

**West Geauga Board of Education
Monday, April 15, 2014
Special Meeting
6:45 p.m.
West Geauga Middle School Community Room**

Roll Call

Board President Kilroy called the meeting to order at 6:50 p.m. with the following members present: Mrs. Dottore, Mr. Kilroy, Mr. Kotowski, Dr. Phelps, and Mr. Thoreson.

The Pledge of Allegiance was led by Mr. Kilroy.

Approval of Agenda

2014-071

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

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

Motion carried

Remarks of the Public

Mr. William Beers – Commented on the adoption of new funds and requested clarification as to who will administer each fund.

Standing Committee Discussions

Personnel Committee – T. Phelps

Discussion and possible adoption of an alumni liaison job description

2014-072

A motion was made by Dr. Phelps and seconded by Mr. Thoreson to adopt the alumni liaison job description as follows:

Job Description: The Alumni Liaison will help develop a comprehensive Alumni program. Reporting to the Testing Grants and Special Projects Coordinator or the Superintendent, the person will be responsible for developing an Alumni Program which may include phone-a-thons, mailings, reunions and special events to raise funds for the district. The person will help schedule and plan alumni events and work with the media and help raise money for specific “funds” that are in place or to be developed, ie. Tech fund, Drama fund, Math fund and Science fund.

This job is a Central Office job . . . 200 days (Admin 3319.02)

The job is part time, up to 1,000 hours.

Pay rate: \$20 - \$25 per hour based upon experience.

Benefits: None

Reports to: Testing, Grants and Special Projects Coordinator or the Superintendent

Qualifications: Candidate should have fundraising experience. Candidate should have significant media experience or experience working in the media field. Professional experience applying for grants or a relevant degree in grant writing is required. The candidate preferably should live in the West Geauga School District and/or be a West Geauga alumnus.

Board Policy 1400 requires that the staff member serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Further, the staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

**Roll call: Yes: Mrs. Dottore, Mr. Kilroy, Dr. Phelps and Mr. Thoreson No: Mr. Kotowski
Motion carried**

Finance Committee – D. Thoreson

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

**WEST GEAUGA LOCAL SCHOOLS
NEW FUNDS DEFINITIONS**

DRAMA FUND (007 Special Trust Fund, special revenue fund)

The purpose of the Drama fund is to augment the existing kindergarten through twelfth grade programs. One purpose is to provide funding for regional and national competitive events. The Superintendent will be responsible for approving the annual budget. A minimum donation of \$2,500 is required if the donor wishes to place any restrictions on the use of the donation. A maximum of thirty three percent of the cash balance on hand at the beginning of the fiscal year will be budgeted.

MUSIC FUND (007 Special Trust Fund, special revenue fund)

The purpose of the Music fund is to augment the existing kindergarten through twelfth grade programs. The fund includes marching band, vocal music, instrumental music, and general music programs. One purpose is to provide funding for regional and national competitive events. The Superintendent will be responsible for approving the annual budget. A minimum donation of \$2,500 is required if the donor wishes to place any restrictions on the use of the donation. A maximum of thirty three percent of the cash balance on hand at the beginning of the fiscal year will be budgeted.

SCIENCE FUND (007 Special Trust Fund, special revenue fund)

The purpose of the Science fund is to augment the existing kindergarten through twelfth grade programs. The Superintendent will be responsible for approving the annual budget. A minimum donation of \$2,500 is required if the donor wishes to place any restrictions on the use of the donation. A maximum of thirty three percent of the cash balance on hand at the beginning of the fiscal year will be budgeted.

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

Superintendent's Recommendations

2014-074

A motion was made by Mrs. Dottore and seconded by Mr. Thoreson to approve the resolution adopting a calamity day alternative make-up plan and revised 2013-2014 school calendar:

RESOLUTION ADOPTING A CALAMITY DAY ALTERNATIVE MAKE-UP PLAN

WHEREAS, the West Geauga Board of Education desires that students have learning opportunities even when schools are closed for any of the reasons specified in section 3317.01 of the Ohio Revised Code and in excess of the number of days authorized in section 3313.48; and

WHEREAS, section 3313.88 authorizes a board of education to file an annual plan with the Ohio Department of Education by August 1 of each year to provide online learning opportunities for students in lieu of attendance on such excess days;

NOW THEREFORE BE IT, AND IT IS, HEREBY RESOLVED that the West Geauga Board of Education hereby approves the following plan and authorizes its filing with the Ohio Department of Education.

