

West Geauga Board of Education
Monday, January 13, 2014
7:00 p.m.
West Geauga Middle School Conference Area

Roll Call

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

The following items were added to the New Business section of the agenda:

Discussion of legal services – Mr. Kotowski

Operating Protocol – Mr. Palmer

Valedictorian – Mr. Kilroy

Letter of Appreciation to Mr. Gabrielson – Mr. Kilroy

APPROVAL OF AGENDA

2014-017

A motion was made by Mr. Kotowski and seconded by Dr. Phelps, to approve the agenda with changes.

Roll call: Yes: Mrs. Dottore, Mr. Kilroy, Mr. Kotowski, Dr. Phelps and Mr. Thoreson

Motion carried

Remarks of the Public

Megan Petronsky

Good Evening,

My name is Megan Petronsky 12145 West Shiloh Drive Chesterland

Welcome Dr. Phelps and Mr. Thoreson as new board members and congratulations to Mr. Kilroy and Mrs. Dottore for your new positions within the board.

I wanted to take a moment to make a request of you as the elected school board members for the West Geauga Local School District. With many of you being new either to the board or in your position within the board, I was hoping you would see the value in taking some time as individuals as well as a group to evaluate/re-evaluate and reflect on your very important job. How do you see yourself managing and serving the students, community, and staff within our district? When you make the many important decisions you have to make, for whom are you making them? Do you see yourself as someone who serves or rules? Do you plan to be an impulsive or researched decision maker? This is a “new” board, with a clean slate when it comes to how you choose to lead this district with regards to how you treat our students, staff, administrators, community members and each other. Will you see the students as central to each decision? Will you see staff and administration for the professionals that they are and use their feedback and experience to help you make informed decisions? Will you communicate with and listen to the members of this community and work hard to do what is the best for the most? In your interactions with each other, will you model the same behaviors that we all expect of the students within this district? Will you see this refreshing new start for the significant opportunity it provides to you in your critical role as a decision maker for this district?

I give my best to each of you. Thank you very much for your consideration.

Howard Shanker – Welcomed new Board members. Open enrollment is unlawful under Ohio Revised Code and violates due process. Not fair to taxpayers. Close a building if necessary.

Bill Beers

Bill Beers 11481 Chapin St Chesterland OH

Topic: Several items from 1/9/2014 West G School Board Meeting

Several times in December, Mr. Kilroy called me with questions and encouraged me to continue to be active in the West G schools. I assured him that I intended to be and would hopefully provide some "historical perspective".

First: I would remind Mr. Kilroy that in October, while discussing WG Alumni, I told him that there WAS an organized way to tap into the alumni. There is currently a group of WG alumni with 1797 members as of last weekend. Therefore, one must be a bit careful in saying that there is currently no way to reach the alumni.

Second: There was some discussion about having a Business Mgr rather than Operations Mgr position. Mr. Podgurski pointed out that most districts have moved away from the Business Mgr structure, except in cases of building projects, etc. There was a question about why the change to Operations Mgr had been made here. I would point out that if you move to the Business Mgr structure, then the compensation structure needs to be competitive and appropriate for that title. It wasn't clear to me that had been considered yet – and I recall it was one reason why we moved to the Operations Mgr. title several years ago.

In my "day job" we will frequently use a rigorous technique called "Failure Mode Effects Analysis" to carefully assess what might happen and the impact of a decision. Another simpler way is the "5 Why's" or ideally asking 5 successively deeper level questions to try and assess risks before proceeding.

Let me illustrate the principle in providing some things to think about concerning Policy 0131 related to readings and approval of Policies. Mr Podgurski stated that many districts have gone to a 4/1 vote to eliminate multiple readings. However, what if the one person actually does have a reasonable reason to object? Let's assume that it is something that the public is significantly concerned about. What if the policy is approved on one reading? What if there is no hearing of the public on the topic? What has happened to transparency that we all talk about so much? What will the impact be on future levy support? What will the impact be on morale of the staff if they know that the Board will be unilaterally making non-unanimous decisions without broad input? What can be SO important that all of these concerns can be ignored for a couple of weeks? If it is REALLY important, or there isn't any choice, then certainly a 5-0 vote can be obtained or several special single topic meetings can be held to resolve the issue. After the meeting there were a number of community people who told me that it appeared as if the Board was going to be ramming things through. Is that REALLY how this Board wants to be perceived by the community?

