

RECORD OF PROCEEDINGS

Minutes of

WARRENSVILLE HEIGHTS CITY BOARD OF EDUCATION

Meeting 01-17

ORGANIZATIONAL/INFORMATIONAL MEETING

BEAR GRAPHICS 800-326-8094 FORM NO. 10148

Held

JANUARY 5,

20 17

The Organizational Meeting of the Warrensville Heights Board of Education was held on Thursday, January 5, 2017, at 7:00 p.m., at the Warrensville Heights High School, Room 154, 4270 Northfield Road, Warrensville Heights, Ohio.

Roll Call

President Pro Temp Millicent Gaiter called the meeting to order and asked the Treasurer, Dr. Michael A. Rock, to call the roll. The roll call revealed the following members present: Mrs. Michele Elba, Mr. Ray A. Freeman, Mrs. Millicent Gaiter, Ms. Traci Mitchell, Mrs. Barbara A. Mumin

Mr. Donald J. Jolly, II, Superintendent, also in attendance.

All other individuals used a sign-in log.

Pledge

President Gaiter requested all stand to recite the Pledge of Allegiance to the Flag.

Election of Board President

In accordance with Section 3313.14 of the Ohio Revised Code, President Pro Temp Gaiter called for nominations for President of the Board of Education for the year 2017 was made.

Mrs. Mumin nominated Mr. Ray Freeman for President of the Board President of the Board of Education.

Vote:

Ayes – Mrs. Elba, Mrs. Gaiter, Ms. Mitchell, Mrs. Mumin, Mr. Freeman

Nays – None

Motion carried

R-01-17-01

5-0

Election of Board Vice President

At this time and in accordance with Section 3313.14 of the Ohio Revised Code, President Freeman called for nominations for Vice President of the Board of Education for the year 2017.

President Freeman nominated Ms. Traci Mitchell for Vice President of the Board of Education.

Vote:

Ayes – Mrs. Elba, Mrs. Gaiter, Ms. Mitchell, Mrs. Mumin, Mr. Freeman

Nays – None

Motion carried

R-01-17-02

5-0

Set Time and Dates of Board Meetings

Moved by Mrs. Gaiter and seconded Mrs. Mumin to approve the following proposed time, location and dates for 2017--work session - second (2nd) Thursday of each month and regular board meetings - fourth (4th) Thursday of each month, except November and December. All meetings will begin promptly at 7:00 p.m., at the Warrensville Heights High School, in Room 154.

- Thursday, January 26, 2017 Regular Meeting
- Thursday, February 9, 2017 Work Session Meeting
- Thursday, February 23, 2017 Regular Meeting
- Thursday, March 9, 2017 Work Session Meeting
- Thursday, March 23, 2017 Regular Meeting

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- Thursday, April 13, 2017 Work Session Meeting
- Thursday, April 27, 2017 Regular Meeting
- Thursday, May 11, 2017 Work Session Meeting
- Thursday, May 25, 2017 Regular Meeting
- Thursday, June 8, 2017 Work Session Meeting
- Thursday, June 22, 2017 Regular Meeting
- Thursday, July 13, 2017 Work Session Meeting
- Thursday, July 27, 2017 Regular Meeting
- Thursday, August 10, 2017 Work Session Meeting
- Thursday, August 24, 2017 Regular Meeting
- Thursday, September 14, 2017 Work Session Meeting
- Thursday, September 28, 2017 Regular Meeting
- Thursday, October 12, 2017 Work Session Meeting
- Thursday, October 26, 2017 Regular Meeting
- Thursday, November 9, 2017 Regular Meeting
- Thursday, December 7, 2017 Regular Meeting

Vote

Ayes – Mrs. Elba, Mrs. Gaiter, Ms. Mitchell, Mrs. Mumin, Mr. Freeman

Nays – None

Motion carried

R-01-17-03

5-0

Committee Assignments

Moved by Ms. Mitchell and seconded by Mrs. Mumin to appoint and accept the following committee assignments:

- Budget/Finance Committee – Ms. Mitchell, Co-Chair.
- Policy Committee – Mrs. Gaiter, Co-Chair.
- Legislative Liaison – Mr. Freeman.
- OSBA Black Caucus Liaison – Mrs. Elba, Chairman for District.