PLAN FOR ALTERNATIVE MAKE-UP OF CALAMITY DAYS

Pursuant to Ohio Revised Code section 3313.88, the board of education of West Geauga hereby authorizes the following plan to allow students of the district to access and complete classroom lessons in order to complete up to three days of instruction in excess of the number of days permitted under section 3313.48 because of the closing of schools for any of the reasons specified in section 3317.01.

- 1) This plan is submitted, pursuant to approval of the board of education.
- 2) This plan includes the written consent of the teachers' employee representative as designated under division (B) of section 4117.04. Such consent is on file in the official file of the board of education and is hereby incorporated into this plan as if specifically rewritten.
- 3) Not later than November 1 of the 20__-20__ school year, each classroom teacher shall develop a sufficient number of lessons for each course taught by that teacher with such lessons requiring, in the judgment of the teacher, an amount of time equal to or greater than the amount of instructional time the student would receive for three school days in such teacher's class.
- 4) The teacher shall designate the order in which the lessons are to be posted on the district's web portal or web site.
- 5) (Optional) Teachers will be granted one professional development day after the teacher's principal or supervisor certifies that lessons equal to approximately three days of contact time have been posted.
- 6) Teachers will update or replace such lessons as necessary throughout the school year based on the instructional progress of students.
- 7) As soon as practicable after an announced school closure in excess of the number of days permitted under section 3313.48, staff members designated by the appropriate administrator shall make the designated lessons available on the district's portal or site. Each lesson shall be posted for each course that was scheduled to meet on the day of the school closing.

- 8) Each student enrolled in a course for which a lesson is posted shall be granted a two-week period from the date of posting to complete the lesson. If the student does not complete the lesson within this time period, the student will receive an incomplete or failing grade unless a reason sufficient to the teacher is provided.
- 9) Students without access to a computer shall be permitted to complete the posted lessons at school after the reopening of school. Students utilizing this option will be granted two weeks from the date of reopening to complete such lessons. If the student does not complete the lesson within this time period, the student will receive an incomplete or failing grade unless a reason sufficient to the teacher is provided. The district will provide access to district computers before, during, or after the school day (provided that the equipment is available and accessible at those times) or may provide a substantially similar paper lesson in order for students to complete the assignments.
- 10) (Optional) The board of education hereby authorizes "blizzard bags," which are paper copies of the lessons posted online. Teachers shall prepare paper copies approximating the content of the online lessons and shall update such paper copies when updating any of the online lessons. "Blizzard bags" shall be distributed to all students by not later than December 1 of the school year or such other date as may be selected by the superintendent. Students shall submit completed lessons to the teachers assigning such lessons not later than two weeks after the date of school closing in excess of the number of days permitted under section 3313.48

West Geauga Local School District

REVISED 2013-14 SCHOOL CALENDAR AND REVISED CONTINGENCY PLAN

Day #	Date Closed	Replaced by	Replacement Date
1	10-24-13	Waived Day	N/A
2	10-25-13	Waived Day	N/A
3	1-6-14	Waived Day	N/A
4	1-7-14	Waived Day	N/A
5	1-24-14	Waived Day	N/A
6	1-27-14	Contingency Plan	6-5-14
7	1-28-14	Contingency Plan	6-6-14
8	1-29-14	Contingency Plan	Blizzard Bag (TBA)
9	1-30-14 (RLC Elem ONLY)	Contingency Plan	Blizzard Bag (TBA)
10	2-7-14 (HS/MS/WW Elem)	Contingency Plan	Blizzard Bag (TBA)
11	2-7-14 (RLC Elem Only)	Waived Day	N/A
12	2-18-14	Waived Day	N/A
13	3-12-14	Waived Day	N/A
14			
15			
16			
17			
18			
19			
20			

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

Announcement of Next Board Meeting

Regular Meeting
April 28, 2014
Middle School Community Room
8611 Cedar Road
Chesterland, Ohio 44026

Executive Session

2014-075

A motion was made by Mrs. Dottore and was seconded by Mr. Kilroy to move into executive session to discuss negotiations with public employees O.R.C. 121.22(G)(4).

Time: 7:52 p.m.

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

Executive session adjourned at 9:25 p.m.

Open session reconvened at 9:25 p.m.

2014-076

A motion was made by Mr. Kilroy and was seconded by Dr. Phelps to adjourn the meeting at 9:35 p.m.

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

Motion carried

Board President

Treasurer