

**WESTFALL LOCAL SCHOOL DISTRICT BOARD OF EDUCATION  
REGULAR MEETING  
JANUARY 17, 2012**

The Westfall Local School District Board of Education met in regular session on January 17, 2012 at 6:30 p. m. in the elementary school cafetorium.

Members present answered by saying “Aye.”

Mr. Larry Carfrey	<u>Aye</u>	Mr. Mark Ruff	<u>Aye</u>
Ms. Judy Cook	<u>Aye</u>	Mr. Sean Ruth	<u>Aye</u>
Ms. Kristen Earich	<u>Aye</u>		

**PLEDGE OF ALLEGIANCE**

Board President

*Ms. Earich – Thank you all for coming tonight.*

**PRESENTATIONS**

1. Board of Education Recognition Month – Ms. Cara Riddel, Superintendent

*Ms. Riddel – January is Board of Education Appreciation Month and I would like to recognize our board members- Ms. Earich, Mr. Carfrey, Mr. Ruff, Ms. Cook and Mr. Ruth; Thank you for your dedication in serving our district. (Ms. Riddel presented the members with certificates of appreciation from the Ohio School Boards Association.)  
Ms. Earich – Thank you and we appreciate being recognized.*

**PUBLIC COMMENTS** – *Ms. Earich read aloud the public comments guidelines.*

**CORRESPONDENCE**

1. Ms. Peg Reiterman – Past Board Member – Thank you note.
2. Ms. Carolyn Tadlock – Retired Teacher – Thank you note.
3. Ms. Phyllis Gibbs – Teacher – Thank you note.

**QUESTION FOR THE BOARD**

**DISCUSSION ITEMS**

**SUPERINTENDENT’S COMMENTS**

1. Strategic Planning Update

*Ms. Riddel - I put together the strategic planning report, it starts out with planning and how we got started; Mr. Ruff, previous board members and Mr. Jim Scott did some pre-*

*planning, using the Ohio Improvement Process and Continuous Improvement Plan that needed to be aligned using performance data; We were excellent, but now we are effective; We want to be back up at excellent or better; We are working on mandates that include the Ohio Teacher Evaluation and the Principal Evaluation process; There are many changes and about 50% of the evaluations will be tied to the performance of students; The first “100 Days” of school is included; There is a section on communication; I have talked about the Strategic Planning process once in Mustang Country, in an article in the Herald, two board meeting agendas and in the weekly update nine times; I wouldn’t have thought about doing this planning if the money to do it had not been in place to use; Budgeting has incoming carry-over from last year; The whole carry-over budget page is attached; Please review; If we don’t spend down the money to at least 15%, we will lose this money; We can only carry over \$21,000; We have a total of about \$140,000 and it has to be spent on professional development; ODE asked how we were going to accomplish this; Four main areas to work on are, strategic planning, resident educator, Title I parent engagement and math common core alignment before June of this year; Cambridge Strategics is the company that will be helping with this effort; The planning is designed to span a five year period and is geared for schools; Mr. Ty Ankrom will be the internal facilitator because of his connection with Pickaway County and he will be here, even if he retires; The external facilitator is Mr. John Messelt from Cambridge Strategics and a former superintendent; Right now we have about 26 people that are available for all three days of the initial planning; Mr. Ruff and Mr. Ruth will serve from the board; The over-all strategic planning effort will engage about 150 people or more in our community over a five year period; You have the material we have put together so far; We are working on the history for the school with Mr. David Beavers, retired County Superintendent.*

*Mr. Carfrey – I would like to comment on this proposal; Thank you to the people committing to be a part of this planning; This will effect the district in the future and will help us to plan ahead and not just live day by day; I’ve been a member for seven years and we are always putting out fires and now we are planning for the future and what is best for the students; I can’t be available but I want to thank everyone publicly that are committed to the project for the long term.*

*Ms. Earich – I want to reiterate what Mr. Carfrey has said; We need to move forward to the next step; We have great people to work with; It is the way to go; I appreciate all of the work thus far; It is quite a bit of money, but the cost will be covered by grant money; I appreciate your work in getting this all together.*

*Mr. Ruth – I believe this is vitally important to the success to any enterprise or any district and will be a onetime investment at cost of about \$14.38 per student; This is not just today’s investment, it is an investment in the future; I’m excited; Most people say they don’t like the disconnect between the board/school and the community and this will help to get the community involved with the operation of the district; We can focus together.*

