

**WESTFALL LOCAL SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT  
November 19, 2012  
BOARD OF EDUCATION REGULAR MEETING  
Westfall Elementary School Cafetorium  
6:30 P.M.**

**AGENDA ITEMS**

**I. CALL TO ORDER**

**II. ROLL CALL**

Mr. Larry Carfrey	_____	Mr. Mark Ruff	_____
Ms. Judy Cook	_____	Mr. Sean Ruth	_____
Ms. Kristen Earich	_____		

**III. PLEDGE OF ALLEGIANCE** Board President

**IV. PRESENTATIONS**

1. Ms. Kristi Murphy, Circleville Herald Reporter, OSBA Media Honor Roll Recipient – Ms. Kristen Earich, Board President
2. Varsity Girls' Golf Team, 3<sup>rd</sup> Place in the State Golf Tournament – Ms. Devonah Kaiser; Ms. Breanna Post; Ms. Erin Roush; Ms. Mary Roush; Ms. Kaitlyn Sandstrom; Ms. Sunny Stewart; Coach John Butts – Ms. Cara Riddel, Superintendent
3. Mr. Austin Wippel, State FFA 1<sup>st</sup> Place National Gold Rating for Sales Proficiency – Mr. Rick Metzger.

**V. 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.

**VI. CORRESPONDENCE**

1. Ms. Sarah Johnson, High School Student – Thank you note.
2. Mr. Ryan Scribner, Pickaway Progress Partnership (P3) Economic Development Director – Thank you note.

**VII. QUESTION FOR THE BOARD**

**VIII. DISCUSSION ITEMS**

**IX. SUPERINTENDENT’S COMMENTS**

1. Ohio Teacher Evaluation System (OTES)
2. Science Curriculum Study
3. Common Core

**X. APPROVAL OF THE AGENDA**

Motion to approve the agenda for the November 19, 2012 regular meeting.

MOTION: _____	SECOND: _____
Carfrey _____	Ruff _____
Cook _____	Ruth _____
Earich _____	
	Carried/Failed _____ to _____

**XI. OLD BUSINESS**

**XII. NEW BUSINESS**

**APPROVAL OF MINUTES**

Motion to approve the minutes from the October 15, 2012 regular meeting as presented.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_  
Carfrey \_\_\_\_\_ Ruff \_\_\_\_\_  
Cook \_\_\_\_\_ Ruth \_\_\_\_\_  
Earich \_\_\_\_\_  
Carried/Failed \_\_\_\_\_ to \_\_\_\_\_

**SUPERINTENDENT'S RECOMMENDATIONS**

**A. PERSONNEL LEAVE**

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

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_  
Carfrey \_\_\_\_\_ Ruff \_\_\_\_\_  
Cook \_\_\_\_\_ Ruth \_\_\_\_\_  
Earich \_\_\_\_\_  
Carried/Failed \_\_\_\_\_ to \_\_\_\_\_

**B. DONATIONS**

Motion to accept the following donations totaling \$ 1,450.60 as presented. (Item B)

- a. Ms. Katie Parker – Board of Education Flower Fund \$ 10.60
- b. Mr. Eric Palmer – 8<sup>th</sup> Grade Trip Scholarship Fund \$200.00
- c. Mr. and Mrs. Mark Palmer – 8<sup>th</sup> Grade Trip Scholarship Fund \$575.00
- d. Ms. Patti Posey – 8<sup>th</sup> Grade Trip Scholarship Fund \$ 50.00
- e. Coughlin Auto/Mr. Tom Coughlin – 8<sup>th</sup> Grade Trip Scholarship Fund \$575.00
- f. Circleville Chiropractic – High School Athletics \$ 40.00

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_  
Carfrey \_\_\_\_\_ Ruff \_\_\_\_\_  
Cook \_\_\_\_\_ Ruth \_\_\_\_\_  
Earich \_\_\_\_\_  
Carried/Failed \_\_\_\_\_ to \_\_\_\_\_

**C. SUBSTITUTE TEACHER LIST**

Motion to approve the list of substitute teachers for the month of November 2012, as provided by the Pickaway County Educational Service Center as presented.

