

**West Geauga Board of Education  
Work Session Meeting  
Monday, April 8, 2013  
6:30 p.m.  
West Geauga Middle School Conference Area**

**Roll Call**

Board President Beers called the meeting to order with the following members present: Mr. Beers, Mrs. Dottore, Mrs. Gillmore, Mr. Kilroy and Mr. Kotowski

**Approval of Agenda**

**2013-047**

**A motion was made by Mrs. Gillmore and was seconded by Mr. Kilroy, to approve the agenda**

**Roll call: Yes: Beers, Dottore, Gillmore, Kilroy, Kotowski**

**Motion carried**

**Executive Session**

**2013-048**

**A motion was made by Mr. Beers and was seconded by Mrs. Gillmore, to move into executive session to discuss matters required to be kept confidential by Federal Law or regulations or State statues O.R.C. 121.22(G)(5)**

**Roll call: Yes: Beers, Dottore, Gillmore, Kilroy, Kotowski**

**Motion carried**

Executive Session ended at 7:35 p.m.

Open Session reconvened at 7:40 p.m.

**Expulsion**

**2013-049**

**A motion was made by Mr. Beers and was seconded by Mrs. Gillmore, to deny the expulsion appeal of Jesup Stokes**

**Roll call: Yes: Beers, Dottore, Gillmore, Kilroy, Kotowski**

**Motion carried**

## **Operations Committee**

### *Turf Committee*

Mr. Bill Patterson, Chairperson, West Geauga Turf Field Committee, presented the Board with a field plan proposal to create a state-of-the-art, aesthetically pleasing athletic facility that fosters a sense of community pride, and demonstrates a solid, long-term commitment to the ongoing growth and development of West Geauga Athletics. Discussion included surrounding Districts with turf, benefits to the District/community associated with turf, stakeholder's involvement, lifespan, maintenance, usage philosophy, management, fundraising, and possible scenarios for the financial and operational aspects of the project. The entire Board acknowledged their support of this group to initiate a fundraising campaign.

### *Roofing Bids*

Mr. Russo provided information to the Board regarding the roof bids received for the Westwood roof project. Five bidders submitted proposals ranging from \$447,700 to \$672,888. Core samples and thermal imaging revealed less work is required at Westwood than initially estimated. Mr. Russo and Then Design personnel met with the low bidder, Industrial Energy Systems, Inc. to discuss the project. The recommendation is to award the bid to Industrial Energy Systems, Inc.

### **Acceptance of Bid**

**2013-050**

**A motion was made by Mr. Kilroy and was seconded by Mr. Kotowski to accept the bid from Industrial Energy Systems, Inc. for the Westwood Elementary School roof replacement. Total bid \$447,700**

**Roll call: Yes: Beers, Dottore, Gillmore, Kilroy, Kotowski**

**Motion carried**

### **Personnel**

**2013-051**

**A motion was made by Mr. Beers and was seconded by Mrs. Gillmore to approve the following resolution:**

**In accordance with Article 6.04 of the Collective Bargaining Agreement with the West Geauga Education Association and Ohio Revised Code Section 3319.17, the employment contracts of the following individuals are hereby suspended, in whole or in part, effective for the 2013-2014 school year, such individuals also to be placed on the district's recall list for consideration in the event that openings occur in which the individual is appropriate licensed:**

<b>Name</b>	<b>Position</b>	<b>Full-Time Equivalent</b>
<b>Caserta-Shiever, Amy</b>	<b>Kindergarten</b>	<b>.50</b>
<b>Force, barb</b>	<b>Intermediate Skills Interventionist</b>	<b>1.00</b>

**Roll call: Yes: Beers, Gillmore, Kotowski**

**No: Dottore, Kilroy**

**Motion carried**

## Committee Discussions

### Finance Committee

Mrs. Tullai presented data to the Board regarding current revenue and expenditure expectations for this fiscal year and next. The attached documents were discussed.

I have provided a Revenue projections sheet for 2 years of Actual and estimates for fiscal years 2013 and 2014-  
**Document A.** Anything highlighted in yellow is changed from the October 2012 forecast submission based on current available information.