Vote

Ayes – Mrs. Elba, Mrs. Gaiter, Ms. Mitchell, Mrs. Mumin, Mr. Freeman

Nays – None

Motion carried

R-01-17-04

5-0

Waiver of the Readings of the Minutes

Moved by Mrs. Gaiter and seconded by Ms. Mitchell to approve the waiver of the minutes in accordance with Section 3313.26, Ohio Revised Code, this Board of Education waives the reading of the minutes of the preceding meetings as long as the requirements of cited section ORC are met.

Vote:

Ayes – Mrs. Elba, Mrs. Mumin, Mrs. Gaiter, Ms. Mitchell, Mr. Freeman

Nays – None

Motion carried

R-01-17-05

5-0

Investment Authority

Moved by Mrs. Gaiter and seconded by Ms. Mitchell to approve that the Treasurer, Dr. Rock will be authorized and directed to invest monies surplus to the immediate needs of the school district in a manner authorized by law which will accrue the greatest fiscal benefits to the school district; to provide a monthly report of investments and earnings thereof; to provide compliance with the Ohio Revised Code on accounting and subject investments, and to provide prorated apportionment of earnings.

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Vote:

Ayes – Mrs. Elba, Mrs. Mumin, Mrs. Gaiter, Ms. Mitchell, Mr. Freeman

Nays – None

Motion carried

R-01-17-06

5-0

Authorization of Payments of Claims on School Funds

Moved by Mrs. Gaiter and seconded by Mrs. Mumin to approve the Authorization of Payments of Claims on School Funds as follow:

- Authorization given to pay, between regular meetings, all fixed bills, claims, and other such documents bearing discount, within the limits of the appropriation, and other documents that are due and for which the materials have been received. All such bills and claims by the Treasurer shall be reported to the Board at the next regular meeting. In addition, all transfers from account to account and fund to fund made by the Treasurer shall be reported to the Board at the next regular meeting.
- Authorization to be given as provided in Section 3313.18, Ohio Revised Code, to dispense with the adoption of resolutions authorizing the purchase or sale of property, except real estate, the employment, appointment or confirmation of officers and employees, except as otherwise provided by law, the payment of debts, or claims, the salaries of the superintendent, teachers or other employees, if provision therefore is made in such annual appropriate resolution, or approving warrants for the payment of any claim from school funds, if expenditure for which such warrant is issued and provided for in such annual appropriations resolution.

Vote:

Ayes – Mrs. Elba, Ms. Mitchell, Mrs. Mumin, Mrs. Gaiter, Mr. Freeman

Nays – None

Motion carried

R-01-17-07

5-0

Procedure for Opening and Reporting Bids

Moved by Mrs. Gaiter and seconded by Mrs. Mumin to approve the Procedure for Opening and Reporting Bids as follow:

- When advertisements for bids are published, and the bids received on the appointed date and time, that those bids be immediately opened by the Treasurer at the designated time or by designated representative, that the bids be immediately publicly read, and that a report of the bids received be made to the Board of Education at the next Regular or Special Meeting.

Vote:

Ayes – Mrs. Elba, Ms. Mitchell, Mrs. Mumin, Mrs. Gaiter, Mr. Freeman

Nays – None

Motion carried

R-01-17-08

5-0

Board Service Fund

Moved by Ms. Mitchell and seconded by Mrs. Gaiter to approve the Service Fund for Board Members (ORC 3315.15) for expenses accrued when attending functions at \$2.00 per student, or \$20,000.00, whichever is greater.

Vote:

Ayes – Mrs. Elba, Mrs. Mumin, Mrs. Gaiter, Ms. Mitchell, Mr. Freeman

Nays – None

Motion carried

R-01-17-09

5-0

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Held

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Board Compensation

Moved by Ms. Mitchell and seconded by Mrs. Gaiter to approve the board compensation for Board of Education members to be paid \$125.00 per day regular/special meeting, plus mileage for meetings out of the district, at the rate provided by Internal Revenue Service (IRS).