*Ms. Cook – How did you come up with the Cambridge Company?*

*Ms. Riddel – Cambridge is a national organization and a top provider that has been recognized by the National School Public Relations Association; I have to tell you Newark City Schools, with 77% student poverty, was in academic emergency; Was the first urban district in the State of Ohio to go to excellent through strategic planning; They even had to cut \$5,000,000 and still made the advancement to excellent; This is the way to plan for budgeting; You can drive to Florida without a map, but think of the wrong turns you may make; This is the way to go to be intentional with the direction you want to take the district; Go with the money you have; Cara Riddel cannot be the only one knowing what is going on; This must be driven by the community; Who better to do this planning than to have people who have been here a long time to make this investment of time and money; Cambridge is a top quality organization.*

*Ms. Earich – Thank you.*

**OLD BUSINESS**

**NEW BUSINESS**

**APPROVAL OF MINUTES**

(12-016) Motion was made by Mr. Carfrey, seconded by Mr. Ruff to approve the minutes from the December 12, 2011 regular meeting as presented.

Carfrey	<u>Yea</u>	Ruff	<u>Yea</u>
Cook	<u>Yea</u>	Ruth	<u>Yea</u>
Earich	<u>Yea</u>		

Carried: 5 to 0

(12-017) Motion was made by Ms. Cook, seconded by Mr. Ruff to approve the minutes from the January 3, 2012 tax budget hearing and organizational meeting as presented

Carfrey	<u>Yea</u>	Ruff	<u>Yea</u>
Cook	<u>Yea</u>	Ruth	<u>Yea</u>
Earich	<u>Yea</u>		

Carried: 5 to 0

(12-018) Motion was made by Mr. Ruth, seconded by Mr. Carfrey to approve the minutes from the January 3, 2012 special session as presented.

Carfrey	<u>Yea</u>	Ruff	<u>Yea</u>
Cook	<u>Yea</u>	Ruth	<u>Yea</u>
Earich	<u>Yea</u>		

Carried: 5 to 0

(12-019) Motion was made by Mr. Carfrey, seconded by Mr. Ruth to approve the minutes from the January 11, 2012 emergency meeting as presented.

Carfrey	<u>Yea</u>	Ruff	<u>Yea</u>
Cook	<u>Yea</u>	Ruth	<u>Yea</u>
Earich	<u>Yea</u>		

Carried: 5 to 0

**SUPERINTENDENT’S RECOMMENDATIONS**

**PERSONNEL LEAVE**

(12-020) Motion was made by Mr. Ruff, seconded by Mr. Ruth to accept the report of vacation, personal and professional leave as presented.

Carfrey	<u>Yea</u>	Ruff	<u>Yea</u>
Cook	<u>Yea</u>	Ruth	<u>Yea</u>
Earich	<u>Yea</u>		

Carried: 5 to 0

**DONATION**

(12-021) Motion was made by Ms. Cook, seconded by Mr. Carfrey to accept donations in the amount of \$ 64.37 as presented.

*Ms. Cook – We used to put a list in the agenda of the names of people/organizations that made donations; Could we begin doing this again?*

*Ms. Earich – Can we make that change?*

*Ms. Riddel – Yes.*

Carfrey	<u>Yea</u>	Ruff	<u>Yea</u>
Cook	<u>Yea</u>	Ruth	<u>Yea</u>
Earich	<u>Yea</u>		

Carried: 5 to 0

(12-022) Motion was made by Mr. Ruff, seconded by Mr. Carfrey to accept the donation of 150 dictionaries from the Circleville Noon Rotary for the third grade classes at Westfall Elementary School.

*Ms. Cook – Do they usually donate these every year?*

*Ms. Riddel – I believe so.*

Carfrey	<u>Yea</u>	Ruff	<u>Yea</u>
Cook	<u>Yea</u>	Ruth	<u>Yea</u>
Earich	<u>Yea</u>		

Carried: 5 to 0

**SUBSTITUTE TEACHER LIST**

(12-023) Motion was made by Ms. Cook, seconded by Mr. Ruff to approve the list of substitute teachers for the month of January 2012, as provided by the Pickaway County Educational Service Center as presented.

