

**WESTFALL LOCAL SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT  
July 19, 2010  
BOARD OF EDUCATION REGULAR MEETING  
Westfall Elementary School Cafetorium  
6:30 P.M.**

**AGENDA ITEMS**

**I. ROLL CALL**

|                     |       |                   |       |
|---------------------|-------|-------------------|-------|
| Mr. Larry Carfrey   | _____ | Ms. Peg Reiterman | _____ |
| Mr. Darrell Caudill | _____ | Ms. Jan Shannon   | _____ |
| Ms. Kristen Earich  | _____ |                   |       |

**II. PLEDGE OF ALLEGIANCE**

Board President

**III. APPROVAL OF AGENDA**

- A. Motion to approve agenda as presented.

|               |                               |
|---------------|-------------------------------|
| MOTION: _____ | SECOND: _____                 |
| Carfrey _____ | Reiterman _____               |
| Caudill _____ | Shannon _____                 |
| Earich _____  |                               |
|               | Carried/Failed _____ to _____ |

- B. Motion to approve agenda with addendum items as presented.

|               |                               |
|---------------|-------------------------------|
| MOTION: _____ | SECOND: _____                 |
| Carfrey _____ | Reiterman _____               |
| Caudill _____ | Shannon _____                 |
| Earich _____  |                               |
|               | Carried/Failed _____ to _____ |

**IV. PRESENTATIONS**

1. Recognition of Retirees – Ms. Jan Shannon, Board President
  - a. Ms. Mary Haist, Middle School Teacher
  - b. Ms. Nancy Looney, Elementary School Teacher
  - c. Ms. Grace Marcum, Middle School Media Specialist
  - d. Ms. Kathy Morris, Elementary School Teacher
  - e. Ms. Diana Secrest, Elementary School Cafeteria Employee
  - f. Ms. Sue Smith, Middle School Guidance Counselor
  - g. Ms. Jill Weldon, High School Teacher
  - h. Ms. Suzanne Williams, Middle School Teacher

## **V. PUBLIC COMMENT**

**(Approved 3/15/2010 Res. # 10-097)**

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 submit questions to the Board, either as an individual or as a member of a group, shall submit any question to the Board before 4:00 p. m. on the Thursday before a regularly scheduled meeting.

2. Questions must be submitted to the Board on the form that is available. This form may be downloaded from the website or may be obtained at the Board office. Forms submitted with vulgar or inappropriate language or that are submitted without a name will not be addressed.

3. Questions that have been submitted will be read and answers will be provided at the next Board meeting. The Board will make every attempt to try to provide answers. If the question(s) cannot be answered, the Board will give an anticipated time frame for answering or a reason why the question cannot be answered.

4. A public comment section will be added to the Board meeting prior to any scheduled Executive Session or if no Executive Session is scheduled at the end of the Regular Board meeting.

5. The "Public Comments" portion of the agenda shall not exceed a total of thirty minutes.

6. Speakers will be asked to limit their comments to no more than three minutes and at the end of the three minutes if they have not concluded, they will be advised that their time is up.

7. 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. Additionally, questions that are posed during the "Public Comment" section will not be addressed nor answered unless they are submitted using the proper format as described previously.

8. 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. QUESTIONS FOR THE BOARD**

- 1. Financial Report Question – Ms. Christy Moore

**VII. DISCUSSION ITEMS**

- 1. Building Committee Update – Mr. Larry Carfrey
- 2. Freshman Sports – Ms. Kristen Earich

**VIII. CORRESPONDENCE**

- 1. Ms. Cindy Mayhugh, Bus Driver – Thank you note
- 2. Ms. Grace Marcum – Media Specialist-Thank you note
- 3. Mr. Robert Chadbourne Family – Thank you note  
(Ms. Robbie Walisa’s Family)

**IX. OLD BUSINESS**

**X. NEW BUSINESS**

**SUPERINTENDENT’S RECOMMENDATIONS**

**A. APPROVAL OF MINUTES**

- 1. Motion to approve the minutes from the June 21, 2010 special meeting as presented.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_  
Carfrey \_\_\_\_\_ Reiterman \_\_\_\_\_  
Caudill \_\_\_\_\_ Shannon \_\_\_\_\_  
Earich \_\_\_\_\_  
Carried/Failed \_\_\_\_\_ to \_\_\_\_\_

- 2. Motion to approve the minutes from the June 21, 2010 regular meeting as presented.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_  
Carfrey \_\_\_\_\_ Reiterman \_\_\_\_\_  
Caudill \_\_\_\_\_ Shannon \_\_\_\_\_  
Earich \_\_\_\_\_  
Carried/Failed \_\_\_\_\_ to \_\_\_\_\_

3. Motion to approve the minutes from the June 28, 2010 special meeting as presented.

|               |                               |
|---------------|-------------------------------|
| MOTION: _____ | SECOND: _____                 |
| Carfrey _____ | Reiterman _____               |
| Caudill _____ | Shannon _____                 |
| Earich _____  |                               |
|               | Carried/Failed _____ to _____ |

4. Motion to approve the minutes from the June 29, 2010 special meeting as presented.

|               |                               |
|---------------|-------------------------------|
| MOTION: _____ | SECOND: _____                 |
| Carfrey _____ | Reiterman _____               |
| Caudill _____ | Shannon _____                 |
| Earich _____  |                               |
|               | Carried/Failed _____ to _____ |

5. Motion to approve the minutes from the July 13, 2010 special meeting as presented.

|               |                               |
|---------------|-------------------------------|
| MOTION: _____ | SECOND: _____                 |
| Carfrey _____ | Reiterman _____               |
| Caudill _____ | Shannon _____                 |
| Earich _____  |                               |
|               | Carried/Failed _____ to _____ |

**B. PERSONNEL LEAVE**

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

|               |                               |
|---------------|-------------------------------|
| MOTION: _____ | SECOND: _____                 |
| Carfrey _____ | Reiterman _____               |
| Caudill _____ | Shannon _____                 |
| Earich _____  |                               |
|               | Carried/Failed _____ to _____ |

**C. DONATIONS**

Motion to accept the donations in the amount of \$1,481.37. (Item B)

|               |                      |
|---------------|----------------------|
| MOTION: _____ | SECOND: _____        |
| Carfrey _____ | Reiterman _____      |
| Caudill _____ | Shannon _____        |
| Earich _____  |                      |
|               | Carried/Failed _____ |

**D. EXTENDED DAYS FOR CERTIFIED PERSONNEL**

Motion to approve the following for extended day services at a per diem rate for the number of days listed for the 2010-2011 school year. The days listed are a reduction in number from previous school years.

1. Ms. Cheryl Lorson – Librarian – 5 days
2. Mr. Mark Schaffnit – Band Director – 15 days
3. Mr. Ralph Scurry – High School Guidance Counselor – 10 days
4. Middle School Guidance Counselor(yet to be hired) – 10 days

|               |                               |
|---------------|-------------------------------|
| MOTION: _____ | SECOND: _____                 |
| Carfrey _____ | Reiterman _____               |
| Caudill _____ | Shannon _____                 |
| Earich _____  |                               |
|               | Carried/Failed _____ to _____ |

**E. CERTIFIED TEACHER CONTRACT**

Motion to award Ms. Bethany Treece a one (1) year part-time teaching contract for the 2010-2011 school year at a Step 3, Bachelor Degree Level for four (4) periods per day at a cost of \$16,822.50. No Board paid benefits.

|               |                               |
|---------------|-------------------------------|
| MOTION: _____ | SECOND: _____                 |
| Carfrey _____ | Reiterman _____               |
| Caudill _____ | Shannon _____                 |
| Earich _____  |                               |
|               | Carried/Failed _____ to _____ |

**F. SUPPLEMENTAL POSITIONS**

Motion to employ the following for the 2010-2011 school year for the positions as listed:

1. Mr. Derek Weaver – Assistant Football Coach; Step 1, Class 2

- \$1,927.

2. Mr. Bill Adkins – Assistant Football Coach; Step 9, Class 2 - \$3,261
3. Ms. Carey Moomey – Middle School Football Cheerleading Coach; Step 0, Class 6 - \$445
4. Ms. Jennifer Blue – 7<sup>th</sup> Grade Girls’ Basketball Coach; Step 0, Class 3 - \$1,186

MOTION: \_\_\_\_\_  
 Carfrey \_\_\_\_\_  
 Caudill \_\_\_\_\_  
 Earich \_\_\_\_\_

SECOND: \_\_\_\_\_  
 Reiterman \_\_\_\_\_  
 Shannon \_\_\_\_\_  
 Carried/Failed \_\_\_\_\_ to \_\_\_\_\_

**G. VOLUNTEER COACH**

Motion to approve Mr. Zach Ruoff as a volunteer basketball coach for the 2010-2011 school year.

MOTION: \_\_\_\_\_  
 Carfrey \_\_\_\_\_  
 Caudill \_\_\_\_\_  
 Earich \_\_\_\_\_

SECOND: \_\_\_\_\_  
 Reiterman \_\_\_\_\_  
 Shannon \_\_\_\_\_  
 Carried/Failed \_\_\_\_\_ to \_\_\_\_\_

**H. EMPLOYMENT OF TANF SEP ELIGIBLE WORKERS**

Motion to approve the employment of the following TANF SEP eligible workers provided by the Pickaway County Jobs One Stop. The cost of the employment of the SEP eligible workers will be reimbursed by Jobs One Stop as described in the TANF Subsidized Summer Employment Program Youth Agreement.

1. Mr. Brandon Archer
2. Ms. Maria Bennett

MOTION: \_\_\_\_\_  
 Carfrey \_\_\_\_\_  
 Caudill \_\_\_\_\_  
 Earich \_\_\_\_\_

SECOND: \_\_\_\_\_  
 Reiterman \_\_\_\_\_  
 Shannon \_\_\_\_\_  
 Carried/Failed \_\_\_\_\_ to \_\_\_\_\_

**I. PICKAWAY COUNTY ESC MEDIA CENTER SERVICES AGREEMENT**

Motion to enter into agreement with the Pickaway County ESC Area Media Center for services specified in the contract as presented. (Item C)

|               |                               |
|---------------|-------------------------------|
| MOTION: _____ | SECOND: _____                 |
| Carfrey _____ | Reiterman _____               |
| Caudill _____ | Shannon _____                 |
| Earich _____  |                               |
|               | Carried/Failed _____ to _____ |

**J. SCHOOL ACCIDENT INSURANCE**

Motion to approve the school accident insurance policy with the Neil Coleman Insurance Agency at the same rate as last year, a cost of \$12,500, as presented. (Item D)

|               |                               |
|---------------|-------------------------------|
| MOTION: _____ | SECOND: _____                 |
| Carfrey _____ | Reiterman _____               |
| Caudill _____ | Shannon _____                 |
| Earich _____  |                               |
|               | Carried/Failed _____ to _____ |

**K. DATA SERVE NETWORK MAINTENANCE AGREEMENT**

Motion to approve the customer care agreement with Data Serve for the period of August 1, 2010 through July 31, 2011 at cost of \$9,488.00. This is the same cost as last year. (Item E)

|               |                               |
|---------------|-------------------------------|
| MOTION: _____ | SECOND: _____                 |
| Carfrey _____ | Reiterman _____               |
| Caudill _____ | Shannon _____                 |
| Earich _____  |                               |
|               | Carried/Failed _____ to _____ |

**L. SERVICE AGREEMENT FOR FIRE SAFETY**

Motion to approve the service agreement with SimplexGrinnell, Inc., at an annual cost of \$4,333.32, for safeguarding the High School, Middle School and Elementary School from fire, from July 1, 2010 through June 30, 2011. (Item F)

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_  
Carfrey \_\_\_\_\_ Reiterman \_\_\_\_\_  
Caudill \_\_\_\_\_ Shannon \_\_\_\_\_  
Earich \_\_\_\_\_  
Carried/Failed \_\_\_\_\_ to \_\_\_\_\_

**M. FITNESS ROOM**

Motion to close the fitness room for use by the public effective immediately. The fitness room will remain open for approved school classes and athletics.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_  
Carfrey \_\_\_\_\_ Reiterman \_\_\_\_\_  
Caudill \_\_\_\_\_ Shannon \_\_\_\_\_  
Earich \_\_\_\_\_  
Carried/Failed \_\_\_\_\_ to \_\_\_\_\_

**N. FACILITY USE**

1. Motion to approve the use of the fields behind and in front of the elementary school from August 1, 2010 through November 1, 2010 on Monday through Thursday from 5:00 p. m. to 9:00 p. m. for soccer practices and games as requested by Ms. Candy Webb, Vice President of the Westfall Youth Soccer Association. This request will be grandfathered in under the past practice for facility use. All future requests will be governed by the newly approved facility use guidelines and rules. All requests must be received by the 1<sup>st</sup> business day of each month. (Item G)

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_  
Carfrey \_\_\_\_\_ Reiterman \_\_\_\_\_  
Caudill \_\_\_\_\_ Shannon \_\_\_\_\_  
Earich \_\_\_\_\_  
Carried/Failed \_\_\_\_\_ to \_\_\_\_\_

2. Motion to approve the use of the high school auditorium, gymnasium, cafeteria, kitchen, study hall and room 122 on Thursday, March 3, 2011 from 3:00 p. m. to 10:00 p. m.(to setup); Friday, March 4, 2011 from 3:00 p. m. to 12:00 a.m.; Saturday, March 5, 2011 from 2:00 p. m. to 12:00 a. m. and Sunday, March 6, 2011 (a.m. to cleanup) for the annual Monroe Men’s Club

Gospel Sing as requested by Mr. Richard Phillips, Secretary. This request will be grandfathered in under the past practice for facility use. All future requests will be governed by the newly approved facility use guidelines and rules. All requests must be received by the 1<sup>st</sup> business day of each month (Item H)

|         |       |                |              |
|---------|-------|----------------|--------------|
| MOTION: | _____ | SECOND:        | _____        |
| Carfrey | _____ | Reiterman      | _____        |
| Caudill | _____ | Shannon        | _____        |
| Earich  | _____ |                |              |
|         |       | Carried/Failed | _____to_____ |

**Other Items for Consideration:**

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

---

|         |       |                |              |
|---------|-------|----------------|--------------|
| MOTION: | _____ | SECOND:        | _____        |
| Carfrey | _____ | Reiterman      | _____        |
| Caudill | _____ | Shannon        | _____        |
| Earich  | _____ |                |              |
|         |       | Carried/Failed | _____to_____ |

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

---

|         |       |                |              |
|---------|-------|----------------|--------------|
| MOTION: | _____ | SECOND:        | _____        |
| Carfrey | _____ | Reiterman      | _____        |
| Caudill | _____ | Shannon        | _____        |
| Earich  | _____ |                |              |
|         |       | Carried/Failed | _____to_____ |

**TREASURER'S RECOMMENDATIONS**

**A. FINANCIAL REPORT**

Motion to approve the financial report for month of June 2010 as presented by the Treasurer.

|         |       |                |              |
|---------|-------|----------------|--------------|
| MOTION: | _____ | SECOND:        | _____        |
| Carfrey | _____ | Reiterman      | _____        |
| Caudill | _____ | Shannon        | _____        |
| Earich  | _____ |                |              |
|         |       | Carried/Failed | _____to_____ |

**B. ACTIVITY FUND CREATION**

Motion to create the Student Activity Fund (300-9625) for the collection of the High School and Middle School extracurricular fees beginning the 2010-2011 school year.

|               |                               |
|---------------|-------------------------------|
| MOTION: _____ | SECOND: _____                 |
| Carfrey _____ | Reiterman _____               |
| Caudill _____ | Shannon _____                 |
| Earich _____  |                               |
|               | Carried/Failed _____ to _____ |

**BOARD RECOMMENDATIONS**

**A. INCOME TAX LEVY – NOVEMBER BALLOT**

Motion to approve the following resolution: (Item I)

**RESOLUTION SUBMITTING TO THE ELECTORS THE QUESTION OF IMPOSING A SCHOOL DISTRICT INCOME TAX (O.R.C. §5748.02(B))**

The Board of Education of the Westfall Local School District, Williamsport, Ohio, met in regular session on the 19th day of July, 2010 at the offices of said Board with the following members present:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ |       |

The Treasurer advised the Board that the notice requirements of O.R.C. ' 121.22 and the implementing rules adopted by the Board pursuant thereto were complied with for the meeting.

\_\_\_\_\_ moved the adoption of the following resolution:

WHEREAS, on June 21, 2010 this Board adopted a resolution pursuant to O.R.C. §5748.02(A) requesting the State Tax Commissioner to estimate and certify to it the property tax rate and the income tax rate that would have to be imposed in the current year to produce an amount equivalent to One Million Three Hundred Fifteen Thousand One Hundred Thirteen and 00/100 Dollars (\$1,315,113.00) annually, a certified copy of which was immediately delivered to the Tax Commissioner; and

WHEREAS, on June 29, 2010, the State Tax Commissioner certified that an income tax rate of 1.0% or a property tax rate of 6.84 mills would be required to produce that amount.