Vote:

Ayes – Mrs. Elba, Mrs. Mumin, Mrs. Gaiter, Ms. Mitchell, Mr. Freeman

Nays – None

Motion carried

R-01-17-10

5-0

Attorneys at Law

Moved by Ms. Mitchell and seconded by Mrs. Gaiter to appoint and approve Pepple & Waggoner for representation of the Warrensville Heights City School District for all legal matter pertaining to the District.

(Mrs. Elba stated that the cost of legal services is too high without any cases. Mr. Jolly mentioned various issues that Pepple & Waggoner successfully assisted the District and he overall savings with having the firm handle Special Education and General Counsel. Mrs. Gaiter stated that the firm has settled various items brought to them for the Board with clean-up work that the firm performed very well for the District. Mrs. Mumin asked if the Board can receive detailed itemized bills.)

Vote:

Ayes – Mrs. Mumin, Mrs. Gaiter, Ms. Mitchell, Mr. Freeman

Nays – Mrs. Elba

Motion carried

R-01-17-11

4-1

Attorneys at Law (Bond Counsel)

Moved by Mrs. Gaiter and seconded by Ms. Mitchell to appoint and approve Squires Patton Boggs, LLP for representation of the Warrensville Heights City School District for purposes of Bond Counsel.

(Mrs. Elba mentioned that this is a selection for the bond project and the Board should have the opportunity to pick. Dr. Rock responded that the bond counsel is necessary for other matters such as any finance borrowing and that Squires Patton Boggs, LLP has historically represented the Board including the past bond refinancing. Dr. Rock also stated that there are limited firms in regards to bond counsel since this is a specified service outside of general counsel.)

Vote:

Ayes – Mrs. Mumin, Ms. Mitchell, Mrs. Gaiter, Mr. Freeman

Nays – Mrs. Elba

Motion carried

R-01-17-12

4-1

OSBA Legal Assistance Fund

Moved by Mrs. Gaiter and seconded by Ms. Mitchell to approve securing membership with the OSBA Legal Assistance Fund to provide general and limited legal services for the district for 2017, at a cost not to exceed \$300.00.

Vote:

Ayes – Mrs. Elba, Mrs. Mumin, Ms. Mitchell, Mrs. Gaiter, Mr. Freeman

Nays – None

Motion carried

R-01-17-13

5-0

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Advances on Tax Settlements

Moved by Ms. Mitchell and seconded by Mrs. Mumin to authorize the Treasurer to secure advances on local taxes from the Cuyahoga County Auditor when funds are available and payable to the district.

Vote:

Ayes – Mrs. Elba, Mrs. Gaiter, Mrs. Mumin, Ms. Mitchell, Mr. Freeman

Nays – None

Motion carried

R-01-17-14

5-0

Issuing Purchase Orders

Moved by Mrs. Gaiter and seconded by Ms. Mitchell to approve and authorize the Superintendent as the purchasing agent of the district, within adopted appropriations, for purchases up to \$25,000.00.

Vote:

Ayes – Mrs. Elba, Mrs. Mumin, Ms. Mitchell, Mrs. Gaiter, Mr. Freeman

Nays – None

Motion carried

R-01-17-15

5-0

Employment of Staff

Moved by Ms. Mitchell and seconded by Mrs. Mumin to approve and authorize the Superintendent, during periods when this Board is not in session, to make offers of employment directly to candidates for either teaching or non-teaching positions on behalf of this Board, and to acknowledge acceptance of such offers on behalf of this Board, subject to a subsequent vote of ratification by this Board; provided however, that upon ratification by this Board, the employment shall be deemed effective as of the date and time of the employee's acceptance of the Superintendent's offer.