MOTION: _____	SECOND: _____
Carfrey _____	Ruff _____
Cook _____	Ruth _____
Earich _____	
	Carried/Failed _____ to _____

**D. RESIGNATION/RETIREMENT**

1. Motion to accept the resignation of Mr. John Butts as the Junior Varsity Boys' and Girls' Golf coach effective immediately. (Item C)

MOTION: _____	SECOND: _____
Carfrey _____	Ruff _____
Cook _____	Ruth _____
Earich _____	
	Carried/Failed _____ to _____

2. Motion to accept Mr. Jim Peck's request to retire as a bus driver effective November 30, 2012 as presented. (Item D)

MOTION: _____	SECOND: _____
Carfrey _____	Ruff _____
Cook _____	Ruth _____
Earich _____	
	Carried/Failed _____ to _____

**E. CERTIFIED TEACHER CONTRACT**

Motion to award a one (1) year teacher's limited contract to Mr. Brandon Moss as a High School and Middle School Vocal Music teacher for the 2012-2013 school year; Master's Degree; 135 days; Step 3; \$27,512.00 effective October 30, 2012.

MOTION: _____	SECOND: _____
Carfrey _____	Ruff _____
Cook _____	Ruth _____
Earich _____	
	Carried/Failed _____ to _____

**F. SUPPLEMENTAL CONTRACTS**

Motion to award the following supplemental contracts for the 2012-2013 school year in the areas designated:

- 1. Mr. Brandon Moss – High School Swing Choir; Step 3; Class 2; \$2,371.00
- 2. Mr. Brandon Moss – Musical Director; Step 3; Class 2; \$2,371.00
- 3. Mr. Timothy Breyer – Middle School Wrestling; Step 2; Class 3; \$1,482.00

MOTION: _____	SECOND: _____
Carfrey _____	Ruff _____
Cook _____	Ruth _____
Earich _____	
	Carried/Failed _____ to _____

**G. SUBSTITUTE CLASSIFIED EMPLOYEES**

Motion to approve the following as substitute classified employees for the 2012-2013 school year in the areas designated:

- 1. Ms. Lahoma Helsel – Secretary; Café Employee
- 2. Ms. Janel Wommack – Educational Aide; Custodian; Secretary; Café Employee

MOTION: _____	SECOND: _____
Carfrey _____	Ruff _____
Cook _____	Ruth _____
Earich _____	
	Carried/Failed _____ to _____

**H. NON-CERTIFIED EMPLOYEE CONTRACT ADJUSTMENT**

Motion to adjust the non-teaching, continuing contract of Ms. Sally Hammond, Educational Aide from up to seven (7.0) hours per day to up to five (5) hours per day for the 2012-2013 school year; Step 6; \$13.05 per hour; 184 days. No Board paid benefits.

MOTION: _____	SECOND: _____
Carfrey _____	Ruff _____
Cook _____	Ruth _____
Earich _____	
	Carried/Failed _____ to _____

**I. VOLUNTEER APPROVAL**

Motion to approve Mr. Robert Wolfe as a volunteer basketball coach for the 2012-2013 school year.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_  
Carfrey \_\_\_\_\_ Ruff \_\_\_\_\_  
Cook \_\_\_\_\_ Ruth \_\_\_\_\_  
Earich \_\_\_\_\_  
Carried/Failed \_\_\_\_\_ to \_\_\_\_\_

**J. T-4 TRANSPORTATION REIMBURSEMENT APPROVAL**

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

1. Grove City Christian School
  - a. Mr. Evan Kohl – Logan and Sawyer Kohl
  - b. Ms. Debbie Hatfield – Allison Hatfield
2. New Hope Christian School
  - a. Mr. Mark Hodges – Isaac and Noah Hodges
  - b. Mr. Greg Wright – Kayleah Wright
  - c. Mr. Rick Ciminello – Gabrielle Ciminello
  - d. Mr. and Mrs. Larry Stevens – Naomi Stevens
  - e. Mr. Mike Williams – Brody Williams

