

**WESTLAKE CITY SCHOOLS  
BOARD OF EDUCATION AGENDA**

**Monday, March 19, 2007 – 4:00 p.m. – Regular Meeting  
Administration Building – Board Room  
27200 Hilliard Blvd.**

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

Call to Order      Time: \_\_\_\_\_

Roll Call:

Mrs. D'Ettorre Wargo \_\_\_\_\_  
Mr. Mays \_\_\_\_\_  
Mr. Beal \_\_\_\_\_  
Mr. O'Malley \_\_\_\_\_  
Ms. Rocco \_\_\_\_\_

Pledge of Allegiance

Acknowledgment of Visitors

Approval of Agenda

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

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

Roll Call Vote:

Mrs. D'Ettorre Wargo \_\_\_\_\_  
Mr. Mays \_\_\_\_\_  
Mr. Beal \_\_\_\_\_  
Mr. O'Malley \_\_\_\_\_  
Ms. Rocco \_\_\_\_\_

\*Hearing of Public (15 Minutes) Agenda Items

A. Approval of Minutes

1. Work Session of February 12, 2007

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

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

Roll Call Vote:

Mrs. D'Ettorre Wargo \_\_\_\_\_  
Mr. Mays \_\_\_\_\_  
Mr. Beal \_\_\_\_\_  
Mr. O'Malley \_\_\_\_\_  
Ms. Rocco \_\_\_\_\_

2. Regular Meeting of February 26, 2007

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

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

Roll Call Vote:

Mrs. D'Ettorre Wargo \_\_\_\_\_  
Mr. Mays \_\_\_\_\_  
Mr. Beal \_\_\_\_\_  
Mr. O'Malley \_\_\_\_\_  
Ms. Rocco \_\_\_\_\_

B. Special Reports and Recognitions – None

C. Superintendent's Report – None

D. Treasurer's Report/Recommendations

1. Action Items

- |  |               |
|--|---------------|
| a. Resolution to Adjust FY07 Appropriations            | Exhibit D-1-a |
| b. Resolution to Authorize Treasurer to Return Advance | Exhibit D-1-b |

E. CAC Report

F. New Business

1. Action Items

- |   |                  |
|---|------------------|
| a. Resolution to Accept Gifts and Contributions   | Exhibit F-1-a    |
| b. Resolutions to Approve Staff Recommendations   |                  |
| 1. Resolution to Approve Reclassification of Certificated Staff Members   | Exhibit F-1-b-1  |
| 2. Resolution to Approve Certificated Home Instruction  | Exhibit F-1-b-2  |
| 3. Resolution to Approve Payment for Certificated Staff Member  | Exhibit F-1-b-3  |
| 4. Resolution to Approve Substitutes for Staff Members  | Exhibit F-1-b-4  |
| 5. Resolution to Approve Employment of Adult Basic Literacy Education Personnel   | Exhibit F-1-b-5  |
| 6. Resolution to Amend Resolution #07-24 – FMLA for Staff Member  | Exhibit F-1-b-6  |
| 7. Resolution to Approve Amended Staff Resignation for the Purpose of Retirement  | Exhibit F-1-b-7  |
| 8. Resolution to Approve Supplemental Contracts   | Exhibit F-1-b-8  |
| 9. Resolution to Approve Administrator Contracts  | Exhibit F-1-b-9  |
| 10. Resolution to Approve FMLA for Staff Member   | Exhibit F-1-b-10 |
| 11. Resolution to Establish Administrative Supplemental Contract  | Exhibit F-1-b-11 |
| c. Resolution to Approve Agreements for Tuition Pupils  | Exhibit F-1-c    |
| d. Resolution to Approve Foreign Exchange Student   | Exhibit F-1-d    |
| e. Resolution to Approve Camp Link 2007 Parent/Student Handbook   | Exhibit F-1-e    |
| f. Resolution to Approve Sunday Building Use  | Exhibit F-1-f    |
| g. Resolution to Authorize Ohio Schools Council Cooperative to Advertise and Receive Bids for School Bus Chassis and Bodies | Exhibit F-1-g    |
| h. Resolution to Approve Camp Link 2007 Rates, Hours of Operation, Locations and Dates                                      | Exhibit F-1-h    |
| i. Resolution to Acknowledge Volunteer Field Trip Chaperones  | Exhibit F-1-i    |
| j. Resolution to Approve Contracted Transportation  | Exhibit F-1-j    |
| k. Resolution to Approve City/County Agreement with ESC Cuyahoga Co.  | Exhibit F-1-k    |
| l. Resolution to Approve 2007-2008 LEECA Service Agreement and LEECA High Speed Access Agreement                            | Exhibit F-1-l    |

2. Discussion Items

- |   |                 |
|---|-----------------|
| a. First Reading of Revised Board of Education Policy JFCC-R – Student Conduct on School Busses |                 |
| b. Second Reading of New Board of Education Policy BCCC – Treasurer's Contract                  |                 |
| 1. Resolution to Adopt Policy BCCC – Treasurer's Contract                                       | Exhibit F-2-b-1 |
| c. Second Reading of Revised Board of Education Policy JFCF – Hazing and Bullying               |                 |
| 1. Resolution to Adopt Policy JFCF – Hazing and Bullying  | Exhibit F-2-c-1 |

- d. Second Reading of Revised Board of Education Policy JHCD – Administering Medicine to Students
  - 1. Resolution to Adopt Policy JHCD – Administering Medicine to Students Exhibit F-2-d-1
- e. Second Reading of Revised Board of Education Policy JHCD-R – Administering Medicine to Students
  - 1. Resolution to Adopt Policy JHCD-R – Administering Medicine to Students Exhibit F-2-e-1
- f. Second Reading of Revised Board of Education Policy JHFD – Student Automobile Use
  - 1. Resolution to Adopt Policy JHFD – Student Automobile Use Exhibit F-2-f-1
- g. Second Reading of Revised Board of Education Policy KBA – Public’s Right to Know
  - 1. Resolution to Adopt Policy KBA – Public’s Right to Know Exhibit F-2-g-1
- h. Second Reading of Revised Board of Education Policy KBA-R – Public’s Right to Know
  - 1. Resolution to Adopt Policy KBA-R – Public’s Right to Know Exhibit F-2-h-1
- i. Second Reading of Revised Board of Education Policy KBA-E – Public Records Request
  - 1. Resolution to Adopt Policy KBA-E – Public’s Right to Know Exhibit F-2-i-1

