

**WESTFALL LOCAL SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
November 12, 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. PRESENTATIONS

1. Mr. Billy Dennis, High School Principal – HOBY winners, Ethan Holman and Emily Vaughn
2. Mr. Jason Fife, Middle School Principal – OAEA Outstanding Art Teacher Award, Ms. Kathy Fuller
3. Ms. Jennifer Blue, Varsity Girls' Basketball Coach – Trip to Florida, December 2019

V. CORRESPONDENCE

VI. APPROVAL OF THE AGENDA

Motion to approve the agenda for the November 12, 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

1. Motion to approve the minutes from the October 15, 2018 regular meeting as presented.

2. Motion to approve the notes from the October 22, 2018 special work session as presented.

B. PERSONNEL LEAVE

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

C. SUBSTITUTE TEACHER LIST – NOVEMBER 2018

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

D. AFTER SCHOOL TUTORS 2018-2019

Motion to approve the following as after school tutors for the 2018-2019 school year:

1. Ms. Heather Hook
2. Mr. Daniel English

E. HOME INSTRUCTION TUTOR 2018-2019

Motion to approve Ms. Robyn Campbell as a home instruction tutor for the 2018-2019 school year.

F. 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. Ms. Nichole Younkin – M.S. Yearbook Advisor, Step 5, Class 4
2. Ms. Paige Swaggerty – H.S. Reserve Girls' Basketball Coach, Step 3, Class 2
3. Ms. Shannon Nunemaker – Cheerleader Advisor Reserve Football, Step 7, Class 5

G. VOLUNTEER COACH

Motion to approve Ms. Kelly Fuchs as a volunteer girls' basketball coach for the 2018-2019.

H. SUBSTITUTE CLASSIFIED EMPLOYEE 2018-2019

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

1. Ms. Julia Dixon – Educational Aide

I. FACILITY USE REQUESTS

1. Motion to approve the use of the high school conference room on various dates from February 2019 through December 2019 (see enclosure for specific dates) from 6:00 p.m. to 7:30 p.m. for the Westfall Education Foundation meetings as requested by Ms. Lyndsey Clark, President. This organization must keep in touch with the building principal with any changes. (Item B)

2. Motion to approve the use of the high school and/or middle school gymnasiums, locker rooms and entry ways on Sundays, December 9, 2018, December 30, 2018, January 6, 2019, January 20, 2019, January 27, 2019 and February 3, 2019 from 1:00 p.m. to 6:00 p.m. for Bidy Boys' Basketball games as requested by Mr. Josh Rodich, Varsity Boys' Basketball Coach. This organization must keep in contact with the building principals and district athletic director with any changes. There may be a charge for custodial services. (The dates that coincide with other teams' requests have been worked out between the coaches of each of the teams and the athletic director.) (Item C)

3. Motion to approve the use of the high school and/or middle school gymnasiums on Sundays, December 16, 2018, January 20, 2019 and January 27, 2019 from 12:30 p.m. to 5:30 p.m. for Bidy Girls' Basketball games as requested by Ms. Jennifer Blue, Varsity Girls' Basketball Coach. This organization must keep in contact with the building principals and district athletic director with any changes. There may be a charge for custodial services. (The dates that coincide with other teams' requests have been worked out between the coaches of each of the teams and the athletic director.) (Item D)

MOTION: _____
Cook _____
Rigsby _____
Ruff _____

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

END OF CONSENT AGENDA

SUPERINTENDENT’S RECOMMENDATIONS

J. DONATIONS

1. Motion to accept the following donations totaling \$ 3,713.00
as presented: (Item E)

- 1. Pickaway County Community Foundation, FFA Fund \$ 2,000.00
- 2. Westfall Booster Club, H.S. Athletics Fund \$ 288.00
- 3. Westfall Booster Club, H.S. Athletics Fund \$ 400.00
- 4. Mr. and Mrs. Russell Bush, H.S. Band Uniform Fund \$ 25.00
- 5. Mr. and Mrs. Denver Kingsland, H.S. Band Uniform Fund \$ 500.00
- 6. Ms. Wilma Jean Chew, H.S. Band Uniform Fund \$ 250.00
- 7. Ms. Beverly Dee Lewis, H.S. Band Uniform Fund \$ 250.00