Carfrey	<u>Yea</u>	Ruff	<u>Yea</u>
Cook	<u>Yea</u>	Ruth	<u>Yea</u>
Earich	<u>Yea</u>		

Carried: 5 to 0

**TEACHER PAY LEVEL CHANGE**

(12-024) Motion was made by Mr. Carfrey, seconded by Mr. Ruff to approve the request by Ms. Lisa Lightle to advance her salary to the Master’s Degree pay level beginning the first pay in February, 2012 and retroactive to January 1, 2012.

Carfrey	<u>Yea</u>	Ruff	<u>Yea</u>
Cook	<u>Yea</u>	Ruth	<u>Yea</u>
Earich	<u>Yea</u>		

Carried: 5 to 0

**CLASSIFIED SUBSTITUTE EMPLOYEE (S) APPROVAL**

(12-025) Motion was made by Ms. Cook, seconded by Mr. Ruth to approve following as classified substitutes for the 2011-2012 school year in the areas designated:

1. Mr. Daniel Baker, Jr. – Custodian; Cafeteria Employee
2. Ms. Carolyn Sue Schmitter – Custodian; Educational Aide; Secretary; Café Employee
3. Ms. Amber Johnson – Educational Aide (**Addendum**)

Carfrey	<u>Yea</u>	Ruff	<u>Yea</u>
Cook	<u>Yea</u>	Ruth	<u>Yea</u>
Earich	<u>Yea</u>		

Carried: 5 to 0

**VOLUNTEER APPROVAL**

(12-026) Motion was made by Mr. Ruff, seconded by Ms. Earich to approve Ms. Christina Cain as a volunteer for the High School Choir trip to Canada in 2012.

*Ms. Cook – Who is Ms. Cain?*

*Ms. Riddel – I believe she is a parent who Ms. Brown has recruited to help with the choir trip this spring.*

Carfrey	<u>Yea</u>	Ruff	<u>Yea</u>
Cook	<u>Yea</u>	Ruth	<u>Yea</u>
Earich	<u>Yea</u>		

Carried: 5 to 0

**STRATEGIC PLANNING AGREEMENT**

(12-027) Motion was made by Mr. Ruff, seconded by Mr. Ruth to enter into contract with the Pickaway County Educational Service Center to provide strategic planning training to employees, community members, business owners and students of the Westfall District at an approximate cost of \$10,000.00 as presented.

*Ms. Cook – Is all of this expense coming out of grant money?*  
*Ms. Riddel – Yes.*

Carfrey	<u>Yea</u>	Ruff	<u>Yea</u>
Cook	<u>Yea</u>	Ruth	<u>Yea</u>
Earich	<u>Yea</u>		

Carried: 5 to 0

**PICKAWAY COUNTY 800 MHZ COMMUNICATIONS SYSTEM AGREEMENT**

(12-028) Motion was made by Mr. Carfrey, seconded by Mr. Ruff to enter into contract with the Pickaway County Board of Commissioners to make available the County’s Public Safety/Service Radio System to the District as presented.

*Ms. Cook – Do we do this each year?*  
*Mr. Hiles – The county asked us to approve this; I don’t know if this is going to be annually.*

Carfrey	<u>Yea</u>	Ruff	<u>Yea</u>
Cook	<u>Yea</u>	Ruth	<u>Yea</u>
Earich	<u>Yea</u>		

Carried: 5 to 0

**FACILITY USE REQUESTS**

(12-029) Motion was made by Mr. Ruth, seconded by Mr. Carfrey to approve the use of the elementary school cafetorium, gym, kitchen, stage and restrooms on Friday, February 10, 2012 from 3:30 p. m. to 9:00 p.m. for the Father/Daughter Dance sponsored by the Westfall Elementary PTO as requested by Ms. Marcia Ruff, Treasurer.

*Mr. Ruth – I think this is fantastic for relationships and I am looking forward to taking my daughter in the future.*  
*Mr. Carfrey – I think it would be good for the staff and board members to come to this event to support it; Last year it wasn’t very well attended by the staff and board.*

Ms. Earich – It would be good to be reminded to come.

Ms. Riddel - That would be nice.

Mr. Ruth – How long is the registration process?

Ms. Putnam – I do not know what the deadline is at this time.

