

**LAKE COUNTY EDUCATIONAL SERVICE CENTER  
GOVERNING BOARD  
REGULAR MEETING**

Tuesday, December 5, 2017, Auburn Career Center 9A, 5:00 p.m.

**Minutes**

**Call to Order:** 5:00 p.m.

**Roll Call:**

Board Members: Mrs. Jean Brush, Dr. Susan Culotta, Mr. Geoffrey Kent, Dr. Brian Kolkowski, and Mr. Erik Walter

Dr. Kolkowski arrived at 5:19 p.m.

Staff Present: Dr. Brian Bontempo, Sherry Williamson, and Victoria Bryant

**17-150 Treasurer Recommendations**

A motion was made by Mr. Walter and seconded by Dr. Culotta to approve the following items.

**Board Minutes** and Recording of the regular meeting of the Board held on November 8, 2017.

**Gifts, Donation, and Grant** to the Lake County ESC, The Lake Academy, Kennedy Academy, LEAD:

A donation of \$500.00 to The Lake Academy from First Church Congregational Women's Fellowship

A donation of \$500.00 to The Lake Academy from The Lubrizol Corporation.

**Roll Call:**

Ayes: Mrs. Brush, Dr. Culotta, Mr. Kent and Mr. Walter

Nays: None

President declared the **motion carried**.

**Render Financial Reports**

ORC 3313.29-The treasurer shall render a statement to the Board and to the superintendent of the school district, monthly, or more often if required, showing the revenues and receipts from whatever sources derived, the various appropriations made by the board, the expenditures and disbursements therefrom, the purposes thereof, the balances remaining in each appropriation, and the assets and liabilities of the school district. The financial statements for the period ending October 31, 2017 are hereby rendered and include Financial Summary, Appropriations Report, Check Register, and Bank Reconciliation. (EXHIBIT FINANCIALS)

**No Action Required.**

**17-151 Resolution to Set Date, Time and place of Annual Meeting, 2018.**

A motion was made by Mr. Walter and seconded by Dr. Culotta to set date, time and place of annual meeting, 2018. In accordance with ORC 3313.14, the Governing Board of an Educational Service Center is required to hold an annual meeting referred to as the "Organizational Meeting" during the month of January. The Lake County Educational Service Center will hold its Organizational Meeting at the Technology Learning Center on January 11, 2018 at 5:45 p.m.

**Roll Call:**

Ayes: Mrs. Brush, Dr. Culotta, Mr. Kent and Mr. Walter

Nays: None

President declared the motion carried.

**17-152 Resolution to Elect President Pro – Tem**

A motion was made by Mr. Kent and seconded by Mr. Walter to elect President Pro Tem. The Governing Board of an Educational Service Center is required to elect one of its own members to serve as President Pro Tem at its Organizational Meeting. The member elected to this position is to chair the election of the President: Jean Brush, President Pro Tem

**Roll Call:**

Ayes: Mrs. Brush, Dr. Culotta, Mr. Kent and Mr. Walter

Nays: None

President declared the motion carried.

**17-153 Resolution to Approve the LCESC to participate in the 2017-18 Appalachian Service Project**

A motion was made by Dr. Culotta and seconded by Mrs. Brush to approve the LCESC to participate in the 2017-18 Appalachian Service Project trip to Virginia on January 1 – 6, 2018 by providing volunteers and two (2) LCESC owned vans to supervise and transport students from various Lake and Geauga county school districts.

Colleen Tannish – Employee Van Driver

Patrick Tannish - Volunteer

Julie Ramos – Employee

Joseph Spiccia – Volunteer Van Driver

Steve Ramos – Employee

Alyssa Winer – Volunteer Van Driver

**Roll Call:**

Ayes: Mrs. Brush, Dr. Culotta, Mr. Kent and Mr. Walter

Nays: None

President declared the motion carried.

**17-154 Resolution to Approve an Agreement with Geauga County ESC**

A motion was made by Mr. Walter and seconded by Mrs. Brush to approve an agreement with Geauga County ESC to provide Administrative Services for the 2017-18 school year.

**Roll Call:**

Ayes: Mrs. Brush, Dr. Culotta, Mr. Kent, Dr. Kolkowski and Mr. Walter

Nays: None

President declared the **motion carried**.

**17-155 Resolution to Approve Nextwork Agreement**

A motion was made by Mr. Walter and seconded by Mrs. Brush to approve an agreement with Nextwork:

WHEREAS, Nextwork's mission is to provide quality job opportunities to Lake and Geauga County students by providing exposure, training and life skills required to be successful in a manufacturing, healthcare, or information technology environment, while helping to sustain and expand manufacturing, healthcare and IT in Lake & Geauga Counties; and

WHEREAS, Nextwork's mission will be accomplished by private enterprises in Lake and Geauga Counties posting opportunities for students in the counties to learn the training and life skills necessary to work for these enterprises, as well as posting employment and intern opportunities; and

WHEREAS, the Governing Board has determined that a written contract between a private enterprise and the Service Center is required to establish the rights and responsibilities of a private enterprise posting such opportunities on Nextwork;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The Governing Board adopts the contract attached to this resolution as the instrument that must be executed by private enterprises before they may post opportunities on Nextwork.
2. The Service Center Superintendent and Treasurer are authorized to execute the contract(s) on the Governing Board's behalf.
3. It is hereby found and determined that all formal actions of this Board concerning or 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 such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code

**Roll Call:**

Ayes: Mrs. Brush, Dr. Culotta, Mr. Kent and Mr. Walter

Nays: None

President declared the **motion carried**.

**17-156 Resolution to Approve a Contract for Services Agreement with Summit Educational Service Center**

A motion was made by Mrs. Brush and seconded by Dr. Culotta to approve a Contract for Services Agreement with Summit Educational Service Center to provide Resident Educator Services, Program Coordinator Services, and Professional Development Services for the 2017-2018 school year. (EXHIBIT SUMMIT SVCS)

**Roll Call:**

Ayes: Mrs. Brush, Dr. Culotta, Mr. Kent and Mr. Walter

Nays: None

President declared the **motion carried**.

**17-157 Resolution to Approve an Amended Lease Agreement with Consolidated Investment Corporation**

A motion was made by Mr. Walter and seconded by Dr. Culotta to approve an Amended Lease Agreement with Consolidated Investment Corporation for the premises located at 184 Main Street, Painesville commencing September 1, 2017 and continuing through August 31, 2018. (EXHIBIT LEASE)

**Roll Call:**

Ayes: Mrs. Brush, Dr. Culotta, Mr. Kent and Mr. Walter

Nays: None

President declared the **motion carried**.

**17-158 Resolution to Approve the following Personnel Contract Items**

A motion was made by Mrs. Brush seconded by Mr. Walter to approve employment for the following Human Resource items: Amendments, New Employees, Renewals, Supplementals, Separations, and Summer positions. (EXHIBIT HUMAN RESOURCES)

**Roll Call:**

Ayes: Mrs. Brush, Dr. Culotta, Mr. Kent and Mr. Walter

Nays: None

President declared the **motion carried**.

### **17-159 Resolution to approve Board Policies and/Bylaws (Exhibit Policies) Final Reading**

|                        |   |
|------------------------|---|
| <b>Policy: 2461</b>    | <b>Recording of Educational Service Center Meetings Involving Students and/or Parents</b>     |
| <b>Policy: 3120.08</b> | <b>Employment of Personnel for Co-Curricular/Extra-Curricular Activities</b>                  |
| <b>Policy: 5111.01</b> | <b>Homeless Students</b>  |
| <b>Policy: 5111.03</b> | <b>Children and Youth in Foster Care</b>  |
| <b>Policy: 5200</b>    | <b>Attendance</b>   |
| <b>Policy: 5610</b>    | <b>Removal, Suspension, Expulsion and Permanent Exclusion of Students</b>                     |
| <b>Policy: 5630.01</b> | <b>Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion</b> |
| <b>Policy: 6320</b>    | <b>Purchases</b>  |
| <b>Policy: 6325</b>    | <b>Procurement – Federal Grants/Funds</b>   |
| <b>Policy: 6423</b>    | <b>Use of Credit Cards</b>  |
| <b>Policy: 6700</b>    | <b>Fair Labor Standards Act (FLSA)</b>  |
| <b>Policy: 8210</b>    | <b>School Calendar</b>  |
| <b>Policy: 8300</b>    | <b>Continuity of Organizational Operations Plan</b>   |
| <b>Policy: 8305</b>    | <b>Information Security</b>   |
| <b>Policy: 8310</b>    | <b>Public Records</b>   |
| <b>Policy: 8320</b>    | <b>Personnel Files</b>  |
| <b>Policy: 8330</b>    | <b>Student Records</b>  |
| <b>Policy: 8340</b>    | <b>Letters of Reference</b>   |
| <b>Policy: 8452</b>    | <b>Automated External Defibrillators (AED)</b>  |
| <b>Policy: 8500</b>    | <b>Food Services</b>  |
| <b>Policy: 8510</b>    | <b>Wellness</b>   |
| <b>Policy: 9141</b>    | <b>Center – Business Advisory Council</b>   |

#### **Roll Call:**

Ayes: Mrs. Brush, Dr. Culotta, Mr. Kent and Mr. Walter

Nays: None

President declared the motion carried.

### **17-160 Resolution to Approve the Disposal of Personal Property over \$10,000**

A motion was made by Dr. Kolkowski and seconded by Dr. Culotta to approve the Disposal of Personal Property over \$10,000:

WHEREAS, with regards to the 2017 Chevy Express 12 passenger van, it has been determined that the personal property is no longer necessary to meet the educational or operational needs of the Educational Center; and

WHEREAS, the law requires a 30-day notice to be published prior to “sale at public auction” (ORC 3313.41); and

WHEREAS, the minimum bid is established at \$23,000 for the 2017 Chevy Express 12 passenger van;

NOW THEREFORE BE IT RESOLVED THAT:

The above property shall be sold by the Governing Board at public auction after giving at least thirty days' notice by publication in a newspaper of general circulation in the school district. Such property shall be sold to the highest bidder at such sale, provided however, no bid shall be accepted for less than the sum of \$23,000.00. The successful bidder shall be required to pay the sum of \$5,000.00 at the sale and shall pay the balance on the delivery of the property together with any necessary instruments of conveyance executed by the President and Treasurer of the Board of Education. If, after the property has been offered by public auction there are no acceptable bids, the Superintendent and Treasurer have authority to sell the property by private sale.

**Roll Call:**

Ayes: Mrs. Brush, Dr. Culotta, Mr. Kent, Dr. Kolkowski and Mr. Walter

Nays: None

President declared the motion carried.

**17-161 Resolution to Approve the Disposal of Personal Property purchased in conjunction with ODOT Grant.**

A motion was made by Mrs. Brush and seconded by Mr. Walter to approve the Disposal of Personal Property purchased in conjunction with ODOT grant:

WHEREAS, The Lake County Educational Service Center (ESC) was awarded an Ohio Department of Transportation (ODOT) Specialized Transportation Program Grant (Program Grant); and

WHEREAS, the ESC purchased a 2014 E350 Goshen Coach through the Program Grant for the transport of adults to the ESC's Vocational Solutions for Adults program; and

WHEREAS, the Program Grant required that the ESC contribute 20% of the van's cost toward its purchase; and

WHEREAS, in accordance with the Program Grant the van is only to be used for purposes specified in the Program Grant; and

WHEREAS, the ESC's Vocational Solutions for Adults program is no longer operating and the Program Grant requires that the van be transferred to another entity that will use it for the same purpose as did the ESC;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The van, in accordance with state and federal rules governing the grant funds, be transferred to Lake County Board of DD for use in its program to transport disabled adults;

2. That the amount of the sale is \$3,800.00, representing 20% of the total cost of acquiring the van, which was expended from general fund of the ESC Governing Board:

3. That the Treasurer and Superintendent are hereby directed to complete the sale in accordance with ODOT regulations for the disposition of vehicles purchased for use in a Program Grant.

**Roll Call:**

Ayes: Mrs. Brush, Dr. Culotta, Mr. Kent, Dr. Kolkowski and Mr. Walter

Nays: None

President declared the motion carried.

**17-162 Adjourn**

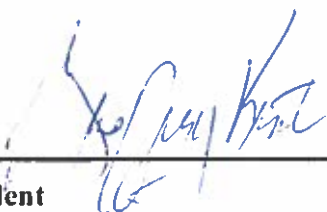
A motion was made by Dr. Kolkowski and seconded by Mr. Walter to adjourn the meeting at 5:48 p.m.

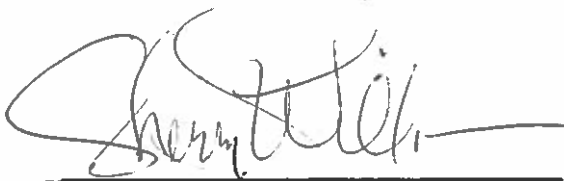
**Roll Call:**

Ayes: Mrs. Brush, Dr. Culotta, Mr. Kent, Dr. Kolkowski and Mr. Walter

Nays: None

President declared the motion carried.

  
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**President**

  
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**Treasurer**

**Next Regular Board Meeting, Tuesday, January 11, 2018, 5:45 p.m. at Technology Learning Center**