

Sheffield-Sheffield Lake City Schools Regular Board of Education Meeting

**1824 Harris Road
Sheffield, OH 44054**

November 26, 2018

5:30 P.M. Regular Meeting

Administration Center

Mrs. Pat Czech, Vice President
Mrs. Amy DeLuca
Mrs. Sandra Jensen
Mrs. Sheila Lopez, President
Mrs. Lisa Miller
Mr. Michael F. Cook, Superintendent
Mr. Michael A. Pissini, Treasurer



INSPIRE ~ EXCITE ~ EDUCATE



NOTICE TO THE PUBLIC

We wish to welcome you to the Sheffield-Shield Lake Board of Education Meeting. Please be advised that tonight's meeting may be videotaped for presentation on cable. This agenda copy is provided for your convenience.

Each Board member receives his agenda and an abundance of informational material well in advance of each meeting. He, individually, has had the opportunity to study each item and to ask questions of school personnel.

The Board meeting is for the purpose of conducting public business and is not designed to be a public forum. Your questions and suggestions, however, are most welcome.

In general, all comments and questions should be brought to the attention of the school's administration. In most instances problems can be settled in this manner.

Please fill out the forms available should you wish to address a comment to the Board of Education. A place on the agenda has been provided for this purpose. In addressing the Board, state your name and address. Please keep your comments short and to the point.

The Board will gladly accept your suggestions and requests and will try to answer your questions when possible. Most often, however, action will be deferred to a subsequent meeting in order to allow time to thoroughly study your input.

DISTRICT GOALS

1. To improve the number of standards (indicators) met on the Ohio School District Report Card.
2. To maintain financial stability.
3. To improve the image and reputation of the district by conducting an annual community satisfaction survey and to increase public support and involvement demonstrated by at least fifty percent of the student's homes participating in some sort of two-way communication forum with the district during the school year.

Thank you for attending.

Your interest is appreciated.



Regular Meeting

1. **ROLL CALL**

"Notice of this meeting was given in accordance with the provisions of Policy 1.450 of the Sheffield-Shield Lake Board of Education, which were adopted in accordance with Section §121.22 of the Ohio Revised Code and the Ohio Administrative Procedures Act."

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

2. **CALL TO ORDER**

3. **OPENING CEREMONIES**

Pledge of Allegiance

4. **INFORMATIONAL ITEMS**

Joy Morgan, BHS Principal – Class ranking
Krista Kotecki, Curriculum Director – Report card data

5. **REVIEW OF OPEN QUESTIONS**

6. **COMMENTS FROM THE PUBLIC**

"In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation may be permitted at each meeting."

Each person addressing the Board shall give his/her name and address. If several people wish to speak, each person is allotted three minutes until the total time of 30 minutes is used. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so. Persons desiring more time should follow the procedure of the Board to be placed on the regular agenda. The period of public participation may be extended by a vote of the majority of the Board, present and voting."

7. **APPROVAL OF THE AGENDA**

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

8. **TREASURER'S BUSINESS**



A. REPORTS

B. BOARD MINUTES

It is recommended that the Sheffield-Sheffield Lake Board of Education approve Minutes from the following agenda(s):

Regular Meeting– October 22, 2018

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

C. PAYMENTS OF BILLS AND FINANCIAL STATEMENTS

It is recommended that the Sheffield-Sheffield Lake Board of Education approve the enclosed bills and financial statements.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

D. BOARD POLICY UPDATES/CHANGES/ADDITIONS

It is recommended that the Sheffield-Sheffield Lake Board of Education approve and adopt the attached **BOARD POLICY MANUAL CHANGES AND ADDITIONS (Third Reading)**.

- a. Board Minutes – BDDG
- b. Budget Planning – DBD
- c. Administration of Grant Funds – DECA
- d. Inventories (Fixed Assets) – DID
- e. Bidding Requirements – DJC
- f. Purchasing Procedures – DJF
- g. Purchasing Procedures – DJF-R
- h. *Credit Cards – DJH
- i. Personnel Policies Goals – GA
- j. Staff Gifts and Solicitations – GBI
- k. *Add New Online Fundraising Campaigns/Crowdfunding – GBIA (Also IGDFA)
- l. Professional Staff Contracts and Compensation Plans - GCB-1
- m. Professional Staff Contracts and Compensation Plans - GCB-2
- n. Professional Staff Hiring – GCD
- o. Student Fundraising – IGDF
- p. *Add New Online Fundraising Campaigns/Crowdfunding – IGDFA (Also GBIA)
- q. REMOVE Credit Cards – DJH-R
- r. REMOVE Petty Cash Accounts – DJB

