

West Geauga Board of Education
Monday, December 16, 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. Gillmore, Mr. Kilroy and Mr. Kotowski

Executive Session

2013-135

A motion was made by Mr. Kotowski and was seconded by Mr. Kilroy, to enter into executive session for discussion of an employee grievance decision

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

Motion carried

Executive session ended at 6:55 p.m.

Open session reconvened at 6:58 p.m.

2013-136

A motion was made by Mr. Kilroy and was seconded by Mr. Kotowski, to deny the grievance appeal and to uphold the Superintendent's decision

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

Motion carried

Approval of Agenda

Mr. Palmer requested two items are added to the agenda:

Item XII, C. Community Education contract with Chagrin Falls

Item XI, E. Great Lakes Athletic Conference

2013-137

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

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

Motion carried

Minutes

2013-138

A motion was made by Mrs. Gillmore and was seconded by Mr. Beers to approve the minutes of the November 25, 2013 meeting.

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

Motion carried

Remarks of the Public

Sal Daddario – Spoke regarding the valedictorian status at the High School. Presented research regarding local schools and colleges. Also shared impromptu survey done of 64 West Geauga seniors with 60 in favor of reinstatement.

Sarah Mann – West Geauga graduate and parent. Concerned with safety within the District. Specifically, space heaters that were used in Lindsey cafeteria. Felt that decision was not well thought through.

Informative Reports

SUPERINTENDENT'S REPORT

Long-Range Plan Update—As mentioned in my update last week, we have been having discussions with firms to conduct community research related to a number of topics related to the Long-Range Plan. It is important for us to have a true understanding of community awareness and perceptions of the district as well as the impact potential changes might have on education in our district. Some of the specific work to be completed will include research related to enrollment, facility needs and staffing.

A communication audit is also likely to be part of the research. This audit will help identify the methods our stakeholders are receiving district information as well as identify gaps in the processes we are currently utilizing.

School Calendar—I have started conversation with WGEA leadership and will be meeting next week with association members to discuss a likely calendar for next school year. We are targeting a January approval date at this time. Discussions with fellow administrators in Excel Tech resulted in the general consensus to leave spring break the last week of March, as it has been in the past. The changes from days to hours as stipulated in HB59 do not impact collective bargaining agreements in place prior to July 1, 2014.

Upcoming Negotiations—I have placed an executive session at the end of Monday's meeting to allow us to begin discussions related to the upcoming negotiations with both bargaining units this spring. I will have information at the meeting.

Executive Assistant to the Superintendent—This position is currently posted, and currently has 62 applications either submitted or started. On paper, there appear to be some very interesting candidates. I have attached to this report the draft Job Description for this position.

District Belief Statements—These statements (attached) were presented to you in October and are being placed on the agenda as my recommendation for approval.

Turf Committee Report—At the end of my report is an update from the Turf Committee on the project. It is important to note the comments indicating they do not anticipate having all of the "cash in hand" early in 2014 when the project should likely be looked at for final planning/contracting/bidding. The Board's consensus, as everyone knows, was that the group needed to have all funds in place prior to the beginning of the project. This will likely require some discussion, so I have asked Mr. Patterson to attend a meeting in January.

WEST GEAUGA LOCAL SCHOOLS

Job Description

Position: Executive Assistant to the Superintendent

Reports to: Superintendent of Schools

Employment Status: Regular/Full-time

FLSA Status: Exempt

DEFINITION

Under general direction, performs highly responsible, confidential, and complex secretarial assignments for the Superintendent and the members of the Board of Education; relieves the Superintendent of administrative and technical detail.

DISTINGUISHING CHARACTERISTICS

The Executive Assistant to the Superintendent differs from other secretarial/clerical roles in the level of responsibility and interaction with the Board of Education, school district administrators, outside governmental agencies, the public, and the news media, as well as level of independent judgment and discretion exercised. This position is considered Confidential, which is distinguished from the classified unit by the assignment of duties which are directly related to the negotiations and employee/employer relations functions of the central office.

DIRECTLY RESPONSIBLE TO

Superintendent of Schools

SUPERVISION OVER

Responsible for assigning, directing, and reviewing the work of other support personnel

DUTIES AND RESPONSIBILITIES (This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this position)

Support to Superintendent and Board

Manages office details by relieving the Superintendent of Schools of routine requests and matters; schedules and coordinates Superintendent of Schools' calendar and appointments; schedules and coordinates travel and conference arrangements for Superintendent of Schools and Board members; coordinates timely receipt of Board of Education agenda items; coordinates, trains, and directs the activities of clerical and other office personnel to maximize efficient workflow; prepares and distributes notices, agendas and supplementary materials and equipment.

Communications

Creates and processes letters, newsletters, e-mails, and other documents independently for the Superintendent of Schools; interprets and explains policies, programs, and legislative regulations; provides effective oral and written communication, and maintains relationships with the members of the Board of Education, office staff, school personnel, outside agencies, the public, and the news media; keeps the Superintendent of Schools apprised of potential problems and concerns; assists in preparing communication bulletins to the Board; prepares letters, annual reports, newsletters and any related publications for the Superintendent of Schools.

Budget Monitoring/Record Keeping

Monitors designated budgets and expenditures, reviews for accuracy, and makes adjustments and revisions as directed; prepares purchase orders and supply requisitions; may monitor receipt of materials and invoices; processes mileage claims; maintains information on Board minutes, agendas and resolutions; maintains Board Bylaws, Board Policies and Administrative Guidelines database and files.

Human Resources(Certificated)

Maintains accurate application and employment files of certificated employees, including supplemental positions; assists in the posting and tracking of all administrative and certificated staff vacancies; monitors and updates certificated employee licensure requirements; prepares employment contracts for certificated employees.

**MINIMUM
QUALIFICATIONS**

Education, Training, and Experience

Any combination of education, training, and/or experience which demonstrates ability to perform the duties as described including extensive exemplary experience at the executive secretarial level, preferably in a public education environment; coursework in business administration or a related field is desirable.

Knowledge of:

Standard secretarial procedures and office management techniques; correct English grammar, punctuation, spelling, and proofreading; record keeping and filing systems; general finance and accounting principles; applicable sections of related educational laws; standard office equipment and software applications; principles of Internet research; effective telephone techniques.

Skill and Ability to:

Effectively coordinate a variety of difficult, technical administrative functions at a level requiring extensive independent decision-making within established rules, policies, and procedures; prepare clear, concise, grammatically correct letters, memos, minutes, and other written documents; communicate effectively, both verbally and in writing, with the Board of Education, office personnel, school administrative staffs, outside agencies, the public, and news media demonstrating tact, and diplomacy; maintain confidentiality of privileged and sensitive information; lead and direct work of other clerical and office personnel, set priorities, define tasks, schedule and coordinate activities and functions, develop procedures and complete assignments; exercise independent thinking and good judgment; mathematical computational skills; operate a variety of office equipment including computer, fax machine, calculator and copier; interpret policies, administrative guidelines and legislation, and accurately explain to others; establish and maintain effective file systems; perform research and compile information from a variety of sources; and maintain cooperative relationships with those contacted in the course of work assignments.

Other Characteristics

Willingness to serve as a role model for students, recognizing the legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values; willingness to work during evening hours in order to attend meetings and conferences as assigned; willingness and ability to obtain a Notary Public Commission.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the supervisor.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

WEST GEAUGA LOCAL SCHOOLS

District Belief Statements

MISSION

The mission of the West Geauga Local Schools is to help students reach their academic and career potential and pursue high ethical standards. To achieve this, we blend traditional practices and proven educational innovations, including technology, in an effort to achieve and maintain a standard of excellence.

Vision

The West Geauga Local Schools will reach the Top 5% of Ohio School Districts' Performance Index Rankings within the next ~~5 years~~. 4 years.

Beliefs

In order to reach the Top 5%, we must:

Curriculum & Instruction

- Base all decisions on what is best for students.
- Align a rigorous curriculum (what is written), instruction (what/how it is taught), and assessment (what is evaluated).
- Accept responsibility for every child to achieve at his/her highest potential—Reach Each One!
- Use data to direct planning for curriculum, instruction and intervention.
- Support effective instructional practices through ongoing professional development that supports district priorities and focuses on teaching and learning.

Communication & Collaboration

- Communicate transparently with community to develop trust and support.
- Use frequent, clear and consistent communication with all district stakeholders.
- Encourage and promote parental and community involvement in the schools.
- Value and respect the community's interests and expectations.
- Develop community partnerships to support and accomplish common goals.
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Facilities & Equipment

- Provide a safe, orderly and supportive learning environment.
- Use facilities and equipment to enhance, extend and enrich teaching and learning.
- Enhance education through access to technological resources, flexible learning environments and quality facilities.

Finance

- Operate in a fiscally responsible manner.
- Maximize receipts from alternative funding sources to realize the mission of the district.

Recommended to BOE December 16, 2013

Curriculum, Instruction, and Technology

Curriculum and Instruction:

- Professional Development

Currently, the West Geauga Curriculum Department with leadership from Brenda Harriss and Sean Whelan have successfully launched over 20 hours of professional development for West Geauga staff. We have covered several areas of study around improving instruction through technology, classroom practices and observations, as well as developing curriculum. Courses have included: Google Everything, OTES, Grant Writing, Chromebooks, Curriculum Mapping/Pacing Guides, iPads, and RtI.

Prior to Thanksgiving break, a survey was created and administered to all staff in order to collect data around potential course offerings, staff interest, current offerings and logistics. This staff input will be instrumental in constructing professional development opportunities in the second semester. As we speak, the Curriculum Department is planning Semester II with staff focus in mind. These second semester courses will be submitted for Board approval in January.

Communication and Collaboration:

- District Curriculum Team Meetings

The need for consistency in focus has been an emphasis throughout this school year. In order to capitalize in this area, we have prioritized District Curriculum Leadership meetings. These meetings, held twice a month, are allowing District Leadership to collaborate around state initiatives and requirements that are changing as we speak. It is critical at this time in education that we as professional leaders have a consistent focus in curriculum and instruction.

Currently, our team has been working diligently to calibrate around the state's new OTES model of teacher evaluation. It is imperative as a district to share the lens of this evaluation rubric in order to ensure equity in the observation of staff. These meetings reinforce the need and importance of the development of a "West Geauga way" which will lend itself to a constant eye on growth and improvement.

Also, in order to prepare for the new push in rigor and curricular stretch, the District Curriculum Leadership Team is studying the book Pathways to Common Core by Lucy Calkins, et al. This book allows our team the opportunity to discuss key elements of the Common Core's focus in literacy. Through dialogue and study, District leaders will be able to promote rigor and stretch in classroom instruction and practice.