Ms. Cook – Do they have to purchase tickets ahead of time?

Ms. Putnam – They can so the PTO can plan ahead, but not necessary to do ahead of time; Usually very well attended by the fathers/daughters.

Ms. Earich – Has anyone been turned away because they did not register prior to coming?

Ms. Putnam – No.

Carfrey	<u>Yea</u>	Ruff	<u>Yea</u>
Cook	<u>Yea</u>	Ruth	<u>Yea</u>
Earich	<u>Yea</u>		

Carried: 5 to 0

(12-030) Motion was made by Mr. Ruff, seconded by Mr. Ruth to approve the use of the elementary school gym on weeknights from 6:00 p.m. to 8:00 p. m. beginning February 13, 2012 through April 30, 2012 for 7<sup>th</sup> grade traveling team softball practice as requested by Ms. Candy Webb, Coach. This organization may use the facility as long as it is not needed by any school sponsored sports/activities.

Carfrey	<u>Yea</u>	Ruff	<u>Yea</u>
Cook	<u>Yea</u>	Ruth	<u>Yea</u>
Earich	<u>Yea</u>		

Carried: 5 to 0

(12-031) Motion was made by Mr. Ruff, seconded by Mr. Carfrey to approve the use of the middle school gym on weeknights from 6:00 p. m. to 8:00 p. m. and Saturdays from 9:00 a. m. to 12:00 p. m. beginning February 2, 2012 through April 30, 2012 for 7<sup>th</sup> grade traveling team softball practice as requested by Mr. Andy Treece, Coach. This organization may use the facility as long as it is not needed by any school sponsored sports/activities.

Ms. Cook – How do they get in on Saturday?

Ms. Riddel – Part of the agreement is that they have to pay for custodial services, so a custodian would let them in.

Ms. Cook – Thank you.

Carfrey	<u>Yea</u>	Ruff	<u>Yea</u>
Cook	<u>Yea</u>	Ruth	<u>Yea</u>
Earich	<u>Yea</u>		

Carried: 5 to 0

(12-032) Motion was made by Ms. Cook, seconded by Mr. Ruth to approve the use of the high school auditorium on Wednesday, February 22, 2012 from 7:00 p. m. to 9:00 p.m. for a “Meet the Candidates Night” to interview the Pickaway County

Commissioners Candidates for 2012, sponsored by the FFA as requested by Ms. Macie Wippel, FFA President.

*Ms. Cook – They did a really nice job for the board candidate night; They will do a great job for this, too.*

*Ms. Riddel – The people that were at our Board Candidate Night were so impressed with our FFA that is why they wanted to hold the Commissioner Candidate Night here with our FFA hosting.*

*Ms. Earich – It is so good to hear this about this organization.*

Carfrey	<u>Yea</u>	Ruff	<u>Yea</u>
Cook	<u>Yea</u>	Ruth	<u>Yea</u>
Earich	<u>Yea</u>		

Carried: 5 to 0

(12-033) Motion was made by Mr. Ruth, seconded by Ms. Earich to approve the use of the elementary school cafetorium, gym, restrooms, kitchen and stage on Friday, March 30, 2012 from 3:30 p. m. to 8:00 p.m. and on Saturday, March 31, 2012 from 10:00 a. m. to 6:00 p. m. for the annual Elementary School PTO Spring Carnival as requested by Ms. Marcia Ruff, Treasurer.

*Ms. Earich – I would like to be reminded about this event later.*

Carfrey	<u>Yea</u>	Ruff	<u>Yea</u>
Cook	<u>Yea</u>	Ruth	<u>Yea</u>
Earich	<u>Yea</u>		

Carried: 5 to 0

**APPROVAL FOR PURCHASE OF BACK-UP GENERATORS**

(12-034) Motion was made by Mr. Carfrey, seconded by Mr. Ruff to approve the purchase of two (2) back-up generators, one for the high school and one for the lift station from C. Phillips Electrical, 11164 Ballah Road, Orient, OH, 43146, at a total cost of \$76,100 to be appropriated from the permanent improvement fund as presented.

