

**WESTLAKE CITY SCHOOLS  
BOARD OF EDUCATION AGENDA**

Monday, February 11, 2008 – 5:30 p.m. – Work Session  
Administration Building – Board Room  
27200 Hilliard Road

Tentative Agenda – Items may be added or deleted prior to meeting.

Call to Order      Time: \_\_\_\_\_

Roll Call:

Ms. Rocco	_____
Mr. Sullivan	_____
Mr. Marinucci	_____
Mr. Mays	_____
Ms. Winter	_____

Pledge of Allegiance

Acknowledgment of Visitors

Approval of Agenda

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Roll Call Vote:

Ms. Rocco	_____
Mr. Sullivan	_____
Mr. Marinucci	_____
Mr. Mays	_____
Ms. Winter	_____

\*Hearing of Public (15 Minutes) Agenda Items

A. Superintendent's Report

B. Treasurer's Item

- |   |             |
|---|-------------|
| 1. Resolution to Adjust FY08 Appropriations | Exhibit B-1 |
|---|-------------|

C. Board Item

- |   |             |
|---|-------------|
| 1. Resolution to Adopt Revised Board of Education Belief Statements | Exhibit C-1 |
|---|-------------|

D. New Business

- |  |               |
|--|---------------|
| 1. Action Items  |               |
| a. Resolution to Approve Elementary Head Custodian Job Description | Exhibit D-1-a |
| b. Resolutions to Approve Staff Recommendations                    | Exhibit D-1-b |

2. Discussion Items

- a. Second Reading of Policy DLC-R-Expense Reimbursement
  - 1. Resolution to Adopt Policy DLC-R – Expense Reimbursement Exhibit D-2-a-1
- b. Second Reading of Policy KBA-R – Public’s Right to Know
  - 1. Resolution to Adopt Policy KBA-R – Public’s Right to Know Exhibit D-2-b-1
- c. Red Brick Arts Group Memorandum of Understanding
- d. Board Meetings Held in District Schools

\*Meeting Open to Public (15 Minutes)

E. Adjournment

Time\_\_\_\_\_

\* The public may address the Board during the periods of the meeting designated for public participation. Each person addressing the Board shall give his/her name and address. If several people wish to speak, each person is allotted three minutes until the total time allotted is used. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so. The period of public participation may be extended by a vote of the majority of the Board present and voting.

## RESOLUTION TO ADJUST FY08 APPROPRIATIONS

## RESOLVED THAT

the Westlake Board of Education adjusts the following FY08 appropriations:

<b>GENERAL FUND</b>			
<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
001-1100-200			
Regular Instruction-Benefits	\$4,990,532.00	\$4,837,993.40	(\$152,538.60)
001-1100-600			
Regular Instruction-Equipment	\$109,320.51	\$409,320.51	\$300,000.00
001-1200-200			
Special Instruction-Benefits	\$1,098,351.00	\$1,064,957.49	(\$33,393.51)
001-2100-200			
Support Services Pupils-Benefits	\$604,892.00	\$585,965.75	(\$18,926.25)
001-2200-200			
Support Services Instruction-Benefits	\$672,599.00	\$652,642.56	(\$19,956.44)
001-2400-200			
Administration-Benefits	\$805,891.00	\$781,262.77	(\$24,628.23)
001-2700-200			
Maintenance of Plant-Benefits	\$677,119.00	\$657,504.58	(\$19,614.42)
001-2800-200			
Transportation-Benefits	\$972,294.00	\$941,351.45	(\$30,942.55)
<b>Total</b>	<b>\$9,930,998.51</b>	<b>\$9,930,998.51</b>	<b>\$0.00</b>

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Roll Call Vote:

Ms. Rocco \_\_\_\_\_

Mr. Sullivan \_\_\_\_\_

Mr. Marinucci \_\_\_\_\_

Mr. Mays \_\_\_\_\_

Ms. Winter \_\_\_\_\_

RESOLUTION TO ADOPT REVISED BOARD OF EDUCATION BELIEF STATEMENTS

RESOLVED THAT

the Westlake Board of Education adopts the revised Board of Education Belief Statements as follows:

1. Leadership in Education is not about our District being number one; it is about striving to make our students number one. We must develop their skills; we must harness our resources, from the outside as well as inside. We must employ the best and brightest and focus on taking care of students. The rest flows from that point forward. (Leadership in Education.)
2. We believe that the Westlake City School District **should continue to strive to be** is a superior performing **and a** student-focused district. (Academic)
3. Our primary responsibility is to insure that every student is challenged to excel and to achieve at his or her maximum potential. (Academic)
4. The support of the community is critical to our District's success and will be earned through effective, open, and honest communication and demonstrated results. (Communication)
5. We have an obligation to preserve the community's **financial/physical** assets and to provide a safe, well-maintained environment for learning. (Facilities)
6. The administration, staff and Board are partners in the entire educational process for our students and are responsible for removing those barriers that could impact upon the achievement of our students. (Road Blocks) (Administration/Staff)
7. The administration, staff and Board have a responsibility to work collaboratively in a climate of mutual respect, focusing on student achievement. (Climate)
8. Extracurricular and co-curricular programs and activities are an integral part of the educational process and can significantly contribute positively to the character of our students while bringing significant recognition, pride and support from the community. (Extracurricular/Co-curricular)

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Roll Call Vote:

Ms. Rocco \_\_\_\_\_

Mr. Sullivan \_\_\_\_\_

Mr. Marinucci \_\_\_\_\_

Mr. Mays \_\_\_\_\_

Ms. Winter \_\_\_\_\_

RESOLUTION TO APPROVE REVISED JOB DESCRIPTION OF  
WESTLAKE CITY SCHOOLS ELEMENTARY SCHOOL HEAD CUSTODIAN

RESOLVED THAT  
the Westlake Board of Education approves the revised job description of Westlake City Schools  
District Elementary School Head Custodian (see attached).

Motion by \_\_\_\_\_  
Seconded by \_\_\_\_\_  
Roll Call Vote:  
    Ms. Rocco        \_\_\_\_\_  
    Mr. Sullivan    \_\_\_\_\_  
    Mr. Marinucci   \_\_\_\_\_  
    Mr. Mays        \_\_\_\_\_  
    Ms. Winter      \_\_\_\_\_

## WESTLAKE CITY SCHOOLS JOB DESCRIPTION

**TITLE:** Head Custodian, Elementary School  
**RESPONSIBLE TO:** Building Principal, Assistant Principal, or Designee  
**TERM OF EMPLOYMENT:** 12 month, 8 hours/day

### QUALIFICATIONS:

1. High School graduate or equivalent.
2. Prior experience and general knowledge of electrical, plumbing, carpentry.
3. Proficiency in the use of hand & power tools, cleaning & grounds keeping equipment.
4. Ability to climb and work on ladders and scaffolding and in confined spaces.
5. Ability to lift and carry 50 lbs.
6. Ability to stand, bend over, and stoop down for extended periods of time.
7. Effective oral, written, and computer communication skills.
8. Prior experience in school district custodial and/or cleaning operations.
9. Prior experience and general knowledge of HVAC including low pressure boilers.
10. Prior experience in supervision of employees.

### GENERAL DUTIES:

Responsible for performing and supervising the cleaning and routine maintenance of Westlake City Schools elementary buildings; scheduling Elementary School custodial employees; the use and safe keeping of Elementary School equipment and tools; and coordinating Elementary School grounds keeping and snow removal activities.

### ESSENTIAL ELEMENTS:

1. Performs assigned routine and, as needed, emergency cleaning duties daily.
2. Coordinates and collaborates with Maintenance Department employees to complete routine maintenance and repairs.
3. Supervises, schedules, and assigns cleaning areas to other building custodial employees, including the Assistant Head Custodian.
4. Responds to and handles emergency situations as needed.
5. Responsible for ordering, receiving, storing, and inventorying of building custodial supplies.
6. Supervises shipping and receiving activities.
7. Coordinates and works with outside contractors.
8. Operates grounds keeping and snow removal equipment.
9. Completes required health, safety, fire code, and routine maintenance reports.
10. Supervises, schedules, and assists with setting up and tearing down furniture, equipment, and other required items for school day and after school events.
11. Attends Head Custodian and other professional development meetings, as directed by the Director of Business Affairs.
12. Communicates information from professional development meetings to the ~~Middle School~~ **building** custodial staff.
13. Communicates positively with staff, students, and public.