G. Director of Business Affairs Report

H. Board Items

I. Executive Session – Discuss Appointment/Employment of a Public Employee  
(Superintendent Vacancy)

Time \_\_\_\_\_  
 Motion by \_\_\_\_\_:  
 Seconded by \_\_\_\_\_  
 Roll Call Vote:  
   Mrs. D’Ettorre Wargo: \_\_\_\_\_  
   Mr. Mays \_\_\_\_\_  
   Mr. Beal \_\_\_\_\_  
   Mr. O’Malley \_\_\_\_\_  
   Ms. Rocco \_\_\_\_\_

\*Meeting Open to Public (15 Minutes)

J. 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 FY07 APPROPRIATIONS

## RESOLVED THAT

the Westlake Board of Education adjusts the following FY07 appropriations:

**GENERAL FUND**

<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
001-1100-500			
Instruction-Supplies	\$361,558.06	\$358,296.87	(\$3,261.19)
001-1100-600			
Instruction-Equipment	\$705,354.91	\$705,797.45	\$442.54
001-1100-700			
Instruction-Replacement	\$40,382.39	\$40,001.04	(\$381.35)
001-1200-500			
Special Education-Supplies	\$12,768.92	\$12,917.67	\$148.75
001-2100-400			
Support Services-Purchased Services	\$595,354.99	\$597,754.99	\$2,400.00
001-2100-500			
Support Services-Supplies	\$43,309.52	\$42,309.52	(\$1,000.00)
001-2200-400			
Support Services-Purchase Services	\$121,335.29	\$117,834.54	(\$3,500.75)
001-2200-500			
Support Services-Supplies	\$100,737.31	\$97,152.56	(\$3,584.75)
001-2200-600			
Support Services-Equipment	\$1,997.70	\$2,433.70	\$436.00
001-2400-500			
Support Services-Supplies	\$31,980.12	\$33,594.50	\$1,614.38
001-2400-600			
Admin-Equipment	\$494.88	\$680.50	\$185.62
001-2500-400			
Fiscal-Purchased Services	\$40,229.00	\$39,229.75	(\$999.25)
001-2700-400			
Maintenance-Purchased Services	\$1,591,604.50	\$1,601,726.44	\$10,121.94

EXHIBIT D-1-a  
(Continued)

001-2800-500			
Transportation-Supplies	\$453,810.11	\$451,378.06	(\$2,432.05)
001-2800-600			
Transportation-Equipment	<u>\$189.89</u>	<u>\$0.00</u>	<u>(\$189.89)</u>
<b>Total</b>	<b>\$4,101,107.59</b>	<b>\$4,101,107.59</b>	<b>\$0.00</b>

**PERMANENT IMPROVEMENT**

<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
003-4500-600-9003			
Sport Oriented Activity-Equipment	\$20,200.00	\$12,658.84	(\$7,541.16)
003-5200-400-9003			
Site Improvement-Purchased Services	<u>\$22,349.73</u>	<u>\$29,890.89</u>	<u>\$7,541.16</u>
<b>Total</b>	<b>\$42,549.73</b>	<b>\$42,549.73</b>	<b>\$0.00</b>

**FOOD SERVICE**

<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
006-3100-500-9600			
Food Services-Supplies	\$439,318.80	\$433,082.00	(\$6,236.80)
006-3100-600-9600			
Food Services-Equipment	<u>\$300.00</u>	<u>\$6,536.80</u>	<u>\$6,236.80</u>
<b>Total</b>	<b>\$439,618.80</b>	<b>\$439,618.80</b>	<b>\$0.00</b>

**FOOD SERVICE CATERING**

<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
006-3100-100-9601			
Catering-Wages	\$1,000.00	\$1,027.73	\$27.73
006-3100-200-9601			
Catering-Retirement	\$151.40	\$163.98	\$12.58
001-3100-500-9601			
Catering Supplies	<u>\$4,048.60</u>	<u>\$9,048.60</u>	<u>\$5,000.00</u>
<b>Total</b>	<b>\$5,200.00</b>	<b>\$10,240.31</b>	<b>\$5,040.31</b>

EXHIBIT D-1-a  
(Continued)

**PROJECT LINK**

<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
011-2400-100-9111			
Link Admin-Salaries	\$63,000.00	\$61,000.00	(\$2,000.00)
011-2400-200-9111			
Link Admin-Retirement	\$31,000.00	\$24,764.00	(\$6,236.00)
011-3200-500-9111			
Link-Supplies	\$25,399.79	\$31,635.79	\$6,236.00
011-7400-900-9111			
Link-Return of Advance	<u>\$4,000.00</u>	<u>\$6,000.00</u>	<u>\$2,000.00</u>
<b>Total</b>	<b>\$123,399.79</b>	<b>\$123,399.79</b>	<b>\$0.00</b>

**SUPPORT FUND**

<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
018-4600-500-9753			
Inservice Supplies - Dover	\$7,946.95	\$7,205.35	(\$741.60)
018-4600-600-9753			
Inservice Equipment - Dover	<u>\$0.00</u>	<u>\$741.60</u>	<u>\$741.60</u>
<b>Total</b>	<b>\$7,946.95</b>	<b>\$7,946.95</b>	<b>\$0.00</b>

**MONTESORRI CHILDREN'S SCHOOL 2006-2007**

<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
401-3200-400-9507			
Purchased Services	\$4,172.50	\$4,093.69	(\$78.81)
401-3200-500-9507			
Supplies and Materials	\$23,140.04	\$21,748.54	(\$1,391.50)
401-3200-600-9507			
Equipment	<u>\$1,000.00</u>	<u>\$500.00</u>	<u>(\$500.00)</u>
<b>Total</b>	<b>\$28,312.54</b>	<b>\$26,342.23</b>	<b>(\$1,970.31)</b>

EXHIBIT D-1-a  
(Continued)

**WESTLAKE MONTESSORI SCHOOL 2006-2007**

<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
401-3200-400-9607 Purchased Services	\$443.15	\$318.56	(\$124.59)
401-3200-500-9607 Supplies and Materials	<u>\$10,635.67</u>	<u>\$7,645.37</u>	(\$2,990.30)
<b>Total</b>	<b>\$11,078.82</b>	<b>\$7,963.93</b>	<b>(\$3,114.89)</b>

**ST. PAUL 2006-2007**

<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
401-3200-100-9707 Salaries and Wages	\$64,000.00	\$63,875.30	(\$124.70)
401-3200-200-9707 Benefits	\$36,480.00	\$31,595.25	(\$4,884.75)
401-3200-400-9707 Purchased Services	\$26,404.00	\$25,866.85	(\$537.15)
401-3200-500-9707 Supplies and Materials	\$24,605.36	\$18,852.22	(\$5,753.14)
401-3200-600-9707 Equipment	<u>\$11,000.00</u>	<u>\$22,328.10</u>	<u>\$11,328.10</u>
<b>Total</b>	<b>\$162,489.36</b>	<b>\$162,517.72</b>	<b>\$28.36</b>