Vote:

Ayes – Mrs. Gaiter, Mrs. Mumin, Ms. Mitchell, Mr. Freeman

Nays – Mrs. Elba

Motion carried

R-01-17-16

4.1

Accepting Resignations

Moved by Mrs. Gaiter and seconded by Ms. Mitchell to approve and authorize the Superintendent, on the behalf of this Board, to accept resignations which have been submitted by employees during times when this Board is not in session, subject to ratification by this Board; provided however, that upon ratification by this Board, such resignations shall be deemed effective as of the date and time of the Superintendent's acceptance.

Vote:

Ayes – Mrs. Mumin, Ms. Mitchell, Mrs. Gaiter, Mr. Freeman

Nays – Mrs. Elba

Motion carried

R-01-17-17

4.1

Agents of the Board

Moved by Mrs. Gaiter and seconded by Mrs. Mumin to approve to designate and authorize the Superintendent, or his designee, and the Treasurer to act as agents of the Board of Education in the application of all grants; to authorize the completion of all grant applications; and to authorize the Treasurer to appropriate funds for grants awarded, including the advancement of funds for later reimbursement when required by grant terms, without further Board approval.

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Vote:

Ayes – Mrs. Elba, Mrs. Gaiter, Mrs. Mumin, Ms. Mitchell, Mr. Freeman

Nays – None

Motion carried

R-01-17-18

5-0

Debt Service Resolution

Moved by Ms. Mitchell and seconded by Mrs. Gaiter to approve and authorize the Treasurer to complete all necessary fund-to-fund transfers to pay debt obligations.

Vote:

Ayes – Mrs. Elba, Mrs. Mumin, Mrs. Gaiter, Ms. Mitchell, Mr. Freeman

Nays – None

Motion carried

R-01-17-19

5-0

Donations to the District

Moved by Ms. Mitchell and seconded by Mrs. Gaiter to approve and authorize the Superintendent and the Treasurer to accept all donations to the school district on behalf of the Board of Education.

Vote:

Ayes – Mrs. Elba, Mrs. Mumin, Mrs. Gaiter, Ms. Mitchell, Mr. Freeman

Nays – None

Motion carried

R-01-17-20

5-0

Adjournment of Organizational Meeting

Moved by Mrs. Gaiter and seconded by Ms. Mitchell that the board adjourn the Organizational meeting and begin the Informational meeting.

Vote:

Ayes – Mrs. Elba, Mrs. Mumin, Ms. Mitchell, Mrs. Gaiter, Mr. Freeman

Nays – None

Motion carried

R-01-17-21

5-0

(Organizational meeting adjourned at 8:00 p.m., and start of Informational meeting)

Informational Meeting/Roll Call

President Freeman called the Informational meeting to order at 8:00 p.m. and asked the Treasurer, Dr. Michael Rock to call the roll: The roll call revealed the following members present: Mrs. Michele Elba, Mr. Ray A. Freeman, Mrs. Millicent Gaiter, Ms. Traci Mitchell, Mrs. Barbara A. Mumin

Agenda

Moved by Ms. Mitchell and seconded by Mrs. Mumin to accept the informational meeting Agenda, dated January 5, 2017.

Vote:

Ayes – Mrs. Elba, Mrs. Gaiter, Mrs. Mumin, Ms. Mitchell, Mr. Freeman

Nays – None

Motion carried

R-01-17-22

5-0

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Public Participation

- Mrs. Walters from CWS Education Management Services inquired as to the Board of Education's thoughts about a 7-12 Charter School sponsored by the District managed by CWS Education Management Services. Superintendent Jolly stated that another meeting can be set up for the District to be definite on an interest in her services.
- Councilwoman Andrea Mitchell commended the College 102 program and the WHCSD High School students that attended, also recognizing the team effort by Councilman Howard in assisting with the delivery of the donation from Chipotle. Councilman Howard thanked Mr. Fred Parks for the use of his truck to make the delivery. Mrs. Gaiter and Mr. Freeman said it was a great program and thanked all for their donation of time, services, and food.