### Major categories: Revenue

**General Property Tax:** We have received all the 2013 collection with the exception of manufactured homes, which is typically around \$10,000 for the second half collection. I have included a chart with 2007 to present real estate – **Document B.** The yellow line is the total for each year. The 2012 collection was very high (as I indicated in the October 2012 assumptions) and this was due to unusually high delinquent collections (green line). Real estate taxes received has stayed relatively flat since 2010, but public utility personal property continues to increase each year. I review the data with each real estate settlement (generally two in Feb, one in March), then (two in July and one in August) and may increase or decrease percentages based on the data. My estimate on the October forecast was \$19,852,877 and the actual should be \$19,855,309!

**Foundation:** With the current formula, we expect close to \$3.5 million for FY 2013. Of that amount, \$2.7 million is due to “the guarantee”, which is in peril; although we have been told it will not be modified until FY 2016. Approximately \$750,000 is for regular education transportation. We also receive about \$76,000 for special education transportation- this is based on actual expenses reported yearly. The State may also “make adjustments” each year based on the data they used in the prior year! At this time my projection is that foundation remains flat for 2014 and 2015, and then drops 5% each year.

We did receive “casino” dollars in January. We are scheduled to receive two payments each fiscal year which I estimate will be about \$136,000 when fully implemented.

Many areas of revenue are in question until the Budget bill is passed (probably June 30, 2013): Educational Service Centers, Guarantee, Transportation, and Special Education??? Potential changes in funding at the ESC level could affect our expenditures for 2014 and beyond specifically in the special education category.

I had anticipated revenue reductions based on the Governors budget. Fortunately at this time, it appears we will be spared for at least a year and possibly two years. This will enhance our ending balance.

**Other:** Open enrollment this year is being funded at 182 students at \$5,700 per student. Looking at next year’s enrollment requests, I am estimating 211 students for FY 14, or an increase of about 29 students and \$165,000.

### Major Categories: Expenditures

**Salaries:** Currently salaries are slated to be \$400,000 less than last year. Although some of this is due to reductions instituted for 2013, certificated substitutes, classified substitutes, and overtime are running below last year’s level. Based on the current Board resolution regarding reductions due to declining enrollment, and the negotiated agreements with no salary increases for FY2014, total salaries next year will decline also. Serious consideration must be given to FY2015 when both Associations will have new contracts. Negotiations potentially will begin in early calendar year 2014.

**Benefits:** Benefits, which include health, dental, life, Board share of retirement, Medicare tax (1.45%) of all wages and workers comp (.86%) of all wages are also expected be about \$40,000 less than last year. The health insurance increase of 5% effective for ½ of the fiscal year affected this line, the reduction in the SERS and STRS (retirement plans) monthly payment is also part of this line. Staff reductions affect this line due to retirement, Medicare and w/c being based on salary and decreased personnel enrolled in the health and dental plans. Unemployment is also part of this line.

**Purchased Services:** For the current fiscal year, we appear to be on track for a 2% increase in purchased services. This is below the average yearly increase for this category. As you know, this category is composed of many areas, but typically 45% of the expenses are special education related and vary based on the specific students needs. In a recent review of the special education budget, we were able to decrease that budget area by about \$80,000 for this fiscal year. Last year was the final payment to Energy Educators from this category, another decreased expense of \$68,500.

For next year, tuition out will rise – we have been notified of several new Jon Peterson scholarships amounting to an additional \$56,000. These costs can change greatly throughout the year. We also have a few special education placements this year that will yield excess cost expenses in FY14 which could potentially add up to \$75,000 in this category. New student testing requirements will also be additional expenses in this category for FY 14.

Utilities (gas and electric) - Fiscal year to date electric (\$241,352 budgeted) is at the same amount paid as last year at this time, and fiscal year to date gas (\$115,882 budgeted) is about \$10,000 more than last year at this time.

**Supplies and Equipment:** Both categories are running below last year. Current fiscal year to date expense for bus fuel is \$38,000 less than it was last year at this time.