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: This Board hereby finds, determines, and confirms that the amount of taxes that may be raised by the Board within the ten-mill limitation will be insufficient to provide for the necessary requirements of the District, that it is necessary to raise additional moneys for school district purposes, and that it is necessary to levy, for the purpose of current operating expenses, a school district income tax at the rate of one percent (1.0%). The income that is to be subject to the tax is the taxable income of individuals residing in the District as defined in O.R.C. §5748.01(E)(1)(b).

Section 2: The question of imposing a 1.0% school district income tax for the purpose of current operating expenses, to take effect on the 1<sup>st</sup> day of January, 2011, and run for    a period of five (5) years, shall be submitted pursuant to O.R.C. Chapter 5748 to the electors of the District at the election to be held on November 2, 2010.

Section 3: The Treasurer is authorized and directed to certify immediately a copy of this resolution, along with the Board resolution and the Certificate of the State Tax Commissioner referenced in the preamble, to the Pickaway County Board of Elections and request that the Pickaway County Board of Elections prepare the ballots and make other necessary arrangements for the submission of this question to the electors of this District, all in accordance with law.

Section 4. 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.

\_\_\_\_\_ seconded the Motion and upon roll call, the vote resulted as follows:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Motion passed and adopted this \_\_\_\_\_ day of July, 2010.

\_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Treasurer

|               |                               |
|---------------|-------------------------------|
| MOTION: _____ | SECOND: _____                 |
| Carfrey _____ | Reiterman _____               |
| Caudill _____ | Shannon _____                 |
| Earich _____  |                               |
|               | Carried/Failed _____ to _____ |

**B. BOARD DELEGATE(S) TO OSBA ANNUAL BUSINESS CONFERENCE**

Motion to appoint \_\_\_\_\_ as delegate to the 2010 OSBA Annual Business Conference on November 7, 8, 9 and 10, 2010, with \_\_\_\_\_ as the alternate delegate. (Item J)

|               |                               |
|---------------|-------------------------------|
| MOTION: _____ | SECOND: _____                 |
| Carfrey _____ | Reiterman _____               |
| Caudill _____ | Shannon _____                 |
| Earich _____  |                               |
|               | Carried/Failed _____ to _____ |

**C. PUBLIC AUCTION OF MISCELLANEOUS INVENTORY OWNED BY DISTRICT**

Motion to approve having a public auction of district owned miscellaneous inventory on August 18, 2010, with Putnam and Ratcliff Auctioneers, Inc. conducting the auction. (Item K)

|               |                               |
|---------------|-------------------------------|
| MOTION: _____ | SECOND: _____                 |
| Carfrey _____ | Reiterman _____               |
| Caudill _____ | Shannon _____                 |
| Earich _____  |                               |
|               | Carried/Failed _____ to _____ |

**D. WORKERS' COMPENSATION GROUP RATING**

Motion to approve CompManagement as the third party administrator for the district's Workers' Compensation Group Rating program for 2011. (Item L)

|               |                               |
|---------------|-------------------------------|
| MOTION: _____ | SECOND: _____                 |
| Carfrey _____ | Reiterman _____               |
| Caudill _____ | Shannon _____                 |
| Earich _____  |                               |
|               | Carried/Failed _____ to _____ |

**XI. ADMINISTRATORS – BUILDING UPDATES**

**XII. PUBLIC COMMENTS**

**XIII. EXECUTIVE SESSION**

Motion to enter into Executive Session at \_\_\_\_\_ p. m. for the purpose of appointment, employment, dismissal, discipline, compensation of an employee(s).

|               |                               |
|---------------|-------------------------------|
| MOTION: _____ | SECOND: _____                 |
| Carfrey _____ | Reiterman _____               |
| Caudill _____ | Shannon _____                 |
| Earich _____  |                               |
|               | Carried/Failed _____ to _____ |

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

|               |                               |
|---------------|-------------------------------|
| MOTION: _____ | SECOND: _____                 |
| Carfrey _____ | Reiterman _____               |
| Caudill _____ | Shannon _____                 |
| Earich _____  |                               |
|               | Carried/Failed _____ to _____ |

**XIV. ADJOURNMENT**

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

|               |                               |
|---------------|-------------------------------|
| MOTION: _____ | SECOND: _____                 |
| Carfrey _____ | Reiterman _____               |
| Caudill _____ | Shannon _____                 |
| Earich _____  |                               |
|               | Carried/Failed _____ to _____ |