- Data Driven Focus

Brenda Harriss, Coordinator of Data and Testing, has spent a substantial amount of time in looking at our testing data over the course of several years in order to impact instruction and leadership. As we move forward, our District Leadership Team will work to use this data to inform decision making at both the building and classroom level. To date, we have met with individual building principals at grade levels to review, discuss, and use building data to drive decision making and Professional Learning Community work this school year.

- Race to the Top
Funds have been recently reassigned in the RttT account in order to support our curricular work in moving forward state initiatives. As we move through this school year, staff will work on the development of SLOs (student learning objectives) in order to design and implement a SGP (student growth plan) for our school district. This SGP will be specific to the needs and goals of West Geauga Local Schools while meeting the demands of the state in assessing yearly student growth in instruction and learning which will then be used as an element of teacher observations.

Facilities and Equipment:

- Technology
We have established both a District Level and Central Office Level Technology Committee in order to ascertain information on the pathway to establishing a current, detailed Technology plan for West Geauga. It is important to take the current technology in place and ensure both its usage to drive instruction and practice as well as to ensure its viability over time for students.

Currently, the Central Office Tech Committee is meeting regularly to establish accurate job details and descriptions of technology staff in buildings, to discuss current policies in place for one to one usage, to move forward iPad usage with students, and to begin the detailed process of the development of a Technology plan which will include replacement and repair timelines.

Additionally, we have met as a District Tech Committee with representation of three buildings in attendance. This group has established the need to meet regularly in order to address building needs and concerns as well as to inform the writing of the Technology Plan. Building representatives also plan to hold meetings with their staff in order to gather information about classroom need and individual building need.

Pupil Personnel Department

Teaching and Learning

- **PBIS**

Effective this school year (2013-2014), all districts in Ohio are required to adopt the use of a non-aversive, effective behavioral system. We began moving forward with the district-wide implementation of Positive Behavioral Interventions & Support (PBIS) this fall. PBIS is a framework of systemic and individualized strategies for achieving important social and learning outcomes while preventing problem behavior.

Building level PBIS Teams have been established and joined together to form the District PBIS Team. Members include central office administration, pupil services staff, teachers, and parents. These teams have participated in two days of state training during which they established consensus on behavioral expectations and systemic reinforcement strategies. Building Teams continue to meet to plan the rollout anticipated for second semester. Additional training has been provided for the use of our Student Behavior Management System through Public School Works to track behavior and positive reinforcement and utilize consistent procedures. Teams will be presenting to building principals next week and fine-tuning their plans to align with each building's unique culture.

- **RTI**

Response to Intervention (RTI) is an overarching framework for providing effective differentiated, evidenced-based instruction (academic, behavioral, and social) in increasingly intensive tiers to meet the individual needs of all students.

Both elementary buildings currently have a system in place to provide academic supports. Next semester we will begin modifying their process to focus on general education instruction and to incorporate PBIS which will provide the behavioral and social supports.

We are currently laying the groundwork to begin implementation of RTI at the middle school, and are working to tweak existing supports at the high school.

Courses on RTI and differentiation are currently being offered through West Geauga Academy.

Collaboration and Communication

- **First Aid Training**

Clerical Health Aides, Proctors, and Administrative Assistants at each building participated in an intensive Adult and Pediatric First Aid training provided by the Red Cross last week. Participants successfully completing the course earned a two year certificate. Each building also has a team trained to provide CPR/AED.

- **Child Find**

All school districts participate in a Child Find effort to locate and evaluate children who may have a disability. This month, West Geauga has Child Find notices posted in local newspapers, on our website, and included in the community newsletter.

- **Crisis Management**

This department is continuously managing the confidential needs of our students in emergency and crisis situations. We collaborate with Geauga County Job & Family Services, Geauga County Family Stability Council, Juvenile Court and Portage Detention Center, Geauga County Mental Health Board, Geauga

County Educational Service Center, residential treatment centers, and specialized schools in order to problem-solve, locate, and provide needed services.

Facilities

- **Technology**

At the middle school, the new iPad cart is up and running and currently being used to enhance instruction in the seventh grade collaborative science and social studies classrooms. These general education collaborative teachers also attended a workshop on Universal Design for Learning to continue developing their skills in the use of technology to reach all learners.

All special education classrooms now have a wide array of technology equipment and software to support our special learners as we move nearer to closing the achievement gap.

Testing, Grants & Special Projects

Curriculum and Instruction

Testing Program- Our students have participated in the following tests to date:

- KRA-L: the Kindergarten Readiness Assessment -Literacy, is a brief assessment tool that helps teachers identify early reading skills. It is a state required test for all children entering kindergarten.
 - The assessment measures skill areas important to becoming a successful reader. It also helps teachers plan for experiences and lessons that encourage reading.
- State Diagnostic Reading: AIMSWEB-is a brief assessment that measures overall performance of key foundational skills at elementary grade level. It provides our teachers with an accurate prediction of reading and math achievement for the students in their learning care. We use this as a screener and also for progress monitoring. It is given in the fall to all K-3 graders and utilized again with Winter and Spring benchmarks for a target population of our students.
- CogATs-The *Cognitive Abilities Test* measures students' learned reasoning abilities in the three areas most linked to academic success in school: Verbal, Quantitative and Nonverbal. Although it's primary goal is to assess students' reasoning abilities. We use this test with our 2nd, 4th, 6th and 8th graders to make placement decisions for our Gifted and Talented program.
- OAA- The Grade 3 Reading Assessment is given twice a year based on Ohio law. The Third Grade Guarantee was implemented to ensure that grade 3 students would be reading at grade level by the end of the school year.
- OGT-Ohio Graduation Tests were taken in the fall by a section of our high school students that are working toward the goal of passing all five sections in order to receive their high school diplomas. Students begin taking the tests as in the spring of their 10th grade. Opportunities continue to be given the following fall and summer of their 11th and 12th grades. Test areas are English Language Arts, mathematics, science, social studies and writing.
- EXPLORE & PLAN- EXPLORE (8TH) and PLAN (10TH) include English, mathematics, reading and science as well as an interest inventory that help our students make educational and career plans.

The second semester tests and their purposes will be shared next month.

Compliance with federal and state regulations are being monitored.

Currently the entire district testing program is being reviewed to determine what is the most effective and reasonable means of attaining student data that can be used to drive our instruction.

Data is being distributed and recommendations are being shared with the District Leadership Team on how to best use the data to enhance and/or change teaching practices. Administrators are being provided with the newest versions of data on interactive reports that can be used to look at school wide results, grade level or subject area results, teacher specific results as well as individual student results. The practice and training of data analysis is a foundation for the curricular work that is taking place across the district.

- **District Beliefs Addressed: All decisions must be based on what is best for our students; All students can learn given proper support and opportunity; WG will develop each student to his/her fullest potential; We must maintain high expectations for students and staff.**

Communication and Collaboration

Curricular changes are being supported in a collaborative forum with emphasis of elementary knowledge being provided. Research and supporting documentation is offered on an ongoing basis to assist in the culture shift towards reaching ALL students.

- **District Beliefs Addressed: We must maintain high expectations for students and staff; All members of the WG learning community must unite as a team to realize our full potential.**

Finance

CCIP- Comprehensive Continuous Improvement Plan is the grants application and monitoring system that houses state and federal grant funding. It consists of two parts: the planning tool and the funding application. The Planning Tool has the goals, strategies, action steps and district goal amounts for all grants in the CCIP. The Funding Application contains the budget, budget details, and nonpublic services. Current grants that are being managed include Title I, Title IIA, Title III, IDEA and IDEA Part B with a budget of \$685,000.

The priority is to revise the current federal and state applications.

The primary goal is to establish clear assignment of responsibility at each level of data entry to comply with state and federal funding guidelines.

Specific training, review of the legal requirements and monitoring of completion will be the goal for school year 2013-2014.

Applications for Straight A grant funding are included in the district CCIP.

Grant presentation delivered to 23 staff members at the West Geauga Academy.

Grant planning Prezi posted on the West Geauga Teacher Resource Section of the Website.

A needs-assessment underway to identify potential grant proposals.

Preparation of a technology-based grant in process.

- **District Beliefs Addressed: We must be good stewards of our resources.**

West Geauga High School

Collaboration and Communication

Professional Learning Communities (PLC) - Since the start of the school year, teachers have used their PLC time to develop SMART Goals, curriculum maps tied to the Common Core and common assessments. This is an ongoing process and will take the entire school year to complete. The staff meets weekly on Wednesday mornings.

Blackboard Connect – Our automated mass email and phone system allows the high school to communicate with parents in regards to events, school programs and newsletters.

Naviance – The Naviance student communication system broadcasts career and college information to all our students and parents.

- Building Goals Addressed: Staff collaboration within and outside of the building, Increase Rigor, Increase the school's Performance Index, Continue to work toward implementation Common Core and Parcc, Demand Excellence, Grow Lowest 20%, Reach Each One.

Teaching and Learning

Testing – The PLAN results have arrived and the high school will be mailing out the results to the parents with information to interpret the data. An email will also be sent home with links to the PLAN website that will direct the families to valuable resources. The staff will use the data to tailor instruction to fill individual needs.

OTES – All building teachers are currently being evaluated under the new Ohio Teacher Evaluation System.

Peer Observation of Teaching – The focus of peer observation will be on the student experience. Peer observation allows teachers to benefit from each other's knowledge and classroom experiences.

Academic Support - Teachers are continuing to complete Academic Support Forms for students who are at risk of failing or who are failing a course. This is part of a Response to Intervention program that is in place at the high school.

Progress Reports- Progress reports were mailed home on December 6, 2013 to all students struggling in a class.

- Building Goals Addressed: Increase the school's Performance Index, Demand Excellence, Grow Lowest 20%, Reach Each One, Continue to work toward implementation Common Core and Parcc

Facilities

Faculty Restroom – The men's faculty restroom received new lighting and ceiling tiles.

Auxiliary Gymnasium – New lighting will be installed in the auxiliary gymnasium over winter break.

West Geauga Middle School

Teaching and Learning

- The Middle School Department heads met to discuss the development of Pacing guides that follow the curriculum maps that are being written. These are in the process of being completed and will be presented to Mrs. Benincasa during the Winter break. Teachers have accomplished some of this work in their PLC time, however, much of this work has been done on their own time.
- The students at the middle school took the CoGAT test earlier this school year and we have received the results. The narrative reports have just recently been sent home. The information contained in the reports is accompanied by a brief overview of the information.