I also have some questions about the Outstanding Achievement Award. It was explained that having this with the teachers would require negotiations, so let's start this program with the administration. Why suggest this at this point in time? Why was such a large amount of money chosen? This is on the order of 15% of annual salary for some administrators. Do you REALLY think that this couldn't be relatively easily negotiated with the teachers? I haven't heard of too many teachers that are turning down opportunities to increase their pay! What are the implications of making this announcement now? Aren't negotiations with the union about to begin? Was this REALLY a wise time to tell the teachers we are going to give more to administrators not the teachers?

Dr. Phelps and Mr. Thoreson – as new Board members, please be VERY concerned about the LIABILITY, both legal and financial, of the District with the decisions you make. I would STRONGLY URGE you to make sure you understand all the background of a policy or resolution before changing anything because there is probably a reason for their specific construction. I think you have already found out that what you say and how you act is always under the microscope and may lead to unexpected outcomes. You may not have realized that many HS students are attending School Board meetings as part of government classes. As you work with them more, you will discover how sharp and insightful they tend to be. I know they discuss Board meetings amongst themselves since they have come to me with questions weeks after a meeting. Just remember that they will be sharing with each other and their parents what they observe at Board meetings.

Jim Widmar – Open enrollment \$5,700 revenue vs. \$12,000 cost to educate a student. Questioned residents paying for all day kindergarten

Michelle DeSciscio – Questioned fees associated with other classes and relationship to open enrollment

New Business – Discussions

Update on Treasurer Search

Mr. Kilroy presented the Board with two proposals for a temporary Treasurer replacement. Mentor Schools has proposed Daniel L. Wilson at \$92 per hour for 10 hours per week of onsite and dedicated remote time with the possibility of additional hours at the Boards request, and the Geauga county Educational Service Center has proposed Dianne Kellogg at \$40.00 per hour on an as needed basis.

Discussion ensued regarding the hourly rates, the amount of time required, and the backgrounds of the personnel.

**West Geauga Local School District
Interim Treasurer Proposal**

This proposal will be for an initial period of three months beginning February 1, 2014 and ending April 30, 2014. The agreement may be extended on a month to month basis for up to three additional months with mutual agreement of the West Geauga Board of Education, the Mentor Exempted Village Board of Education, and Daniel L. Wilson. The proposal is offered contingent upon the West Geauga Board of Education's willingness to seriously consider purchasing one or more Treasury management services from the Mentor Public Schools.

The Mentor Board of Education and Daniel L. Wilson offer to share Treasurer services based upon the following understandings. Daniel L. Wilson will enter into an employment contract with the West Geauga Board of Education to serve as Interim Treasurer at a rate of ninety two dollars an hour (\$92) for ten (10) hours per week of onsite and dedicated remote time and up to an additional ten hours (10) hours per week of onsite and dedicated remote time as pre-approved by the West Geauga Board of Education. Travel time, routine telephone and email responses would be provided without charge. The payment for services will be invoiced monthly by the Mentor Public Schools. No additional payment or fringe benefits would be paid by West Geauga. Up to ten hours of transitional time prior to February 1, 2014 would be offered at no charge.

As Treasurer of record, Daniel L. Wilson will be responsible for the daily operations of the Treasurer's office and perform all duties legally required of the Treasurer. In addition Mr. Wilson will provide an analysis of the current Treasury operations and prepare a cost savings proposal for purchasing selective Treasury services from the Mentor Public Schools. It is expected that by leveraging technology many of the traditional Treasury services could be efficiently and effectively offered remotely by the Mentor Public Schools. Additional potential cost savings may be possible by combining purchasing of common services such as photocopies and banking services.

Additionally Mr. Wilson will offer advice on the Treasurer's current job description and possible refinements to the position in preparation for pursuing a new permanent Treasurer.

West Geauga Board of Education will be responsible for the preparation of the Treasurer employment contract and providing the Treasurer's performance bond.

2014-018

A motion was made by Mr. Kilroy and was seconded by Mr. Thoreson to enter into a contract with Mentor School District per their proposal as submitted.

Mrs. Dottore stated additional research was needed and suggested a special meeting. Other Board members concurred.

Roll call: Yes: Mr. Kilroy

No: Mrs. Dottore, Mr. Kotowski, Dr. Phelps and Mr. Thoreson

Motion failed

Mr. Kilroy will contact Mr. Wilson and Mrs. Kellogg to set up interviews the week of January 20, 2014.

Creation of Outstanding Achievement Award

Mr. Kilroy distributed an email he had shared with the Board outlining suggestions for criteria for the outstanding achievement award. He reiterated that as a District we are demanding excellence and the Board should demonstrate a willingness to promote that. Mrs. Dottore agreed the Board wants to retain valuable people, but this needs more work and suggested discussion at the Board retreat. Mr. Thoreson agreed it is a great idea although he questioned the amount and questioned the nomination process.

Mr. Kilroy asked Board members to be prepared at the January 27, 2014 Board meeting to determine if they want the Board to have an extra vehicle to promote excellence.

Michael Kilroy

From: Michael Kilroy <mkilroy@koldweld.com>
Sent: Sunday, January 12, 2014 3:22 PM
To: Dottore, Jackie (Jackie.Dottore@westg.org); Kotowski, Ben (Ben.Kotowski@westg.org); thomas.phelps@westg.org; dan.thoreson@westg.org
Subject: Outstanding Achievement Award initial Criteria

To All...

Regarding the Outstanding Achievement Award Criteria you asked me to take a stab at, let me first state that it obviously can change over time, and the first set of criteria may be not as precise as some may like. But here goes some suggestions only:

- 1) I think the person needs to have been in the position or doing the extra-curricular thing for more than 5 years. This is not just a one-time good job scenario.
(please remember this is for our administrative staff at this time only). For example, maybe they turned around a building performance and kept it a high level. Changed to Sports programs and won a title, etc
- 2) If there is quantifiable results that would obviously help, but we don't want to hinder an admin candidate award because they volunteered to lead an art exhibit or school group, or something less quantifiable and yet valuable
- 3) we would want to take in other considerations. Some more quantifiable than others such as raised money for projects. Maybe the person helped raise money for projects, wrote proposals etc. Something not in their direct scope but helpful. And not just \$5,000 here or there, while that helps...but for larger amounts like \$50,000. Again, each case needs to be looked at on their own merits.
- 4) maybe they spearheaded or helped to actively promote something benefited others directly in the district. For example when I raised money for the smart boards the Smartboards were split between both schools, not just one.

I hope that helps...

Michael

Creation of Alumni Association

Mr. Kilroy stated he believes there is a need for an Alumni Association that would report to the Board. Discussion included Mr. Thoreson asking if there was someone on staff to handle this. Mr. Palmer replied that Brenda Harriss is doing some work with Alumni. Mr. Kotowski questioned why this would report to the Board.

Mr. Podgurski suggested there are several ways to have an Alumni Association. They may be a 501c(3), similar to the Boosters. They can also work like a foundation.

Mr. Kilroy and Mrs. Dottore will continue to research this subject.

Bylaw 0124 Communication

Mr. Kilroy informed the Board that Bylaw 0124 has detailed information regarding Board communication. He reviewed information including a reminder that the Board President speaks on behalf of the Board. Additionally, he reinforced the language in paragraph two indicating personal opinions are not the opinion of the Board and must be identified as such.

Valedictorian

At the Boards request, Mr. Bishop, high school principal gave information on the valedictorian process. He suggested this is a much more complicated issue than surface. Questions regarding culture, student competition, student choices of PSEA vs. AP courses are just a few areas to be investigated prior to a decision. He will be discussing this at a CVC meeting scheduled for this week. Mr. Palmer thanked Mr. Bishop for his well stated comments, acknowledging this was not an item on the agenda, yet Mr. Bishop was well prepared. Mr. Kilroy added we need to do everything we can to help our students. Mr. Kotowski spoke regarding A/P classes and SAT scores helping students with college acceptance also and questioned possible problems with ranking. Dr. Phelps requested we do a nationwide analysis.

Mrs. Benincasa and Mr. Bishop will follow up for future discussion.

Legal Services

Mr. Kotowski questioned who was paying for the services of Mr. Podgurski, Board counsel, tonight. Mr. Podgurski replied the Board was. Mr. Kotowski questioned the legality of an individual Board member spending District funds and suggested there needs to be a Board mechanism prior to individual members spending District funds. Mr. Podgurski stated he had been Board counsel for twenty years and was confident the seven (Board members, Superintendent, Treasurer) would work it out. Mr. Kotowski then asked if Mr. Podgurski would be at every meeting. Mr. Kilroy stated it was not his intention to have Mr. Podgurski at every meeting.