***Additional change made to these policies**



Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

E. RESOLUTION FOR THE AUTHORIZATION TO PURCHASE SCHOOL BUSES

It is recommended that the Sheffield-Sheffield Lake Board of Education **AUTHORIZE TO PURCHASE SCHOOL BUSES (5) FROM BIDS RECEIVED BY THE OHIO SCHOOLS COUNCIL.**

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

F. RESOLUTION FOR THE PURCHASE OF DISTRICT SCHOOL BUSES

It is recommended that the Sheffield-Sheffield Lake Board of Education approve the **KEY GOVERNMENT FINANCE LEASE PURCHASE AGREEMENT** for the purchase of buses.

The Board of Education of the Sheffield-Sheffield Lake City School District met on November 26, 2018, commencing at 5:30 p.m., in the Board of Education Conference Room at the Administration Center, 1824 Harris Road, Sheffield Village, Ohio, with the following members present:

The Treasurer or the treasurer pro tempore, as the case may be, advised the Board that the notice requirements of Section 121.22 of the Revised Code and the implementing rules adopted by the Board pursuant thereto were complied with for the meeting.

_____ moved the adoption of the following resolution:

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE EXECUTION OF AN ADDITIONAL PROPERTY SCHEDULE TO AN EXISTING MASTER TAX-EXEMPT LEASE/PURCHASE AGREEMENT, BETWEEN KEY GOVERNMENT FINANCE, INC., AS LESSOR, AND THE BOARD, AS LESSEE, FOR THE PURPOSE OF OBTAINING A SCHOOL BUS FOR SCHOOL PURPOSES, AND RELATED MATTERS.

WHEREAS, Section 3313.172 of the Ohio Revised Code provides that the board of education of a school district may obtain motor vehicles for school district purposes through lease-purchase; and



WHEREAS, this Board has previously entered into a Master Tax-Exempt Lease/Purchase Agreement, as amended by addenda, dated June 6, 2010 (the "Master Lease") between Key Government Finance, Inc., as lessor (the "Lessor"), and this Board, as lessee, and related schedules; and

WHEREAS, this Board has determined to obtain a school bus (the "Equipment") for School District purposes, by entering into Property Schedule No. 3 to the Master Lease (together with the Master Lease and collectively with any and all addenda, exhibits and attachments thereto, the "Lease"), between the Lessor and the Board, as lessee, a copy of which Lease has been filed with the Board; and

WHEREAS, the obligations of the Board under the Lease will be subject to annual appropriations by this Board;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Sheffield-Sheffield Lake City School District, County of Lorain, State of Ohio, that:

Section 1. It is hereby declared necessary and advantageous to the School District for the Board to enter into the Lease with the Lessor for the purpose of obtaining the Equipment for School District purposes.

Section 2. The Treasurer is hereby authorized to negotiate the terms for and to sign and deliver, in the name of and on behalf of the School District, the Lease in substantially the form as now on file with this Board, with such changes not inconsistent with this Resolution and not substantially adverse to the School District that are approved on behalf of this Board by the Treasurer and President or Vice President of the Board, all of which shall be conclusively evidenced by the signing of the Lease by the President or Vice President of the Board and Treasurer; provided that the aggregate principal components of the rental payments due under the Lease shall not exceed \$487,000, the interest component of those rental payments shall accrue at an annual rate not in excess of 3.83%, the Lease term shall consist of a series of terms ending at the end of the School District's fiscal year and subject to renewal at the option of the School District upon the appropriation of funds to pay rental payments due under the Lease during the following renewal term, and the final renewal term of the Lease shall end not later than five years from the commencement date of the Lease; provided that the principal components of the rental payments shall be subject to prepayment at any time, in whole, but not in part, at a prepayment price equal to the aggregate amount of the outstanding principal components together with all accrued and unpaid interest and a prepayment premium of 3.00% of the outstanding principal amount, as set forth in the Lease. The Treasurer, Superintendent of Schools and President and Vice President of the Board are further authorized to sign any certifications, financing statements, escrow agreements, documents, and instruments, and to take such other actions, as are desirable, advisable, necessary or appropriate to consummate the transactions contemplated by this Resolution and the Lease.

Section 3. The funds necessary to make any rental payments due and to meet any other obligations of the Board or the School District under the Lease during the current fiscal year have been appropriated and shall be used for that purpose. Any moneys received by the School District in consideration for entering into the Lease shall be paid into the proper fund or funds, and those moneys are hereby appropriated and shall be used for the purpose for which the Lease is authorized.



Section 4. This Board covenants that, to the extent within its powers and control, it will use, and will restrict the use and investment of, any proceeds of the Lease ("Lease Proceeds") in such manner and to such extent as may be necessary so that (a) the Lease will not (i) constitute a private activity bond or arbitrage bond under Sections 141 or 148 of the Code, as amended, or (ii) be treated other than as bonds to which Section 103(a) of the Code applies, and (b) the interest components of the rental payments due under the Lease ("Interest") will not be treated as a preference item under Section 57 of the Code.

This Board further covenants, to the extent within its powers and control, (a) that it will take or cause to be taken such actions as may be required of it for the Interest to be and remain excluded from gross income for federal income tax purposes, (b) that it will not take or authorize to be taken any actions that would adversely affect that exclusion, and (c) that it, or persons acting for it, will, among other acts of compliance, (i) apply the Lease Proceeds to the governmental purpose of the Lease, (ii) restrict the yield on investment property acquired with the Lease Proceeds, (iii) make timely and adequate rebate payments to the federal government if required to do so, (iv) maintain books and records and make calculations and reports, and (v) refrain from certain uses of Lease Proceeds and, as applicable, of the Equipment, all in such manner and to the extent necessary to assure such exclusion of that Interest under the Code.

The Treasurer, as the fiscal officer, is hereby authorized (a) to make or effect any election, selection, designation, choice, consent, approval, or waiver on behalf of the Board or the School District with respect to the Lease as the Board or the School District is permitted or required to make or give under the federal income tax laws, including, without limitation thereto, any of the elections provided for in Section 148(f)(4)(C) of the Code or available under Section 148 of the Code, for the purpose of assuring, enhancing or protecting favorable tax treatment or status of the Lease or Interest or assisting compliance with requirements for that purpose, reducing the burden or expense of such compliance, reducing the rebate amount or payments of penalties, or making payments of special amounts in lieu of making computations to determine, or paying, excess earnings as rebate, or obviating those amounts or payments, as determined by that officer, which action shall be in writing and signed by the officer, (b) to take any and all other actions, make or obtain calculations, make payments, and make or give reports, covenants and certifications of and on behalf of the Board or the School District, as may be appropriate to assure the exclusion of Interest from gross income and the intended tax status of the Lease, (c) to designate the School District's obligations to pay Base Rent under the Lease as "qualified tax-exempt obligations" if such designation is applicable and desirable, and (d) to give one or more appropriate certificates of the Board, for inclusion in the transcript of proceedings for the Lease, setting forth the reasonable expectations of the Board regarding the amount and use of all the proceeds of the Lease, the facts, circumstances and estimates on which they are based, and other facts and circumstances relevant to the tax treatment of the Interest and the tax status of the Lease.

Section 5. This Board hereby finds and determines that the Equipment is essential to the School District's operations and serves an essential governmental function of the School District and that the Equipment will be used solely for essential governmental functions and not for private business use.

Section 6. This Board finds and determines that all formal actions of this Board and of any of its committees concerning and relating to the adoption of this Resolution were adopted, in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in those formal actions were held, in meetings open to the public, in compliance



with the law.

Section 7. This Resolution shall be in full force and effect from and immediately upon its adoption.

_____ seconded the motion. Upon roll call on the adoption of the resolution, the vote was as follows:

TREASURER'S CERTIFICATION

The above is a true and correct extract from the minutes of the meeting of the Board of Education of the Sheffield-Sheffield Lake City School District held on the date and at the time and place shown above, and showing the adoption of the resolution hereinabove set forth. Written notice of the time and place of that meeting was served personally upon, or actually received by, each Board member at least two days in advance of such meeting; and notice of the time, place and purposes of that meeting, was, at least 24 hours in advance of the time of such meeting, given to and received by all news media that had heretofore requested notification of such meeting pursuant to Section 121.22 of the Revised Code and the procedures established by the Board for that purpose

Dated: November 26, 2018

Treasurer
Board of Education of the Sheffield-Sheffield Lake
City School District, Ohio

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

G. PURCHASE OF CHEVROLET EXPRESS COMMERCIAL VAN

It is recommended that the Sheffield-Sheffield Lake Board of Education approve the **PURCHASE OF A 2019 CHEVROLET EXPRESS CUTAWAY VAN** in the amount of \$ 38, 424.00 for food service and District use per the attached quote.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____



9. **SUPERINTENDENT'S BUSINESS**

A. **REPORTS**

B. **PERSONNEL**

RESIGNATIONS/LEAVE REQUESTS/RETIREMENTS

1. It is recommended that the Sheffield-Sheffield Lake Board of Education honor the following employee(s) request:
 - a. **John Forster**, BIS Intervention Specialist, requesting Paternity Leave, beginning April 1, 2019 and returning at the start of the 2019-20 school year.
 - b. **Deborah Reising**, retiring as BHS Cook, effective January 31, 2019.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

CLASSIFIED SUBSTITUTE

1. It is recommended that the Sheffield-Sheffield Lake Board of Education approve the following personnel contingent upon successful completion of all payroll requirements and current certifications.
 - a. **Luke Jackson**, Classified Substitute, \$ 10.00/hr., effective November 27, 2018.
 - b. **Luke Jackson**, Classified Substitute Bus Driver, \$ 14.00/hr., effective November 27, 2018.
 - c. **Deborah Krall**, Classified Substitute, \$ 10.00/hr., effective November 27, 2018.
 - d. **Daryl Radeff**, Classified Substitute, \$ 10.00/hr., effective November 27, 2018.
 - e. **Joanna Wright**, Classified Substitute, \$ 10.00/hr., effective November 27, 2018.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

SUPPLEMENTAL

1. It is recommended that the Sheffield-Sheffield Lake Board of Education award a Supplemental Contract to the following personnel effective for the **2018-19** school year/season contingent upon successful completion of all payroll requirements and current certifications school year/season contingent upon successful completion of all payroll requirements and current certifications.
 - a. **Michael Abraham**, BHS Assistant Boys Basketball Coach, Class II, Step 0, \$ 4515.00.
 - b. **Bridgette Boehm**, BIS Young Authors Advisor, Class VII, Step N/A, \$ 1200.00.
 - c. **Scott Davey**, BHS Assistant Girls Basketball Coach, Class II, Step 1, \$ 4696.00.

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- d. **Melissa Fedak**, BIS Young Authors Advisor, Class VII, Step N/A, \$ 1200.00.
- e. **Rachel Feimer**, BIS Student Council Advisor (.5), Class VI, Step 0, \$ 993.50.
- f. **Paul Ferguson**, BMS Track Coach, Class III, Step 1, \$ 3793.00.
- g. **Joe Ferrara**, BHS Assistant Baseball Coach, Class III, Step 3, \$ 4154.00.
- h. **Tandi Fritz**, BMS Robotics Advisor, Class IV, Step 0, \$ 3251.00.
- i. **Dale Gainer**, BHS Assistant Wrestling Coach, Class II, Step 0, \$ 4515.00.
- j. **Deborah Raesler**, BIS Student Council Advisor (.5), Class VI, Step 0, \$ 993.50.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

PARENT/COMMUNITY VOLUNTEER

- 1. It is recommended that the Sheffield-Sheffield Lake Board of Education approve the following individual(s) to serve as volunteers at no cost to the district for the 2018-19 school year/season.
 - a. **Gerald Biltz**, Parent/Bowling/Community Volunteer, at no cost to the district, effective November 27, 2018.
 - b. **Kevin Miller**, Parent/Bowling/Community Volunteer, at no cost to the district, effective November 27, 2018.

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

10. **STANDING COMMITTEE REPORT**

- 1. Joint Vocational School
- 2. Athletic Counsel
- 3. Legislative Liaison
- 4. Endowment Fund
- 5. S.A.L.T.
- 6. Finance

11. **ADJOURNMENT**

Time: _____

Pat Czech _____ Amy DeLuca _____ Sandra Jensen _____ Sheila Lopez _____ Lisa Miller _____

The next regular meeting will be on December 10, 2018 in the Brookside Intermediate School Cafeteria at 5:30 PM.