Collaboration and Communication

- Our PLC times have been spent focusing on the finishing touches of the pacing guides for this school year. These guides have been developed along with quarterly common assessments.
- Staff members have continued to attend West Geauga Academy classes after school. These have proven extremely well received by the staff. This opportunity for teachers to work with one another inside and outside of the building has been an excellent opportunity. The students of our district are sure to benefit from this inservice.

Facilities

- The LobbyGuard has been put into full operation in the front of the middle school. Upon arrival at the middle school, each visitor will be let into the first set of doors. They will then have to have their driver's license scanned, and a comparison is run between the visitor's name and birthdate and several national databases. (ie, felons and sexual offenders) Once approved, a visitor's badge is printed in the office and the trained office staff permits the visitor into the building.
- We were able to upload the bus numbers that each student rides into our Connect 5 program at each building level. This gives the transportation department the ability to communicate by phone or email with individual busloads of students to report specific information. This is a tremendous tool to use with late buses due to the weather condition.

Lindsey Elementary School

Teaching and Learning

- Continue to work through the teacher evaluation system of pre/observation/post conferences.
- Classroom walkthroughs continue.
- Meetings scheduled with IAT members for student success
- Review of 3rd Grade Fall OAA Reading scores with staff

Communication and Collaboration

- The December Viking Voice was emailed to all Lindsey parents. It was also posted to the website.
- December PTO meeting was held
- Lindsey Holiday Shop is currently in progress
- Winter Concert (Gr. 1-3) will be held on Thursday, December 12th.

Facilities

- MPR heating issue is being resolved.

Westwood Elementary School

Teaching & Learning

- Three student teachers have completed their fall experience in two first grade classrooms and one special ed. classroom.
- I attended the Grant Writing workshop after school with Brenda Harriss. I shared my list of grant opportunities with Brenda.
- I attended an Administrative Meeting and had a follow-up meeting on reviewing third grade OAA results.
- Mid-term reports on student progress were sent home.
- A new teacher attended a full day Mentoring Program in district.
- The staff and I continue to work through the OTES evaluation system on line with eTPES. A self-evaluation, pre-conference questions, a lesson plan, formal observation and post conference are in process.

Collaboration & Communication

- The guidance counselor hung up the anti-bullying posters for everyone to view.
- The PTO Holiday Shop was held.
- First grade classes held their Thanksgiving play for the parents.
- PLC meetings continue on Wednesdays to map out the second quarter of the CCSS. Nancy sent out an email to review progress at some grade levels.

Facilities

- A representative from DeWine's office came with an Russell Police officer to review our camera system and make written recommendations to Mr. Russo (per his request.) A Siever's service man came over and met with them.
- Staff has been notified that drop ceilings will be installed over break in rooms 3, 4, 6, 7, 8 and 9.

Standing Committee Discussions

Operations – Mr. Russo gave a short update on the planned roof projects for this summer. The plan is to request Board approval to go out for bids at the January Board meeting and to include alternate bids in the specifications.

Personnel – Mr. Beers indicated four applications had been received for the Treasurers position. Interviews were held on December 14, 2013

Policy –The following policies had a first reading:

1220	Employment of the Superintendent
1310	Employment of the Treasurer
1520	Employment of Administrators
1530	Evaluation of Principals and other Administrators
1630.01	FMLA Leave
1662	Anti-harassment
2271	Postsecondary enrollment programs
2430	District sponsored clubs and activities
2431	Interscholastic athletics
2623.02	Third grade reading guarantee
3120	Employment of professional staff
3362	Anti-harassment
3430.01	FMLA leave
4362	Anti-harassment
4430.01	FMLA Leave
5111	Eligibility of resident/nonresident students
5310	Health services
5340	Student accidents
5513	Care of school property
5517	Anti-harassment
5517.01	Bullying and other forms of aggressive behavior
5630.01	Positive behavior intervention and supports and limited use of restraint and seclusion
6152	Student fees, fines and charges
7300	Disposition of real property/personal property
8210	School calendar
8390	Animals on District property
8405	Environmental health and safety issues
8462	Student abuse and neglect
8510	Wellness
9160	Public attendance at school events
9270	Equivalent education outside the schools
9700	Relations with special interest groups

Mr. Palmer gave a brief overview of grammatical/spelling issues that will be addressed. He asked that any questions or concerns be sent to him prior to the second reading in January.

Technology

Mrs. Benincasa related that she, Superintendent Palmer and Mr. Kilroy had met regarding technology. District level and building level technology committees are now active. Some items that are being reviewed are supplemental contracts, and a start of the West Geauga technology plan. This would include procurement, usage and implementation.

2013-139

A motion was made by Mrs. Gillmore and was seconded by Mr. Kotowski to accept the committee reports.

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

Motion carried

Treasurer's Report/Recommendations

Financial Reports A-F

Treasurer Tullai presented the Financial Reports A-F for November 2013 (see attached)

2013-140

A motion was made by Mr. Kotowski and seconded by Mr. Kilroy, to approve the following:

November Warrants

Check	Name	Date	Fund	Description	Amount
290178	ILLUMINATING COMPANY	11/7/2013	001	ACCT#110-029-220-701	8.24
290307	TURNEY'S HARDWARE	11/13/2013	001	ACCT# 11795 SUPPLIES	14.97
290269	KRIPPEL, SHAWN	11/13/2013	001	mileage for Lake/Geauga	17.52
290215	THOMAS, KATHY	11/7/2013	001	MILEAGE FOR 2013-2014 SY	19.48
290185	KRIPPEL, SHAWN	11/7/2013	001	roundtrip mileage 21 miles	22.60
290367	KRIPPEL, SHAWN	11/25/2013	001	roundtrip mileage 21 miles	22.60
290237	CARTER LUMBER	11/13/2013	001	SUPPLIES FOR ALL BUILDINGS	27.08
290341	GEAUGA COUNTY SANITARY ENGR.	11/25/2013	001	ACCT# 98-000040 WATER TESTS	30.00
290158	MELLON TRUST OF NEW ENGLAND NA	11/7/2013	001	HSA CONTRIBUTIONS FOR ED	31.25
290319	MELLON TRUST OF NEW ENGLAND NA	11/14/2013	001	HSA CONTRIBUTIONS FOR ED	31.25
290211	SHETLER OFFICE SUPPLY	11/7/2013	001	LOCKS FOR MEDPACKS	32.90
290229	ASHTABULA COUNTY BOARD	11/13/2013	001	DRIVER RECERT CLASS	35.00
290206	RISCHAR, SUE	11/7/2013	001	FY14 MILEAGE REIMBURSEMENT	35.72
290375	MIDAMERICA BOOKS	11/25/2013	001	Rottweilers	36.90
290357	GILLMORE, SALLY	11/25/2013	001	MEALS FOR OSBA CONFERENCE	38.42
290413	STAPLES ADVANTAGE	11/25/2013	001	Sanford Sharpie, Permanent	42.63
290213	SPENCER, BARBARA J.	11/7/2013	001	REIMB. CDL RENEWALS	44.75
290361	HUBER, THERESA	11/25/2013	001	REIMB. CDL RENEWALS	44.75
290343	DEMCO INC	11/25/2013	001	H90127 Plain Back Book Pocket	55.33
290234	BREWSTER, DENISE	11/13/2013	001	PURCHASE MISC. SUPPLIES FOR	57.09
290423	WHELAN, SEAN	11/25/2013	001	Mileage to:	63.96
290236	FIRST CHOICE COFFEE SERVICES	11/13/2013	001	DRINKING WATER CENTRAL OFFICE	71.85
290194	NAVITUS CONTROLS LLC	11/7/2013	001	HVAC CONTRACTED SERVICE	71.90
290336	CENTURYLINK BUSINESS SERVICES	11/25/2013	001	LONG DISTANCE SERVICE	71.93
290362	WVIZ	11/25/2013	001	Ideastream Technology and	85.00
290238	CED MENTOR	11/13/2013	001	ELECTRICAL SUPPLIES	89.45

290387	PIONEER MANUFACTURING CO	11/25/2013	001	BLUE FIELD MARKING PAINT	92.00
290337	CHEMSAFE INTERNATIONAL	11/25/2013	001	BUS PARTS/SUPPLIES	94.20
290169	GEAUGA CONCRETE INC.	11/7/2013	001	ADDITIONAL STONE NEEDED	94.50
290219	URBANEK, JILEEN	11/7/2013	001	CERTIFIED VISION CLAIMS	100.00
290381	OHIO ALLIANCE BILLING LLC	11/25/2013	001	FY14: 12% ALLOWED TOTAL	101.42
290302	STAPLES ADVANTAGE	11/13/2013	001	FY14 OFFICE SUPPLIES	101.69
290310	UPS	11/13/2013	001	Shipping Expenses	103.44
290348	EDUCATIONAL SERVICE CENTER OF	11/25/2013	001	Services - Clerical Health	106.37
290157	NEWS HERALD	11/7/2013	001	AD - QUOTES LN GENERATOR	113.65
290240	CLEVELAND CLINIC	11/13/2013	001	TRANSP PHYSICALS AND DRUG	115.00
290377	MUSICAL RESOURCES OF TOLEDO	11/25/2013	001	SIGHT READING MATERIALS FOR	120.89
290259	HANS FREIGHTLINER OF CLEVELAND	11/13/2013	001	BUS PARTS	126.09
290425	WINDSTREAM	11/25/2013	001	RUSSELL TELEPHONE	126.54
290251	FRAM, JANICE	11/13/2013	001	CERTIFIED VISION CLAIMS	128.84
290244	D & H DISTRIBUTING	11/13/2013	001	TI84 PLUSLVRVSC TI-VIEW	149.49
290293	SCHOOL SPECIALTY	11/13/2013	001	SUPPLIES	151.18
290273	LOWE'S OF MENTOR	11/13/2013	001	SUPPLIES DISTRICT WIDE	157.03
290218	UNIFIRST CORPORATION	11/7/2013	001	HS WALK OFF MATS LEASE/CLEAN	158.32
290309	UNIFIRST CORPORATION	11/13/2013	001	HS WALK OFF MATS LEASE/CLEAN	158.32
290205	REEHORST, SUSAN	11/7/2013	001	Mileage Reimbursement	159.58
290176	HOME DEPOT	11/7/2013	001	DISTRICT SUPPLIES	160.80
290261	WVIZ	11/13/2013	001	Registration for Debbie	170.00
290314	WINDFALL	11/13/2013	001	13 books from preview box.	171.78
290320	NEWS HERALD	11/14/2013	001	Subscription for the News	172.00
290207	RUSO, JAMES A	11/7/2013	001	MILEAGE 2013-2014	174.10
290267	KILROY, MICHAEL	11/13/2013	001	MILEAGE FOR OSBA CAPITAL	176.97
290212	SIGNATURE OFFICE WORKS	11/7/2013	001	AVE-05062	178.11
290340	CLEVELAND VICON	11/25/2013	001	SUPPLIES DISTRICT WIDE	191.00
290254	GLOBAL GOV ED SOLUTIONS INC	11/13/2013	001	YY11-K46344 PEERLESS	193.43
290201	PLATZ, KEN	11/7/2013	001	TRANSPORTATION VISION CLAIMS	200.00
290315	YOKULES, TIM	11/13/2013	001	CERTIFIED VISION CLAIMS	200.00
290290	QUILL CORPORATION	11/13/2013	001	CZ069FN HP Twin Pack #CB335WN	209.65
290305	TIMMONS, DUSTY	11/13/2013	001	MILEAGE REIMBURSEMENT FOR ALL	222.46
290399	SCHOOL HEALTH CORP	11/25/2013	001	13107 - FILAC 3000EZ	222.65
290383	OHIO SCHOOL BOARDS ASSOCIATION	11/25/2013	001	BOOKS FROM CONFERENCE FOR	226.76
290272	LIBRARIAN'S BOOK EXPRESS	11/13/2013	001	CONFIRMING ORDER - 16 PREVIEW	227.35
290397	RUSO, JAMES A	11/25/2013	001	MILEAGE 2013-2014	239.09
290349	FIRST CHOICE COFFEE SERVICES	11/25/2013	001	WATER FOR COOLERS - TRANSP	241.30
290282	OAESA	11/13/2013	001	OAESA Membership, Professional	250.00
290304	TERIK ROOFING INC	11/13/2013	001	SOME ADDITIONAL WORK TO BE	251.00
290393	REALLY GOOD STUFF	11/25/2013	001	TODAYS OBJECTIVE POCKET CHART	253.03
290418	TODD, KATHY	11/25/2013	001	Mileage reimbursement for the	253.75
290283	OHIO ASSOC OF SECONDARY	11/13/2013	001	OHIO ASSOCIATION OF SECONDARY	255.00
290230	ASSURE VAULT LLC	11/13/2013	001	-FY14 STORAGE FEES	255.55
290382	OHIO BUREAU OF CRIMINAL	11/25/2013	001	BACKGROUND CHECKS FOR	256.00