**Other:** This category is running below last year. This category is dues and fees with the majority being paid to the County Auditor. With less collection this year, the fees paid are less than last year. Also, the election expense for the renewal levy was \$1,363 which is well below many of the previous year’s charges. Last year charges were over \$25,000 for two elections!

End result: At this time I estimate our ending balance at \$7.4 million for 2013, which is about \$200,000 more than the October forecast estimate. With the assumption that State Foundation and open enrollment in will not be reduced, and we will have additional open enrollment students for FY 14, the ending balance will increase to \$8.5 million or about \$1.4 million more than the October estimate.

Changes to account for \$1.4 million	
Beginning Bal. increased:	\$200,000
Salaries decreased:	\$160,000
Open Enrollment increased/no foundation decrease:	\$700,000
PS,Supplies,Equip decreased:	\$200,000 (based on FY13)
Other decreased:	\$ 40,000
Real estate increased:	\$100,000

changed after Oct 2012

REVENUE PROJECTIONS	Actual 2011	Actual 2012	Projected 2013	Projected 2014
<b>General Property Tax</b>	\$17,285,042	\$17,472,711	\$17,265,496	\$17,460,872
TPP	\$20,899			
<b>Total</b>				
<b>Foundation</b>	\$2,615,827	\$3,376,689	\$3,376,689	\$3,376,689
Regular Transportation	\$760,861			
Sped Transportation	\$71,249	\$79,379	\$79,380	\$70,000
Excellent with distinction		\$37,136	\$34,997	
SFSF portion of foundation	\$297,459	\$17,355		
Foundation adjustments	\$43,083	\$40,657	-\$21,293	
Transportation in lieu		\$12,336	\$20,000	\$20,000
JOBS federal	\$221,319			
<b>Total</b>	<b>\$4,009,798</b>	<b>\$3,563,552</b>	<b>\$3,489,773</b>	<b>\$3,466,689</b>
<b>Casino dollars 3190</b>			<b>\$44,906</b>	<b>\$119,294</b>
<b>Total</b>			<b>\$3,534,679</b>	<b>\$3,585,983</b>
<b>Property Tax Allocation</b>				
Homestead/Rollb 3131,3132	\$2,562,898	\$2,574,013	\$2,589,813	\$2,555,947
State TPP Reimb 3135	\$342,366	\$0	\$0	\$0
Electric Dereg	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$2,905,264</b>	<b>\$2,574,013</b>	<b>\$2,589,813</b>	<b>\$2,555,947</b>
<b>Other</b>				
Open enrollment	\$460,898	\$834,822	\$1,037,000	\$1,200,000
Interest	\$82,254	\$75,371	\$60,000	\$60,000
K. tuition	\$159,115	\$175,899	\$150,000	\$150,000
Bus rent	\$2,885	\$24,667	\$38,000	\$38,000
Room rent	\$10,264	\$6,886	\$7,000	\$7,000
Auxiliary(St. Anselm,Hawken)	\$17,084	\$16,002	\$16,000	\$16,000
Other	\$6,900	\$7,986	\$13,000	\$7,000
Metz payment(MRDD) 1233	\$364,320	\$399,550	\$399,550	\$375,000
Gas well revenue	\$8,178	\$6,042	\$6,000	\$7,000
Spec Ed tuition on foundation1223-090	\$51,871	\$86,677	\$45,000	\$50,000
Excess costs(Geauga districts)1223-090	\$36,641	\$55,699	\$60,000	\$46,000
SF14(court placed regular ed)1221-090	\$45,556	\$38,499	\$28,000	\$22,000
SF14H(Court placed special ed)1223-090	\$10,327	\$11,090	\$23,000	\$17,100
Insurance proceeds	\$25,000			
Athletic fees in	\$8,607	\$28,905	\$45,000	\$45,000
Contribution/h.s. sign		\$14,500		
Excess costs (not Geauga)1223-090			\$61,000	\$64,000
<b>Total</b>	<b>\$1,289,900</b>	<b>\$1,782,595</b>	<b>\$1,927,550</b>	<b>\$2,040,100</b>
<b>Restricted Grants in aid</b>				
Catastrophic 3219	\$57,953	\$53,355	\$50,000	\$25,000
Bus Reimb	\$0	\$0	\$0	\$0
Medicaid 3219	\$114,217	\$111,535	\$72,500	\$72,500
<b>Total</b>	<b>\$172,170</b>	<b>\$164,890</b>	<b>\$122,500</b>	<b>\$97,500</b>
<b>Prior year refunds/sale assets</b>	<b>\$31,753</b>	<b>\$50,596</b>	<b>\$40,000</b>	<b>\$30,000</b>
<b>Advances in</b>	<b>\$27,196</b>	<b>\$5,271</b>	<b>\$19,326</b>	<b>\$15,000</b>

Real Estate Collections Comparisons Updated  
March 2013

DOCUMENT B

	Actual	Actual	1/2 year triennial update Actual	Entire year triennial update Actual	Actual	(1/2 yr reeval) Actual	Entire year reevaluation Actual	Change FY2012 to FY 2013
<b>Fund 001</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	
Real Estate	\$12,494,677	\$12,480,764	\$12,573,634	\$12,669,461	\$12,716,801	\$12,727,111	\$12,682,544	-\$44,567
PPU	\$709,639	\$687,147	\$674,697	\$719,661	\$754,916	\$773,464	\$820,995	\$47,531
Manuf	\$23,496	\$18,862	\$22,432	\$21,795	\$22,371	\$22,205	\$22,530	\$325
Total	\$13,227,812	\$13,186,773	\$13,270,763	\$13,410,916	\$13,494,088	\$13,522,780	\$13,526,069	\$3,289
<b>Delinquent</b>	<b>\$299,222</b>	<b>\$345,823</b>	<b>\$315,134</b>	<b>\$362,009</b>	<b>\$311,437</b>	<b>\$412,091</b>	<b>\$280,840</b>	-\$131,251
Total 001	\$13,527,034	\$13,532,596	\$13,585,897	\$13,772,926	\$13,805,526	\$13,934,871	\$13,806,910	-\$127,961
Homestead	\$1,485,303	\$1,598,646	\$1,729,433	\$1,754,029	\$1,765,624	\$1,772,917	\$1,784,057	\$11,140
<b>Fund 016</b>								
Real Estate	\$5,795,261	\$5,757,850	\$5,760,714	\$5,752,628	\$5,730,867	\$5,744,861	\$5,725,466	-\$19,395
PPU	\$156,020	\$150,307	\$146,742	\$155,551	\$162,409	\$171,579	\$187,296	\$15,717
Manuf	\$8,425	\$7,198	\$8,631	\$7,393	\$8,887	\$8,814	\$9,424	\$610
Total	\$5,959,706	\$5,915,355	\$5,916,087	\$5,915,571	\$5,902,163	\$5,925,254	\$5,922,186	-\$3,068
<b>Delinquent</b>	<b>\$138,866</b>	<b>\$158,793</b>	<b>\$144,382</b>	<b>\$163,574</b>	<b>\$140,251</b>	<b>\$186,149</b>	<b>\$126,746</b>	-\$59,403
Total 016	\$6,098,572	\$6,074,148	\$6,060,469	\$6,079,146	\$6,042,414	\$6,111,403	\$6,048,932	-\$62,471
Homestead	\$680,331	\$738,029	\$793,208	\$797,640	\$797,274	\$801,096	\$805,756	\$4,660
Total Homestead	\$2,165,635	\$2,341,046	\$2,536,098	\$2,551,668	\$2,562,898	\$2,574,013	\$2,589,813	\$15,800
Total	\$19,625,606	\$19,606,744	\$19,646,366	\$19,852,071	\$19,847,940	\$20,046,274	\$19,855,842	-\$190,432
Real Estate	\$17,021,883	\$16,761,082	\$16,650,752	\$16,774,819	\$16,833,354	\$16,874,020	\$16,858,442	-\$15,579
Delinquents	\$438,088	\$504,616	\$459,516	\$525,583	\$451,689	\$598,240	\$407,586	-\$190,654
Total	\$17,459,971	\$17,265,698	\$17,110,268	\$17,300,403	\$17,285,042	\$17,472,261	\$17,266,028	-\$206,232
Real Estate	\$17,459,971	\$17,265,698	\$17,110,268	\$17,300,403	\$17,285,042	\$17,472,261	\$17,266,028	-\$206,232
Homestead	\$2,165,635	\$2,341,046	\$2,536,098	\$2,551,668	\$2,562,898	\$2,574,013	\$2,589,813	\$15,800
<b>Total:</b>	<b>\$19,625,606</b>	<b>\$19,606,744</b>	<b>\$19,646,366</b>	<b>\$19,852,071</b>	<b>\$19,847,940</b>	<b>\$20,046,274</b>	<b>\$19,855,841</b>	-\$190,433

FY2012 collection was unusually high compared to previous year. Particularly delinquent collection.

FY 2013 is \$190,900 less than FY 2012.

Delinquents collected are particularly low compared to other years

My estimate for FYTD on October forecast was \$19,852,877

Actual is \$19,855,841

## **Policy Committee**

### *Board Operating Protocol*

Mrs. Dottore suggested the Board needs to be proactive with the Board Operating Protocol document regarding the suggestions made by Attorney Blair. Mr. Beers agreed and expressed his concern that this document and Board Policy reflect recommendations made by Attorney Blair. He suggested starting with the recommendations, then going to the Policies to ensure inclusion of the suggestions, then completing the summary page. John Podgurski will be consulted to review the proposed protocol and related policies.

### *NEOLA Policy Update*

The following policies had a first reading:

0165.2	Special Meetings
2270	Religion in the Curriculum
2431	Interscholastic Athletics
2623.02	Third Grade Reading Guarantee
3131	Reduction in Staff
5515.01	Safe Operation of Motorized Utility Vehicles by Students
6110	Grant funds
6320	Purchases
6550	Travel payment and Reimbursement

## **Personnel Committee**

### *Performance Based Compensation*

Mr. Beers initiated a conversation regarding performance based compensation. He shared with the Board that the administrator's views included no positive feedback with the current method. Mr. Kotowski attended a seminar regarding performance based compensation in Columbus and will email the information to all Board members. Mr. Beers asked all Board members to read the memo he had sent on April 1, 2013 and to provide more input to him. The goal was to act on Administrative contracts at the April 22, 2013 Board meeting.

The Board then had a detailed discussion of retirement pick up and pick up on pick up. The various financial repercussions were discussed as well as the philosophy behind Board paid pick up. The cost to the District to include pick up in salary instead of Board paid pick up was discussed as well as who should be affected and when. No decision was made.

## **Technology Committee**

### *IOWA and PARCC Testing Update*

Mr. Palmer provided information regarding Iowa Assessments and PARCC Assessments. This included testing timelines, tech decision timelines, tech purchasing process and related issues. He introduced the Assessment Capacity Tool which helps a District determine the number of "technology devices" needed to complete the assessments. He explained not all the required information is available at this time.

*Related Technology Update*

Mr. Kilroy expressed concern over the number of workstations needed for testing and the bandwidth requirement. He also questioned the technology budget process and criteria for potential purchases.

Mr. Kilroy and Mrs. Dottore expressed concern that private funds were solicited and are providing technology at the Elementary level and therefore District resources will primarily be used at the Middle School and High School. Mr. Palmer indicated the Assessment Capacity Tool indicates those two buildings are more in need of technology at this time.

Mr. Kilroy requested a technology meeting be set up. Mr. Palmer and he will select a date.

**A motion was made by Mrs. Gillmore and was seconded by Mr. Kilroy, to adjourn the meeting at 10:25 p.m.**

**Roll call: Yes: Beers, Dottore, Gillmore, Kilroy, Kotowski**

**Motion carried**

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Board President

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Treasurer