

**West Geauga Board of Education**  
**Regular Meeting**  
**Monday, September 14, 2009**  
**7:30 p.m.**  
**West Geauga Middle School Conference Area**

**Roll Call**

Board Vice President Patterson called the meeting to order with the following members present: Mrs. Gillmore, Mrs. Leavenworth and Mr. Patterson.

**Approval of Agenda**

**2009-182**

A motion was made by Mrs. Gillmore, and was seconded by Mrs. Leavenworth, to approve the agenda.

Roll call: Yes: Gillmore, Leavenworth and Patterson.

Motion carried

**Approval of Minutes – August 24, 2009**

**2009-183**

A motion was made by Mrs. Gillmore, and was seconded by Mrs. Leavenworth, to approve the minutes of the August 24, 2009 Board Meeting.

Roll call: Yes: Gillmore, Leavenworth and Patterson.

Motion carried

**Advocacy Committee**

The next Alliance for Adequate School Funding Meeting is September 23, 2009.

**Finance Committee**

Treasurer Tullai presented the minutes of the September 4, 2009 Finance Committee meeting.

In Attendance: Bill Beers, Chairperson/President of the Board; Anthony Podojil, Superintendent; Michele Tullai, Treasurer; Sally Gillmore, Board Member; Michael Kilroy, Board Member; George Owens, Community Member; Patricia Wright, WGEA and Community Member; Kristen Cottrell, Staff Member; Mike Mikes, Staff Member; Dave Hancock, Community Member

**Paychools Fee**

Treasurer Tullai discussed with the committee the payschools fee. Last year the fee was \$2.00 for every \$75.00 payment. Payschools has changed the policy and only one flat fee will be charged per transaction. Treasurer Tullai recommended a flat fee of \$2.00 per transaction. Based on last year's usage and fees to payschools, this would cover our payschools fees.

**Food Service**

Treasurer Tullai discussed a meeting Superintendent Podojil, Mr. Canepa and herself held with Gary Bland and Dan Bazlak, general manager from Nutrition. A discussion was held regarding the need to address the deficit Food Service has experienced every year. Several suggestions were discussed including looking at revenue per day vs. expenditures per day, increasing parent participation by

having “special” lunch with your child days, determining which items are the best sellers. We will continue to monitor food service. This is the last year of the contract with Nutrition Services.

#### **CAFR/Audit**

Treasurer Tullai updated the committee on the status of the CAFR/Audit. The Department has been working with Lennon and Associates for several weeks. Zoltan from Charles Harris will be in the District on September 8<sup>th</sup> to begin the Audit.

#### **Energy Education Discussion**

Mr. Kilroy asked that the Business Manager review the Energy Education Contract. Dr. Podojil reported that a report from Energy Education will be coming in October. Paul Lajeunesse, a community member in the energy field, has offered to look at the numbers for the District.

#### **Miscellaneous**

Mr. Owens asked for an update regarding the Metzenbaum transportation project. Dr. Podojil reported Metzenbaum has begun financial discussion with USDA and the County Prosecutor is working on a lease agreement on our behalf.

Meeting adjourned at 7:50 a.m.

### **Curriculum Committee**

Mrs. Gillmore presented the minutes of the September 8, 2009 Curriculum Committee.

In Attendance: Sally Gillmore, Tony Podojil, Brenda Armstrong

The meeting was called to order at 12:28 p.m.

#### 1. Special Education

- A. Special Education Coordinator – Erin Jones will support district compliance procedures under the Operating Standards for Ohio Educational Agencies Serving Children with Disabilities. The focus of this position is to guide special education staff in the development of compliant IEPs, appropriate data collection, progress monitoring methods and effective service delivery.
- B. State Personnel Development Grant (SPDG) / Ohio Improvement Process (OIP) – West Geauga is in the third year of participation in the Ohio Improvement Process. Progress monitoring for the district and building goals will be the major focus of the third year.
- C. Response to Intervention (RtI) – Middle School – A team of special educators will focus on training sixth grade teachers how to utilize interventions with struggling students. Teachers will be presented with options for support via various resources and strategies.

#### 2. Staff Professional Development

- A. Parent Assist Module (PAM) – Online grades will now be available for access by parents of fourth and fifth graders in the district. Parents will be able to view their child’s progress, attendance and assignments via this web-based application. The district held full-day trainings on August 31 and September 1, 2009.
- B. Professional Development Committee – The West Geauga Local Professional Development Committee was trained on a user-friendly web-based application which will allow all West Geauga staff members to monitor their own progress through the steps leading to professional licensure achievement.

C. Resident Educator Transition Program – Ohio will introduce a four-year teacher residency program in January 2011. Teachers hired in the interim will begin a transition program which will allow them to advance to a five-year license with the assistance of instructional mentors. Trainings for instructional mentors will take place in early October.