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_  
Carfrey \_\_\_\_\_ Ruff \_\_\_\_\_  
Cook \_\_\_\_\_ Ruth \_\_\_\_\_  
Earich \_\_\_\_\_  
Carried/Failed \_\_\_\_\_ to \_\_\_\_\_

**K. CONTRACTED SERVICES – EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO**

1. Motion to approve the contracted services agreement for visually impaired services for a special needs student for the 2012-2013 school year at an estimated cost of \$3,270.78 as presented. (Item E)

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_  
Carfrey \_\_\_\_\_ Ruff \_\_\_\_\_  
Cook \_\_\_\_\_ Ruth \_\_\_\_\_  
Earich \_\_\_\_\_  
Carried/Failed \_\_\_\_\_ to \_\_\_\_\_

2. Motion to approve the contracted services agreement for an orientation and mobility evaluation for a special needs student for the months of October and November, 2012 at an estimated cost of \$543.41 as presented. (Item F)

MOTION: _____	SECOND: _____
Carfrey _____	Ruff _____
Cook _____	Ruth _____
Earich _____	
	Carried/Failed _____ to _____

**L. APPROVAL OF EMPLOYEE STIPEND**

Motion to approve the following resolution:

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Westfall Local School District, Williamsport, Ohio, a majority of all members of the Board concurring that:

Section 1: The Board hereby authorizes the payment of a one-time stipend in the amount of Three Hundred and 00/100 Dollars (\$300.00) to all of its certified employees. The Board hereby approves the attached Memorandum of Understanding between itself and the Westfall Education Association specifying the terms and conditions of said stipend payment.

Section 2: The Board hereby authorizes the payment of a one-time stipend in the amount of One Hundred Fifty and 00/100 Dollars (\$150.00) to all of its classified employees.

Section 3: The Board hereby authorizes and directs the Treasurer to pay the aforementioned stipends to the certified and classified employees in their November 20, 2012 paychecks, after making all required deductions, including those for retirement contributions, Medicare, workers compensation, and state and federal income tax.

Section 4: The Board hereby declares that the payment of the aforementioned stipends shall be on a one-time basis only and shall not establish any precedent or past practice nor obligate the Board to offer or pay any additional stipend or bonus payments to its employees in the future.

Section 5: It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in those formal actions were in meetings open to the public, in compliance with law.

MOTION: _____	SECOND: _____
Carfrey _____	Ruff _____
Cook _____	Ruth _____
Earich _____	
	Carried/Failed _____ to _____

**M. RESOLUTION OF URGENT NECESSITY – DISTRICT TELEPHONE SYSTEM**

Motion to approve the following resolution:

WHEREAS, the District’s telephone system has been severely malfunctioning and must be replaced immediately; and

WHEREAS, compliance with the advertising and competitive bidding procedures required by O.R.C. §3313.46 will delay the commencement of the telephone system replacement and thus will disrupt school operations and will jeopardize school safety.

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

Section 1. It is hereby found and determined pursuant to O.R.C. §3313.46 that there is an urgent necessity for immediately replacing the District’s telephone system, thereby justifying the Board’s non-compliance with the advertising and competitive bidding procedures required by O.R.C. §3313.46.

Section 2. The Board hereby approves the replacement of the District’s telephone system. The Board hereby further authorizes and directs the Superintendent and/or Treasurer to select the most qualified contractor(s) to perform the telephone system replacement and to execute appropriate contracts 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 adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal actions were adopted in meetings open to the public and in compliance with all legal requirements, including O.R.C. §121.22.