**(Addendum)**

*Ms. Cook – We were talking earlier about this; Am I remembering correctly that we sold generators at the auction; Why did we not keep those?*

*Mr. Carfrey – These were donated while Mr. Cotner was here from a hospital in Cincinnati; Neither one had enclosures or transfer switches; When they were brought here to the district they were stored outside, off campus for about three years; They were brought back to the district and sold; They were different sizes and voltage and were not able to be retrofitted; One brought \$1,000 and I'm not sure what the other one brought.*

*Mr. Gillispie – They did not meet EPA standards.*

*Ms. Cook – How often do we need these generators?*



*Mr. Carfrey – I don't know how often, but I know it can be a catastrophe to not have power; If the high school building is without power the circulation needed to keep the water from freezing in the heating system would not work and in the summer time power is needed for food storage areas; We cannot put the whole building on the generator, but it would help; I also feel if you look at the OSFC requirements for new buildings, they required all schools to have emergency back-up generators for computers, fans and h-vac units, phones, water, etc. I think it is critical to have; I'm in favor of this too, because the schools here are used for evacuation plans in the county and it would be nice to have these to offer assistance; This money would come out of permanent improvement money; The original conversation concerning generators began in 2004; Opportunity to invest in the future for our district; We cannot predict how often we use them, but if we went without electric here very long we could have large repair expenses.*

*Ms. Cook – Couldn't we rent these if needed; We were out of electric so few times when I was here as a teacher; Don't we have them at the middle school and the elementary?*

*Mr. Carfrey – Yes, but they do not help with the high school and the lift station.*

*Ms. Cook – It takes a long time for heat to come down; Can we just move students to different buildings in case of loss of power?*

*Mr. Carfrey – We talked at length in the building committee and I feel these generators are necessary.*

*Ms. Cook – Do we have permanent improvement money to pay for this; We keep talking about the high school and middle school roof; We have books that are being taped together, maybe for the time being we should rent the generators when we need them, which should be cheaper; Then we can use the money for books and roofs.*

*Mr. Carfrey – The middle school roof has been replaced and the high school roof will be this summer; There is no excuse that we don't have books; Administrators need to let us know when they need books and they will be purchased; Generators can be rented, but by the time you call and rent a lot of time could have lapsed with damage already happening to the buildings; To put temporary hook up in takes time, too.*

*Mr. Gillispie – The middle school has a back-up generator that also services the water plant; But, there is not a generator that can operate the lift pumps at the sewage plant; If there is a power failure at the lift station, sewage can back-up into the elementary school.*

*Mr. Carfrey – We do have power here, but not able to help the lift station if things back up.*

*Mr. Ruth – Would the generators be able to be moved if we needed to do so?*

*Mr. Carfrey – No, they would be permanent.*

*Mr. Ruth – It is a pro-active/preventive measure; If there were a disaster it could be a very huge cost to the district; I appreciate your work and expertise on this, Mr. Carfrey.*

*Mr. Carfrey – I appreciate Ms. Cook's concern and Mr. Ruth's comments.*

*Ms. Cook – I would rather spend that money on other things; Do we have any idea how much the roof is going to cost?*

*Mr. Ruff – Not at this time, we are still at the develop stage of this project.*

*Ms. Cook – Are there other projects needing to be completed?*

*Mr. Carfrey – First and foremost is the high school roof; The high school parking lots need to repaired; We know this cannot be done in the same year; We do have carry-over money for this; The preliminary cost of high school roof is approximately \$400,000; The middle school estimate was \$400,000, but actually was \$280,000 and we should have*

*gone with the better quality, but we are getting it fixed; Plan to get a scope project finished so we can start the high school roof the first Monday that the children are not in school so we can get it finished over the summer; The custodial staff has to deal with a lot of leaks; We are putting patches on all of the time, but this is really not fixing the problem.*

*Ms. Cook – Will it be the same kind of roof?*

*Mr. Carfrey – Will be a different type; We are going to replace the entire roof.*

*Mr. Hiles – The dome is probably not going to have to be replaced at this time.*

*Mr. Gillispie – It is still under warranty for another year.*

*Mr. Carfrey – We will be looking at what is needed by taking architects recommendations.*

*Mr. Hiles – We will be meeting with architects go through proper procedures; We will have to advertise our intentions and select the top three architects; We then talk to them about the price.*

*Mr. Carfrey – We need to talk to them about the scope and what we need and then go out to get bids; We know that we have to keep the water out of the insulation to keep mold out; It seems it always leaks where it is very visible; We are aware of this problem and are pushing forward to take care of the situation. We have to do the high school roof this summer.*

*Mr. Hiles – We have this ready to go to get advertised and move forward with the proposals and RFP*

*Mr. Carfrey – We don't want a vender to tell us what we need; Because, then we have their product; We have to have recommendations from the architects.*

*Ms. Cook – Is there a reason the generators need to be done right now or could we wait until we know what the cost of the roof; This is a lot of money.*

*Mr. Hiles – There is about \$1.2 million in the permanent improvement fund; This does not include the money that is set aside for the elementary.*

*Mr. Ruff – What is the yearly income to the PI fund*

*Mr. Hiles – About \$650,000.*

*Ms. Cook – Do you have the top three things that need to be done?*

*Mr. Carfrey – Yes we have roof, we have sidewalks, parking lots, perimeter lighting; Eric has the lights fixed, so it is much better.*

*Ms. Cook – Is there a plan to fix the track?*

*Mr. Carfrey – We haven't talked about this; We know we need an eight lane track; The bleachers were set back in order for this; We did talk about athletic improvements; but need to do the roof first.*

*Ms. Cook – I'm afraid we are going to lose the track if not fixed; We may lose the six lanes do to the crack on the backstretch.*

*Ms. Earich – The roof needs to be fixed; I have a problem with the timing of this first; It is a lot of money; I think we need to be working on the roof first; My question to Mr. Gillispie is what kind of upkeep do we have for the generators we have already?*

*Mr. Gillispie – They are inspected every year by an outside company.*

*Ms. Earich – Is there a way to tie into the generators we have?*

*Mr. Gillispie – The water plant is on the generator for the middle school; We need a separate one for the waste water lift station and high school.*

*Mr. Carfrey – I just want to reiterate – even if the roof costs \$500,000, there is still money available to move forward on the generators; We are at two years carry-over now and getting ready to bank three; We need to move forward.*

*Ms. Earich - Thank you for all of the conversation about this issue; We needed to take time to address these items; Thank you, Mr. Carfrey for your explanations.*

Carfrey	<u>Yea</u>	Ruff	<u>Yea</u>
Cook	<u>Nay</u>	Ruth	<u>Yea</u>
Earich	<u>Yea</u>		

Carried: 4 to 1

### **STRATEGIC PLANNING AGREEMENT – CAMBRIDGE STRATEGICS**

(12-035) Motion was made by Mr. Ruth, seconded by Ms. Cook to approve the agreement between the Westfall Local Schools Board of Education and Cambridge Strategics for the provision of strategic planning services for the district as presented. **(Addendum)**

Carfrey	<u>Yea</u>	Ruff	<u>Yea</u>
Cook	<u>Yea</u>	Ruth	<u>Yea</u>
Earich	<u>Yea</u>		

Carried: 5 to 0

### **TREASURER’S RECOMMENDATIONS**

#### **FINANCIAL REPORT**

(12-036) Motion was made by Mr. Ruff, seconded by Mr. Carfrey to approve the financial report for month of December, 2011 as presented by the Treasurer.

Carfrey	<u>Yea</u>	Ruff	<u>Yea</u>
Cook	<u>Yea</u>	Ruth	<u>Yea</u>
Earich	<u>Yea</u>		

Carried: 5 to 0

#### **ANNUAL TAX BUDGET APPROVAL**

(12-037) Motion was made by Mr. Ruff, seconded by Mr. Ruth to approve the annual tax budget for fiscal year 2013 as presented.

Carfrey	<u>Yea</u>	Ruff	<u>Yea</u>
Cook	<u>Yea</u>	Ruth	<u>Yea</u>
Earich	<u>Yea</u>		

Carried: 5 to 0

## **BOARD RECOMMENDATIONS**

### **PUBLIC COMMENTS**

#### **ADMINISTRATORS – BUILDING UPDATES**

*Ms. Alissa Putnam, Elementary School Assistant Principal – I have given you Ms. Payne’s report for the middle school; She is unable to be here; Our theme at the elementary is “Spotlight on Success;” Half of the school year is gone already; We are using assessments to help our students needing intervention; RTI has about 80% of our students benchmarked; Most of the students fall into the first tier of instruction, some fall into second or third tier; We are looking at students who need more intervention individually; Lots of data going through the teacher collaboration; Title staff has just worked on The Parent Advisory Committee and are making good decisions for our building and community; Sponsoring an evening workshop called “Make It Take It;” There will be a family fun night in March; We are excited about both of these events, getting parents involved.*

*Ms. Carfrey – The issue of not having enough volunteers was talked about at the last meeting; I’m concerned about the lack of people helping students; Are we networking to try to get more volunteers; There are always a few that do everything in any organization; What are we trying to do to help awareness?*

*Ms. Putnam – I know that Ms. Gearhart is working on this; The Parent Advisory Committee is in place to help with networking and getting more volunteers for us; This is one of the potential solutions for this concern; Have networking ideas.*

*Ms. Cook – Are you holding an evening reading program for parents to help their students with reading?*

*Ms. Putnam - Offering in the afternoon and evening; Attendance hasn’t been as good as we would like; Providing dinner, childcare, etc. to get more people here; We are looking at ways to get people to feel more comfortable in coming in to the building.*

*Ms. Cook – I wasn’t sure if it was being done this year.*

*Mr. Carfrey – What is the student count?*

*Ms. Putnam – Around 800.*

*Mr. Carfrey – What can we do to get people to come here to help?*

*Ms. Putnam – This committee is working on some of these issues to provide more activities to involve parents; Will be working on more activities that will encourage them to come in to help.*

*Mr. Ruth – I know there is a great communication channel out there in School Messenger and may be a way to help with this; This is like a community service; Can we do more and find solutions to these problems; Can we do it better?*

*Mr. Ruff – I think parents/community members would be more receptive to a personal call asking for their help; We are dealing with a season of apathy; Is there a way through PTO, volunteers or paid staff we already have to help make individual phone calls?*

*Ms. Putnam – I love the idea, but we have not done this yet; I know some staff and Ms. Gearhart have personally called parents to help.*

*Mr. Ruff – We can certainly help build awareness through School Messenger, but I think the personal call will be more likely to help.*

*Ms. Earich – People may not have the means to get here; There a lot of issues out there that teachers are dealing with; Could it be that it is it because you are doing the same things; Maybe something new and different would help.*

*Ms. Putnam – That is true; Good idea to implement something new.*

*Mr. Ruth – Keep contact information available and current.*

*Ms. Earich – Some classes you have more people that want to volunteer.*

*Mr. Ruth – Grandparents, too.*

*Ms. Putnam – This is an ongoing issue and we welcome any suggestions to help.*

*Mr. Ruff – It is hard in every organization to get volunteers.*

*Ms. Dena Redman – I think once they hear what is going on and what is needed, that will help.*

*Mr. Ruff – This could be helped through the strategic planning process; What a great way to network.*

*Mr. Billy Dennis, Special Education Coordinator/High School Assistant Principal - Two books, Beyond the Bake Sale and Schools Can't Do It Alone, both encourage groups to go to the community, don't expect them to come to you; Possibly take parent teachers conferences to them for instance instead of expecting the parent to come to the school; Hold them in communities such as in Williamsport; If you look at the web page under departments and then go to the special education link you will see two things regarding instruction; Elementary and middle school teachers will be attending the Ohio Conference for Special Education Teachers dealing with students with ADHD, HDD and autism thanks to Title VI B money on January 30<sup>th</sup> and 31<sup>st</sup> to help with autism; The high school staff will be going to PRCTC to look directly at transition planning and career planning; When ODE looks at audit they will look at how we transition special education students from high school to real life; This tends to be a weak area in high schools, want to be pro-active; Ms. Christy Mills has been working with mostly juniors and seniors for career planning and now is going to be working with the special needs students to help them with career planning; The occupational therapist and physical therapist came up with the idea of life skills instruction, cooking, cleaning, etc. and are working with goals for an entire class at the high school. Thank you to Mr. Gillispie for getting the equipment all hooked up for this class.*

*Ms. Earich – Is this being done in the old home-economics room?*

*Mr. Dennis – Yes; Mr Haddox had taken all of the old items out to make it a standard classroom and now has put all of the needed equipment back into place; This is directly related to just the special education students who may not be college bound; Next meeting I will give you information about the special education profile from ODE that shows we are having difficulty maintaining progress in the adequate yearly progress with special education in nearly all academic areas; The high school – will be giving the PLAN , ACT based test by the ACT company– college readiness assessment; Gives them an idea where they stand; This is the first time we have given this test; We have 35, 10<sup>th</sup> graders taking this test for the first time; We had seen that we had very few students taking the ACT test; The number of students has more than doubled taking the ACT due to Ms. Christy Mills helping with this project.*

*Ms. Earich – Is the cost is \$12.00?*

*Mr. Dennis – Yes.*

*Ms. Earich – Is there a possibility of adding courses; And if so, were students asked about what courses they would like added; Several students have expressed interest in learning how to cook.*

*Mr. Dennis – I have talked to student council to see what classes they think students would want added; The agricultural classes may go to year-long classes in the future.*

*Ms. Earich – Life skills would be good for all students college bound or not.*

*Mr. Ruth – Everyone should know how to balance checkbooks.*

*Mr. Dennis - Financial literacy is required by the state and is offered through government and a personal finance class with Ms. Kranz.*

*Mr. Carfrey – Please talk to the superintendent and board about training or books and items that may be needed.*

*Mr. Dennis – The staff is helping with this; Last year we did the literacy series; This year we are working on the math series;*

*Ms. Putnam – Math issues are being worked on district wide to get it aligned with the core curriculum process.*

*Mr. Carfrey – We need to know what is needed so we can provide this through permanent improvement money; Please keep us informed through the superintendent.*

*Mr. Dennis – Ms. Debbie Younge is working hard on the math process so it is more cohesive as a district, as well.*

*Ms. Earich – Thank you Mr. Dennis.*

*Ms. Earich – Mr. Gillispie, do you have a report?*

*Mr. Gillispie – During Christmas break, we had training on how to regulate the temperature control in the high school; Mr. Galloway is working on ridding the dirt pile on the back of the property; The crack by the loading dock at the elementary has been fixed with help from an engineer.*

*Ms. Earich – Is this the same location that had a crack from the time the building was built.*

*Mr. Carfrey – It has been sealed too to keep water out.*

*Mr. Carfrey – What is the status of painting the gym ceiling?*

*Mr. Gillispie – It is peeling and needs painted.*

*Mr. Barry Barnes – Until you get some type of ventilation, paint cracking and peeling away, may be a continuing problem; Needs to be some kind of temperature control and ventilation to move the air; Painting without taking care of ventilation will just be a “band-aid” solution.*

*Mr. Carfrey – It has been several years since it has been painted; I don’t know the answer, but it doesn’t look very good.*

## **BOARD MEMBER COMMENTS/COMMITTEE REPORTS**

*Mr. Carfrey – I think we covered facilities this evening; I think it would be good if Mr. Hiles would do a presentation of where the money comes from that funds the schools; We could advertise when this presentation will happen so the public can come to hear it; We would like Mr. Hiles to put it in “laymans” terms on how the district is funded.*

*Mr. Hiles – I will work on that.*

*Ms. Earich – Thank you to the board for bearing with me and thank you to everyone for coming out tonight.*

**EXECUTIVE SESSION**

(12-038) Motion was made by Mr. Ruff, seconded by Mr. Carfrey to enter into Executive Session at 8:03 p. m. to consider the appointment/employment of a public employee or official and matters required to be kept confidential by federal law or regulations in state statutes.

Carfrey	<u>Yea</u>	Ruff	<u>Yea</u>
Cook	<u>Yea</u>	Ruth	<u>Yea</u>
Earich	<u>Yea</u>		

Carried: 5 to 0

(12-039) Motion was made by Mr. Carfrey, seconded by Mr. Ruth to return from Executive Session at 9:42 p. m.

Carfrey	<u>Yea</u>	Ruff	<u>Yea</u>
Cook	<u>Yea</u>	Ruth	<u>Yea</u>
Earich	<u>Yea</u>		

Carried: 5 to 0

**ADJOURNMENT**

(12-040) Motion was made by Mr. Ruff, seconded by Ms. Cook to adjourn the meeting at 9:43 p. m.

Carfrey	<u>Yea</u>	Ruff	<u>Yea</u>
Cook	<u>Yea</u>	Ruth	<u>Yea</u>
Earich	<u>Yea</u>		

Carried: 5 to 0

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PRESIDENT

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TREASURER