2014-019

Mr. Kilroy moved and Mrs. Dottore seconded that the Board approve Mr. Podgurski to attend Board meetings at the discretion of the Board President.

Roll call: Yes: Mrs. Dottore, Mr. Kilroy, Dr. Phelps and Mr. Thoreson

No: Mr. Kotowski

Motion carried

Letter of Appreciation

Mr. Kilroy requested the Board send a letter of appreciation to Mr. Gabrielson, who provided assistance to the District in 2006 with forecasting and at other times and was not recognized. Mr. Palmer voiced a concern that recognizing someone years after their contribution, with a different Board in place, could cause issues.

2014-020

A motion was made by Mr. Kilroy and was seconded by Mr. Thoreson to authorize Mr. Kilroy to recognize Mr. Gabrielson for budgetary analysis and improved forecasting.

Roll call: Yes: Mrs. Dottore, Mr. Kilroy, Dr. Phelps and Mr. Thoreson

No: Mr. Kotowski

Motion carried

Operating Procotol

Mr. Kotowski noted the operating protocol, which was on the January 9, 2014 organizational meeting agenda, was improperly not acted on. Mrs. Dottore said she suggested reviewing it at the retreat instead of the Organizational meeting. Mr. Palmer noted the bigger issue is there was a prior resolution that gave direction and the Board failed to follow that directive. Mr. Podgurski will review the language.

2014-021

Mr. Kotowski moved and Mrs. Dottore seconded that the Board Operating Protocol document be discussed at the Board retreat.

Roll call: Yes: Mrs. Dottore, Mr. Kilroy, Mr. Kotowski, Dr. Phelps and Mr. Thoreson

Motion carried

Standing Committee Discussions

2014-022

A motion was made by Mrs. Dottore and seconded by Mr. Kotowski to have a third reading and passage of the following policies, with the removal of 2431 for further review:

Policy –The following policies had a third reading and acceptance:

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 – REMOVED FOR FURTHER REVIEW

- 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

Roll call: Yes: Mrs. Dottore, Mr. Kilroy, Mr. Kotowski, Dr. Phelps and Mr. Thoreson
Motion carried

The following policy had a second reading

Bylaw 0131 – Legislative

Mr. Kilroy reviewed the changes and believes these changes enable the Board to operate more effectively and efficiently. Mr. Kotowski questioned the need to change this bylaw and asked for specific reasons. Mrs. Dottore stated the current Board may not be as flexible to meet in special meetings due to their work schedules as the prior Board.

Mr. Palmer pointed out the current bylaw says “unanimous vote of Board members present” – which could be three, this change says four votes are required.

1st reading 1-9-14

2nd reading -13-14

0130 FUNCTIONS

0131 Legislative

The Board of Education shall make such administrative guidelines as are necessary for its government and the government of its employees, students of its schools, and all other persons entering upon its school grounds or premises by adopting bylaws and policies for the organization and operation of this Board and School District. (R.C. 3313.20)

Those bylaws and policies which are not dictated by the Statutes, or rules of the State Board of Education or ordered by the Superintendent of Public Instruction or a court of competent authority may be adopted, amended and or repealed at any meeting of the Board, **after three consecutive readings at regular or special meetings, by a majority vote of members present. The second or third reading may be waived, and the adoption, amendment or repeal of Board policy may occur at any meeting, by a roll call vote of 4 yes votes to support such action.**

~~Board policies may be revised after the third reading of the proposed change, at three consecutive regularly scheduled or special meetings by a majority vote of members present. The second or third reading may be waived by unanimous vote of members present at a regularly scheduled or special Board meeting.~~

The Board shall review and appraise existing policies on a continuing basis and make changes as necessary.

The operation of any section or sections of these policies not established by law may be temporarily suspended by a ~~unanimous vote of the Board~~ **by a roll call vote of 4 yes votes to support such action**, at a regular or special meeting duly convened.

The Board shall notify all employees whenever revisions, additions, amendments, and/or deletions are made.