**WESTLAKE CITY SCHOOLS**  
**JOB DESCRIPTION**

**SPECIFIC DUTIES:**

1. Develops cleaning schedules and assigns daily duties and tasks for all custodial employees as needed.
2. Secures sub custodians as needed, utilizing the electronic sub list.
3. Regularly inspects work of custodial employees.
4. Notifies custodial employee of unsatisfactory performance and involves the principal as needed.
5. Responsible for operation and routine maintenance of HVAC equipment and systems.
6. Supervises and performs scheduled routine preventive maintenance activities.
7. Completes the activities associated with the building inspection checklist.
8. Maintains clean and safe boiler rooms, custodial slop sinks, and storage areas.
9. Supervises, schedules, and assists with the removal of snow, ice and debris from walks and entrance ways as needed.
10. Responsible for establishing procedures for securing the ~~Middle~~ **Elementary** School after hours.
11. Supervises, schedules, and assists with maintenance of outside grounds in proximity to the building.
12. Reviews and prepares payroll records and time off requests (compensatory time, vacation, personal leave) for submission to payroll.
13. Maintains a sufficient inventory of required custodial supplies.
14. Requests custodial supplies, tools, and equipment from the Director of Business Affairs, as needed.
15. Completes and submits maintenance work orders utilizing the electronic ticket system for items that require repair beyond routine maintenance.
16. Coordinates with and assists maintenance personnel when a work order requires additional help.
17. Responsible for maintaining and safe keeping hand and power tools, grounds keeping and cleaning equipment assigned to the Elementary School.
18. Responsible for establishing procedures for following safety guidelines provided in training/safety manuals and utilizing manufacturers' installed equipment safety devices.
19. Orders and maintains, as needed, proper safety equipment, including fire safety equipment, security systems, etc.
20. Performs other duties as assigned by the principal within the general scope of the job description.

**ENVIRONMENTAL AND SAFETY REQUIREMENTS:**

1. May be required to handle bodily fluids and may be exposed to blood borne pathogens.
2. May be required to handle chemicals and other hazardous materials and substances.

**RESOLUTION TO APPROVE EMPLOYMENT, SUBSTITUTES, FMLA, AND  
UNPAID MEDICAL LEAVE FOR STAFF MEMBERS**

**RESOLVED THAT**

the Westlake Board of Education approves employment, substitutes, FMLA, and unpaid medical leave for staff members as follows:

**Employment**

Donna Wright	Bus Driver	Effective: 02/04/08	From 4.5 to 5.25 Hrs/Day
Barbara Hermann	Exempt Clerk/Typist	Effective: 02/11/08	Step 1, 12 Months/Year
Tim Heiman	Dover Head Custodian	Effective: 02/12/08	Step 8, 8 Hrs/Day, 12 Mos/Year
Darlene Beard	LBMS Cleaner	Effective: 02/12/08	Step 8, 8 Hrs/Day, 12 Mos/Year
Terran Stevenson	Special Ed. Asst., Step 0	Effective: 01/18/08	Not to Exceed 15 Hrs/Week Based upon Student Need

**Certified Substitutes**

Lesley Miller

**Classified Substitutes**

Lesley Miller	Secretary/Clerical, Teacher Asst., Special Ed. Asst.
Dolores Bott	Cleaner

**FMLA**

Karen Herzberger	02/07/08-03/30/08	Claudia Vakos	01/23/08-01/31/08
Kimberly Cerrito	03/06/08	Karen Glesius	01/24/08

**Unpaid Medical Leave**

Brenda Wirth	01/29/08-03/11/08
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Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Roll Call Vote:

Ms. Rocco	_____
Mr. Sullivan	_____
Mr. Marinucci	_____
Mr. Mays	_____
Ms. Winter	_____



RESOLUTION TO ADOPT POLICY DLC-R – EXPENSE REIMBURSEMENTS

RESOLVED THAT

the Westlake Board of Education adopts Policy DLC-R – Expense Reimbursements.