**ST. BERNADETTE 2005-2006**

<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
401-3200-400-9806 Purchased Services	\$5,700.00	\$5,512.89	(\$187.11)
401-3200-500-9806 Supplies and Materials	<u>\$64,750.85</u>	<u>\$64,937.96</u>	<u>\$187.11</u>
<b>Total</b>	<b>\$70,450.85</b>	<b>\$70,450.85</b>	<b>\$0.00</b>

EXHIBIT D-1-a  
(Continued)

**ST. BERNADETTE 2006-2007**

<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
401-3200-100-9807 Salaries and Wages	\$26,800.00	\$26,800.23	\$0.23
401-3200-200-9807 Benefits	\$20,397.00	\$17,333.53	(\$3,063.47)
401-3200-400-9807 Purchased Services	\$121,744.90	\$112,889.42	(\$8,855.48)
401-3200-500-9807 Supplies and Materials	\$96,180.76	\$75,214.89	(\$20,965.87)
401-3200-600-9807 Equipment	<u>\$2,000.00</u>	<u>\$2,600.00</u>	<u>\$600.00</u>
<b>Total</b>	<b>\$267,122.66</b>	<b>\$234,838.07</b>	<b>(\$32,284.59)</b>

**LE CHAPERON ROUGE 2006-2007**

<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
401-3200-400-9907 Purchased Services	\$1,280.22	\$931.17	(\$349.05)
401-3200-500-9907 Supplies and Materials	\$27,725.26	\$21,348.01	(\$6,377.25)
401-3200-600-9707 Equipment	<u>\$3,000.00</u>	<u>\$1,000.00</u>	<u>(\$2,000.00)</u>
<b>Total</b>	<b>\$32,005.48</b>	<b>\$23,279.18</b>	<b>(\$8,726.30)</b>

**A.B.L.E. FY 2006**

<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
501-1400-100-9306 Adult./Cont. Ed. Salaries & Wages	\$15,563.00	\$12,920.00	(\$2,643.00)
501-1400-200-9306 Adult./Cont. Ed. Benefits	\$2,695.33	\$1,995.90	(\$699.43)
501-2200-100-9306 Support Services Salaries & Wages	\$7,977.00	\$12,074.00	\$4,097.00



EXHIBIT D-1-a  
(Continued)

501-2200-200-9306			
Support Services Salaries & Wages	\$1,417.69	\$1,928.12	\$510.43
501-2200-400-9306			
Support Services Purchased Services	<u>\$1,265.00</u>	<u>\$0.00</u>	( <u>\$1,265.00</u> )
<b>Total</b>	<b>\$28,918.02</b>	<b>\$28,918.02</b>	<b>\$0.00</b>

**A.B.L.E. EL/CIV. FY 2007**

<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
501-1400-100-9507			
Adult./Cont. Ed. Salaries & Wages	\$4,560.00	\$11,400.00	\$6,840.00
501-1400-200-9507			
Adult./Cont. Ed. Benefits	\$753.00	\$1,868.00	\$1,115.00
501-2200-100-9507			
Support Services Salaries & Wages	\$6,185.00	\$12,370.00	\$6,185.00
501-2200-200-9507			
Support Services Salaries & Wages	\$1,021.00	\$2,028.00	\$1,007.00
501-2200-400-9507			
Support Services Purchased Services	<u>\$214.00</u>	<u>\$503.00</u>	<u>\$289.00</u>
<b>Total</b>	<b>\$12,733.00</b>	<b>\$28,169.00</b>	<b>\$15,436.00</b>

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

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

Roll Call Vote:

Mrs. D'Ettorre Wargo \_\_\_\_\_

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

Mr. Beal \_\_\_\_\_

Mr. O'Malley \_\_\_\_\_

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

RESOLUTION TO AUTHORIZE TREASURER TO RETURN ADVANCE

RESOLVED THAT  
the Westlake Board of Education authorizes the Treasurer to return the following advance:

From	To	Amount
Project Link (001-9111)	General Fund (001)	\$2,000.00

Motion by \_\_\_\_\_  
Seconded by \_\_\_\_\_  
Roll Call Vote:  
Mrs. D'Ettorre Wargo \_\_\_\_\_  
Mr. Mays \_\_\_\_\_  
Mr. Beal \_\_\_\_\_  
Mr. O'Malley \_\_\_\_\_  
Ms. Rocco \_\_\_\_\_

RESOLUTION TO ACCEPT  
GIFTS AND CONTRIBUTIONS  
(ORC 3313.36)

RESOLVED THAT

the Westlake Board of Education accepts with gratitude the following donations and in so doing hereby acknowledges the positive and supportive activities of those listed:

Mr. Greg Urbas  
St. Edwards High School  
13500 Detroit Avenue  
Lakewood, OH 44107

Donated \$250.00 to WHBS-TV at Westlake High School to purchase new digital videotapes for the control room.

Dr. and Mrs. Anthony DiBiasio  
2706 Chadwick Court  
Westlake, OH 44145

Donated \$100.00 to WHBS-TV at Westlake High School to purchase new digital videotapes for Studio A.

Mr. and Mrs. Tom Seighman  
35921 Hanamar Drive  
Avon, OH 44011

Donated the following books to the Library at Parkside Intermediate School in memory of Jennifer Seighman's father, Richard Craig: Sports Illustrated Almanac 2006, Drawing Really Cool Stuff, and Best of Golf.

Mrs. Peg Dersch  
25740 Hidden Acres Drive  
Westlake, OH 44145

Donated \$1,500.00 to Holly Lane Elementary School to aid the Holly Lane Art Fund.

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

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

Roll Call Vote:

Mrs. D'Ettorre Wargo \_\_\_\_\_

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

Mr. Beal \_\_\_\_\_

Mr. O'Malley \_\_\_\_\_

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

RESOLUTION TO APPROVE RECLASSIFICATION  
OF CERTIFICATED STAFF MEMBERS

RESOLVED THAT

the Westlake Board of Education approves the reclassification of certificated staff members as follows:

Effective 03-01-07:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Step</u>
Katherine McGlynn	MA	MA+10	2

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

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

Roll Call Vote:

Mrs. D'Ettorre Wargo \_\_\_\_\_

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

Mr. Beal \_\_\_\_\_

Mr. O'Malley \_\_\_\_\_

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

RESOLUTION TO APPROVE CERTIFICATED HOME INSTRUCTION

RESOLVED THAT  
the Westlake Board of Education approves home instruction as follows:

Jody Haserodt to provide 5 hours of home instruction for a student eligible under IDEIA effective February 14, 2007.

Brianne Kenneally to provide 5 hours of home instruction for a student eligible under Section 504 effective March 5, 2007.

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

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

Roll Call Vote:

Mrs. D'Ettorre Wargo \_\_\_\_\_

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

Mr. Beal \_\_\_\_\_

Mr. O'Malley \_\_\_\_\_

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

RESOLUTION TO APPROVE PAYMENT FOR CERTIFICATED STAFF MEMBER

RESOLVED THAT

the Westlake Board of Education approves payment of Parkside 2007 Summer Computer Camp not to exceed 55 hours, payable at the negotiated curriculum writing rate of pay for Kurt Thonnings, to be fully paid from fees collected from computer camp participants.

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

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

Roll Call Vote:

Mrs. D'Ettorre Wargo \_\_\_\_\_

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

Mr. Beal \_\_\_\_\_

Mr. O'Malley \_\_\_\_\_

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

RESOLUTION TO APPROVE SUBSTITUTES FOR STAFF MEMBERS

RESOLVED THAT  
the Westlake Board of Education approves substitutes for staff members for the 2006-2007  
school year as follows:

Certified Substitutes:

Laurie Bowles

Classified Substitutes:

Dale Hudak	Kitchen Helper
Joanne Hurst	Transportation Secretary
Larry Matus	Transportation Secretary

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

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

Roll Call Vote: \_\_\_\_\_

Mrs. D'Ettorre Wargo \_\_\_\_\_

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

Mr. Beal \_\_\_\_\_

Mr. O'Malley \_\_\_\_\_

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

RESOLUTION TO APPROVE EMPLOYMENT OF ADULT  
BASIC LITERACY EDUCATION PERSONNEL

## RESOLVED THAT

the Westlake Board of Education approves the employment of the Adult Basic Literacy Education Personnel (A.B.L.E. Program). Contracts to be paid out of A.B.L.E. Project Number 045062-AB-S1-2006C, A.B.L.E. Project Number 045062-AB-S1-2007 and A.B.L.E. English Literacy and Civics Education Project Number 045062-AB-S2-2007.

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Hourly Rate</u>	<u>Not To Exceed</u>
Francis Ellman	A.B.L.E. Teacher	90	\$22.00	\$ 1,980.00

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

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

Roll Call Vote:

Mrs. D'Ettorre Wargo \_\_\_\_\_

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

Mr. Beal \_\_\_\_\_

Mr. O'Malley \_\_\_\_\_

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



RESOLUTION TO AMEND RESOLUTION #07-24 –  
FMLA FOR STAFF MEMBER

RESOLVED THAT  
the Westlake Board of Education amend Resolution #07-24 as follows:

Original Resolution Dates:

Toni Kopac	FMLA Effective 01/02/2007 – 02/28/2007
Transportation Director	

Amended Dates:

Toni Kopac	FMLA Effective 01/02/2007 – 01/30/2007
Transportation Director	

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

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

Roll Call Vote:

Mr. Beal	_____
Mrs. D'Ettorre Wargo	_____
Mr. Mays	_____
Mr. O'Malley	_____
Ms. Rocco	_____

RESOLUTION TO APPROVE AMENDED STAFF RESIGNATION  
FOR THE PURPOSE OF RETIREMENT

RESOLVED THAT

the Westlake Board of Education approves the following staff resignation for the purpose of retirement:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Norma Todd	WHS Asst. Cook	05/01/07 (was 04/01/07)

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

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

Roll Call Vote:

Mrs. D'Ettorre Wargo \_\_\_\_\_

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

Mr. Beal \_\_\_\_\_

Mr. O'Malley \_\_\_\_\_

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

RESOLUTION TO APPROVE SUPPLEMENTAL CONTRACTS  
(In-District and Out-of-District)

RESOLVED THAT

the Westlake Board of Education approves the following supplemental contracts (in-district and out-of-district) for the 2006-2007 school year.

<u>Name</u>	<u>Position</u>	<u>In District</u>	<u>Step</u>
<u>Employment</u>			
Shannon Morrison	LBMS Assistant Girls Track Coach	N	0
William Montgomery	WHS Assistant Boys Tennis Coach	N	7

NOTE: Supplemental contract positions are advertised as required by State Standard OAC-3301-27-01 et. seq. The individuals recommended above were determined to be the most qualified applicants.

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

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

Roll Call Vote:

Mrs. D'Ettorre Wargo \_\_\_\_\_

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

Mr. Beal \_\_\_\_\_

Mr. O'Malley \_\_\_\_\_

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

## RESOLUTION TO APPROVE ADMINISTRATOR CONTRACTS

## RESOLVED THAT

the Westlake Board of Education approves the renewal of the following administrator contracts as specified in their Administrative Contracts:

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Through</u>
Mary Flanagan	Elementary Principal	August 1, 2007	July 31, 2010
Mike Laub	Elementary Principal	August 1, 2007	July 31, 2010
Dennis Bartlett	Athletic Director	August 1, 2007	July 31, 2010
Mike Waters	Project Link Director	August 1, 2007	July 31, 2010

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

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

Roll Call Vote:

Mrs. D'Ettorre Wargo \_\_\_\_\_

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

Mr. Beal \_\_\_\_\_

Mr. O'Malley \_\_\_\_\_

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

RESOLUTION TO APPROVE FMLA FOR STAFF MEMBER

RESOLVED THAT

the Westlake Board of Education approves FMLA leave staff member as follows:

Ray Conti  
Curriculum Director

FMLA Effective: 02/19/07-03/16/07

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

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

Roll Call Vote:

Mrs. D'Ettorre Wargo\_\_\_\_\_

Mr. Beal \_\_\_\_\_

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

Mr. O'Malley \_\_\_\_\_

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

RESOLUTION TO ESTABLISH ADMINISTRATIVE SUPPLEMENTAL CONTRACT

RESOLVED THAT

The Westlake Board of Education establishes the administrative supplemental contract position of Superintendent Transition Coordinator and appoints Mr. James Lloyd to this position. The Superintendent Transition Coordinator shall serve between April 1, 2007, and September 1, 2007. The Coordinator shall receive a stipend of \$3,000 and shall also be eligible for tuition reimbursement at the rate established in the administrative handbook for up to 3 hours of graduate credit taken after January 1, 2008.

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

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

Roll Call Vote:

Mrs. D'Ettorre Wargo \_\_\_\_\_

Mr. Beal \_\_\_\_\_

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

Mr. O'Malley \_\_\_\_\_

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

RESOLUTION TO APPROVE AGREEMENTS FOR ADMISSION OF TUITION PUPILS  
AND CONTRACTS FOR SERVICES

RESOLVED THAT

the Westlake Board of Education approves the following Agreements for Admission of Tuition Pupils and Contracts for the 2006-2007 school year:

Agreements:

Education Alternatives  
Berea Board of Education  
Eleanor Gerson School of Applewood Center

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

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

Roll Call Vote:

Mrs. D'Ettorre Wargo\_\_\_\_\_

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

Mr. Beal\_\_\_\_\_

Mr. O'Malley\_\_\_\_\_

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

RESOLUTION TO APPROVE FOREIGN EXCHANGE STUDENT

RESOLVED THAT

the Westlake Board of Education approves the attendance of Foreign Exchange Student Marco dalMolin at Westlake High School for the 2007-2008 school year.