Superintendent's Recommendations

2014-023

A motion was made by Mrs. Dottore and seconded by Mr. Thoreson to approve the following:

Personnel

2013-2014 DISTRICT SUPPLEMENTAL ASSIGNMENTS

Last	First	Assign Bldg/Dept	Assignment	Rate
Komar	F. Gus	HS—Athletic	Softball Assistant Coach	\$3128

FIELD PLACEMENT STUDENTS

Name	University	Cooperating Teacher	Placement Time Period
Zerbian, Cary	Baldwin-Wallace University	Waxman/Cavasinni/Murray	Spring 2014

OSBA Annual Membership

CY 2014 - \$6,497

Overnight trips

Varsity softball to Myrtle Beach, S.C.; March 25-30, 2014

Non-School Sponsored World Language Trip to Europe; March 22-30, 2014

Bid Advertisement for 2014 roofing projects

Division I Section II – Notice to Bidders

Sealed bids for the WEST GEAUGA LOCAL SCHOOL DISTRICT ROOF REPLACEMENT PROJECT for the West Geauga Local School District, located at 8615 Cedar Road, Chesterland, Ohio 44026 will be received by the West Geauga Local School District, Office of the Treasurer, 8615 Cedar Road, Chesterland, Ohio 44026, until 12:00 Noon, Prevailing Legal Time, Monday, the 24th Day of February, 2014 and will be read publicly and recorded immediately thereafter.

The proposed work consists of the furnishing of all labor, materials, and equipment necessary for the removal and replacement of roofs at West Geauga High School, West Geauga Middle School, and Robert C. Lindsey Elementary.

Proposals shall be addressed to West Geauga Treasurer, West Geauga Local School District, and be clearly marked as BID FOR: WEST GEAUGA LOCAL SCHOOL DISTRICT ROOF REPLACEMENT PROJECT.

The Contract Document, including copies of the Drawings, Project Manual, Proposal Form, Forms of Contract and Bond, are on file and may be examined at the Office of ThenDesign Architecture, Ltd., 4135 Erie Street, Willoughby, Ohio 44094.

Copies of complete sets of document may be obtained from the Architect upon deposit of Ten Dollars (\$10.00) for one set. If within ten (10) days after the time set for receipt of bids, the documents are

returned in good condition, deposits of those bidders, who submit bona fide proposals for a prime contract, will be fully refunded for one complete set of documents.

Each Proposal must be accompanied by a certified or cashier's check, or an irrevocable letter of credit in the amount of ten (10%) of the amount bid or a bid bond in the amount of one hundred percent (100%) of the amount bid, such check or bid bond shall be made payable to the West Geauga Local School District and to be held as a guarantee that in the event the bid is accepted and a contract awarded the bidder, the Contract will be duly executed and its performance properly secured.

The successful bidder will be required to furnish a bond for the faithful performance of the contract in the sum of not less than one hundred percent (100%) of the total price bid for the complete work, said bond to be that of an approved surety company authorized to transact business in the State of Ohio and shall be underwritten by a surety that is listed on the most current Department of Treasury Circular 570, "Surety Companies Acceptable on Federal Bonds".

All bids shall be submitted on special blank forms furnished by the Architect, and shall be accompanied by a Bid Guaranty and Contract Bond conforming to Section 153.571 of the Ohio Revised Code.

A pre-bid meeting will be held on Friday, February 14, 2014 beginning at 10:00 a.m. at West Geauga Board of Education, 8615 Cedar Road, Chesterland, Ohio 44026.

The Board reserves the right to accept or reject any or all bids in whole or in part, to waive any informalities or irregularities in the bids received, and to accept any bids which it deems favorable.

No bids may be withdrawn after the scheduled closing time for the receipt of bids for at least sixty (60) days.

BY ORDER OF THE TREASURER, WEST GEAUGA LOCAL SCHOOL DISTRICT

Advertise: 5th February 2014
12th February 2014

Roll call: Yes: Mrs. Dottore, Mr. Kilroy, Mr. Kotowski, Dr. Phelps and Mr. Thoreson
Motion carried

A motion was made by Mrs. Dottore and was seconded by Mr. Kilroy to adjourn the meeting at 9:30 p.m.

Roll call: Yes: Mrs. Dottore, Mr. Kilroy, Mr. Kotowski, Dr. Phelps and Mr. Thoreson
Motion carried

Board President

Treasurer