

**WESTFALL LOCAL SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT  
July 16, 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. Cara Riddel, Superintendent – Mr. Allen Koker, Extra Mile Award
2. Mr. Nick Downs, Assistant Technology Coordinator – Weatherbug System

**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. Kym Yeager – Thank you note.
- 2. The Family of Mr. Scott Hiles, Mr. and Mrs. Charles Hiles

**VII. QUESTION FOR THE BOARD**

**VIII. DISCUSSION ITEMS**

**IX. SUPERINTENDENT’S COMMENTS**

- 1. Strategic Plan
- 2. Assignments/Internal Transfers

**X. APPROVAL OF THE AGENDA**

Motion to approve the agenda for the July 16, 2012 regular meeting.

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

**XI. OLD BUSINESS**

Introduction of Mr. Brian Ramsay – District Treasurer

**XII. NEW BUSINESS**

**APPROVAL OF MINUTES**

1. Motion to approve the minutes from the June 25, 2012 public hearing as presented.

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

2. Motion to approve the minutes from the June 25, 2012 regular meeting as presented.

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

3. Motion to approve the minutes from the July 5, 2012 special 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 \$ 525.00 and a piano as presented. (Item B)

- a. Ms. Tammy Cline – Board Flower Fund \$ 10.00
- b. Ms. Kim Davey – Board Flower Fund \$ 10.00
- c. Ms. Tammy Cline – Board Flower Fund \$ 5.00
- d. Mr. and Mrs. Russell Casper – FFA \$ 500.00
- c. Tussing and Thompson Families – Music Depart. (Piano valued at \$1,000.00.)

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

**C. RESIGNATION/RETIREMENT**

1. Motion to accept the resignation of Ms. Alissa Putnam, Elementary School Assistant Principal effective July 9, 2012 as presented. (Item C)

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

2. Motion to accept the retirement request of Mr. Ralph Scurry, High School Guidance Counselor effective July 2, 2012 as presented. (Item D)

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

**D. UNPAID LEAVE**

Motion to approve the request for unpaid leave for Ms. Alissa Putnam for eleven (11) days at the per diem rate of \$324.65 for her 2011-2012 contract.

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

**E. RETIRE/REHIRE EMPLOYMENT**

Motion to award one (1) year teacher’s limited contracts to the following as retired/rehired teachers for the 2012-2013 school year.

1. Mr. Jerry Mudd – High School; Master’s Degree; Step 2; \$35,867.00
2. Ms. Kathy Morris – Elementary School; Bachelor’s Degree +150; Step 3; \$35,571.00
3. Ms. Cheryl Gaus – Elementary School; Master’s Degree; Step 15; \$57,063

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

**F. TEACHER CONTRACTS**

1. Motion to award a one (1) year teacher’s limited contract to Ms. Ashton Kuhns Phillips as an elementary school teacher for the 2012-2013 school year; Bachelor’s Degree +150; Step 0 at a cost of \$31,125.00

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

2. Motion to award a one (1) year teacher’s limited contract to Ms. Ann Kleinhenz as a high school teacher for the 2012-2013 school year; Bachelor’s Degree; Step 3 at a cost of \$33,645.00.

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

**G. MIDDLE SCHOOL GUIDANCE**

Motion to award a one (1) year teacher’s limited contract to Mr. Lance Stoneking as a guidance counselor for the 2012-2013 school year; Master’s Degree; Step 0 at a cost of \$32,607.00.

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

**H. MEDIA SPECIALIST**

Motion to award a one (1) year non-teaching employee limited contract to Ms. Amber Johnson as Media Specialist for the 2012-2013 school year; 184 days; Step 0 at a cost of \$15,481.76.

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

**I. SUPPLEMENTAL CONTRACTS**

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

- 1. Mr. Zachary Ruoff – Junior Varsity Boys’ Basketball Coach; Step 2; Class 2; \$2,075.00
- 2. Ms. Stacy Fuchs – Junior Varsity Volleyball Coach; Step 0; Class 3; \$1,186.00
- 3. Ms. Sarah Hildenbrand – Junior Varsity Girls’ Basketball Coach; Step 5; Class 2; \$2,964.00

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

**J. VOLUNTEER APPROVAL**

Motion to approve Mr. Charles Moehl, III, as a volunteer volleyball coach for the 2012-2013 school year.