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

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

Roll Call Vote:

Mrs. D'Ettorre Wargo\_\_\_\_\_

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

Mr. Beal \_\_\_\_\_

Mr. O'Malley \_\_\_\_\_

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



RESOLUTION TO APPROVE CAMP LINK 2007 PARENT/STUDENT HANDBOOK

RESOLVED THAT

the Westlake Board of Education approves the following Camp Link 2007 Parent/Student Handbook.

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

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

Roll Call Vote:

Mrs. D'Ettorre Wargo\_\_\_\_\_

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

Mr. Beal \_\_\_\_\_

Mr. O'Malley \_\_\_\_\_

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

RESOLUTION TO APPROVE SUNDAY BUILDING USE

RESOLVED THAT

the Westlake Board of Education approves Sunday building use as follows:

Jerry Miller

WHS Honors Ecology Field Trip Participants  
WHS Gym, Sunday, 04/15/07, 4:15 AM – 4:40 AM  
Luggage Pick-Up for Trip

Ohio Tactical Officers Association

SWAT and K-9 Training/Searches  
Various WHS Rooms

Westlake PTA

PTA Reflections Award Ceremony  
Auditorium & Cafeteria (no kitchen)  
Sunday, April 22, 2007

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

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

Roll Call Vote:

Mrs. D'Ettorre Wargo \_\_\_\_\_

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

Mr. Beal \_\_\_\_\_

Mr. O'Malley \_\_\_\_\_

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

RESOLUTION TO AUTHORIZE OHIO SCHOOLS COUNCIL COOPERATIVE  
TO ADVERTISE AND RECEIVE BIDS FOR SCHOOL BUS CHASSIS AND BODIES

WHEREAS,

the Westlake City Schools Board of Educations wishes to advertise and receive bids for the purchase of four 71-passenger unitized conventional school bus chassis and bodies or two 71-passenger unitized conventional school bus chassis and bodies and two Type A school buses. The 2007-08 Cooperative School Bus Purchasing Program fee is \$650.00.

THEREFORE, BE IT RESOLVED

the Westlake City School Board of Education wishes to participate and authorizes the Ohio School Council to advertise and receive bids on behalf of said Board as per the specifications submitted for the cooperative purchase of four 71-passenger unitized conventional school bus chassis and bodies, or two 71-passenger unitized conventional school bus chassis and bodies and two Type A school buses. This Board agrees to pay \$650.00 to Ohio School Council for school district membership as a service fee for this purpose.

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

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

Roll Call Vote:

Mrs. D'Ettorre Wargo\_\_\_\_\_

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

Mr. Beal \_\_\_\_\_

Mr. O'Malley \_\_\_\_\_

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

RESOLUTION TO APPROVE CAMP LINK RATES,  
HOURS OF OPERATION, LOCATIONS AND DATES

RESOLVED THAT  
the Westlake Board of Education approves the following Camp Link rates, hours of operation,  
locations and dates.

Elementary Camp Link

Bassett Elementary School

June 11, 2007 – August 17, 2007  
7:00 a.m. – 6:00 p.m.  
Registration Fee - \$30.00/student  
Rate - \$3.50/hour

Intermediate Camp Link

Lee Burneson Middle School

June 11, 2007 – August 17, 2007  
7:00 a.m. – 6:00 p.m.  
Registration Fee - \$30.00/student  
Rate - \$3.50/hour

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

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

Roll Call Vote:

Mrs. D'Ettorre Wargo\_\_\_\_\_

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

Mr. Beal \_\_\_\_\_

Mr. O'Malley \_\_\_\_\_

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

RESOLUTION TO ACKNOWLEDGE VOLUNTEER CHAPERONES

RESOLVED THAT

the Westlake Board of Education acknowledges the following people as volunteer field trip chaperones:

Ecology Honors Utah Trip:

Robert Stanley

WHS Band/Orchestra Atlanta Trip:

Nick Banaszak  
Marian Buzzard  
Susan Smith  
Rick Simmerer

Sandy Banaszak  
Tammy Smanik  
Martin Pozderac  
William Montgomery

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

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

Roll Call Vote:

Mrs. D'Ettorre Wargo \_\_\_\_\_

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

Mr. Beal \_\_\_\_\_

Mr. O'Malley \_\_\_\_\_

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

RESOLUTION TO APPROVE CONTRACTED TRANSPORTATION

RESOLVED THAT

the Westlake Board of Education approves contracted transportation for the 2006-2007 school year with the following company:

America's Best Transportation

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

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

Roll Call Vote:

Mrs. D'Ettorre Wargo \_\_\_\_\_

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

Mr. Beal \_\_\_\_\_

Mr. O'Malley \_\_\_\_\_

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

RESOLUTION TO APPROVE CITY/COUNTY AGREEMENT  
WITH ESC CUYAHOGA COUNTY

RESOLVED THAT

the Westlake Board of Education approves the City/County Agreement with the Educational Service Center of Cuyahoga County for the 2007-2008 school year.

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

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

Roll Call Vote:

Mrs. D'Ettorre Wargo \_\_\_\_\_

Mr. Beal \_\_\_\_\_

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

Mr. O'Malley \_\_\_\_\_

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

RESOLUTION TO APPROVE LAKE ERIE EDUCATIONAL COMPUTER ASSOCIATION  
SERVICE AGREEMENT AND HIGH-SPEED ACCESS AGREEMENT

RESOLVED THAT

the Westlake Board of Education approves the LEECA Service Agreement and the LEECA High Speed Access Agreement for the 2007-2008 school year.

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

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

Roll Call Vote:

Mrs. D'Ettorre Wargo \_\_\_\_\_

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

Mr. Beal \_\_\_\_\_

Mr. O'Malley \_\_\_\_\_

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



RESOLUTION TO ADOPT NEW BOARD OF EDUCATION POLICY  
BCCC – TREASURER’S CONTRACT

RESOLVED THAT  
the Westlake Board of Education adopts new Board of Education Policy BCCC – Treasurer’s  
Contract.