3. Curriculum

A. Material Purchases – English / Language Arts and Chinese materials were purchased for the Middle School and High School along with laptops and projectors for each department.

B. New Courses –

Chinese – 2009-2010 SY – Anny Guo-Bencin has been hired to teach one period of beginning Chinese at the high school.

Supplemental Study 2010-2011 SY – Students will develop organizational and time management skills as well as to develop study strategies to increase the comprehension and retention of materials. The teacher would ensure progress with the IEP goals.

The meeting adjourned at 2:00 p.m.

**2009-184**

A motion was made by Mrs. Leavenworth, and was seconded by Mrs. Gillmore, to approve the minutes of the September 4, 2009 Finance Committee meeting and September 8, 2009 Curriculum meeting.

Roll call: Yes: Gillmore, Leavenworth and Patterson.

Motion carried

**Remarks of the Public:**

Tony Bruzas, Wendy Bruzas, Ben Kotowski and Howard Mabel stated their displeasure with the handling of the President Obama speech to school children. Kurt Gabram congratulated the Board, Staff and Superintendent for creating an environment of success and for the excellent with distinction award for the second year in a row.

**Treasurer's Report/Recommendations**

**Records Retention Committee:**

Treasurer Tullai reported the Records Retention Committee met on September 4, 2009.

In Attendance: Bill Beers, President of the Board; Tony Podojil, Superintendent; Michele Tullai, Treasurer and Records Commission Chairman;

**I. Schedule of Records Retention and Disposition**

A motion was made by Mr. Beers, and was seconded by Dr. Podojil, to approve the records retention and destruction schedule as recommended by the State Auditors Office - last update of June 2002 (see attached).

Roll call: Yes: Mr. Beers, Mr. Podojil and Mrs. Tullai.

Motion carried.

Meeting adjourned at 8:15 a.m.



Baseball(J. Kletecka)	300-907A	\$30,000
H.S. Yearbook(J. Ward,K. Klampe)	300-976H	\$48,800
Teen Institute(J. Witherite)	300-979H	\$ 500
H.S. Basketball Cheerleaders(L. Beck)	300-957H	\$ 9,659
Key Club (D. Callahan)	200-969H	\$ 4,900
M.S. Foreign Language(K. Peck)	200-925J	\$ 6,000
Gymnastics(G. Gastaloo)	300-903A	\$ 7,750

Roll call: Yes: Gillmore, Leavenworth and Patterson

### **Payshools Fee**

**2009-190**

A motion was made by Mrs. Leavenworth, and was seconded by Mrs. Gillmore, to approve the payschools fee at \$2.00 per transaction effective September 15, 2009

Roll call: Yes: Gillmore, Leavenworth and Patterson.

Motion carried

### **Superintendent's Report/Recommendations**

#### **Personnel**

**2009-191**

A motion was made by Mrs. Gillmore, and was seconded by Mrs. Leavenworth, to approve the personnel as presented (see attachment S-1)

Roll call: Yes: Gillmore, Leavenworth and Patterson.

Motion carried

#### **Contracts**

**2009-192**

A motion was made by Mrs. Gillmore, and was seconded by Mr. Patterson, to approve a contract with Educational Funding Group for \$4,200 for the 2009-2010 school year.

Roll call: Yes: Gillmore, Leavenworth and Patterson.

Motion carried

#### **Policies Under Review**

The following policies had a second reading

5136 Wireless Communication Devices

5136.01 Electronic Equipment

**2009-193**

A motion was made by Mrs. Leavenworth, and was seconded by Mrs. Gillmore, to waive all three readings of Policy 5430 Class Rank.

Roll call: Yes: Gillmore, Leavenworth and Patterson.

**2009-194**

A motion was made by Mrs. Gillmore, and was seconded by Mrs. Leavenworth, to approve the following policies after their third reading:

3420.1 FMLA Leave

4430.01 FMLA Leave

8330 Student Records

8462 Student Abuse and Neglect

5430 Class Rank

Roll call: Yes: Gillmore, Leavenworth and Patterson.

**Executive Session**

**2009-195**

A motion was made by Mrs. Gillmore, and was seconded by Mrs. Leavenworth, to enter into Executive Session at 8:15 p.m. to discuss employee discipline and to discuss the Superintendent's Contract.

Roll call: Yes: Gillmore, Leavenworth and Patterson.

The Board returned to open session at 8:54 p.m.

A motion was made by Mrs. Leavenworth, and was seconded by Mr. Patterson, to adjourn the meeting at 8:55 p.m.

Roll call: Yes: Beers, Gillmore, Kilroy, Leavenworth and Patterson.

Motion carried

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Board President

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Treasurer