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Roll Call Vote:

Ms. Rocco \_\_\_\_\_

Mr. Sullivan \_\_\_\_\_

Mr. Marinucci \_\_\_\_\_

Mr. Mays \_\_\_\_\_

Ms. Winter \_\_\_\_\_

File: DLC-R  
EXPENSE REIMBURSEMENTS

The following regulations relate to travel and other types of reimbursable expenses:

1. Travel Requests: These must be submitted through the appropriate administrators to the superintendent in advance and consistent with applicable negotiated agreements.
2. Transportation: All modes of transportation will be authorized consistent with the requirements of the assignment and the efficient and economic conduct of official business. Travel will be by the most direct route.
  - A. Public Conveyance: Round-trip tickets should be purchased if these offer a price advantage.
  - B. Automobile: Reimbursement will be made at the approved rate. Parking charges in reasonable amounts, as well as toll road, toll bridge and ferry charges are reimbursable.
  - C. Local Transportation: Local transportation such as taxicabs, airport limousines and buses may be used when justified. Justification must be given on the travel voucher.
  - D. Car Rentals: Rental cars may be used only in cases of emergencies or when no other means of public transportation is practical. Emergencies may include: cancelled airline flights or change in destination due to inclement weather or other circumstances; disabled personal automobile; disruption of other means of transportation.
3. Subsistence
  - A. Lodging: Any person on official District business who must provide lodging for himself/herself in connection with that business will be entitled to reimbursement for the cost.
  - B. Meals: Meals consumed by any person on official business will be reimbursed up to reasonable limits.
  - C. Luncheon or Dinner Meetings: Reimbursement may be claimed for costs incurred while on official business conducted at luncheon or dinner meetings.
4. Other Reimbursable Expense
  - A. Telephone, Telegraph and Postage: Telephone toll calls from or to the District must be charged to the District office, thereby eliminating a claim on an expense voucher. Calls other than from or to the District and telegrams should be charged whenever possible to the District. If an expense for telephone, telegraph, postage or certified or registered mail must be paid in cash, the claim may be made on an expense voucher as a miscellaneous expense. An explanation must be given, such as the origin and destination of the call. A receipt should be obtained.
  - B. Conference Registration Fees: Conference and convention registration fees are reimbursable as a miscellaneous expense on the travel expense voucher.
5. Expense Voucher and Receipts

Reimbursement for expense is obtained by submitting an expense voucher within 10 days after the month in which the expense was incurred. Vouchers submitted later are subject to delays in payments. The signed original **receipt** is required **unless the Treasurer has waived such a requirement due to extenuating circumstances**.

  - A. Attachments to Expense Voucher: Receipts are required for all expenditures for travel by public conveyance; local transportation; car rentals; parking, toll bridge and ferry charges; lodging; meals; conference and convention registration fees.
  - B. Payment of Travel Voucher: Checks for vouchers will be mailed to the address shown on the voucher.

Adoption Date: May 23, 2002

Revision Date:

RESOLUTION TO ADOPT POLICY KBA-R – PUBLIC’S RIGHT TO KNOW

RESOLVED THAT

the Westlake Board of Education adopts Policy KBA-R – Public’s Right to Know.

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Roll Call Vote:

Ms. Rocco \_\_\_\_\_

Mr. Sullivan \_\_\_\_\_

Mr. Marinucci \_\_\_\_\_

Mr. Mays \_\_\_\_\_

Ms. Winter \_\_\_\_\_

File: KBA-R  
PUBLIC'S RIGHT TO KNOW

Inspection of Public Records

Any individual wishing to review a public record is requested to complete a Records Request Form (failure to complete a written request shall not be the basis for denying access to review or copy records). Each request should be filled out individually on a separate form. Each request must be submitted within five days of when he/she wishes to view the records. Requests for ongoing review of records in the future will not be honored. The CFO/Treasurer or his/her designee will review the request and communicate to the individual ~~within 72 hours, excluding weekends and holidays~~, as to when the records may be reviewed. Records must already be in existence and will not be created based on requests. Records may not be removed. All requests will be honored within a reasonable time.

Any individual who wants to obtain a copy of a public record may request to have the record duplicated on paper, on the same medium on which the record is kept or on any other medium the superintendent/designee determines that the record can reasonably be duplicated as an integral part of normal operations. If the person seeking the copy makes a choice under this provision, the District must provide the record in accordance with that choice if available to the District.

An individual may purchase copies of the public records of this District upon the payment of a fee, \$.05 per page copy. The number of mail requests sent to any one person is limited to 10 a month unless the person certifies in writing that the records, or the information in them, will not be used for commercial purposes.

Adoption Date: May 23, 2002

Revision Date: March 19, 2007

Revision Date: