

**WESTFALL LOCAL SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT  
December 10, 2018  
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

**VI. PRESENTATION**

1. Mr. Chad Moehl, Westfall Education Foundation Board Member – Party With a Purpose, February 16, 2019.

**V. CORRESPONDENCE**

**VI. APPROVAL OF THE AGENDA**

Motion to approve the agenda for the December 10, 2018 regular meeting.

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

**VII. OLD BUSINESS**

*(None)*

## **VIII. NEW BUSINESS**

### **CONSENT AGENDA:**

#### **SUPERINTENDENT'S RECOMMENDATIONS:**

##### **A. APPROVAL OF MINUTES**

Motion to approve the minutes from the November 12, 2018 regular meeting as presented.

##### **B. PERSONNEL LEAVE**

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

##### **C. SUBSTITUTE TEACHER LIST – DECEMBER 2018**

Motion to approve the list of substitute teachers for December 2018, as provided by the Pickaway County Educational Service Center.

##### **D. RESIGNATION**

Motion to accept the resignation request of Mr. Thomas Patete as the H.S. Ass't. Basketball Coach (Girls) for the 2018-2019 school year effective immediately. (Item B)

##### **E. SUPPLEMENTAL CONTRACTS 2018-2019**

Motion to award a one (1) year supplemental contract to the following in the areas designated for the 2018-2019 school year.

1. Mr. J. D. Williamson – District E-Rate Coordinator, Step 9, Class 1
2. Mr. Nicholas Peck – H.S. Reserve Baseball Coach, Step 3, Class 3

##### **F. VOLUNTEER COACH**

Motion to approve Mr. Paul Link as a volunteer Boys' Basketball coach in for the 2018-2019 school year.

**G. SUBSTITUTE CLASSIFIED EMPLOYEE 2018-2019**

Motion to employ the following as a substitute classified employee for the 2018-2019 school year in the areas designated:

1. Ms. Sandra Charles – Educational Aide, Custodian, Secretary, Café Worker, Bus Aide

**H. FACILITY USE REQUEST**

Motion to approve the request to use the elementary school gymnasium and cafetorium on Tuesday, December 18, 2019 from 3:30 p.m. until 7:30 p.m. for the Westfall Community in Action group's "Goodies With Grand-Friends," a holiday open house as requested by Ms. Katie Barnes, President. This event is intended for Westfall Elementary School students and their grandparents or older adults. This group must keep in touch with the building principal and district athletic director with any changes. (Item C)

MOTION: \_\_\_\_\_  
Cook \_\_\_\_\_  
Rigsby \_\_\_\_\_  
Ruff \_\_\_\_\_

SECOND: \_\_\_\_\_  
Ruoff \_\_\_\_\_  
Ruth \_\_\_\_\_  
Carried/Failed \_\_\_\_\_ to \_\_\_\_\_

**END OF CONSENT AGENDA**

**SUPERINTENDENT’S RECOMMENDATIONS**

**I. DONATIONS**

1. Motion to accept the following donations totaling \$13,855.02 as presented: (Item D)

- 1. Buffalo Wild Wings – H.S. Band Fund \$ 70.37
- 2. Westfall Education Foundation – H.S. Band Uniform Fund \$ 10,000.00
- 3. Ms. Marilyn Holloway – H.S. Band Uniform Fund \$ 20.00
- 4. Hardy Orthodontics – H.S. Band Uniform Fund \$ 50.00
- 5. Buffalo Wild Wings – H.S. Girls’ Basketball Fund \$ 114.65
- 6. Mr. and Mrs. Larry Carfrey – H.S. Golf Fund \$ 100.00
- 7. Westfall Booster Club – Track Fund \$ 3,500.00

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

2. Motion to accept the donation of \$500.00 from Wenthur Flooring, LLC. to be divided between fifty three (53) students’ to bring current negative lunch account balances to positive balances.

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

**J. UNPAID LEAVE REQUESTS**

1. Motion to approve Mr. Harry Miller’s (educational aide) request for unpaid leave from December 13, 2018 through December 20, 2018. (Item E)

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

2. Motion to approve Mr. Richard Urban's (educational aide) request for unpaid leave from January 7, 2019 through April 29, 2019 in order for him to complete his student teaching placement. (Item F)

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

**K. CERTIFIED EMPLOYEE PAY LEVEL ADJUSTMENT**

Motion to approve the adjustment of Ms. Amy Urban's teaching pay level from a Master's Degree to a Master's Degree +25 pay level effective the first pay in January 2019.

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

**L. CLASSIFIED EMPLOYEE CONTRACT**

Motion to award a one (1) year educational aide limited contract to Mr. Kross Shaeffer, effective November 26, 2018, Step 0 for the remaining 115 days of the 2018-2019 school year.

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

**M. AGREEMENT WITH PICKAWAY COUNTY DEVELOPMENTAL DISABILITIES – EXHIBIT ONE**

Motion to approve the amended Exhibit One of the agreement with the Pickaway County Developmental Disabilities that was approved on July 16, 2018, Resolution #18-169 as presented. (Item G)

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

**N. GIRLS' BASKETBALL TEAM TRIP TO FLORIDA IN DECEMBER 2019**

Motion to approve the girls' basketball team trip to Florida for the KSA Events Holiday Basketball Tournament in December 2019 as presented. (Item H)

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 November 2018, as presented by the Treasurer.

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

**B. COMPETITIVE RETAIL NATURAL GAS SERVICE BIDS**

Motion to approve the following resolution:

AUTHORIZING THE PURCHASE OF COMPETITIVE RETAIL NATURAL GAS SERVICE FROM THE LOWEST RESPONSIBLE BID SUBMITTED TO META SOLUTIONS FOR THE PERIOD COMMENCING JULY 2020 AND TERMINATING NO LATER THAN JUNE 2025.

WHEREAS, the School District is a member of META Solutions (f/k/a Metropolitan Educational Council) (the “Council”), a body authorized by state statute to aggregate purchasing needs of schools and of related nonprofit educational entities so as to take advantage of economies of scale when purchasing essential products and services; and

WHEREAS, the Council joined with other major school districts and educational purchasing councils to conduct a Request for Proposal for competitive natural gas service commencing with the July 2020 billing cycle and terminating no later than the close of the June 2025 billing cycle, with bids to be submitted for one, two and three year periods (the “RFP”); and

WHEREAS, the Council has sent notices to bid on the School District’s natural gas supply along with other school district’s natural gas supply to all competitive retail natural gas service providers licensed to sell natural gas in the state of Ohio; and

WHEREAS, the Council will select or has selected the lowest responsible bid submitted in response to the attached RFP; and

WHEREAS, this School District may review the lowest responsible bid and corresponding term and elect to accept the lowest responsible bid with no obligation prior to that time or thereafter if the School District does not sign a Master Supply Agreement with the selected bidder; and

WHEREAS, the Superintendent or the Superintendent's designee will review the lowest responsible bid and corresponding term when the RFP is concluded and determine whether the lowest responsible bid provides for competitive retail natural gas service for all of the School District's natural gas supply that is the result of a public and competitive RFP;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE \_\_\_\_\_ SCHOOL DISTRICT, COUNTY OF \_\_\_\_\_, STATE OF OHIO, as follows:

Section 1. The Board of Education of this School District does hereby consent, as a member of the Council, to the conducting of an RFP process by the Council for competitive retail natural gas service commencing with the July 2020 billing cycle and terminating no later than the end of the June 2025 billing cycle, with bids to be submitted for one, two and three year periods on such terms and conditions as the Council deems appropriate.

Section 2. The Board of Education of this School District does hereby authorize the Superintendent or the Superintendent's designee to execute a Master Supply Agreement between the School District and the lowest responsible bidder in the RFP so long as the Superintendent or his appointee finds that the price reflects the results of a public and competitive request for proposal.

Section 3. The Board of Education hereby directs the Treasurer to review the lowest responsible bid once received and the Master Supply Agreement and determine if the School District has sufficient funds to certify this resolution and, if the Treasurer so finds, to certify this resolution.

MOTION: \_\_\_\_\_  
Cook \_\_\_\_\_  
Rigsby \_\_\_\_\_  
Ruff \_\_\_\_\_

SECOND: \_\_\_\_\_  
Ruoff \_\_\_\_\_  
Ruth \_\_\_\_\_  
Carried/Failed \_\_\_\_\_ to \_\_\_\_\_



**C. ADOPTION OF THE STUDENT ACTIVITY HANDBOOK**

Motion to adopt the Student Activities Handbook as presented at the November 12, 2018 Board of Education regular meeting. (Item I)

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

**D. ALTERNATIVE TAX BUDGET HEARING DATE 1/4/2019**

Motion to approve the 2020 Alternative Tax Budget Hearing date on Thursday, January 3, 2019 at 10:00 a.m. in the Treasurer’s Office located at 9391 SR 56 West, Williamsport, OH 43164.

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

**E. DISPOSAL OF TECHNOLOGY EQUIPMENT**

Motion to dispose of technology equipment as presented. (Item J)

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 December 10, 2018 until the next board of education regular meeting to be held in January 2019. (Item K)

- 1. Authorized Signatures (Use of Facsimile Signatures) – DGA
- 2. Staff-Student Relations – GBH (Also JM)
- 3. Notifications About Sex Offenders – JHH
- 4. Staff-Student Relations – JM (Also GBH)

**B. OSBA LEGAL ASSISTANCE FUND**

Motion to approve the following resolution:

WHEREAS, the Westfall Local School’s Board of Education wishes to support the efforts of the other boards of education to obtain favorable judicial decisions, and

WHEREAS, the Ohio School Boards Association Legal Assistance Fund has been established for this purpose,

THEREFORE, the Board hereby resolves to participate in the OSBA Legal Assistance Fund for the 2019 calendar year and authorizes the Treasurer to pay to the LAD \$250.00

MOTION: \_\_\_\_\_  
 Cook \_\_\_\_\_  
 Rigsby \_\_\_\_\_  
 Ruff \_\_\_\_\_

SECOND: \_\_\_\_\_  
 Ruoff \_\_\_\_\_  
 Ruth \_\_\_\_\_  
 Carried/Failed \_\_\_\_\_to\_\_\_\_\_

**C. BOARD OF EDUCATION ORGANIZATIONAL AND REGULAR MEETING**

Motion to establish the 2019 Board of Education organizational meeting date on \_\_\_\_\_ at \_\_\_\_\_ in the elementary school cafetorium with \_\_\_\_\_ serving as President Tempore through the organizational meeting. The Board of Education regular meeting will begin at \_\_\_\_\_ on the same date.

MOTION: \_\_\_\_\_

Cook \_\_\_\_\_

Rigsby \_\_\_\_\_

Ruff \_\_\_\_\_

SECOND: \_\_\_\_\_

Ruoff \_\_\_\_\_

Ruth \_\_\_\_\_

Carried/Failed \_\_\_\_\_ to \_\_\_\_\_

**IX. BOARD MEMBER COMMENTS/COMMITTEE REPORTS**

## **X. UPCOMING EVENTS**

### **WES:**

- December 19, 2018 – Q2 Kindness Assembly, 2:30 to 3:30 p.m.

### **WMS:**

- December 11, 2018 – Choir Concert, High School Auditorium, 6:30 p.m.
- December 18, 2018 – Band Concert, High School Auditorium, 7:00 p.m.

### **WHS:**

- December 12, 2018 – Choir Concert, High School Auditorium, 7:00 p.m.
- December 12, 2018 – Booster Meeting, High School Conference Room, 6:30 p.m.
- December 18, 2018 – Band Concert, High School Auditorium, 7:00 p.m.

### **DISTRICT WIDE:**

- December 12, 2018 – Westfall Booster Club, High School Conference Room, 6:30 p.m.
- December 13, 2018 – Westfall Education Foundation, High School Conference Room, 6:30 p.m.
- December 20, 2018 – Choir Extravaganza, during the day at the high school and elementary school, times to be announced.
- December 20, 2018 – 2 Hour Early Release for students only.
- December 21, 2018 – Teacher Work Day, 2 Hour Early Release
- January 7, 2019 – School Resumes for both Teachers and Students

## **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. ADJOURNMENT**

Motion to adjourn the meeting at \_\_\_\_\_ p. m.

MOTION: \_\_\_\_\_

Cook \_\_\_\_\_

Rigsby \_\_\_\_\_

Ruff \_\_\_\_\_

SECOND: \_\_\_\_\_

Ruoff \_\_\_\_\_

Ruth \_\_\_\_\_

Carried/Failed \_\_\_\_\_ to \_\_\_\_\_