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

**K. SUMMER SCHOOL NURSING SERVICES**

Motion to employ Ms. Holly Slusher to provide nursing services for the 2012 Summer School from July 23, 2012 through August 10, 2012 Monday through Friday, for three (3) hours per day at a rate of \$28.00 per hour.

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

**L. SUMMER SCHOOL TEACHER**

Motion to employ Ms. Ashton Kuhns Phillips as a summer school teacher for 2012 beginning July 23, 2012 through August 10, 2012, Monday through Friday, for three (3) hours per day at a rate of \$28.00 per hour.

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

**M. ATHLETIC TRAINER AGREEMENT – BERGER HEALTH SYSTEMS**

Motion to enter into an agreement with Berger Health Systems to provide athletic training services for the district sports teams beginning August 1, 2012 through July 31, 2014 as presented. (Item E)

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

**N. ATHLETIC TRAINER CONTRACT**

Motion to award a supplemental contract to Ms. Theresa Butts as the district's athletic trainer for the 2012-2013 school year at a cost of \$14,800.00. (Reimbursed by Berger Health Systems per agreement above.)

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

**O. FOOD SERVICE EMPLOYEE CONTRACT ADJUSTMENTS**

Motion to adjust the contracts for the following food service employees as designated effective for the 2012-2013 school year:

- 1. Ms. Linda Easter from five (5.0) hours to six (6.0) hours per day
- 2. Ms. Diana Sutton from five (5.0) hours to six (6.0) hours per day
- 3. Ms. Judy Garvey from five (5.0) hours to six (6.0) hours per day
- 4. Ms. Patsy Riffle from five (5.0) hours to six (6.0) hours per day

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

**P. CIRCLEVILLE PHYSICAL THERAPY AGREEMENT**

Motion to enter into an agreement with Circleville Physical Therapy for physical therapy services for a period beginning September 2012 through August 2013 as presented. (Item F)

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

**Q. PICKAWAY COUNTY DEVELOPMENTAL DISABILITIES AGREEMENT**

Motion to enter into an agreement with Pickaway County Developmental Disabilities to provide special education services as presented. (Item G)



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

**R. PICKAWAY COUNTY ESC/DD TRANSPORTATION AGREEMENT**

Motion to approve the agreement with the Pickaway County Educational Service Center for transportation services for DD students for the 2012-2013 school year as presented. (Item H)

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

**S. SCHOOL FEES**

Motion to approve the school fees effective beginning the 2012-2013 school year as presented. (Item I)

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

**T. COMPUTER NETWORK AGREEMENT FORM**

Motion to approve the computer network agreement form effective the 2012-2013 school year as presented. (Item J)

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

**U. LUNCH PRICES**

Motion to approve the increase of the elementary school lunch prices from \$2.25 to \$2.30 beginning with the 2012-2013 school year as required by Section 205 of the 2010 Child Nutrition Reauthorization Act: Equity in School Lunch Pricing

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

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

**V. JOB DESCRIPTIONS**

Motion to approve the following job descriptions effective immediately as presented. (Item K)

1. Local Superintendent
2. School Principal
3. Dean of Students

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

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

**W. DISPOSAL OF PROPERTY**

Motion to approve the disposal of the following property(s) valued at \$10,000.00 or less in accordance with Board Policy DN:

- a. Outdated Math Text Books
- b. Outdated Technology Equipment
- c. Storage Barn Located in the High School Court Yard
- d. Fuel Tank

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

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

**Other Items for Consideration:**

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

\_\_\_\_\_

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

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

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

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

\_\_\_\_\_

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

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

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

**TREASURER'S RECOMMENDATIONS**

**TREASURER'S REPORT**

**A. FINANCIAL REPORT**

**BOARD RECOMMENDATIONS**

**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 consider employment and/or compensation of a public official or employee.

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

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

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

**XVII. ADJOURNMENT**

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

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