290296	SECURITY INTEGRATION LLC	11/13/2013	001	SECURITY DISTRICT WIDE	260.00
290163	CERIDIAN BENEFIT SERVICES	11/7/2013	001	FY14 COBRA BENEFITS	275.22
290396	HYGIENITECH OF NE OHIO LLC	11/25/2013	001	YEARLY CONTRACT FOR PEST	277.00
290407	SHIFFLER EQUIPMENT SALES	11/25/2013	001	METAL HOOKS 2-PRONG.POLISHED	283.38
290180	INTERSTATE TOWING	11/7/2013	001	TOWING BUSES OR VANS	300.00
290322	AL'S HIGH TECH INC	11/25/2013	001	DISTRICT WIDE REPAIRS	303.60
290216	TRANSPORTATION ACCESSORIES CO.	11/7/2013	001	ACCT# 1753 PARTS	306.06
290420	UNIFIRST CORPORATION	11/25/2013	001	HS WALK OFF MATS LEASE/CLEAN	316.64
290412	STANTONS SHEET MUSIC INC	11/25/2013	001	MUSIC FOR HIGH SCHOOL CHOIRS	316.86
290226	AL'S HIGH TECH INC	11/13/2013	001	DISTRICT WIDE REPAIRS	319.60
290392	QUILL CORPORATION	11/25/2013	001	-PLEASE REFER TO ATTACHED	322.67
290370	LAWSON PRODUCTS INC	11/25/2013	001	BUS PARTS	326.45
290379	NURSE FINDERS	11/25/2013	001	Sub LPN as needed:	350.00
290385	OSSPEAC	11/25/2013	001	Registrations for 2013 OSSPEAC	360.00
290225	ZEP MANUFACTURING CO.	11/13/2013	001	TRANSPORTATION SUPPLIES	362.22
290350	FIVE STAR FIRE PROTECTION SVCS	11/25/2013	001	#10 (24" X 10.25" X 6.5")	365.94
290300	SMART APPLE MEDIA	11/13/2013	001	"Do You Really Want to	379.99
290208	SCHOOL HEALTH CORP	11/7/2013	001	Medical Supplies	383.76
290202	PODGURSKI, JOHN A.	11/7/2013	001	LEGAL SERVICES - 2013-2014 SY	416.00
290424	WILSON LANGUAGE TRAINING	11/25/2013	001	Please see attached list	430.92
290233	BOILER SPECIALISTS	11/13/2013	001	DISTRICT WIDE REPAIRS	436.00
290188	MARS ELECTRIC CO	11/7/2013	001	Electric Supplies	437.58
290405	SECURITY INTEGRATION LLC	11/25/2013	001	SECURITY DISTRICT WIDE	450.00
290239	CINTAS CORPORATION #259	11/13/2013	001	5781/5782 FY14 MAT RENTALS	457.39
290260	IAMMARINO,DEBRA	11/13/2013	001	Mileage Reimbursement	459.31
290179	INDELCO CUSTOM PRODUCTS INC	11/7/2013	001	REPAIRS TO LN SLIDE	475.00
290346	DOMINION EAST OHIO	11/25/2013	001	GAS TRANSPORT #21369WW	482.56
290204	REA & ASSOCIATES INC	11/7/2013	001	FY13 GAAP/GASB 34/CAFR	500.00
290388	PITNEY BOWES INC.	11/25/2013	001	LEASE ACCOUNT #6907125	500.00
290181	J&B FLEET INDUSTRIAL SUPPLY	11/7/2013	001	SUPPLIES FOR BUSES	532.76
290268	KOLSOM TIRES	11/13/2013	001	TIRES & TUBES TRANSPORTATION	580.00
290253	GLA WATER, INC.	11/13/2013	001	WATER TREATMENT ON BOILERS	585.58
290360	GRAINGER	11/25/2013	001	MOTOR FOR UNIVENT AT LN	592.27
290292	ROMANO IANIRO CONTRACTING INC	11/13/2013	001	HYDRO JETTING SERVICES	600.00
290222	WASTE MANAGEMENT/WESTERN	11/7/2013	001	TRASH 215-0175069-0215-8	631.22
290419	TOTAL ROOFING SERVICES LLC	11/25/2013	001	DISTRICT WIDE ROOF REPAIRS	655.00
290312	WASTE MANAGEMENT/WESTERN	11/13/2013	001	COMPACTOR 137-0172555-1378-4	659.17
290191	MEDLINE INDUSTRIES	11/7/2013	001	Medical Supplies	659.56
290160	AMERICAN BUS & ACCESSORIES	11/7/2013	001	BUS PARTS	660.19
290409	SIMPLEXGRINNELL LP	11/25/2013	001	SERVICE FOR DUCT SMOKE	694.00
290321	SERS	11/22/2013	001	FY13 SURCHARGE PENALTY	700.00
290285	OHIO DEPT OF JOB AND	11/13/2013	001	FY14 UNEMPLOYMENT CHARGES	717.56
290165	CHESTERLAND AUTO BODY INC	11/7/2013	001	REPAIRS TO VANS OR BUSES	786.95
290327	ANTHEM LIFE	11/25/2013	001	Life Insurance	819.00
290328	AT & T	11/25/2013	001	LN LINE 440-729-8479-516 2	829.09

290175	HEADER MAINTENANCE	11/7/2013	001	WELL SUPERVISION ALL BLDGS	955.00
290371	LIGHT SPEED	11/25/2013	001	REDCAT all in one system w/	974.86
290162	CARRIAGE AUTO SUPPLIES/PAINT	11/7/2013	001	ACCT # 795 BUS PARTS	1011.45
290306	TRUCK PRO HOLDING CORPORATION	11/13/2013	001	TRANSPORTATION PARTS	1048.91
290323	ALL BRITE ELECTRIC	11/25/2013	001	DISTRICT ELECTRICAL REPAIR	1100.00
290199	PEARSON EDUCATION/LEARNING	11/7/2013	001	Interactive Science, Grade 5	1101.28
290324	AMERICA'S BEST TRANSPORTATION	11/25/2013	001	Transportation Service for	1155.00
290217	TURNNEY'S HARDWARE	11/7/2013	001	ACCT# 11858 BLANKET SUPPLIES	1187.52
290398	SERS	11/25/2013	001	SERSBDPK - 690 (BRDDIS)	1253.06
290363	ILLUMINATING COMPANY	11/25/2013	001	ACCT#110-028-064-720	1391.03
290248	ENERGY CAP INC.	11/13/2013	001	ENERGY PROGRAM SOFTWARE	1495.00
290184	JOSTENS	11/7/2013	001	WEST GEAUGA HIGH SCHOOL	1508.36
290164	CHARDON OIL	11/7/2013	001	MOTOR OIL FOR TRANSPORTATION	1541.05
290308	ULLMAN OIL, INC.	11/13/2013	001	FUEL FY14	1546.05
290232	BAKER VEHICLE SYSTEMS	11/13/2013	001	REPAIRS AND SERVICE AS PER	1703.26
290287	PEARSON EDUCATION/LEARNING	11/13/2013	001	Prentice Hall Mathematics	1723.00
290325	AMERICAN EXPRESS CPC	11/25/2013	001	REGISTER DOMAIN NAME	2025.31
290186	LAKE TRUCK SALES & SERVICE	11/7/2013	001	ACCT# 499 PARTS FOR TRANSP.	2270.34
290368	LAKE COUNTY ESC	11/25/2013	001	Lake Academy - Other Purchase	2600.00
290281	NAVITUS CONTROLS LLC	11/13/2013	001	HVAC CONTRACTED SERVICE	2857.50
290410	SMITH & OBY SERVICE COMPANY	11/25/2013	001	Labor and materials to install	2970.00
290159	ACTIVE PLUMBING SUPPLY	11/7/2013	001	ACCT# 2947 SUPPLIES MAINT.	3342.98
290161	BONDED CHEMICALS	11/7/2013	001	MAG CHLORIDE PELLETS	4757.20
290416	TAYLOR	11/25/2013	001	Settlement	8850.00
290338	CIUNI & PANICHI	11/25/2013	001	FY13 AUDIT SERVICES	9415.00
290170	GEAUGA COUNTY BOARD OF	11/7/2013	001	MONTHLY LEASE TRANSPORTATION	14131.33
290326	ANTHEM DENTAL	11/25/2013	001	Dental premium	15099.34
290262	ILLUMINATING COMPANY	11/13/2013	001	ACCT #110-027-279-022	17806.69
290171	GEAUGA COUNTY EDUCATIONAL SVCS	11/7/2013	001/516	VI Costs	20668.97
290252	GEAUGA COUNTY BOARD OF	11/13/2013	001	Fuel,monthly services	24725.49
290355	GEAUGA COUNTY EDUCATIONAL SVCS	11/25/2013	001	Special education	149091.93
700649	STRS	11/29/2013	001	STRSBDPK - 691 (BRDDIS)	1801.28
700646	STRS	11/15/2013	001	STRSBDPK - 691 (BRDDIS)	2240.10
700645	FEDERAL RESERVE BANK	11/15/2013	001	MEDICARE - 692 (BRDDIS)	7334.71
700648	FEDERAL RESERVE BANK	11/29/2013	001	MEDICARE - 692 (BRDDIS)	8413.73
700652	SERS	11/29/2013	001	BD. SHARE, NON-CERTIFIED 11/13	40300.00
700651	STRS	11/29/2013	001	BD. SHARE, CERTIFIED 11/13	121138.00
700643	WGLSD Insurance Prem.	11/7/2013	001	Health payment	281183.15
700644	PAYROLL ACCOUNT	11/15/2013	001	Payroll - pay date 11/15/13.	593037.47
700647	PAYROLL ACCOUNT	11/29/2013	001	Payroll - pay date 11/29/13.	624156.20
700653	HUNTINGTON NATIONAL BANK	11/25/2013	002	PRINCIPAL - BOND DEBT SERVICE	193950.00
290408	SIEVERS SECURITY INC	11/25/2013	003	ACTI DOME IN CAMERA 3.6 MM LEN	375.00
290263	INDUSTRIAL ENERGY SYSTEMS INC	11/13/2013	003	ROOF REPLACEMENT @ WESTWOOD	400.00