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

2. Motion to accept the following donations made to the middle school 2018-2019 Craft Bazaar benefiting the middle school principal’s fund for student activities and events:

- 1. South Bloomfield Dairy Queen – 2 Gift cards valued at \$48.00
- 2. Circleville Chipotle – 15 Gift cards valued at \$105.00
- 3. Ms. Stephanie Davey – 2 O.S.U. folders valued at \$15.00
- 4. Panda Express – 2 Adult entrees/2 Kids meals valued at \$30.00
- 5. Ms. Tina Viney – Afghan valued at \$75.00
- 6. Wittich’s Candy – 1 Gift card valued at \$25.00
- 7. Ms. Cindy Daniels – Afghan valued at \$75.00

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

K. UNPAID LEAVE REQUEST

Motion to approve Ms. Sharon Wippel’s (educational aide) request for unpaid leave from January 7, 2019 through May 3, 2019 in order for her to complete her student teaching requirement.

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

L. CLASSIFIED EMPLOYEE CONTRACTS

1. Motion to award a one (1) year educational aide limited contract to Ms. Janna Tuller beginning November 13, 2018, for the remainder of the 2018-2019 school year, 122 days, up to seven (7.0) hours per day, Step 0. This position will be at the elementary school.

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

2. Motion to award a one (1) year educational aide limited contract to Ms. Kaitlyn Unger beginning October 23, 2018 for the remainder of the 2018-2019 school year, 137 days, for up to seven (7.0) hours per day, Step 0. This position will be at the Brooks Yates location.

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

M. SUPPLEMENTAL CONTRACT ADJUSTMENT

Motion to adjust the supplemental contract for Mr. Brad Smith, H.S. Ass't. Football Coach, Step 19, Class 2 for the 2018-2019 school year. Mr. Smith will be paid his H.S. Ass't. Football Coach supplemental plus \$1,744.00 for his assignment as the acting H.S. Head Football Coach for 40% of the season.

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

N. T-4 REIMBURSEMENT

Motion to approve T-4 reimbursements for the 2018-2019 school year to the following parents for transporting their children the Board deems impractical to transport. The State will determine the rate of reimbursement.

Our Lady of Perpetual Help:

- 1. Mr. and Mrs. David Ranke – Faith Ranke

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

O. SHARED SERVICES AGREEMENT – CIRCLEVILLE CITY SCHOOL DISTRICT

Motion to approve the shared services agreement between the Westfall Local School District and the Circleville City School District for transportation services for individual transporting of student(s) with identified special education needs in accordance with Ohio Department of Education Administrative Code 3301-51-10 as presented. (Item F)

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

P. WESTERN GOVERNORS UNIVERSITY STUDENT TEACHING AGREEMENT

Motion to approve the student teaching letter of agreement between Western Governors University and the Westfall Local School District for student teaching as presented. (Item G)

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

Q. PRE-SCHOOL AGREEMENT – PRCTC

Motion to approve the agreement between Pickaway Ross Career and Technology Center and the Westfall Local School District in regards to providing pre-school services for the 2018-2019 school year 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 October 2018, as presented by the Treasurer.

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

B. AMENDED CERTIFICATE OF ESTIMATED RESOURCES AND PERMANENT APPROPRIATIONS FOR 2018-2019

Motion to approve the amendments to the certificate of estimated resources and permanent appropriations for FY19. The new general fund total is \$33,286,849.77. The new grand total of all funds is \$43,449,581.03. The appropriations are kept on file in the Board referral file. (Item I)

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

C. BUS PURCHASES

Motion to approve the purchase of one (1), seventy eight (78) passenger conventional school bus from Ohio Cat at a cost of \$87,603.00 as presented. (Item J)

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

D. INTENT TO ADOPT STUDENT ACTIVITY HANDBOOK

The Board of Education announces its intent to adopt the Student Activities Handbook as presented. This handbook will be available to the board, staff and public for inspection in the treasurer's office from November 12, 2018 until the next Board of Education regular meeting to be held on December 10, 2018. (Item K)

TREASURER'S COMMENTS

BOARD RECOMMENDATIONS

A. ADOPTION OF POLICIES

Motion to approve the policies listed below as announced at the October 15, 2018 Board of Education regular meeting.

1. Evaluation of Professional Staff – AFC-1 (Also GCN-1)
(Ohio Teacher Evaluation System)
2. Evaluation of Professional Staff – AFC-2 (Also GCN-2)
(Administrators Both Professional and Support)
3. School Board Legal Status – BB
4. Minutes – BDDG
5. Budget Planning – DBD
(Five-Year Forecast)
6. Administration of Federal Grant Funds – DECA
7. Purchasing - DJ
8. Petty Cash Accounts – DJB
9. Bidding Requirements – DJC
10. Purchasing Procedures – DJF
11. Purchasing Procedures – DJF-R
12. Credit Cards - DJH
13. First Aid – EBBA
14. Emergency Management and Safety Plans – EBC
15. Food Sale Standards – EFF
16. Student Wellness Program – EFG
17. Personnel Policies Goals – GA
18. Staff Gifts and Solicitations – GBI
19. Online Fundraising Campaigns/Crowdfunding – GBIA (Also IGDFFA)
(New Policy)
20. Criminal Records Check – GBQ
21. Professional Staff Contracts and Compensation Plans – GCB-1
(Teachers)
22. Professional Staff Contracts and Compensation Plans – GCB-2
(Administrators)
23. Professional Staff Hiring – GCD
24. Part-Time and Substitute Professional Staff Employment - GCE
25. Evaluation of Professional Staff – GCN-1 (Also AFC-1)
(Ohio Teacher Evaluation System)
26. Evaluation of Professional Staff – GCN-2 (Also AFC-2)
(Administrators Both Professional and Support)
27. Suspension and Termination of Professional Staff Members – GCPD
28. Support Staff Contracts and Compensation Plans – GDB
29. Support Staff Recruiting/Posting of Vacancies/Hiring –
GDC/GDCA/GDD
30. Part-Time, Temporary and Substitute Support Staff Employment – GDE

31. Support Staff Assignments and Transfers – GDI
32. Suspension, Demotion and Termination of Support Staff Members - GDPD
33. Career-Technical Education – IGAD
34. College Credit Plus – IGCH (Also LEC)
35. College Credit Plus – IGCH-R (Also LEC-R)
36. Cocurricular and Extracurricular Activities – IGD
37. Student Fundraising Activities – IGDF
38. Online Fundraising Campaigns/Crowdfunding – IG DFA (Also GBIA) (New Policy)
39. Interscholastic Athletics – IGDJ
40. Interdistrict Open Enrollment – JECBB (Statewide)
41. Intradistrict Open Enrollment – JECBD (Version 2)
42. Student Absences and Excuses – JED
43. Truancy - JEDA
44. Student Conduct – JFC (Zero Tolerance)
45. Hazing and Bullying – JFCF (Harassment, Intimidation and Dating Violence)
46. Weapons in the Schools – JFCJ
47. Student Discipline – JG
48. Student Suspension – JGD
49. Emergency Removal of Student – JGDA
50. Student Expulsion – JGE
51. Physical Examinations of Students – JHCA
52. Positive Behavioral Interventions and Supports – JP (Restraint and Seclusion)
53. Public Gifts to the District – KH
54. Public Solicitations in the School - KI
55. Recruiters in the Schools – KKA
56. Student Teaching and Internships - LEA
57. College Credit Plus – LEC (Also IGCH)
58. College Credit Plus – LEC-R (Also IGCH-R)

MOTION: _____

Cook _____

Rigsby _____

Ruff _____

SECOND: _____

Ruoff _____

Ruth _____

Carried/Failed _____ to _____

B. TREASURER’S CONTRACT

Motion to approve the following resolution:

WHEREAS, Brian Ramsay is currently employed by the Board as Treasurer under an employment contract in effect until July 31, 2019; and

WHEREAS, pursuant to Section 3313.22(C) of the Ohio Revised Code, “[a] board may, at any regular or special meeting held during the period beginning on the first day of January of the calendar year preceding the year the treasurer’s contract of employment expires and ending on the first day of March of the year the contract expires, re-employ the treasurer for a succeeding term for not longer than five years, beginning the first day of August immediately following the expiration of the treasurer’s current term of employment and ending the thirty-first day of July”; and

WHEREAS, in accordance with Section 3313.22(C) of the Ohio Revised Code, the Board desires to re-employ Mr. Ramsay as Treasurer pursuant to the terms and conditions set forth in the attached Employment Contract.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Westfall Local School District, Williamsport, Ohio, that:

Section 1: The Board hereby approves and authorizes the attached Employment Contract, and further hereby re-employs Mr. Ramsay as Treasurer pursuant to the terms and conditions set forth in said Employment Contract.

Section 2: The Board hereby authorizes and directs the Board President to execute and deliver the attached Employment Contract on behalf of the Board.

Section 3: It is found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were done 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 or otherwise in compliance with all legal requirements. (Item L)

MOTION: _____
Cook _____
Rigsby _____
Ruff _____

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

C. SUPERINTENDENT’S CONTRACT

Motion to approve the following resolution:

WHEREAS, Lynn Landis is currently employed by the Board as Superintendent under an employment contract in effect until July 31, 2019; and

WHEREAS, pursuant to Section 3319.01 of the Ohio Revised Code, “[a] board may at any regular or special meeting held during the period beginning on the first day of January of the calendar year immediately preceding the year the contract of employment of a superintendent expires and ending on the first day of March of the year it expires, reemploy such superintendent for a succeeding term for not longer than five years, beginning on the first day of August immediately following the expiration of the superintendent’s current term of employment and ending on the thirty-first day of July of the year in which such succeeding term expires”; and

WHEREAS, in accordance with Section 3319.01 of the Ohio Revised Code, the Board desires to re-employ Dr. Landis as Superintendent pursuant to the terms and conditions set forth in the attached Employment Contract.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Westfall Local School District, Williamsport, Ohio, that:

Section 1: The Board hereby approves and authorizes the attached Employment Contract, and further hereby re-employs Dr. Landis as Superintendent pursuant to the terms and conditions set forth in said Employment Contract.

Section 2: The Board hereby authorizes and directs the Board President and Treasurer to execute and deliver the attached Employment Contract on behalf of the Board.

Section 3: It is found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were done 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 or otherwise in compliance with all legal requirements. (Item M)

MOTION: _____
Cook _____
Rigsby _____
Ruff _____

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

IX. BOARD MEMBER COMMENTS/COMMITTEE REPORTS

X. UPCOMING EVENTS

WES:

- November 14, 2018 – 4th Grade Choir Concert, 7:00 to 8:00 p.m.
- November 20, 2018 – Chris Cakes, 7:30 to 11:00 a.m.

WMS:

- December 12, 2018 – Choir Concert, 6:00 p.m.

WHS:

- November 14, 2018 – Fall Sports Reception, 6:00 p.m.
- December 12, 2018 – Choir Concert, approximately 7:00 p.m.

DISTRICT WIDE:

- November 14, 2018 – Westfall Booster Club, High School Conference Room
- November 21-23, 2018 – Thanksgiving Break
- November 26, 2018 – 2 Hr. Late Start for Students (Staff Professional Development)
- 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.

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 _____