

**West Geauga Board of Education  
Work Session Meeting  
Monday, February 11, 2013  
7:00 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**

**2013-029**

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

Discussion ensued regarding the “Remarks of the Public” section and it’s placement in the agenda. Mr. Palmer suggested if the majority of the Board feels there is a need for additional remarks of the public, they can make a motion to add comments of the public at particular points in the meeting.

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

**Discussion of Long-Range Planning Process**

Mr. Palmer distributed a schedule of the long range planning process and the individual involvement at each stage. The document recommends a setup of three committees and a steering committee. Mr. Palmer recommended a finance committee be added. He also recommended the number of staff be reduced and community members be added. Mr. Palmer will adjust the chart and send to the Board for review.

**Committee Discussions**

**Curriculum Committee**

**Presentation of High School Program of Studies**

Mr. Toth reviewed the suggested changes to the High School Program of Studies for the 13-14 school year. The curriculum includes adding four new AP classes. Anticipated changes in core curriculum and increasing rigor are important factors in these changes.

### **Operations Committee**

Mr. Russo updated the Board on the roofing project scheduled for Westwood Elementary to begin June 6, 2013 with substantial completion on August 9, 2013. The specifications have been reviewed. A bituminous membrane has been chosen for the replacement. This type of material has a longer warranty and is estimated to have a 20 year minimum life. Core samples and/or infrared scanning will be done. Mr. Russo plans to advertise the weeks of February 27, 2013 and March 3, 2013 and open bids on March 12, 2013.

A discussion also took place regarding generators. The generator purchased recently covers the well for the main campus. An approximate cost of \$325,000 would be required to cover the entire high school with two generators and would be an extensive project. Mr. Beers requested that Mr. Russo provide an analysis regarding what is needed to protect food at the high school (monitors in freezers, generator costs, etc). Vs. the cost of potential lost goods.

### **Personnel Committee**

Mr. Beers introduced the subject of administrative contracts that are due for renewal for 2013-2014. Three components were discussed: performance based compensation, STRS/SERS pickup by Board, length of contracts. Regarding performance based compensation, Mr. Beers suggested there were a couple options including dropping performance based compensation or revising performance based compensation to make it a meaningful system. STRS/SERS pickup was discussed in detail also. Mr. Beers asked the entire Board to think about these three items for future discussion and decision making.

### **Policy Committee**

Mr. Palmer notified the Board this meeting constitutes the first reading of the policies. Regarding administrative guidelines that accompany policies, his plan is to implement guidelines as policies are adopted. Prolonged Board discussion ensued regarding the open enrollment policy and associated guidelines. It is Mr. Palmer's recommendation that the Board delete (H) on page two of the current policy as this is contrary to the guidelines.

Mr. Palmer then reviewed each policy:

**POLICIES UNDER REVIEW**  
Volume 31 Number 1

| Policy Number | Policy Name  | Status              |
|---------------|--|---------------------|
| 0167.2        | Use of Personal Communication Devices  | New                 |
| 1411          | Whistle Blower Protection  | Revision            |
| 1422          | Nondiscrimination and Equal Employment Opportunity   | Revision            |
| 2260          | Nondiscrimination and Access to Equal Educational Opportunity                              | Revision            |
| 2340          | Field and Other District-Sponsored Trips   | Revision            |
| 2623          | Student Assessment and Academic Intervention Services                                      | Revision            |
| 2623.02       | Third Grade Reading Guarantee  | New                 |
| 3122          | Nondiscrimination and Equal Employment Opportunity   | Revision            |
| 3142          | Non-renewal of a Teacher Contract  | Revision            |
| 3211          | Whistle Blower Protection  | Revision            |
| 3220          | Staff Evaluation   | FOR DISCUSSION ONLY |
| 4211          | Whistle Blower Protection  | Revision            |
| 4122          | Nondiscrimination and Equal Employment Opportunity   | Revision            |
| 5112          | Entrance Requirements  | Revision            |
| 5136          | Personal Communication Devices   | Replacement         |
| 5136 V1/V2    | Wireless Communication Devices   | DELETE              |
| 5410          | Promotion, Academic Acceleration, Placement, and Retention                                 | Revision            |
| 5460          | Graduation Requirements  | Revision            |
| 5517.01       | Bullying and Other Forms of Aggressive Behavior  | Revision            |
| 6107          | Authorization to Accept and Distribute Electronic Records and to Use Electronic Signatures | New                 |
| 7300          | Disposition of Real Property/Personal Property   | Revision            |
| 7530.01V1     | Cell Phone Allowance   | Replacement         |
| 7530.01V2     | Board Owned Personal Communication Devices   | Replacement         |
| 7530.02       | Staff Use of Personal Communication Devices  | New                 |
| 7542          | Access to District Technology Resources from Personal Communication Devices                | Replacement         |
| 8120          | Declaration Regarding Material Assistance/Non-assistance to a Terrorist Organization (DMA) | DELETE              |
| 8210          | School Calendar  | Revision            |
| 8462          | Student Abuse and Neglect  | Revision            |
| 8800          | Religious/Patriotic Ceremonies and Observances   | Revision            |
| 8900          | Anti-Fraud   | Revision            |

**DMA UPDATE**  
September 2012

| Policy Number | Policy Name  | Status   |
|---------------|--|----------|
| 1220          | Employment of the Superintendent   | Revision |
| 1310          | Employment of the Treasurer  | Revision |
| 1520          | Employment of Administrators   | Revision |
| 3120          | Employment of Professional Staff   | Revision |
| 3120.04       | Employment of Substitute Teachers  | Revision |
| 3120.05       | Employment of Profession Staff Members in Summer School and Adult Education Programs | Revision |
| 3120.06       | Selecting Student Teachers/Administrative Interns                                    | Revision |
| 3120.07       | Employment of Casual Resource Personnel  | Revision |
| 3120.08       | Employment of Personnel for Co-Curricular/Extra-Curricular Activities                | Revision |
| 4120          | Employment of Classified Staff   | Revision |
| 4120.04       | Employment of Substitutes  | Revision |
| 4120.08       | Employment of Personnel for Co-Curricular/Extra-Curricular Activities                | Revision |
| 6320          | Purchases  | Revision |
| 6440          | Cooperative Purchasing   | Revision |
| 6450          | Local Purchasing   | Revision |
| 6460          | Vendor Relations   | Revision |

**SPECIAL UPDATE**  
November 2012

| Policy Number | Policy Name                                | Status   |
|---------------|--|----------|
| 1520          | Employment of Administrators               | Revision |
| 3220.03       | Evaluation of Teachers on Limited Contract | DELETE   |

**2013-030**

**A motion was made by Mr. Kilroy and was seconded by Mrs. Dottore, to move into executive session at 10:50 p.m. to Discuss Matters Required to be kept confidential by Federal law or regulations or State statutes O.R.C. 121.11 (G)(5)**

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

**Motion carried**

Open session reconvened at 11:00 p.m.

**A motion was made by Mrs. Gillmore and was seconded by Mr. Kotowski, to adjourn the meeting at 11:00 p.m.**

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

**Motion carried**

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Board President

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Treasurer