290333	BUCKEYE POWER SALES	11/25/2013	003	PLANNED MAINTENANCE FOR MAIN	889.18
290214	TERIK ROOFING INC	11/7/2013	003	INSTALL 2 ROOF CURBS ON HS	2145.00
290374	MID STATE RESTORATION INC	11/25/2013	003	LN - LINTEL REPLACEMENT AT	2935.00
290243	CLEVELAND VICON	11/13/2013	003	UPGRADE MS VESTIBULE ENTRANCE	3430.00
290255	GO GREEN HEATING, AIR	11/13/2013	003	MAINTENANCE PLAN MAR13-FEB14	6750.00
290358	GO GREEN HEATING, AIR	11/25/2013	003	PARTS & LABOR TO REPAIR AND	12690.00
290223	WIDING, CINDY	11/7/2013	006	COOKS MILEAGE	21.62
290192	MONACO, LAURIE	11/7/2013	006	COOKS MILEAGE	25.09
290294	SCHWEBEL BAKING COMPANY	11/13/2013	006	FOOD SUPPLIES 13/14	67.30
290193	MSK PRODUCE INC.	11/7/2013	006	FRESH FRUIT	100.00
290279	MSK PRODUCE INC.	11/13/2013	006	FRESH FRUIT	100.00
290209	SCHWEBEL BAKING COMPANY	11/7/2013	006	FOOD SUPPLIES 13/14	114.00
290177	HPS LLC	11/7/2013	006	GROUP PURCHASING MEMBERSHIP	204.92
290189	MASTER PIZZA	11/7/2013	006	DAILY PIZZA	246.10
290404	SCHWEBEL BAKING COMPANY	11/25/2013	006	FOOD SUPPLIES 13/14	334.50
290376	MSK PRODUCE INC.	11/25/2013	006	FRESH FRUIT	487.50
290284	OBERLIN FARMS DAIRY LLC	11/13/2013	006	CUSTOMER #501700/501701	488.95
290274	MASTER PIZZA	11/13/2013	006	DAILY PIZZA	543.60
290380	OBERLIN FARMS DAIRY LLC	11/25/2013	006	CUSTOMER #501700/501701	559.54
290195	OBERLIN FARMS DAIRY LLC	11/7/2013	006	CUSTOMER #501700/501701	596.57
290389	GIANT EAGLE	11/25/2013	006	FOOD SUPPLIES	797.82
290373	MASTER PIZZA	11/25/2013	006	DAILY PIZZA	950.60
290257	GORDON FOOD SERVICE	11/13/2013	006	FOOD SUPPLIES 13/14 SY	2891.87
290173	GORDON FOOD SERVICE	11/7/2013	006	FOOD SUPPLIES 13/14 SY	3127.72
290359	GORDON FOOD SERVICE	11/25/2013	006	FOOD SUPPLIES 13/14 SY	7304.12
290227	ALLEY, MARY BETH	11/13/2013	009	CONSUMABLE PURCHASES FOR MISC.	9.14
290291	REDMOND, JESSICA	11/13/2013	009	CONSUMABLE PURCHASES/REIM-	10.31
290415	TAURASI, MICHAEL	11/25/2013	009	CONSUMABLES	24.98
290174	GREGORY, KRISTIN	11/7/2013	009	CONSUMABLES	33.87
290271	LEDMAN, ALY	11/13/2013	009	CONSUMABLES	44.55
290335	CASCADE SCHOOL SUPPLIES	11/25/2013	009	CONSUMABLES	116.75
290401	SCHOOL SPECIALTY	11/25/2013	009	CONSUMABLES	1493.27
290198	PAXTON/PATTERSON	11/7/2013	009	CONSUMABLES	2444.00
290203	QUENCH	11/7/2013	018	MONTHLY CONTRACT OF SERVICE	25.00
290329	BERNACKI, KENNETH	11/25/2013	018	SUPPLIES	31.00
290241	CLEVELAND INDIANS BASEBALL	11/13/2013	018	Deposit for Weather Days with	200.00
290167	FANTASTIC EMBROIDERY &	11/7/2013	018	T-shirts for Olweus Acceptance	294.00
290369	LAKE METROPARKS	11/25/2013	018	Renewable energy program	463.00

290400	SCHOOL PRIDE	11/25/2013	018	PLEASE REFER TO QUOTE NO.	565.00
290242	CLEVELAND PLAYHOUSE	11/13/2013	018	A Christmas Story Play on	637.50
290384	ORIENTAL TRADING CO.	11/25/2013	200	20-5/591 Mega Pencil	55.00
290356	GEORGIO'S OVEN FRESH PIZZA	11/25/2013	200	student recognition	72.00
290166	CHESTERLAND FLORIST	11/7/2013	200	STUDENT COUNCIL 2013-14	88.00
290172	GEORGIO'S OVEN FRESH PIZZA	11/7/2013	200	student recognition	120.00
290231	BAKER & TAYLOR COMPANIES	11/13/2013	200	48 books (see attached list)	481.38
290411	SPORT RACK - LCSR INC	11/25/2013	200	HIGH SCHOOL STUDENT COUNCIL	1027.50
290210	SEASONAL SPORTING GOODS	11/7/2013	200	NAVY T-SHIRTS	1310.80
290196	OHSAA	11/7/2013	300	X Country -WGMS	6.00
290246	DRAGAN, JOHN	11/13/2013	300	FOOTBALL OFFICIALS/WORKERS	25.00
290265	JENSEN, COREY	11/13/2013	300	FOOTBALL OFFICIALS/WORKERS	25.00
290276	MILNAR, ERIC F	11/13/2013	300	FOOTBALL OFFICIALS/WORKERS	25.00
290303	STUMPF, GARY	11/13/2013	300	FOOTBALL OFFICIALS/WORKERS	25.00
290295	SCIRIA, RANDY	11/13/2013	300	FOOTBALL OFFICIALS/WORKERS	30.00
290352	FRONCZEK, STEVE	11/25/2013	300	GIRLS BASKETBALL	30.00
290402	SCHRAGER, HARVEY	11/25/2013	300	GIRLS BASKETBALL	30.00
290353	FRY, LARRY	11/25/2013	300	VOLLEYBALL OFFICIALS/WORKERS	35.00
290182	JONES, JAMES M.	11/7/2013	300	FOOTBALL OFFICIALS/WORKERS	40.00
290187	LONCHOR, JEFF	11/7/2013	300	FOOTBALL OFFICIALS/WORKERS	40.00
290190	MCCARTHY, SEAN	11/7/2013	300	FOOTBALL OFFICIALS/WORKERS	40.00
290220	VANEK, JOSEPH	11/7/2013	300	FOOTBALL OFFICIALS/WORKERS	40.00
290250	FORSYTHE, STEVEN	11/13/2013	300	FOOTBALL OFFICIALS/WORKERS	40.00
290299	SIEGLER, SANFORD	11/13/2013	300	FOOTBALL OFFICIALS/WORKERS	40.00
290330	BERRY, GEORGE	11/25/2013	300	GIRLS BASKETBALL	40.00
290331	BIELOZER, BRIAN	11/25/2013	300	GIRLS BASKETBALL	40.00
290334	CALHOON, JENNIFER	11/25/2013	300	BOYS BASKETBALL	40.00
290342	CUNNINGHAM, TOM	11/25/2013	300	GIRLS BASKETBALL	40.00
290344	DICKARD, RYAN	11/25/2013	300	BOYS BASKETBALL	40.00
290364	IRWIN, DOUG	11/25/2013	300	FOOTBALL OFFICIALS/WORKERS	40.00
290365	KAVULICH, JAMES	11/25/2013	300	GIRLS BASKETBALL	40.00
290366	KNAPP, SCOTT	11/25/2013	300	GIRLS BASKETBALL	40.00
290372	MARTIN, ARTHUR	11/25/2013	300	GIRLS BASKETBALL	40.00
290386	PEREZ, MOISE	11/25/2013	300	GIRLS BASKETBALL	40.00
290391	PUCKRIN, DREW	11/25/2013	300	GIRLS BASKETBALL	40.00
290395	RILEY, CHUCK	11/25/2013	300	GIRLS BASKETBALL	40.00
290421	WARD, MARION	11/25/2013	300	BOYS BASKETBALL	40.00
290422	WERTZ, DONNA	11/25/2013	300	GIRLS BASKETBALL	40.00
290347	ECKER, ERIC	11/25/2013	300	MS Boys Basketball officials	55.00

290351	FORCE, RAY	11/25/2013	300	MS Boys Basketball officials	55.00
290354	GALASKY, TIMOTHY	11/25/2013	300	MS Boys Basketball officials	55.00
290394	REILLY, THOMAS J.	11/25/2013	300	MS Boys Basketball officials	55.00
290414	STRAUCH, DAVID	11/25/2013	300	MS Boys Basketball officials	55.00
290417	THOMAS, RUSSELL	11/25/2013	300	MS Boys Basketball officials	55.00
290403	SCHUSTER, CHRIS	11/25/2013	300	GIRLS BASKETBALL	80.00
290221	WARD, JOSEPHINE	11/7/2013	300	INCREASE FOR WORKSHOP	90.00
290200	PERRY BOARD OF EDUCATION	11/7/2013	300	Registration Fee for:	100.00
290245	DAY, TIMOTHY SEAN	11/13/2013	300	FOOTBALL OFFICIALS/WORKERS	100.00
290247	ELIA, PHILIP	11/13/2013	300	FOOTBALL OFFICIALS/WORKERS	100.00
290256	GOODLIN, TRAVIS	11/13/2013	300	FOOTBALL OFFICIALS/WORKERS	100.00
290264	JACHNA, JORDAN	11/13/2013	300	FOOTBALL OFFICIALS/WORKERS	100.00
290266	KAILBURN, JAMES	11/13/2013	300	FOOTBALL OFFICIALS/WORKERS	100.00
290277	MOMINEY, ANDREW	11/13/2013	300	FOOTBALL OFFICIALS/WORKERS	100.00
290288	POMNEAN, ROBERT	11/13/2013	300	FOOTBALL OFFICIALS/WORKERS	100.00
290289	PURCHASE, MARK	11/13/2013	300	FOOTBALL OFFICIALS/WORKERS	100.00
290298	SHIPLEY, ANTHONY J.	11/13/2013	300	FOOTBALL OFFICIALS/WORKERS	100.00
290345	DIMATTIA, MARIO	11/25/2013	300	FOOTBALL OFFICIALS/WORKERS	100.00
290197	ORANGE BOARD OF ED.	11/7/2013	300	CVC SPORTSMANSHIP SYMPOSIUM	110.00
290249	FLATLEY, MIKE	11/13/2013	300	FOOTBALL OFFICIALS/WORKERS	135.00
290258	GRAF, BOB	11/13/2013	300	FOOTBALL OFFICIALS/WORKERS	135.00
290270	LASLOW, MIKE	11/13/2013	300	FOOTBALL OFFICIALS/WORKERS	135.00
290297	SEVASTOS, DINO	11/13/2013	300	FOOTBALL OFFICIALS/WORKERS	135.00
290235	BROWN, BRENT	11/13/2013	300	FOOTBALL OFFICIALS/WORKERS	170.00
290168	GCSOA	11/7/2013	300	BOYS SOCCER OFFICIALS/WORKERS	240.00
290228	ARIS COMPANY	11/13/2013	300	STANDARD PORTABLE BATHROOMS	382.00
290406	UNICO SPORTS	11/25/2013	300	AS JERSEY WHITE #US-J1-AS4	493.00
290280	MUSICIAN'S REPAIR SERVICE	11/13/2013	300	OPEN P.O FOR INSTRUMENT	499.86
290332	BSN SPORTS	11/25/2013	300	BOYS BASKETBALL SUPPLIES	669.59
290301	STANTONS SHEET MUSIC INC	11/13/2013	300	OPEN P.O. FOR BAND SHEET MUSIC	990.21
290278	MOTTER'S MUSIC	11/13/2013	300	YAMAHA OBOE (USED) YOB 241	1000.00
290313	WENGER CORP	11/13/2013	300	157D201 CHAIR, CONDUCTOR-NOTA	1075.00
290183	JOSTEN'S	11/7/2013	300	OPEN PURCHASE ORDER YEARBOOK	10000.00
290286	SCOTT-FORESMAN & CO.	11/13/2013	401	#0-328-26563-x 2008 Edition	73.94
290339	CLEVELAND PUBLIC LIBRARY	11/25/2013	401	Monthly Automation Contract	211.59
290156	TREASURER OF STATE	11/4/2013	401	FY13 RETURNING AUXILIARY FUNDS	844.69
290378	NEWS BANK	11/25/2013	401	Annual Subscription	1195.00
290311	VERNIER SOFTWARE	11/13/2013	401	Order Code: GPS-BTA	1461.51
290275	MCKEON EDUCATION GROUP (MEG)	11/13/2013	401	Purchased services	3175.00
290390	PSI ASSOCIATE AFFILIATES	11/25/2013	401	Purchased services	4046.91

Fund 001 - general fund (public paid taxes)

Fund 006 - cafeteria funds

Fund 009 - student paid fees

Fund 014 student paid fees

Fund 019 - grant funds

Fund 029 - grant funds

Fund 200 - student activity funds

Fund 300 - athletic funds

Fund 400 or Fund 500 - grant funds

Definitions from the State of Ohio

001 - This is a set of accounts used to show all ordinary operations of a school system

006 - A fund used to record financial transactions related to food service operations

009 - A rotary fund provided to account for the purchase and sale of school supplies

014 - A fund provided to account for operations that provide goods or services to other governmental units on a cost-reimbursement basis

018 - A fund provided to account for specific local revenue sources, other than taxes or expendable trusts

019 - A fund used to account for the proceeds of specific revenue sources, except for state and federal grants

200 - A fund provided to account for those student activity programs which have student participation and students involved in the management of the program

300 - A fund provided to account for those student activity programs which have student participation in the activity but do not have student management of the programs

400 and 500 - Funds provided from the State and Federal governments for specific purposes

Now and Then Statements

To approve the following Now and then Statements

PO	Vendor Name	Item Description	Invoice Date	Date PO Was Created	Name of Requisitioner	School/ Building	Budget Accounts	Invoice Amount
91878	MidAmerica Books	Library books for Westwood	10/23/2013	11/4/13	Diane Gasdick	Westwood	001-2222-530-014	36.90
91932	Al's High Tech	Parts for Maintenance	11/7/2013	11/18/13	James Russo	Central Office	001-2700-423	303.60
91973	Ohio EPA	Annual discharge fee for main campus	11/22/2013	12/02/13	James Russo	Central Office	001-2700-452	200.00

Statement of Purpose and Budget

To approve the following Statement of Purpose and Budget

Girls Basketball	300-908A	\$ 275.00
Gymnastics	300-903A	\$5,500.00
Cheerleading	300-957H	\$2,276.71
Girls Softball	300-908A	\$1,000.00

Roll call: Yes: Beers, Gillmore, Kilroy, Kotowski
Motion carried

Superintendent’s Recommendations

2013-141

A motion was made by Mrs. Gillmore and was seconded by Mr. Kotowski, to approve the following:

Personnel

1. 2013-2014 DISTRICT SUPPLEMENTAL ASSIGNMENTS

Last	First	Assign Bldg/Dept	Assignment	Rate
Wilson	Jenny	District	Destination Imagination	\$1,104.00
Smith	Dale	HS - Athletic Dept	Athletics: Baseball - Assistant Coach - JV	\$3,128.00
Pavilonis	Lindsey	HS - Athletic Dept	Athletics: Gymnastics - Asst. - 1/2 Contract – Amended from Full-time	\$1,564.00
Rogge	Wes	HS - Athletic Dept	Athletics: Gymnastics - Asst. - 1/2 Contract	\$1,564.00
Raines	Scott	Middle School	Sixth Grade Outdoor Educational Director	\$1,104.00
Pintabona	Vanessa	Westwood Elem.	Musical Assistant - Elementary	\$920.00

RESIGNATION

Skotzke	Rich	Middle School	Sixth Grade Outdoor Education Director
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2. 2013-2014 CERTIFIED SUBSTITUTES – December 3, 2013 UPDATE

Tutor	First Name	Last Name	Cert	Expire
	Monica	Barba	S-T Sub Gen Educ	2014
	Gary	Cox	S-T Sub Gen Educ	2016
X	Jacob	Forstyk	L-T 7-12 Integ. SS	2014
	Renee	Garlak	S-T Sub Gen Educ	2014
	Paulette	Hare	S-T Sub Gen Educ	2014
	Chuck	McGroarty	S-T Sub Gen Educ	2014
X	Kristen	McKnight	4 Yr. P-3	2016
	Corynn	Scaminace	5 yr. P-3, 4-5, P-12 Spanish	2018
	Jennifer	Schindler	S-T Sub Gen Educ	2014
	Christine	Ule	S-T Sub Gen Educ	2014
	Jennifer	Viola-Barrett	5 Yr Prof. 7-12 Math	2018
	Allen	Wilson	S-T Sub Gen Educ	2014

3. FIELD PLACEMENT STUDENTS

Name	University	Cooperating Teacher	Placement Time Period
Young, Carly	Cuyahoga Community College	Building Principals	District – Classroom Observations - December 2013

**4. STAFF APPOINTMENTS
Classified**

Name	Assignment	Dept	Effective	Contract	Hrs:Min	Hourly Rate/Step
Dawn Onderdonk	Proctor	LN	12/17/13	Probationary	2:00	\$ 13.44 N/A

5. REQUEST FOR LEAVE OF ABSENCE/NON-PAID LEAVE

Kathy Thomas, Custodian II, requested a non-paid leave of absences beginning December 13, 2013 with an anticipated return in eight weeks

Donations

West Geauga Athletic Boosters - \$1,200 donation for Gymnastics

Robotics Club Overnight Trips

First Robotics Tech challenge – potential dates:
Jan 17-18, Jan 24-25, Feb 14-15, April 30-May 1

West Geauga Boys/Girls Indoor Track 2013-2014 Season

To allow athletes to participate in indoor track for the 2013-2014 winter season with no financial obligation or liability to West Geauga

Athletic Conference

To allow West Geauga Local Schools to join the newly created Great Lakes Conference athletic conference for the 2014-2015 school year

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

Motion carried

Contracts

2013-142

A motion was made by Mrs. Gillmore and was seconded by Mr. Kilroy, to approve the following contracts:

Anthem Life Insurance 1/1/14-12/31/14

Anthem Dental Insurance 1/1/14-12/31/14

Chagrin Falls Department of Community Education through 6/30/14

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

Motion carried

2013-143

Selection of President “Pro-Tempore” for Organizational Meeting

A motion was made by Mr. Kotowski and was seconded by Mr. Beers, to appoint Mr. Kilroy President Pro-Tempore for the January Organizational Meeting.

Roll call: Yes: Beers, Kilroy, Kotowski

No: Gillmore

Motion carried

Board Comments and Recognition

Mr. Palmer and Mrs. Tullai presented Mr. Beers and Mrs. Gillmore with engraved clocks in appreciation for their 12 and 33 years of service to the District as members of the Board of Education.

Mr. Kotowski thanked both Mr. Beers and Mrs. Gillmore for their years of service, their time and integrity.

Mr. Kilroy added every Board member has a passion for the School District and applauded Mr. Beers and Mrs. Gillmore for their years of service.

Mr. Beers thanked the community for the opportunity to serve. Among many memorable moments, he was especially grateful for being able to give diplomas to his three children.

Mrs. Gillmore thanked the community. She also had the opportunity to present her daughter with a diploma. She is hopeful our graduates will continue to have the credentials to negotiate with any colleges in the Country.

Announcement of Next Board Meeting

The Board chose January 6, 2014 at 7:00 p.m. for the organizational meeting.

Executive Session

2013-144

A motion was made by Mr. Kilroy and was seconded by Mr. Beers, to move into executive session at 7:45 p.m. for preparing for, conducting or reviewing negotiations with employees regarding their compensation or other terms and conditions of their employment.

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

Motion carried

Executive session ended at 8:24 p.m.

Regular session reconvened at 8:24 p.m.

A motion was made by Mrs. Gillmore and was seconded by Mr. Kilroy, to adjourn the meeting at 8:25 p.m.

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

Motion carried

Board President

Treasurer

**West Geauga Board of Education
Investment Report for
the Month of November 2013**

BANK ACCOUNTS	MONTH-END BANK BALANCE	MONTHLY INTEREST	INTEREST RATE *
STAR OHIO - Treasury Reserve***	126,955.99	5.13	0.02%
FIRST NATIONAL BANK MONEY MKT	11,525,127.36	3,917.44	0.40%
HUNTINGTON BANK - Warrants	485,639.41		
HUNTINGTON BANK - Payroll	88,874.00		
DEPOSITORY TOTAL	\$12,226,596.76	\$3,922.57	

Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
TOTAL FOR Fund 001 - GENERAL:							
8,457,963.19	477,543.94	8,755,889.59	1,480,164.75	7,180,238.03	10,033,594.75	3,175,482.03	6,858,112.72
TOTAL FOR Fund 002 - BOND RETIREMENT:							
24,016.47	0.00	108,950.00	193,950.00	193,950.00	60,983.53	20,975.00	81,958.53
TOTAL FOR Fund 003 - PERMANENT IMPROVEMENT:							
1,091,588.61	2,429.57	1,085,275.38	29,614.18	845,867.15	1,330,976.84	272,590.42	1,058,386.42
TOTAL FOR Fund 006 - FOOD SERVICE:							
7,953.59	29,403.17	120,090.16	36,770.48	157,535.34	29,491.59	152,273.55	181,765.14
TOTAL FOR Fund 007 - SPECIAL TRUST:							
61,890.22	0.00	58.44	0.00	0.00	61,948.66	50.00	61,898.66
TOTAL FOR Fund 009 - UNIFORM SCHOOL SUPPLIES:							
66,857.44	10,131.57	119,032.84	4,289.06	163,869.69	22,020.39	21,675.06	345.93
TOTAL FOR Fund 012 - ADULT EDUCATION:							
11.68	0.00	0.00	0.00	0.00	11.68	0.00	11.68
TOTAL FOR Fund 014 - ROTARY-INTERNAL SERVICES:							
23,744.64	206.33	9,704.34	0.00	21,112.38	12,336.80	1,078.00	11,258.80
TOTAL FOR Fund 016 - EMERGENCY LEVY:							
0.00	1,045.14	2,857,693.25	483,689.96	2,477,424.36	380,268.89	0.00	380,268.89
TOTAL FOR Fund 018 - PUBLIC SCHOOL SUPPORT:							
19,580.21	30.95	8,161.99	2,290.74	7,852.66	19,889.54	7,234.87	12,654.67
TOTAL FOR Fund 019 - OTHER GRANT:							
20,437.39	0.00	50,737.00	0.00	51,694.38	19,480.01	407.58	19,072.43
TOTAL FOR Fund 029 - EDUCATION FOUNDATION FUND:							
2,904.30	0.00	500.00	0.00	0.00	3,404.30	1,500.00	1,904.30
TOTAL FOR Fund 200 - STUDENT MANAGED ACTIVITY:							
54,648.63	3,307.00	48,657.09	3,279.68	26,196.50	75,109.22	22,830.92	52,278.30
TOTAL FOR Fund 300 - DISTRICT MANAGED ACTIVITY:							
82,033.06	27,334.17	146,272.01	21,286.48	103,620.61	124,684.46	83,731.95	40,952.51
TOTAL FOR Fund 401 - AUXILIARY SERVICES:							
21,583.41	117,923.84	235,880.30	11,382.25	166,104.06	91,339.65	228,488.88	137,147.23
TOTAL FOR Fund 450 - SCHOOLNET EQUIP/INFRASTRUCTUR							
972.40	0.00	0.00	0.00	0.00	972.40	0.00	972.40
TOTAL FOR Fund 451 - DATA COMMUNICATION FUND:							
0.00	3,600.00	3,600.00	0.00	0.00	3,600.00	0.00	3,600.00
TOTAL FOR Fund 452 - SCHOOLNET PROFESS. DEVELOPMEN							
1.10	0.00	0.00	0.00	0.00	1.10	0.00	1.10
TOTAL FOR Fund 499 - MISCELLANEOUS STATE GRANT FUN							
18.53	0.00	0.00	0.00	0.00	18.53	0.00	18.53
TOTAL FOR Fund 506 - RACE TO THE TOP:							
15,615.72	0.00	13,485.54	0.00	29,090.28	10.98	0.00	10.98
TOTAL FOR Fund 516 - IDEA PART B GRANTS:							
33,853.69	171,629.59	202,350.52	47,376.39	252,682.60	16,678.39	5,030.20	21,708.59
TOTAL FOR Fund 551 - LIMITED ENGLISH PROFICIENCY:							
5,421.76	0.00	2,264.16	0.00	0.00	7,685.92	0.00	7,685.92
TOTAL FOR Fund 572 - TITLE I DISADVANTAGED CHILDRE							
11,444.89	21,726.67	30,504.23	8,267.63	41,948.75	0.37	1,083.42	1,083.05
TOTAL FOR Fund 590 - IMPROVING TEACHER QUALITY:							
5,080.89	9,676.86	9,676.86	3,225.62	14,737.75	0.00	0.00	0.00
GRAND TOTALS:							
10,007,382.02	875,576.14	13,805,783.50	2,325,587.22	11,733,924.54	12,080,200.98	3,994,429.88	8,085,771.10

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**WEST GEAUGA LOCAL SCHOOLS
CASH RECONCILIATION**

November 2013

BANK BALANCES:

Star Ohio #34485 \$ 126,955.99

First National MM Acct. #702109356 \$ 11,525,127.36

Huntington Warrant Acct.#01635161423 \$ 485,639.41

Huntington Payroll Acct.#01630100719 \$ 88,874.00

Balance per Bank Statements (Report A) \$ 12,226,596.76

LESS OUTSTANDING CHECKS:

Warrant Checks 60,621.78

Payroll Checks \$ 88,874.00

Total Outstanding Checks: \$ 149,495.78

OTHER BANK ADJUSTMENTS:

Total Other Bank Adjustments: \$ -

**ADJUSTED BANK BALANCE AS OF
11/30/2013: \$ 12,077,100.98**

BALANCE PER GENERAL LEDGER (FINSUM) [REPORT B]: \$ 12,080,200.98

GENERAL LEDGER ADJUSTMENTS:

HS Change Fund \$ 100.00

Athletics Change Fund \$ 3,000.00

Total General Ledger Adjustments \$ 3,100.00

ADJUSTED GENERAL LEDGER BALANCE AS OF 11/30/2013: \$ 12,077,100.98

Treasurer's Report - D

*West Geauga Board of Education
Approved Funds for FY14
As of November 13*

Pursuant to Board Resolution 2008-04, the Treasurer submits the following list of approved grants and programs for the **FY14** school year for the Board's information. This list will be submitted to the Board showing the accumulative amounts received throughout the year.

Fund	Description	Amount Received To-date
Auxiliary Services		
401/9114	Hawken	\$ 153,477.58
401/9014	St. Anselm	\$ 82,402.72
	Total	\$ 235,880.30
State Grants		
451/9014	OECN Network Connectivity	\$ 3,600.00
	Total	\$ 3,600.00
Federal Grants		
506/9014	Race to the Top	
506/9114	Resident Educator	
516/9014	IDEA-B	\$ 171,629.59
551/9014	Title III Limited Eng Proficiency	\$ 2,264.16
572/9014	Title I Basic Funds	\$ 21,726.67
590/9014	Title II-A	\$ 9,676.86
	Total	\$ 205,297.28
Other Grants		
019/9009	I pad Project (1-4)	\$ 48,854.00
019/9004	Project Real World	\$ 1,883.00
	Total	\$ 50,737.00
WGEF Foundation Awards		
029-9666	S. Whalen award	\$ 250.00
029-9667	D. Lachman award	\$ 250.00
	Total	\$ 500.00
	Total All	\$ 496,014.58