MOTION: \_\_\_\_\_  
Carfrey \_\_\_\_\_  
Cook \_\_\_\_\_  
Earich \_\_\_\_\_

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



**N. FACILITY USE REQUESTS**

1. Motion to approve the use of high school study hall on December 29, 2012 during the regular scheduled basketball games to hold a fundraiser for Ms. Jonnie Anderson and her family that will include a silent auction and sale of other miscellaneous items as requested by Mr. Roger Mink, District Resident. (Item G)

MOTION: _____	SECOND: _____
Carfrey _____	Ruff _____
Cook _____	Ruth _____
Earich _____	
	Carried/Failed _____ to _____

2. Motion to approve the use of the elementary school stage, cafeteria, front entrance, kitchen and restrooms on February 22, 2013 from 4:00 p. m. to 10:00 p.m. for the annual Father/Daughter Dance sponsored by the Westfall Elementary School PTO as requested by Ms. Amber Hunt, PTO Member. (Item H)

MOTION: _____	SECOND: _____
Carfrey _____	Ruff _____
Cook _____	Ruth _____
Earich _____	
	Carried/Failed _____ to _____

3. Motion to approve the use of the middle school gym on Saturdays and Sundays at various times of day beginning November 24, 2012 through March 31, 2013 for 7<sup>th</sup> and 8<sup>th</sup> grade girls' club softball practice as requested by Ms. Candy Webb, Coach. There will be a charge for custodian, if needed. (Other recognized school sporting events and school functions will take precedence over this request.) (Item I)

MOTION: _____	SECOND: _____
Carfrey _____	Ruff _____
Cook _____	Ruth _____
Earich _____	
	Carried/Failed _____ to _____

4. Motion to approve the use of the middle school gym on Sunday, December 2<sup>nd</sup>; December 9<sup>th</sup>; and December 16, 2012 from 12:00 to 5:00 p.m. for biddy girls' basketball games as requested by Mr. Jack Coey, Coach. There will be a charge for custodian, if needed. (Other recognized school sporting events and school functions will take precedence over this request.) (Item J)

MOTION: _____	SECOND: _____
Carfrey _____	Ruff _____
Cook _____	Ruth _____
Earich _____	
	Carried/Failed _____ to _____

5. Motion to approve the use of the elementary school gym on Tuesdays and Thursdays beginning November 20, 2012 through February 28, 2013 from 6:30 to 8:30 p. m. for girls' biddy basketball practice as requested by Mr. Tony Picklesimer, Coach. Mr. Picklesimer is to work with other biddy basketball coaches to coordinate times of practice. (Other recognized school sporting events and school functions will take precedence over this request.) (Item K)

MOTION: _____	SECOND: _____
Carfrey _____	Ruff _____
Cook _____	Ruth _____
Earich _____	
	Carried/Failed _____ to _____

**O. OHIO TEACHER EVALUATION SYSTEM (OTES) COMMITTEE AND SCIENCE CONTENT COMMITTEE STIPEND APPROVAL**

Motion to approve the payment of teachers serving on the Ohio Teacher Evaluation System (OTES) Committee and the Science Content Committee for the 2012-2013 school year at an hourly rate of \$22.00 per hour. This payment is for time spent beyond the normal school day and timesheets will be given to the Treasurer's Office for payment. These stipends will be paid from Title 1 and Improving Teacher Quality Grant Funds.

MOTION: _____	SECOND: _____
Carfrey _____	Ruff _____
Cook _____	Ruth _____
Earich _____	
	Carried/Failed _____ to _____

**Other Items for Consideration:**

**1.1** \_\_\_\_\_

\_\_\_\_\_

MOTION: _____	SECOND: _____
Carfrey _____	Ruff _____
Cook _____	Ruth _____
Earich _____	
	Carried/Failed _____ to _____

**1.2** \_\_\_\_\_

\_\_\_\_\_

MOTION: _____	SECOND: _____
Carfrey _____	Ruff _____
Cook _____	Ruth _____
Earich _____	
	Carried/Failed _____ to _____

**TREASURER'S RECOMMENDATIONS**

**TREASURER'S REPORT**

**A. FINANCIAL REPORT**

Motion to approve the financial report from October, 2012 as presented by the Treasurer.

MOTION: _____	SECOND: _____
Carfrey _____	Ruff _____
Cook _____	Ruth _____
Earich _____	
	Carried/Failed _____ to _____

**B. AMENDED CERTIFICATE OF ESTIMATED RESOURCES AND PERMANENT APPROPRIATIONS FOR 2012-2013.**

Motion to approve the amendments to the certificate of estimated resources and permanent appropriations for FY13. The General Fund total is \$19,422,113.85. The grand total of all funds is \$27,832,024.46. The appropriations are kept on file in the Board referral file.

MOTION: _____	SECOND: _____
Carfrey _____	Ruff _____
Cook _____	Ruth _____
Earich _____	
	Carried/Failed _____ to _____

**C. CLOSING OF STUDENT ACTIVITY ACCOUNTS**

Motion to approve the closing of the following student activity funds and transferring of the balances to the high School Support Fund (018-9701). The building principal approved the closing of the accounts and the transfer of funds to the High School Support Account.

Class of 2004	200-9538	\$2,291.15
Class of 2005	200-9544	\$3,411.16
Class of 2006	200-9545	\$ 924.18
Class of 2007	200-9546	\$1,269.50
Class of 2008	200-9550	\$ 797.88
Class of 2010	200-9555	\$ 75.02
Class of 2011	200-9557	\$1,215.35
Class of 2012	200-9558	\$ 38.53

MOTION: _____	SECOND: _____
Carfrey _____	Ruff _____
Cook _____	Ruth _____
Earich _____	
	Carried/Failed _____ to _____

**BOARD RECOMMENDATIONS**

**A. ADOPTION OF BOARD POLICIES**

Motion to adopt the Board of Education policies, listed below and as announced at the October 15, 2012 meeting of the Board of Education.

1. Purchasing Procedures – DJF
2. Emergency Closings – EBCD
3. Bring Your Own Technology (BYOT) Program – EDEB
4. Bring Your Own Technology (BTOT) Program – EDEB-R
5. Curriculum Development – IF
6. Curriculum Adoption – IFD
7. Entrance Age – JEB
8. Early Entrance To Kindergarten – JEBA
9. Remedial Instruction – IGBE
10. Promotion and Retention of Students – IKE

MOTION: _____	SECOND: _____
Carfrey _____	Ruff _____
Cook _____	Ruth _____
Earich _____	
	Carried/Failed _____ to _____

**XIII. PUBLIC COMMENTS**

**XIV. ADMINISTRATORS – BUILDING UPDATES**

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

**XVI. EXECUTIVE SESSION**

1. Motion to enter into Executive Session at \_\_\_\_\_ p.m. to prepare for negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employee and to consider the employment and compensation of a public employee or official.

MOTION: _____	SECOND: _____
Carfrey _____	Ruff _____
Cook _____	Ruth _____
Earich _____	
	Carried/Failed _____ to _____

2. Motion to return from Executive Session at \_\_\_\_\_ p. m.

MOTION: \_\_\_\_\_  
Carfrey \_\_\_\_\_  
Cook \_\_\_\_\_  
Earich \_\_\_\_\_

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

**XVII. ADJOURNMENT**

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

MOTION: \_\_\_\_\_  
Carfrey \_\_\_\_\_  
Cook \_\_\_\_\_  
Earich \_\_\_\_\_

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

**ADDENDUM**

**SUPERINTENDENT'S RECOMMENDATION**

**N. FACILITY USE REQUEST**

6. Motion to approve the use of the high school gym, locker rooms and north entry for Boy's Bidy Basketball games on Sunday, December 16, 2012 and Sunday January 6<sup>th</sup>; 20<sup>th</sup>; 27<sup>th</sup>; February 10, 2013 from 12:30 p. m. to 6:00 p. m. as requested by Mr. Mark Shipley, Westfall Youth Basketball President. There will be a charge for custodian, if needed. (Other recognized school sporting events and school functions will take precedence over this request.) (Item L)

MOTION: \_\_\_\_\_  
Carfrey \_\_\_\_\_  
Cook \_\_\_\_\_  
Earich \_\_\_\_\_

SECOND: \_\_\_\_\_  
Ruff \_\_\_\_\_  
Ruth \_\_\_\_\_

Carried/Failed \_\_\_\_\_to\_\_\_\_\_