.00
516-9018	\$2,200.00
401-9318	\$13,000.00
401-9018	\$32,500.00
021-9001	\$12,000.00
006-0000	\$21,000.00
021-9001	\$13,000.00
590-9018	\$14,500.00

*T. Return of Advances

Be it resolved upon the recommendation of the Treasurer that advances totaling \$77,150.00 be returned to the General Fund:

<u>Fund/SCC</u>	<u>Amount of Return</u>
590-9017	\$500.00
516-9018	\$8,500.00
413-9018	\$36,500.00
006-0000	\$22,000.00
439-9018	\$250.00
516-9018	\$9,400.00

*U. 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	\$115,000.00
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*V. Grant Application Acceptance

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

Institution Awarding the Grant	Fund/SCC	Amount
Jeanne Cocco Memorial Grant- to NCIE, Preschool	019-9710	\$1,000.00
Mastin/Lakeland- PSE Grant- to Edison Elementary	019-9810	\$500.00

***W. Gifts and Donations**

1. Falls Metal Fabricators & Industrial Services, LLC donated a 3500 lb. steel check plate, 200 lb. aluminum check plate, 300 lb. steel plate, 300 lb. stainless steel plate, 100 lb. steel tube, 100 lb. stainless steel tube, 250 lb. misc. steel, 100 lb. misc. stainless steel, and a 100 lb. aluminum plate to NCI for use by the Welding Program.
2. Longfellow PTA donated \$698.00 to Longfellow Music Dept. and \$1,154.00 to Longfellow Elementary, 018-9440.
3. Grant Elementary PTO donated \$2,506.00 to Grant transportation, 018-9420.
4. Glen Caroff donated \$250.00 to The Frank Platzar Memorial Fund, 018-9222.
5. DTW Bar and Restaurant Association donated \$1,500.00 to Willoughby-Eastlake City Schools, 018-9110.

***X. Student Activity Program Purpose, Goals and Proposed Budgets and Revisions for FY18**

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 FY18 be approved:

Exhibit 3X

Fund/SCC	School	Account Description	Amount	
018-9222	South High School	The Frank Platzar Memorial Fund	3,000.00	New Account; New FY18 Budget; New FY18 P&G
018-9450	Royalview Elementary School	Royalview (Main)	57,950.00	Revised FY18 P&G Only
019-9710	NCIE, Preschool	Jeanne Cocco Memorial Grant	1,000.00	New Account; New FY18 Budget
200-9008	Eastlake Middle School	Eastlake Art Club	1,150.00	Revised FY18 Budget Only
200-9166	NCIE	Career Explorations	2,000.00	Revised FY18 Budget Only
200-9504	NCIW	Hospitality	4,460.00	Revised FY18 Budget Only

***Y. Board of Education Member Compensation Resolution**

Be it resolved that the current members of the Willoughby-Eastlake Board of Education shall be compensated at \$125.00 per meeting attended in calendar year 2018 for a maximum of 36 meetings. In accordance with the Ohio Revised Code (3313.12), the increase was for Board Members that took office in January 2016 and thereafter.

*Z. 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.

	Make	Model	VIN
Truck- 2005 (#141)	GMC	Savana Cutaway	GDJG31U051114872

SUPERINTENDENT’S REPORT- Resolutions

A. A RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT OF PURCHASE AND SALE FOR THE PURCHASE BY THE BOARD OF REAL PROPERTY LOCATED AT 35353 CURTIS BOULEVARD, EASTLAKE, OHIO, AND IDENTIFIED AS LAKE COUNTY TAX PARCEL ID NO. 34A-003-0-00-034-0.

Exhibit 4A

R-17-79

It was moved by Mrs. Perchinske and seconded by Mrs. Zuren to Approve A RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT OF PURCHASE AND SALE FOR THE PURCHASE BY THE BOARD OF REAL PROPERTY LOCATED AT 35353 CURTIS BOULEVARD, EASTLAKE, OHIO, AND IDENTIFIED AS LAKE COUNTY TAX PARCEL ID NO. 34A-003-0-00-034-0.

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

B. E-Rate Contract Renewal

Be it resolved upon the recommendation of the Superintendent and Treasurer that the existing contract with the Educational Funding Group for E-rate funding be renewed for the 2018, 2019 and 2020 school years.

Exhibit 4B

R-17-80

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

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

*C. Special Services Agreements

Be it resolved upon the recommendation of the Superintendent that agreements be entered into with the Reserve School of Applewood Centers, Inc. and St. Clairsville-Richland City School District for providing special services to students with disabilities for the 2017-2018 school year. **Exhibit 4C**

*D. Policy Adoption - #8451 Pediculosis (head lice) and Other Unwanted Infestations

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following policy be adopted. **Exhibit 4D**

*E. Overnight and/or Out of State Field Trip Request (South High)

Be it resolved upon the recommendation of the Superintendent that an educational trip for the South High Varsity Swimming and Diving Team to participate in a varsity swim meet in Columbus, Ohio, on Friday, December 15, 2017 through Saturday, December 16, 2017 be approved.

*F. Overnight and/or Out of State Field Trip Request (South High Spanish Students)

Be it resolved upon the recommendation of the Superintendent that an educational trip for the South High School Spanish Students to visit Peru, on Thursday, March 21, 2019 through Saturday, March 30, 2019, be approved and a waiver granted for the two days of missed school.

*G. 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 4G**

***MEETING NOTIFICATION**

The next Regular Board of Education Meeting is scheduled for Monday, January 8, 2018, 7:00 p.m., at the Northern Career Institute- Eastlake Campus 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-17-81

It was moved by Mrs. Scott and seconded by Mrs. Zuren 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 8:22 p.m., there being no further business, it was moved by Mrs. Perchinske and seconded by Mrs. Scott 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