Presentation

- Mr. Kendall Lee – OSBA Board Retreat—Mr. Lee presented on the services that he can offer to the Board of Education in regards to a board retreat. He stated that he specializes in "Significance Consulting" and that boards are often challenged to move forward with board retreats as a very important part of boardmanship and growth. He has a two day session that concentrates on board goal assessments with measurable goals that are separate from a strategic plan and methods to get the board to interface with each other for success. Mrs. Elba stated the prior Board she was on in 2009 utilized Mr. Lee. The remaining Board members mentioned they would take the offer into consideration but many mentioned the upcoming OSBA Achiever Assessment as an important step prior to a retreat.

Financial Report

- Review of Treasurer's Report and Financial Recommendations reported by Dr. Rock, on the following item: 3.1 Tax Budget FY 2017-2018.

Moved by Ms. Mitchell and seconded by Mrs. Gaiter to approve the Tax Budget for FY 2017-2018.

Vote:

Ayes – Mrs. Elba, Mrs. Mumin, Mrs. Gaiter, Ms. Mitchell, Mr. Freeman

Nays – None

Motion carried

R-01-17-23

5-0

Superintendent's Recommendations

Moved by Ms. Mitchell and seconded by Mrs. Gaiter to approve the following consent agenda items 4.1-4.6 (Non-Personnel and Program Resolutions):

- 4.1 Approve the resolution authorizing the settlement and release agreement in Smart Solutions LLC, Case Number CV-16-858341, which is now the Ohio Collaborative Learning Solutions, Inc. Cost \$8,500.00, payable from General Fund.
- 4.2 Enter into an agreement with the Applewood Centers, Inc., for healthcare and behavioral support for the 2016-2017 school year.
- 4.3 Enter into an agreement with the Applewood Centers, Inc. (Gerson School) for special education and related services provided for the 2016-2017 school year, at an approximate cost of \$76,000.00. Payable from General Fund.
- 4.4 Approve the purchase of additional instruments for band students, at a cost not to exceed \$31,800.00. Payable from Permanent Improvement Fund.
- 4.5 Approve the purchase of Read180 classroom materials for the 5th grade, plus licenses for 70 students, at the effective cost of \$55,056.32. Payable from Title I Fund.

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- 4.6 Approve the Out of State field trip for Students of Promise to travel to The University of Toledo, Motown Museum, and the Holocaust Museum in Michigan, on January 19, 2017.

Vote:

Ayes – Mrs. Elba, Mrs. Mumin, Mrs. Gaiter, Ms. Mitchell, Mr. Freeman

Nays – None

Motion carried

R-01-17-24

5-0

4.7 Moved by Ms. Mitchell and seconded by Mrs. Mumin to approve the District Social Worker Job Description where the School Social Worker will help parents, students, and staff identify needs that interfere with learning and work with students to obtain services that they need. The Social Worker will work with general and special education students and their families to resolve social, emotional and behavioral problems through assessments and consultation with school staff, and the community providers.

Vote:

Ayes – Mrs. Gaiter, Mrs. Mumin, Ms. Mitchell, Mr. Freeman

Nays – Mrs. Elba

Motion carried

R-01-17-25

4-1

Budget and Finance

- The Treasurer, Dr. Rock provided an update on the proposed Budget and Finance committee meeting calendar to the board.

Policy Review

- Superintendent Jolly presented an update on the progress with Administrative Guidelines for the District, Policy Updates, and the review of the current policies for the board.

Strategic Plan

- Pre-Bond Architect RFQ—Superintendent Jolly presented an update on the process of the Facilities Committee to review the Request for Qualifications of a Pre-Bond Architect.

Moved by Mrs. Gaiter and seconded by Ms. Mitchell to approve the solicitation of the RFQ (Request for Qualification) from selected architects.

Vote:

Ayes – Mrs. Elba, Mrs. Mumin, Ms. Mitchell, Mrs. Gaiter, Mrs. Freeman

Nays – None

Motion carried

R-01-17-26

5-0

- Facilities Update—Superintendent Jolly presented an update to the Board on the Facilities Plan for the District.
- Communications—Director of Communications Alexia Harris presented an update to the board including the various communication initiatives she has started for the district this year—including social media, a new website design for this summer, E newsletter, newsletter templates, district quarterly, market materials, the accumulation of parent email addresses for communication, and Time Warner Consortium.

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Unfinished Business

- Meeting and agenda format—the board discussed potential meeting format change with a work session to review policies and committees of the whole with discussions on the strategic plan and then a regular board business meeting of the fourth (4th) Thursday. Mrs. Gaiter stated that the work session would allow for the board to review policies and for the Treasurer and Superintendent to provide updates with topics related to the Strategic Plan, Facilities, and Budget/Finance. Ms. Mitchell stated that the work session is an opportunity for the board to do the work of the board at a deeper dive. Mrs. Elba stated that she is not in favor of a new format but the majority will vote it in anyway. Mrs. Elba stated that a work session is when a company comes to the board and presents to the board. Mrs. Mumin stated that the meeting format does not need to change--she wants to see what can be taken off of the agenda in order to preserve focus. President Freeman stated that the board needs to improve Board Policies and that he is open to change which includes a change to "children based business". Mrs. Gaiter mentioned that the board can try a new format and has the option to move back to the old style if needed.

Moved by Ms. Mitchell and seconded by Mrs. Gaiter for the Board to approve a new meeting format with a work session and a regular meeting each month or as listed on the meeting calendar for 2017.

Vote:

Ayes – Mrs. Gaiter, Ms. Mitchell, Mr. Freeman

Nays – Mrs. Elba, Mrs. Mumin

Motion carried

R-01-17-27

3-2

- Set date for Achievers Assessment—the board selected January 19, 2017, at 6:00 p.m., for the Achiever's Assessment with OSBA.

Moved by Ms. Mitchell and seconded by Mrs. Gaiter that the board hold a special meeting for Achiever's Assessment with OSBA, on January 29, 2017, at 6:00 p.m., at the administration building.

Vote:

Ayes – Mrs. Elba, Mrs. Mumin, Mrs. Gaiter, Ms. Mitchell, Mr. Freeman

Nays – None

Motion carried

R-01-17-28

5-0

New Business

- Board service fund—Treasurer Dr. Rock presented an update regarding the board service fund. The board inquired to what the current balance consists of and the budget for the remaining calendar year. Dr. Rock stated that he will maintain a monthly report for the board.
- NEOLA/OSBA/Pepple Waggoner for policy provider—the board discussed the various policy provider programs as listed, including fees and services. President Freeman stated that the board will stay with NEOLA.

Moved by Mrs. Gaiter and seconded by Mrs. Mumin that the board stay with NEOLA as the policy provider.

Vote:

Ayes – Ms. Mitchell, Ms. Mumin, Mrs. Gaiter, Mr. Freeman

Nays – Mrs. Elba

Motion carried

R-01-17-29

4-1

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- Mrs. Elba inquired if the board would vote to use Kendall Lee for a board retreat, with Mrs. Mumin also stating that a retreat is needed sooner than later. Mrs. Gaiter stated that maybe in February or March since the board needs to finish the Achiever's Assessment with OSBA.

Announcements

- Next meeting – Regular meeting, January 26, 2017, at 7:00 p.m.

Adjournment

Moved by Mrs. Gaiter and seconded by Ms. Mitchell that the board adjourn the meeting.

Vote:

Ayes – Mrs. Elba, Mrs. Mumin, Ms. Mitchell, Mrs. Gaiter, Mr. Freeman

Nays – None

Motion carried

5-0

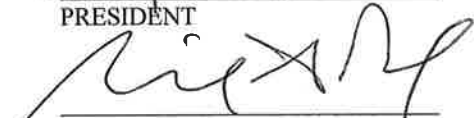
R-01-17-30

Meeting adjourned at 9:55 p.m.

3/6/2017
DATE


PRESIDENT

ATTEST:


TREASURER

“This meeting has been audio recorded and that recording is made a part of these minutes.”