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

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

Roll Call Vote:

Mrs. D’Ettorre Wargo	_____
Mr. Mays	_____
Mr. Beal	_____
Mr. O’Malley	_____
Ms. Rocco	_____

RESOLUTION TO ADOPT NEW BOARD OF EDUCATION POLICY  
JFCF – HAZING AND BULLYING

RESOLVED THAT  
the Westlake Board of Education adopts new Board of Education Policy JFCF – Hazing and  
Bullying.

Motion by \_\_\_\_\_  
Seconded by \_\_\_\_\_  
Roll Call Vote:  
Mrs. D’Ettorre Wargo \_\_\_\_\_  
Mr. Mays \_\_\_\_\_  
Mr. Beal \_\_\_\_\_  
Mr. O’Malley \_\_\_\_\_  
Ms. Rocco \_\_\_\_\_

RESOLUTION TO ADOPT NEW BOARD OF EDUCATION POLICY  
JHCD – ADMINISTERING MEDICINES TO STUDENTS

RESOLVED THAT  
the Westlake Board of Education adopts new Board of Education Policy JHCD – Administering  
Medicines to Students.

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

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

Roll Call Vote:

Mrs. D’Ettorre Wargo\_\_\_\_\_

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

Mr. Beal \_\_\_\_\_

Mr. O’Malley \_\_\_\_\_

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

RESOLUTION TO ADOPT NEW BOARD OF EDUCATION POLICY  
JHCD-R – ADMINISTERING MEDICINES TO STUDENTS

RESOLVED THAT  
the Westlake Board of Education adopts new Board of Education Policy JHCD-R – Administer-  
ing Medicines to Students.

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

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

Roll Call Vote:

Mrs. D’Ettorre Wargo	_____
Mr. Mays	_____
Mr. Beal	_____
Mr. O’Malley	_____
Ms. Rocco	_____

RESOLUTION TO ADOPT NEW BOARD OF EDUCATION POLICY  
JHFD – STUDENT AUTOMOBILE USE

RESOLVED THAT  
the Westlake Board of Education adopts new Board of Education Policy JHFD – Student  
Automobile Use.

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

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

Roll Call Vote:

Mrs. D’Ettorre Wargo	_____
Mr. Mays	_____
Mr. Beal	_____
Mr. O’Malley	_____
Ms. Rocco	_____

RESOLUTION TO ADOPT NEW BOARD OF EDUCATION POLICY  
KBA – PUBLIC’S RIGHT TO KNOW

RESOLVED THAT  
the Westlake Board of Education adopts new Board of Education Policy KBA – Public’s Right  
to Know.

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

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

Roll Call Vote:

Mrs. D’Ettorre Wargo	_____
Mr. Mays	_____
Mr. Beal	_____
Mr. O’Malley	_____
Ms. Rocco	_____

RESOLUTION TO ADOPT NEW BOARD OF EDUCATION POLICY  
KBA-R – PUBLIC’S RIGHT TO KNOW

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

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

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

Roll Call Vote:

Mrs. D’Ettorre Wargo	_____
Mr. Mays	_____
Mr. Beal	_____
Mr. O’Malley	_____
Ms. Rocco	_____

RESOLUTION TO ADOPT NEW BOARD OF EDUCATION POLICY  
KBA-E – PUBLIC RECORDS REQUEST

RESOLVED THAT  
the Westlake Board of Education adopts new Board of Education Policy KBA-E – Public  
Records Request.

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

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

Roll Call Vote:

Mrs. D’Ettorre Wargo	_____
Mr. Mays	_____
Mr. Beal	_____
Mr. O’Malley	_____
Ms. Rocco	_____



File: JFCC-R (Also EEACC-R)  
STUDENT CONDUCT ON SCHOOL BUSESSES

The School Board provides students - both public and nonpublic - transportation based on eligibility. Transportation service is a privilege and, as such, demands certain responsibilities and behaviors from the passengers.

Rules and Obligations of Students

All rules as stipulated are to be enforced by the school vehicle driver (with common sense) with consideration for the nature of the situation and the student.

The rules are important with respect to student safety (the degree of eminent danger such an act could pose), respect for authority and the personal rights of others.

All Westlake City School District Student Code of Conduct rules apply while students are loading, unloading, waiting for, or riding school vehicles (Policy JFC & JFC-R). In addition, the following rules specific to bus safety will be followed:

1. All students will enter or leave a school vehicle in an orderly fashion (no pushing or shoving).
2. All students will be absolutely quiet at all railroad crossings and other areas designated by the driver.
3. All students are forbidden from changing seats, once seated.
4. All passengers are forbidden from throwing or propelling in any way, any object while in a school vehicle, or at a school vehicle or out of a school vehicle.
5. All students are to refrain from hanging any object or any part of their body outside a school vehicle.
6. All students must, upon a signal from the driver, cross at least 10 feet in front of the school vehicle.
7. All students will refrain from crossing behind the school vehicle.
8. All students will refrain from committing acts of vandalism to a school vehicle. Such acts would include but not be limited to defacing, taking, breaking or altering in any way the physical condition of the interior or exterior of a school vehicle or to the personal property of others on the vehicle. In such cases where culpability is established for any of the above, the student responsible and his/her parents will be required to make restitution.
9. All students will refrain from causing, committing, participating in, encouraging or inciting any disruption on a school vehicle or at a school vehicle stop by virtue of their verbal or physical behavior.
10. All students will comply with the instructions of the driver or other personnel in authority in the District.
11. All students will ride the school vehicle they have been assigned and refrain from loading or unloading at a stop other than the stop they are assigned.
12. All students will refrain from eating or drinking and/or littering on a school vehicle.
13. All students will refrain from loud talk or noisemaking. Talk at a normal level is permissible.
14. Students will refrain from bringing animals of any kind on a school vehicle.
15. Students will refrain from delaying the departure of a school vehicle by being frequently or habitually late to the designated stop or departure point.
16. Students will refrain from spitting on, at or out of the school vehicle.
17. Students may not use cell phones on school vehicles unless granted permission by the adult supervising an extra-curricular event.

## Discipline

The Board authorizes the superintendent or other administrators to suspend a student from school bus riding privileges only for a period of up to one school year. Prior to being suspended from riding the bus, the student shall receive written notice of the alleged offense and have an opportunity to be heard before the appropriate school administrator. The parents and Transportation Department shall receive written notification of the bus privilege suspension. The suspension may be appealed in writing to the Director of Business Affairs within five days. The Director of Business Affairs may affirm, modify or rescind the suspension.

Depending on the particular circumstances, the building administrator may consider suspension of the student from school in addition to suspending bus riding privileges. Suspension of school will be in compliance with Board of Education Policies JFC, JFC-R, JGD, JGD-R, JGE and JGE-R.

## Procedures for Implementation

1. An immediate verbal reprimand to the student followed by a written statement and a completed bus conduct report form (see attached) from the driver to the transportation supervisor.
2. The principal of the school that the student attends will be notified so that the principal or designee can review the bus misconduct report and review the response of the student.
3. Based upon the review of the misconduct report and student response, the building administrator may suspend the student's bus riding privileges. The administrator is responsible for notifying the transportation department and the student's parents of the decision.
4. Suspensions from transportation privileges and/or suspension from school will be assessed for any infraction of transportation rules and regulations. Normally suspensions will be assigned in the following sequence. However, serious misconduct may result in a longer bus suspension or suspension from school.
  - A. ~~First offense~~ **suspension** – up to 3 school days
  - B. ~~Second offense~~ **suspension** – up to 5 school days
  - C. ~~Third offense~~ **suspension** – up to 10 school days
  - D. ~~Fourth and subsequent offenses~~ **suspensions** – up to the remainder of the current school year or into the next school year.
5. The building principal and transportation director will maintain a record of all bus infractions.

Adoption Date: May 23, 2002

Revision Date: May 22, 2006

Revision Date:

File: BCCC  
TREASURER'S CONTRACT

The appointment of the Treasurer is secured through a written agreement stating the terms of the contract. The contract meets all State requirements and protects the rights of both the Board and the Treasurer.

The Treasurer is appointed for a term not to exceed five years. The initial contract can be for not less than one year or more than five years. The term commences on August 1 and continues through July 31 of the year in which the contract expires.

Salary and benefits are determined by the Board at the time of the appointment and are reviewed by the Board each year. The Treasurer's salary may be increased or decreased during his/her term of office. However, any decrease must be a part of a "uniform plan" affecting salaries of all District employees.

The termination procedures that currently apply to teachers and other administrators, requiring a due process hearing, now apply to the Treasurer.

If the Board intends to nonrenew the Treasurer's contract, notice in writing of the intended nonrenewal must be given to the Treasurer on or before March 1 of the year in which the contract expires.

The Board may permit an individual who does not hold a valid Treasurer's license to serve as District Treasurer as long as the individual meets the qualifications for licensure and has applied for a license but has not yet received the State Board of Education's decision.

Nothing in this policy shall prevent the Board from making the final determination regarding the renewal or nonrenewal of the Treasurer's contract.

Adoption Date:

Legal Refs.:      ORC    3301.074  
                              3313.22 et. seq.; 3313.31  
                              3319.01; 3319.04

Cross Refs.:      BCC, Qualifications and Duties of the Treasurer  
                              BCCA, Incapacity of the Treasurer  
                              BCCB, Evaluation of the Treasurer (Also AFBA)

File: JFCF  
**HAZING AND BULLYING**

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Permission, consent or assumption of risk by an individual subjected to hazing **and/or bullying** does not lessen the prohibition contained in this policy.

**Hazing Prohibited** activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, ~~faculty member~~, teacher, or other employee of the District shall encourage, permit, condone or tolerate any hazing **and/or bullying** activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing **and/or bullying**.

Administrators, ~~faculty members~~, teachers, and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing **and/or bullying**. If hazing **and/or bullying** or planned hazing **and/or bullying** is discovered, involved students are informed by the discovering ~~school~~ District employee of the prohibition contained in this policy and are required to end all hazing **and/or bullying** activities immediately. All hazing **and/or bullying** incidents are reported immediately to the ~~superintendent~~ **Principal** and the appropriate discipline is administered.

**The Superintendent/designee must provide the Board President with a semiannual written report of all reported incidents of bullying and post the report on the District's website.**

**The administration shall provide training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training shall be provided to elementary employees in violence and substance abuse prevention and positive youth development.**

**District employees, students and volunteers are provided with qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying.** Administrators, ~~faculty members~~, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with ~~Ohio~~ **State** law.

**No one shall retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.**

~~Written copies of this policy will be available to all District students and employees. In addition, this policy will be incorporated into building, staff and student handbooks and will be the subject of discussion at employee staff meetings or in-service programs.~~

Adoption Date: May 23, 2002

Revision Date: August 24, 2005

Revision Date:

Legal Refs.: ORC **117.53**; 2307.44; 2903.31; **3301.22**  
**3313.666; 3313.667**  
**3314.03; 3319.073**

Cross Refs.: AC, Nondiscrimination  
EDE, Computer/Online Services  
**IIBH, District Website Publishing**  
**JFC, Student Conduct (Zero Tolerance)**  
JFCEA, Gangs  
**JFCK, Use of Electronic Communications Equipment by Students**  
**JHG, Reporting Child Abuse**  
Student Handbook

File: JHCD  
ADMINISTERING MEDICINES TO STUDENTS

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following.

1. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
2. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
3. The school nurse or other designated individual must receive and retain a statement which complies with ~~Ohio~~ **State** law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
4. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
5. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."
6. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

**Inhalers for Asthma**

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

**In order for a student to possess the ~~possessing an~~ inhaler, he/she must have written approval from the student's ~~his/her~~ physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.**

**Epinephrine Autoinjectors**

**Students are permitted to carry and use an epinephrine autoinjector (epi-pen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epi-pen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates.**

**Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.**

Adoption date: May 23, 2002

Revision Date:

Legal Refs.: ORC 2305.23; 2305.231  
**3313.64; 3313.712; 3313.713; 3313.716; 3313.718; 3314.03; 3314.141**  
OAC 3301-35-06

Cross Refs.: EBBA, First Aid  
JFCH, Alcohol Use by Students  
JFCI, Student Drug Abuse

File: JHCD-R  
ADMINISTERING MEDICINES TO STUDENTS

Students needing medication are encouraged to receive the medication at home, if possible.

1. The person or persons designated to administer medication receives a written request, signed by the parent(s) having care or charge of the student, that the drug be administered to the student.
2. Each person designated to administer medication receives a statement, signed by the physician or other person licensed to prescribe medication, which includes all of the following information:
  - A. the name and address of the student;
  - B. the school and class in which the student is enrolled;
  - C. the name of the drug and the dosage to be administered;
  - D. the times or intervals at which each dosage of the drug is to be administered;
  - E. the date on which the administration of the drug is to begin;
  - F. the date on which the administration of the drug is to cease;
  - G. any severe adverse reactions which should be reported to the physician and one or more telephone numbers at which the person who prescribed the medication can be reached in case of an emergency and
  - H. special instructions for administration of the drug, including sterile conditions and storage.
3. The parent(s) agree to submit a revised statement signed by the physician who prescribed the drug to the person designated to administer medication if any of the information provided by the person licensed to prescribe medication as described above changes.
4. The person authorized to administer the drug receives a copy of the statement described above.
5. The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescribing physician or other licensed professional.

The person designated by the Board establishes a location in each school building for the storage of drugs to be administered. All such drugs shall be stored in that location in a locked storage place. Drugs which require refrigeration may be kept in a refrigerator in a place not commonly used by students.

No person who has been authorized by the Board to administer a drug and has a copy of the most recent statement which was given to him/her prior to administering the drug is liable for administering or failing to administer the drug, unless such person acts in a manner which constitutes "gross negligence or wanton or reckless misconduct."

Board policy and regulations regarding dispensation of medication must be formally adopted by the Board and may be changed, modified or revised only by action of the Board.



## Inhalers

In order for a student to possess and use an inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

The physician's written approval must specify the minimum following information:

1. the student's name and address;
2. the name of the medication contained in the inhaler;
3. the date the administration of the medication is to begin;
4. the date, if known, that the administration of the medication is to cease;
5. written instructions which outline the procedures school personnel should follow in the event that the asthma medication does not produce the expected relief from the student's asthma attack;
6. any severe adverse reactions that may occur to the student using the inhaler that should be reported to the physician;
7. any severe reactions that may occur to another student for whom the inhaler is not prescribed, should he/she receive a dose of the medication;
8. at least one emergency telephone number for contacting the physician;
9. at least one emergency telephone number for contacting the parent, guardian or other person having care or charge of the student in an emergency and
10. any other special instructions from the physician.

In no circumstances will the District, any member of the Board or any Board employee be liable for injury, death or loss of person or property when a District employee prohibits a student from using an inhaler because the employee believes, in good faith, that the required written approvals have not been received by the principal. Additionally, liability cannot accrue because the employee permits the use of an inhaler when the employee believes in good faith that the written approval(s) have been received by the appropriate authority.

## Epinephrine Autoinjectors

**Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.**

**The prescriber's written approval must specify at least the following information:**

- 1. Student's name and address;**
- 2. Names and dose of the medication contained in the autoinjector;**
- 3. The date the administration of the medication is to begin and, if known, the date the administration of the medication is to cease;**

4. Acknowledgement that the prescriber has determined that the student is capable of possessing and using the epi-pen appropriately and has provided the student with training in the proper use of the epi-pen;
5. Circumstances in which the epi-pen should be used;
6. Written instructions that outline procedures school personnel should follow if the student is unable to administer the medication or the medication does not produce the expected relief from the student's anaphylaxis (allergic response);
7. Any severe reaction that:
  - a. the student may experience that should be reported to the prescriber or
  - b. may occur to another student for whom the medication is not prescribed, if that student receives a dose of the medication
8. At least one emergency telephone number each for contacting the prescriber and the parent;
9. Any other special instructions from the prescriber.

Whenever a student is administered epinephrine at school or at an activity, event or program sponsored by the school or in which the school is a participant, a school employee must immediately request assistance from an emergency medical service provider. Request for medical assistance applies whether the student self-administers the medication or a school employee administers it to the student.

The Board and District employees are not liable in damages in a civil action for injury, death or loss to person or property allegedly arising if:

1. A school employee prohibits a student from using an epi-pen because he/she has a good faith belief that the conditions for carrying and using the medication have not been satisfied;
2. A school employee permits a student to carry and use an epi-pen because of the good faith that the conditions have been satisfied; or
3. In instances in which a student is rightfully permitted to carry an epi-pen, the use of the medication by a student for whom it was not prescribed.

All immunities granted to schools under the sovereign immunity law or any other law apply.

Adoption date: May 23, 2002

Revision Date:

File: JHFD  
STUDENT AUTOMOBILE USE

1. A parking fee shall be assessed.
2. No student will be permitted to drive a car to school without a written application from a parent or guardian. The completed application does not guarantee parking privileges for the student.
3. When permission is granted, it will be with the following limitations:
  - A. The vehicle driven to school must display an official tag issued by the school and be parked in the designated student area.
  - B. Upon arrival at school, the car is to be parked and locked for the duration of the student's school day. Should the car be driven off campus without permission, the student will be subject to the provisions of the Code of Conduct.
  - C. The laws of the State of Ohio and the City of Westlake are to be observed at all times.
  - D. The school cannot assume responsibility for the driver or his/her passengers.
  - E. In compliance with State law, student drivers under the age of 17 years old are not permitted to transport more than one person who is not a family member unless the driver is accompanied by his/her parent, guardian or custodian.**
4. Students may lose their driving privilege for violation of either Code of Conduct or other school rules.
5. The student who violates school rules and regulations and parks illegally will be towed at the owner's expense in accordance with the Ohio Revised Code 4513.60, Paragraph B.
6. Students who are granted parking tags are expected to drive every day.
7. Students driving to school should be expected to arrive at the appropriate time. The attendance office will not excuse students who miss classes due to a flat tire, engine trouble, car will not start, train held-me-up or other car-related excuses.
8. The speed limit for vehicles in the Westlake High School lot is 10 mph. Students are not permitted to drive behind the school, in the east faculty lot or through the front loop at any time.
9. There will be a replacement cost for parking tags.

Adoption date: May 23, 2002

Revision Date:

Legal Refs.: ORC 2305.23; 2305.231; 3313.712; 3313.713  
OAC 3301-35-03

Cross Refs.: EBBA, First Aid  
JFCH, Alcohol Use by Students  
JFCI, Student Drug Abuse

File: KBA  
PUBLIC'S RIGHT TO KNOW

~~In fulfillment of the rationale for the creation of public governing bodies, the meetings and the records of the Board will be considered a matter of public information.~~

~~Educational matters will be discussed and decisions made at public meetings of the Board, except for such matters as are properly discussed in private executive sessions.~~

~~The Board supports the right of the people to know about the programs and services of their schools and will make every effort to disseminate information.~~

~~Each principal is authorized and expected to use all means available to keep the school's community informed about the school's program and activities; however, the release of information of District-wide interest is to be coordinated by the superintendent.~~

~~The Board recognizes the importance of public records as the record of the acts of this District and the repository of information about the District. Members of the public have the right to inspect and copy, with certain exceptions, the public records of this District.~~

~~The public records of this District are defined by ORC 149.43. The Board shall make the public records of this District available for inspection and copying with the exception of those records exempted from such inspection and copying by law. The CFO/Treasurer or his/her designee will be the person responsible for public records.~~

**The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. Each principal is authorized and expected to keep the school's community informed about the school's programs and activities. The release of information of district-wide interest is to be coordinated by the Superintendent.**

**Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters as are properly discussed in private executive sessions.**

**The official minutes of the Board, its written policies, its financial records and all other public records are open for inspection in the Treasurer's office during the hours when the administration offices are open. A copy of the records retention schedule shall also be made available to the public.**

Records pertaining to individual students and other confidential materials are not released for inspection by the public or any unauthorized persons, either by the CFO/Treasurer, