

**WESTFALL LOCAL SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
April 15, 2019
BOARD OF EDUCATION REGULAR MEETING
Elementary School Cafetorium
6:30 p. m.**

AGENDA ITEMS

I. CALL TO ORDER

II. ROLL CALL

Ms. Judy Cook	_____	Mr. Zach Ruoff	_____
Ms. Christy Rigsby	_____	Mr. Sean Ruth	_____
Mr. Mark Ruff	_____		

III. PLEDGE OF ALLEGIANCE Board President

IV. PRESENTATION

1. Ms. Jennifer Unverferth, High School Business Teacher - Westfall High School Business Professionals of America – Students, Madison Miller, Eric Corzatt, Gracie Rowe, Stephen Ragland and Jason Landenberger

V. CORRESPONDENCE

1. Ms. Velvet O’Day – Thank you note.
2. Ms. Holly Huff, Teacher – Thank you note.
3. Ms. Cheryl Lorson, Librarian – Thank you note.
4. The P.A.C. Committee – Thank you note.
5. Westfall Education Foundation – Thank you note.
6. The Fourth Grade Team, Ms. Jackie Eitel, Mr. David Dollison, Mr. Tom Scanlan, Ms. Gayle Stadt, Ms. Kathy Fausnaugh, Ms. Olivia Thompson, Ms. Ashlee Crabill, Mr. Andrew Waters, Ms. Marci Wippel – Thank you note.
7. Battle Over Books Team, Ms. Cheryl Lorson, Ms. Lauren Daniels, Ms. Emma Rowe, Ms. Trinity Marcum, Mr. Dez Dunn, Ms. Madison Hoty, Ms. Emily O’Quin, Ms. Hannah Johnson, Ms. Hannah Thomas, Ms. Hannah Johnston, Ms. Lillian Fox and Ms. Alex Pontius– Thank you note.

VI. APPROVAL OF THE AGENDA

Motion to approve the agenda for the April 15, 2019 regular meeting.

MOTION: _____	SECOND: _____
Cook _____	Ruoff _____
Rigsby _____	Ruth _____
Ruff _____	
	Carried/Failed _____ to _____

VII. OLD BUSINESS

(None)

VIII. NEW BUSINESS

CONSENT AGENDA:

Motion to approve the following resolutions through the consent agenda:

SUPERINTENDENT’S RECOMMENDATIONS:

A. APPROVAL OF MINUTES

To approve the minutes from the March 18, 2019 regular meeting as presented.

B. PERSONNEL LEAVE

To accept the report of vacation, personal and professional leave as presented. (Item A)

C. SUBSTITUTE TEACHER LIST – APRIL 2019

To approve the list of substitute teachers for April 2019, as provided by the Pickaway County Educational Service Center.

D. SUBSTITUTE CLASSIFIED EMPLOYEES

To approve the following as substitute classified employees for the 2018-2019 school year in the areas designated:

1. Ms. Michelle Gardner – Bus Driver, Van Driver
2. Ms. Sunset Cox – Educational Aide, Secretary
3. Mr. Rick Caplinger – Bus Driver, Café Worker, Custodian

E. SUPPLEMENTAL CONTRACTS 2019-2020

To award a one (1) year supplemental contract to the following for the 2019-2020 school year for the positions designated:

1. Mr. William Breyer – H.S. Head Wrestling Coach, Step 9, Class 2
2. Mr. Zane Miller – H.S. Head Basketball Coach (Girls), Step 7, Class 1
3. Ms. Josh Rodich – H.S. Head Basketball Coach (Boys), Step 14, Class 1
4. Mr. Brock Conroy – H.S. Ass't. Football Coach, Step 6, Class 2
5. Mr. Nick Davey – H.S. Ass't. Football Coach, Step 10, Class 2
6. Ms. Josh Stevens – H.S. Ass't. Football Coach, Step 4, Class 2
7. Mr. Dan Barnum – H.S. Ass't. Football Coach, Step 7, Class 2
8. Mr. Jeffrey Conley – H.S. Ass't. Football Coach, Step 0, Class 2 (Pending all requirements are met.)
9. Ms. Theresa Butts – M.S. Football Coach, Step 4, Class 3
10. Ms. Stephanie Davey – H.S. Reserve Volleyball Coach, Step 2, Class 3
11. Ms. Cindi Post – M.S. 8th Grade Volleyball Coach, Step 26, Class 3
12. Ms. Megan Moorman – M.S. 7th Grade Volleyball Coach, Step 0, Class 3 (Pending all requirements are met.)
13. Mr. Austin Ridenour – H.S. Cross Country Coach, Step 1, Class 2

F. RESIGNATION REQUESTS

1. Motion to accept the resignation of Mr. Rick Caplinger, Bus Driver, effective April 12, 2019 as presented. (Item B)
2. Motion to accept the resignation of Mr. Evan Keller, Elementary School Dean of Students, effective at the end of 2018-2019 year. (Item C)
3. Motion to accept the resignation of Ms. Kaitlyn Unger, Educational Aide, effective April 22, 2019. (Item D)

G. FACILITY USE REQUESTS

1. Motion to approve the use of the high school conference room on Wednesday, August 14, 2019, September 11, 2019, October 9, 2019, November 13, 2019, December 11, 2019, January 8, 2020, February 12, 2020, March 11, 2020, April 8, 2020 and May 13, 2020 from 6:30 p.m. to 8:30 p.m. for Westfall Booster Club meetings as requested by Ms. Julie Wickline, Treasurer. This organization must keep in contact with the building administrator with any changes. (Item E)

2. Motion to approve the use of the soccer field in front of the elementary school Monday through Thursday from 5:00 p.m. to 9:00 p.m. and occasionally on Saturdays from 10:00 a.m. to 4:00 p.m. beginning June 3, 2019 through November 1, 2019 for Westfall Youth Soccer Association soccer practices and games as requested by Ms. Candy Webb, President. This organization must keep in contact with the building administrator with any changes. (Item F)

MOTION: _____
Cook _____
Rigsby _____
Ruff _____

SECOND: _____
Ruoff _____
Ruth _____
Carried/Failed _____to_____

END OF CONSENT AGENDA

SUPERINTENDENT'S RECOMMENDATIONS

H. DONATIONS

Motion to accept the following donations totaling \$ 8,989.58 as presented: (Item G)

- | | | |
|-----|--|-------------|
| 1. | Mr. Justin Battaglia, H.S. Support Fund | \$ 187.50 |
| 2. | W.E.S. Community In Action, W.E.S. Principal Fund | \$ 3,071.08 |
| 3. | Westfall Education Foundation, W.E.S. Principal Fund | \$ 1,400.00 |
| 4. | Westfall Education Foundation, W.E.S. Principal Fund | \$ 936.00 |
| 5. | Mr. Zach Ruoff, M.S. 8 th Grade Scholarship Fund | \$ 710.00 |
| 6. | Ms. Vicky Gaffney, M.S. 8 th Grade Scholarship Fund | \$ 710.00 |
| 7. | Mr. and Mrs. John Stains, H.S. Band Fund | \$ 25.00 |
| 8. | Mr. and Mrs. Tom Barnes, H.S. Band Uniform Fund | \$ 1,000.00 |
| 9. | Mr. and Mrs. Dave Noltemeyer, H.S. Wrestling Fund | \$ 75.00 |
| 10. | Rob, Angie and Wesley Martin, H.S. Wrestling Fund | \$ 25.00 |
| 11. | Westfall Booster Club, H.S. Wrestling Fund | \$ 100.00 |
| 12. | Mr. and Mrs. Chris Schwarz, H.S. Wrestling Fund | \$ 500.00 |
| 13. | Ms. Pamela Green, H.S. Wrestling Fund | \$ 100.00 |
| 14. | Mr. and Mrs. Grant Holdcroft, H.S. Wrestling Fund | \$ 50.00 |
| 15. | Mr. Scott Mulkey, H.S. Wrestling Fund | \$ 100.00 |

MOTION: _____
Cook _____
Rigsby _____
Ruff _____

SECOND: _____
Ruoff _____
Ruth _____
Carried/Failed _____ to _____

I. CLASSIFIED EMPLOYEE CONTRACTS 2019-2020

Motion to award non-teaching limited contracts to the following employees in the position and for the number of years as designated:

1 Year Contract

1. Mr. Kross Shaeffer, Educational Aide

2 Year Contracts

1. Ms. Lindsay Brooke Adams, Cafeteria Employee
2. Mr. Ryan Clark, Maintenance Worker
3. Ms. Sarah Constable, Educational Aide
4. Ms. Ashley George, Cafeteria Employee
5. Mr. Harry Miller, Educational Aide
6. Ms. Janna Tuller, Educational Aide
7. Ms. Jessica Yeager, Educational Aide

MOTION: _____	SECOND: _____
Cook _____	Ruoff _____
Rigsby _____	Ruth _____
Ruff _____	
	Carried/Failed _____ to _____

J. INTERNAL TRANSFER OF CLASSIFIED EMPLOYEE

Motion to approve the transfer of Ms. Paula Dumm, High School Guidance Secretary to the position of Superintendent’s Secretary, Step 5, effective August 14, 2019.

MOTION: _____	SECOND: _____
Cook _____	Ruoff _____
Rigsby _____	Ruth _____
Ruff _____	
	Carried/Failed _____ to _____

K. ADMINISTRATOR/SUPERVISOR CONTRACTS 2019-2020

1. Motion to award a three (3) year administrator/supervisor contract to Ms. Amy Fox as the district curriculum director for 224 days per year effective August 1, 2019

MOTION: _____	SECOND: _____
Cook _____	Ruoff _____
Rigsby _____	Ruth _____
Ruff _____	
	Carried/Failed _____ to _____

2. Motion to award a three (3) year administrator/supervisor contract to Mr. Joseph Patete as the elementary school principal for 228 days per year effective August 1, 2019

MOTION: _____	SECOND: _____
Cook _____	Ruoff _____
Rigsby _____	Ruth _____
Ruff _____	
	Carried/Failed _____ to _____

3. Motion to award a three (3) year administrator/supervisor contract to Ms. Becky Shaw as the transportation director for 250 days per year effective July 1, 2019.

MOTION: _____	SECOND: _____
Cook _____	Ruoff _____
Rigsby _____	Ruth _____
Ruff _____	
	Carried/Failed _____ to _____

4. Motion to award a one (1) year administrator/supervisor contract to Ms. Becky Shaw as the food service director for 187 days per year for the 2019-2020 school year.

MOTION: _____	SECOND: _____
Cook _____	Ruoff _____
Rigsby _____	Ruth _____
Ruff _____	
	Carried/Failed _____ to _____

5. Motion to award a three (3) year administrator/supervisor contract to Mr. Trevor Thomas as the district athletic director for as many days as is required by the job description for the 2019-2020 school year.

MOTION: _____	SECOND: _____
Cook _____	Ruoff _____
Rigsby _____	Ruth _____
Ruff _____	
	Carried/Failed _____ to _____

L. CERTIFIED EMPLOYEE CONTRACTS 2019-2020

1. Motion to award a one (1) year teacher's limited contract to Mr. Richard Urban as a Behavior Support Intervention Specialist for the 2019-2020 school year, Bachelor's Degree, Step 0, pending all requirements are met.

MOTION: _____	SECOND: _____
Cook _____	Ruoff _____
Rigsby _____	Ruth _____
Ruff _____	
	Carried/Failed _____ to _____

2. Motion to award a one (1) year teacher's limited contract to Ms. Margaret Evans as a Cross Categorical Intervention Specialist for the 2019-2020 school year, Bachelor's Degree, Step 0, pending all requirements are met.

MOTION: _____	SECOND: _____
Cook _____	Ruoff _____
Rigsby _____	Ruth _____
Ruff _____	
	Carried/Failed _____ to _____

M. HIGH SCHOOL SUMMER COURSES - 2019

Motion to post and hire certified teachers to teach the following courses for high school students during the summer of 2019 as designated and presented. Teachers will be paid per the negotiated agreement. (Item H)

1. Health – June 3-6, 2019 and June 10-13, 2019 from 8:00 a.m. to 1:00 p.m., forty (40.0) hours of class time and five (5.0) hours of preparation time.
2. Algebra 1 and Geometry – June 3-6, 2019, June 10-13, 2019, June 17-20, 2019 and June 24-27, 2019 from 8:00 a.m. to 12:00 p.m., sixty (64.0) hours of class time and ten (10.0) hours of preparation time.
3. English 9 and English 10 - June 3-6, 2019, June 10-13, 2019, June 17-20, 2019 and June 24-27, 2019 from 8:00 a.m. to 12:00 p.m., sixty (64.0) hours of class time and ten (10.0) hours of preparation time.

MOTION: _____	SECOND: _____
Cook _____	Ruoff _____
Rigsby _____	Ruth _____
Ruff _____	
	Carried/Failed _____to_____

N. SUMMER CUSTODIANS – 2019

Motion to post the need for 2019 summer custodians to be paid \$11.00 per hour for up to forty hours (40) hours per week beginning May 28, 2019.

MOTION: _____	SECOND: _____
Cook _____	Ruoff _____
Rigsby _____	Ruth _____
Ruff _____	
	Carried/Failed _____to_____

O. JOB SHARING AGREEMENT 2019-2020

Motion to approve the job sharing agreement between Ms. Marcia Ruff and Ms. Abbey Fite-Kroeger, Teachers, for the 2019-2020 school year as presented. (Item I)

MOTION: _____	SECOND: _____
Cook _____	Ruoff _____
Rigsby _____	Ruth _____
Ruff _____	
	Carried/Failed _____to_____

P. LEAVE OF ABSENCE REQUEST

Motion to approve Ms. Alissa Streitenberger's (Teacher) request for six (6) weeks parental leave of absence beginning approximately April 24, 2019. (Item J)

MOTION: _____	SECOND: _____
Cook _____	Ruoff _____
Rigsby _____	Ruth _____
Ruff _____	
	Carried/Failed _____ to _____

Q. PICKAWAY W.O.R.K.S AGREEMENT

Motion to approve the agreement with Pickaway W.O.R.K.S. for the 2019-2020 school year as presented. (Item K)

MOTION: _____	SECOND: _____
Cook _____	Ruoff _____
Rigsby _____	Ruth _____
Ruff _____	
	Carried/Failed _____ to _____

R. M.E.T.A. SOLUTIONS MASTER SERVICE AGREEMENT

Motion to approve the master service agreement with M.E.T.A. Solutions, Inc. to provide technology services outlined in the service agreement beginning July 1, 2019 through June 30, 2022 as presented. (Item L)

MOTION: _____	SECOND: _____
Cook _____	Ruoff _____
Rigsby _____	Ruth _____
Ruff _____	
	Carried/Failed _____ to _____

S. MAINTENANCE OF THE INTERIOR OF THE HIGH SCHOOL BUILDING

Motion to approve Sines Painting, 14675 East Street, Mt. Sterling, OH, to paint, bond and drywall areas of the high school building hallways and gymnasium at an approximate cost of \$34,600.00. This estimate was the lowest estimate of three (3) companies contacted. (Item M)

MOTION: _____	SECOND: _____
Cook _____	Ruoff _____
Rigsby _____	Ruth _____
Ruff _____	
	Carried/Failed _____ to _____

T. NON-RENEWAL OF SUPPLEMENTAL CONTRACTS

Motion to non-renew all non-athletic supplemental contracts at the end of the 2018-2019 school year.

MOTION: _____	SECOND: _____
Cook _____	Ruoff _____
Rigsby _____	Ruth _____
Ruff _____	
	Carried/Failed _____ to _____

U. BUSINESS PROFESSIONALS OF AMERICA (B.P.A.) NATIONAL COMPETITION TRIP APPROVAL

Motion to approve the request of the Westfall Business Professionals of America (B.P.A.) students and chaperones to travel to Anaheim, California on April 30, 2019 through May 5, 2019 to participate in the national B.P.A. competition as presented. The cost of the conference registration, flights, transportation to and from the conference and hotel expenses will be paid by Pickaway Ross Career and Technology Center. Remaining costs will be covered by the Westfall High School principal's fund or other sources. Any student's extra miscellaneous expenses will be paid by the student. (Item N)

MOTION: _____	SECOND: _____
Cook _____	Ruoff _____
Rigsby _____	Ruth _____
Ruff _____	
	Carried/Failed _____ to _____

SUPERINTENDENT'S COMMENTS

TREASURER'S RECOMMENDATIONS

TREASURER'S REPORT

A. FINANCIAL REPORT

Motion to approve the financial report from March 2019, as presented by the Treasurer.

MOTION: _____	SECOND: _____
Cook _____	Ruoff _____
Rigsby _____	Ruth _____
Ruff _____	
	Carried/Failed _____ to _____

B. FIVE YEAR FORECAST

Motion to approve the annual Five-Year Forecast and its associated notes for fiscal years 2019 through 2023 as presented. (Item O)

MOTION: _____	SECOND: _____
Cook _____	Ruoff _____
Rigsby _____	Ruth _____
Ruff _____	
	Carried/Failed _____ to _____

C. DISPOSAL OF MIDDLE SCHOOL CAFETERIA STEAMER

Motion to approve of the disposal of the middle school cafeteria steamer tag #11245 as presented. (Item P)

MOTION: _____	SECOND: _____
Cook _____	Ruoff _____
Rigsby _____	Ruth _____
Ruff _____	
	Carried/Failed _____ to _____

TREASURER'S COMMENTS

BOARD RECOMMENDATIONS

A. INTENT TO ADOPT POLICIES

The Board of Education announces its intent to adopt the following policies listed below and announcement is made that these policies will be available to the Board, staff and public for inspection in the Office of the Superintendent of Schools from April 15, 2019 until the next board of education regular meeting to be held May 20, 2019. (Item Q)

1. Qualifications and Duties of the Treasurer, BCC
2. Administration of Federal Grant Funds, DECA
3. Bonded Employees and Officers, DH
4. Staff Conduct, GBCB
5. Parent and Family Involvement In Education, IGBL
6. Student Absences and Excuses, JED
7. Student Attendance Accounting, JEE
8. Use of Electronic Communications Equipment By Students, JFCK
9. Student Suspension, JGD
10. Student Expulsion, JGE
11. Reporting Child Abuse and Mandatory Training, JHG
12. Public Conduct on District Property, KGB

IX. BOARD MEMBER COMMENTS/COMMITTEE REPORTS

X. UPCOMING EVENTS

WES:

- May 14, 2019 – 4Q Fifth Grade Awards, Cafetorium, 2:30 p.m.
- May 15, 2019 – 4Q Kindergarten Awards, Cafetorium, 2:30 p.m.
- May 15, 2019 – Field Day
- May 17, 2019 – 4Q Fourth Grade Awards, Cafetorium, 2:30 p.m.
- May 20, 2019 – 4Q Second Grade Awards, Cafetorium, 2:30 p.m.
- May 21, 2019 – 4Q Third Grade Awards, Cafetorium, 2:30 p.m.
- May 22, 2019 – 4Q First Grade Awards, Cafetorium, 2:30 p.m.

WMS:

- May 6, 2019 – Choir Concert, High School Auditorium, 7:00 p.m.
- May 13, 2019 – AIRFEST – Student Reward/Fun Day
- May 13, 2019 - Band Concert, High School Auditorium, 6:30 p.m.
- May 14-17, 2019 – 8th Grade Trip to Washington D.C.

WHS:

- April 23-28, 2019 – Band trip to Florida
- May 2-3, 2019 – FFA State Convention
- May 1-5, 2019 – High School BPA to National Competition, Anaheim CA
- May 6, 2019 – Choir Concert, High School Auditorium, 7:00 p.m.
- May 9, 2019 – Awards Day, High School Auditorium, 9:00 a.m.
- May 9, 2019 – Honor's Night, Dinner at 4:30 p.m.in the High School Gymnasium, Awards given in the High School Auditorium, 6:45 p.m.
- May 11, 2019 – FFA Banquet, Location to Be Announced, 6:00 pm. ????
- May 13, 2019 – Band Concert, High School Auditorium, 6:30 p.m.
- May 24, 2019 – Graduation, High School Football Field, 8:00 p.m.

DISTRICT WIDE

- April 18, 19 and 22, 2019 – No School
- May 8, 2019 – Westfall Booster Club Meeting, High School Conference Room, 6:30 p.m.
- May 9, 2019 – Westfall Education Foundation Meeting, High School Library, 6:30 p.m.

XI. PUBLIC COMMENTS

The Westfall Board of Education encourages citizens of the District to attend its sessions so that they become better acquainted with the operation and programs of the Westfall Local Schools.

The Board of Education is a policy making body. It delegates the administration of the school district to a professional staff headed by the Superintendent of Schools.

The primary duty of the Westfall Local School Board of Education is to conduct the business of the District in an orderly, efficient and business-like manner. The Board of Education meeting is a time when the Board deliberates and considers items on the Board Agenda. Its meetings are open for public observation but they are not public forums. Therefore, those in attendance at Board meetings may not make comments, unless requested to do so, or interrupt the conducting of business. Those individuals that are interested in addressing the Board will be provided that opportunity within the limitations of the following procedures and regulations:

1. Anyone wishing to speak before the Board, either as an individual or as a member of a group, should ensure they have signed up with the topic listed on the sheet provided, prior to the start of the Board meeting.
2. Any individual desiring to speak shall give his/her name, address, topic and the group, if any, that is represented and will be allotted three (3) minutes to speak.
3. Public comments may be made only during the portion of the Board Agenda designated as "Public Comments."
4. The "Public Comments" portion of the agenda shall not exceed a total of thirty minutes.
5. Speakers may offer such objective criticisms of school operations and programs as concern them. But in public sessions, the Board will not hear personal complaints of school personnel or against any person connected with the school system. Other channels provide for Board consideration and disposition of legitimate complaints involving individuals.
6. The Board can go into Executive Session during a regular meeting at any time during the meeting.

The Board vests in its President or other presiding officer authority to terminate the remarks of any individual when they do not adhere to the rules established above.

XII. EXECUTIVE SESSION

1. Motion to enter into executive session at _____ p.m. to review negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

MOTION: _____	SECOND: _____
Cook _____	Ruoff _____
Rigsby _____	Ruth _____
Ruff _____	
	Carried/Failed _____ to _____

2. Motion to return from executive session at _____ p.m.

MOTION: _____	SECOND: _____
Cook _____	Ruoff _____
Rigsby _____	Ruth _____
Ruff _____	
	Carried/Failed _____ to _____

XIII. ADJOURNMENT

Motion to adjourn the meeting at _____ p. m.

MOTION: _____	SECOND: _____
Cook _____	Ruoff _____
Rigsby _____	Ruth _____
Ruff _____	
	Carried/Failed _____ to _____