

**WESTFALL LOCAL SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
October 15, 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

V. CORRESPONDENCE

1. Ms. Heather Hook, Teacher – Thank you note.
2. Ms. Harriette Timbrook – Thank you note.

VI. APPROVAL OF THE AGENDA

Motion to approve the agenda for the October 15, 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 September 10, 2018 regular meeting as presented.
2. Motion to approve the minutes from the October 4, 2018 special 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 – OCTOBER 2018

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

D. RESIGNATION REQUEST

Motion to accept the Ms. Beth Hall's request to resign as an educational aide effective August 30, 2018. (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 pending all requirements are met:

1. Ms. Megan McCune – H.S. Swing Choir Director, Step 0, Class 2
2. Ms. Megan McCune – H.S./M.S. Musical Director, Step 0, Class 2
3. Ms. Megan McCune – H.S. Musical Choreographer, Step 0, Class 5
4. Ms. Jessica Sullivan – M.S. Student Council Advisor, Step 1, Class 5
5. Ms. Patricia Trivette – M.S. Newspaper Advisor, Step 1, Class 7 (0.33)
6. Ms. Cindy Daniels – M.S. Newspaper Advisor, Step 1, Class 7 (0.33)
7. Ms. Codie Manson – M.S. Newspaper Advisor, Step 0, Class 7 (0.33)
8. Ms. Ashley Kelley – H.S. Student Council Advisor, Step 2, Class 5
9. Mr. Matthew Greenlee – H.S. In-the-Know Advisor, Step 4, Class 5
10. Ms. Katie Wynkoop – E.S. Student Council Advisor, Step 2, Class 6 (0.5)
11. Ms. Amanda Patterson – E.S. Student Council Advisor, Step 1, Class 6 (0.5)
12. Mr. Mark Crawford – H.S. Reserve Boys' Basketball Coach, Step 0, Class 2
13. Mr. Anthony Paudicz – M.S. 8th Grade Boys' Basketball Coach, Step 0, Class 3
14. Mr. Chad Kiser – H.S. Reserve Girls' Basketball Coach, Step 4, Class 2
15. Ms. Mallorie Boggs – M.S. 8th Grade Girls' Basketball Coach, Step 0, Class 3
16. Mr. Troy Benjamin – M.S. Wrestling Coach, Step 0, Class 3
17. Mr. Tim Geiger – H.S. Reserve Wrestling Coach, Step 8, Class 3
18. Ms. Shannon Nunemaker – Cheerleader Advisor-Reserve Basketball, Step 7, Class 5
19. Ms. Shannon Nunemaker – Cheerleader Advisor-Freshman Basketball, Step 7, Class 5

F. VOLUNTEER COACHES 2018-2019

1. Motion to approve Mr. Michael Young as a volunteer wrestling coach for the 2018-2019 school year.
2. Motion to approve Mr. Mark Shipley as a volunteer basketball coach for the 2018-2019 school year.

G. SUBSTITUTE CLASSIFIED EMPLOYEES 2018-2019

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

1. Ms. Richelle Brungarth – Educational Aide, Secretary, Café Worker
2. Ms. Lisa Haddox – Custodian
3. Ms. Michelle Gardner – Custodian
4. Ms. Ashley George – Custodian
5. Ms. Pam Joyce – Secretary, Café Worker

H. FACILITY USE REQUESTS

1. Motion to approve the use of the high school gymnasium on Sunday, September 23, 2018 from 1:00 p.m. to 5:00 p.m. for Westfall Bidy Volleyball games as requested by Ms. Jessica Sullivan, Varsity Volleyball Coach. (Item C)
2. Motion to approve the use of the high school cafeteria, kitchen and auditorium on Saturday, March 2, 2019 from 6:30 a.m. to 12:30 p.m. for the Pickaway/Fairfield County School Bus Driver Annual In-service as requested by Ms. Cindy Mayhugh, OBI. This organization must keep in contact with the building principal with any changes. (Item D)

3. Motion to approve the use of the elementary school gymnasium and restrooms Monday and Wednesdays from 4:00 p.m. to 8:30 p.m., Tuesdays and Thursdays 6:20 p.m. to 8:30 p.m. beginning October 29, 2018 through May 16, 2019 for Bidy Basketball practices as requested by Ms. Jennifer Blue, Head Varsity Girls' Basketball Coach. This organization must keep in touch with the building administrator, middle school and high school basketball coaches and district athletic director with any changes. (Item E)

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 \$6,690.00
as presented: (Item F)

- 1. Westfall Alumni Association - HS Support Fund \$ 300.00
- 2. Pickaway County Ag Society – HS Support Fund \$ 3,868.00
- 3. Westfall Education Foundation – WES Principal’s Fund \$ 1,122.00
- 4. Lohstroh Farms – FFA Fund \$ 300.00
- 5. Ms. Alberta Stoll – HS Band Uniform Fund \$ 500.00
- 6. Countryside Rentals – HS Band Uniform Fund \$ 500.00
- 7. The Savings Bank – Cross Country Fund \$ 100.00

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

2. Motion to accept the donations of a \$20.00 gift card from Country Cakes and Bakes, and a bracelet and charms valued at approximately \$38.00 from Christopher’s Boutique for the Volley for the Cure auction basket donated by the Westfall Middle School.

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

J. WILMINGTON COLLEGE STUDENT TEACHER AGREEMENT

Motion to approve the agreement with the Westfall Local School District and Wilmington College for student teaching placement(s) as presented. (Item G)

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

K. ACE DIGITAL ACADEMY PARTICIPATION

Motion to approve participation in the ACE Digital Academy through the Pickaway County Educational Service Center for the period of July 1, 2018 through June 30, 2019 as presented. (Item H)

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

L. EARNHART HILL REGIONAL WATER & SEWER DISTRICT

Motion to approve the agreement between the Earnhart Hill Regional Water and Sewer District and the Westfall Local Schools to operate the Westfall Local School District water treatment plants as presented. (Item I)

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

M. TRUCK FOR MAINTENANCE DEPARTMENT

Motion to authorize the superintendent and treasurer to purchase a pickup truck and snow removal equipment for the district at a cost not to exceed \$45,000.00.

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

N. PART-TIME CUSTODIAN POSITION TO FULL-TIME POSITION

Motion to approve changing of the up to five and one half (5.5) hours per day, 184 days per year, part-time custodian position at the elementary school to an up to eight (8.0) hours per day, 260 days per year, full-time position. This position would be posted immediately after approval.

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

O. STEP BY STEP ACADEMY, INC., PURCHASED SERVICE AGREEMENT

Motion to approve the agreement between Step by Step Academy, Inc. (aka Boundless) and the Westfall Local School District to provide services for a student with disabilities effective October 29, 2018 through May 31, 2019 as presented. (Item J)

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 September 2018, 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 associated notes for fiscal years 2019 through 2023. (Item K)

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

C. SM 1 SPENDING PLAN

Motion to approve the SM1 Spending Plan for 2018-2019. These amounts are taken from the annual appropriations measure, along with the Five-Year Forecast, and represent the summary of yearly revenues and expenses. (Item L)

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

D. DISPOSAL OF TECHNOLOGY EQUIPMENT

Motion to approve the disposal of technology equipment as presented.
(Item M)

MOTION: _____
Cook _____
Rigsby _____
Ruff _____

SECOND: _____
Ruoff _____
Ruth _____
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 October 15, 2018 until the next board of education regular meeting to be held on November 12, 2018 (Item N)

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 IG DFA)
(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)

IX. BOARD MEMBER COMMENTS/COMMITTEE REPORTS

X. UPCOMING EVENTS

WES:

- October 25, 2018 – Spaghetti Dinner, Elementary School Cafetorium, 5:30 to 7:30 p.m.
- October 25, 2018 – Trunk or Treat, Elementary School Parking Lot, 6:00 to 7:00 p.m.
- November 9, 2018 – Veteran’s Day Breakfast, Elementary School Cafetorium 7:45 a.m.

WMS:

- November 3, 2018 – Annual Craft Bazaar, Middle School Gym and Hallways, 10:00 a.m. to 3:00 p.m.
- November 6, 2018 – Band Concert, High School Auditorium, 7:00 p.m.
- November 9, 2018 – Veteran’s Day Assembly, 9:00 a.m.

WHS:

- October 16, 2018 – Choir Concert, Auditorium, 7:00 p.m.
- October 18, 2018 – Band performs at the Pumpkin Show, 8:00 p.m.
- October 24-26, 2018 – National FFA Convention, Indianapolis, IN.
- November 6, 2018 – Band Concert, Auditorium, 7:00 p.m.
- November 9, 2018 – Veteran’s Day Assembly, 7:45 a.m.

DISTRICT WIDE:

- October 17-19, 2018 – No School for Students, October 17th teachers will report for professional development, but have a two hour early release.
- November 7, 2018 - Westfall Education Foundation – High School Conference Room, 6:30 p.m.
- November 14, 2018 - Westfall Booster Club – 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. EXECUTIVE SESSION

1. Motion to enter into executive session at _____ p.m. to consider the employment of a public employee or official.

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 _____