**West Geauga Local School District
Operations Report
NOVEMBER**

**Includes General Fund (001); Emergency Levy Fund (016);
Tax Anticipation Note Fund (002/9005) & HB264 (002/9006)**

	YTD Projected FY 2014	YTD Actual FY 2014	YTD Variance lev - (Unfav) Fa	YTD Actual FY 2013	Difference FY 13 to FY14
Revenues					
General Property (Real Estate)	\$8,107,718	\$8,107,718	\$0	\$7,960,549	\$147,169
Personal Tangible & 10 EX	\$0	\$0	\$0	\$0	\$0
Income Tax	\$0	\$0	\$0	\$0	\$0
Unrestricted Grants in Aid (State Found)	\$1,513,986	\$1,551,589	\$37,603	\$1,454,081	\$97,508
Other Restricted Grants in Aid	\$6,216	\$12,533	\$6,317	\$14,343	-\$1,810
Property Tax Allocation (Homestead & Rol	\$1,303,751	\$1,303,751	\$0	\$1,301,213	\$2,538
Other (local sources)	\$612,268	\$633,451	\$21,183	\$600,871	\$32,580
Total Revenues	\$11,543,939	\$11,609,042	\$65,103	\$11,331,057	\$277,985
Other Financing Sources					
Proceeds from the Sale of Notes	\$0	\$0	\$0	\$0	\$0
State Emergency Loans & Advancements	\$0	\$0	\$0	\$0	\$0
Operating Transfers In	\$0	\$0	\$0	\$0	\$0
Advances In	\$15,000	\$15,000	\$0	\$19,326	-\$4,326
All Other	\$72,452	\$71,221	(\$1,231)	\$34,008	\$37,213
	\$0				
Total Other Financing Sources	\$87,452	\$86,221	(\$1,231)	\$53,334	\$32,887
	\$0				
Total Revenues and Other	\$0				\$0
Financing Sources	\$11,631,391	\$11,695,263	\$63,872	\$11,384,391	\$310,872
Expenditures	\$0		Exp - (Unfav) Fav		
Personnel Services	\$5,417,068	\$5,416,052	\$1,016	\$5,454,512	-\$38,460
Employees' Retirement/Insurance Benefits	\$2,038,136	\$2,041,850	(\$3,714)	\$1,996,492	\$45,358
Purchased Services	\$1,478,319	\$1,496,823	(\$18,504)	\$1,663,461	-\$166,638
Supplies & Materials	\$390,732	\$388,443	\$2,289	\$330,879	\$57,564
Capital Outlay (includes replacement)	\$143,223	\$139,763	\$3,460	\$145,122	-\$5,359
Intergovernmental	\$0	\$0	\$0	\$0	\$0
Debt Service (all combined)	\$138,655	\$141,700	(\$3,045)	\$138,655	\$3,045
Other	\$197,338	\$174,734	\$22,604	\$191,353	-\$16,619
Total Expenditures	\$9,803,471	\$9,799,365	\$4,106	\$9,920,474	-\$121,109
Other Financing Uses	\$0				
Operational Transfers Out		\$0	\$0	\$0	\$0
Advances Out	\$0	\$0	\$0	\$0	\$0
All Other Financing Uses	\$0	\$0	\$0	\$0	\$0
	\$0				
Total Other Financing Uses	\$0	\$0	\$0	\$0	\$0
Total Expenditure & Other	\$0				
Financing Uses	\$9,803,471	\$9,799,365	\$4,106	\$9,920,474	-\$121,109

**West Geauga Local Schools
Food Services
Fiscal Year 2014
November 2013**

Treasurer's Report F

	Nov-13	YTD FY 14	YTD FY 13	Change 13 to 14
Revenues				
Student Lunches	\$ 27,600.92	\$ 98,723.27	\$ 89,908.99	\$ 8,814.28
Adult Lunches	\$ 1,194.70	\$ 4,456.45	\$ 4,580.95	\$ (124.50)
Vending Sales	\$ -	\$ 118.95	\$ 202.08	\$ (83.13)
Other Meals	\$ 607.55	\$ 1,158.33	\$ 338.84	\$ 819.49
Federal Subsidy	\$ -	\$ 15,633.16	\$ 32,714.61	\$ (17,081.45)
State Subsidy	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 29,403.17	\$ 120,090.16	\$ 127,745.47	\$ (7,655.31)
Expenditures				
Payroll	\$ 12,155.20	\$ 58,067.40	\$ 59,706.33	\$ (1,638.93)
Benefits	\$ 6,455.15	\$ 38,797.89	\$ 43,548.28	\$ (4,750.39)
Severance		\$ -	\$ 522.64	\$ (522.64)
Purchased Services - Othe	\$ 46.71	\$ 371.00	\$ 639.45	\$ (268.45)
Supplies	\$ 17,908.50	\$ 58,774.50	\$ 54,742.61	\$ 4,031.89
Equipment		\$ -	\$ -	\$ -
Other	<u>\$ 204.92</u>	<u>\$ 1,524.55</u>	<u>\$ 1,054.15</u>	\$ 470.40
Total Expenditures	\$ 36,770.48	\$ 157,535.34	\$ 160,213.46	\$ (2,678.12)
Net Revenue/(Loss)	\$ (7,367.31)	\$ (37,445.18)	\$ (32,467.99)	\$ (4,977.19)
Beginning Fund Balance	\$ (22,124.28)	\$ 7,953.59	\$ 3,162.97	\$ 4,790.62
Net Revenue/(Loss)	\$ (7,367.31)	\$ (37,445.18)	\$ (32,467.99)	\$ (4,977.19)
Ending Fund Balance	\$ (29,491.59)	\$ (29,491.59)	\$ (29,305.02)	\$ (186.57)
Federal subsidy delayed		\$ 13,228.84		
Actual		\$ (16,262.75)	\$ (29,305.02)	\$ 13,042.27

Notes:

Lunches are up over last year at this time

Salaries and benefit expenditures are below last year at this time

We were scheduled to receive \$13,228.84 in federal reimbursement on 11/13/13, and it did not arrive.

Error at ODE, we did receive payment in December with explanation... When that is added in we are \$13,042.27 better than last year at this time!

High school												High	High	High	Dollar	
SY12	SY12	SY12	SY13	SY 13	SY13	SY14	SY 14	SY14	Meals	Meals		SY12	SY13	SY14	Difference	
days	meals	meals	days	meals	meals	days	meals	meals	per day	per day	Difference	receipts	receipts	receipts	per month	
		per day			per day			per day	13 to 14	prev. mnth		alacarte	alacarte	alacarte	13 to 14	
Aug/Sept	26	3527	136	26	2435	94	27	3631	134	41		Aug/Sept	\$ 3,627.60	\$8,538.25	\$4,207.25	\$ (4,331.00)
Oct	20	2885	144	21	2295	109	20	2869	143	34	9	Oct	\$ 2,468.30	\$5,721.15	\$3,574.40	\$ (2,146.75)
Nov	17	2682	158	18	2021	112	18	2618	145	33	2	Nov	\$ 2,292.30	\$5,137.90	\$3,284.35	\$ (1,853.55)
Dec	12	1747	146	15	1615	108						Dec	\$ 1,450.50	\$3,936.90		
Jan	19	2725	143	16	1732	108						Jan	\$ 4,010.25	\$3,762.40		
Feb	19	2703	142	18	1982	110						Feb	\$ 3,698.30	\$4,365.30		
March	17	2380	140	16	1754	110						March	\$ 2,986.60	\$3,990.35		
April	20	2852	143	21	2409	115						April	\$ 3,715.95	\$5,495.30		
May/June	24	3017	126	24	2599	108						May/June	\$ 4,594.40	\$5,551.10		
Middle school												Middle	Middle	Middle	Dollar	
SY12	SY12	SY12	SY13	SY 13	SY13	SY14	SY 14	SY14	Meals	Meals		SY12	SY13	SY14	Difference	
days	meals	meals	days	meals	meals	days	meals	meals	per day	per day	Difference	receipts	receipts	receipts	per month	
		per day			per day			per day	13 to 14	prev. mnth		alacarte	alacarte	alacarte	13 to 14	
Aug/Sept	26	3565	137	26	3512	135	27	3924	145	10		Aug/Sept	\$ 3,869.25	\$3,801.40	\$4,742.15	\$ 940.75
Oct	20	3112	156	21	3135	149	20	3210	161	11	15	Oct	\$ 2,886.00	\$3,242.20	\$3,925.20	\$ 683.00
Nov	17	2630	155	18	2627	146	18	2958	164	18	3	Nov	\$ 2,359.20	\$2,795.90	\$3,565.70	\$ 769.80
Dec	12	1812	151	15	2055	137						Dec	\$ 1,781.60	\$2,320.20		
Jan	19	2946	155	16	2187	137						Jan	\$ 2,856.25	\$2,707.95		
Feb	19	2849	150	18	2480	138						Feb	\$ 3,013.20	\$2,976.40		
March	17	2564	151	16	2168	136						March	\$ 2,512.95	\$2,689.00		
April	20	3049	152	21	3076	146						April	\$ 3,305.65	\$4,416.45		
May/June	24	3494	146	24	3009	125						May/June	\$ 4,038.15	\$3,780.40		
Westwood												WW	WW	WW	Dollar	
SY12	SY12	SY12	SY13	SY 13	SY13	SY14	SY 14	SY14	Meals	Meals		SY12	SY13	SY14	Difference	
days	meals	meals	days	meals	meals	days	meals	meals	per day	per day	Difference	receipts	receipts	receipts	per month	
		per day			per day			per day	13 to 14	prev. mnth		alacarte	alacarte	alacarte	13 to 14	
Aug/Sept	26	3068	118	26	2449	94	27	2848	105	11		Aug/Sept	\$ 1,014.15	\$ 669.60	\$1,527.20	\$ 857.60
Oct	20	2954	148	21	2445	116	20	2559	128	12	22	Oct	\$ 1,315.35	\$ 992.20	\$1,279.35	\$ 287.15
Nov	17	2637	155	17	1889	111	17	2308	136	25	8	Nov	\$ 1,028.35	\$ 845.70	\$ 982.70	\$ 137.00
Dec	12	1857	155	15	1750	117						Dec	\$ 751.60	\$ 983.90		
Jan	19	2882	152	16	1726	108						Jan	\$ 1,230.05	\$ 965.30		
Feb	19	2940	155	18	2094	116						Feb	\$ 1,096.90	\$1,132.65		
March	17	2691	158	16	1878	117						March	\$ 1,015.20	\$ 956.80		
April	20	3117	156	21	2519	120						April	\$ 1,110.35	\$1,483.95		
May/June	24	3582	149	24	2888	120						May/June	\$ 1,136.85	\$1,300.30		
Lindsey												Lindsey	Lindsey	Lindsey	Dollar	
SY12	SY12	SY12	SY 13	SY13	SY13	SY14	SY 14	SY14	Meals	Meals		SY12	SY13	SY14	Difference	
days	meals	meals	days	meals	meals	days	meals	meals	per day	per day	Difference	receipts	receipts	receipts	per month	
		per day			per day			per day	13 to 14	prev. mnth		alacarte	alacarte	alacarte	13 to 14	
Aug/Sept	26	2558	98	26	2314	89	27	2639	98	9		Aug/Sept	\$ 882.15	\$1,127.20	\$782.70	\$ (344.50)
Oct	20	2489	124	20	2226	111	20	2298	115	4	17	Oct	\$ 569.60	\$731.50	\$686.50	\$ (45.00)
Nov	17	2216	130	16	1804	113	17	2066	122	9	7	Nov	\$ 346.90	\$613.35	\$668.20	\$ 54.85
Dec	12	1615	135	15	1755	117						Dec	\$ 309.25	\$526.60		
Jan	19	2526	133	16	1819	114						Jan	\$ 647.95	\$574.40		
Feb	19	2654	140	18	1912	106						Feb	\$ 647.70	\$605.10		
March	17	2419	142	16	1791	112						March	\$ 544.40	\$503.20		
April	20	2764	138	21	2541	121						April	\$ 810.90	\$780.40		
May/June	24	3176	132	24	2557	107						May/June	\$ 947.55	\$819.70		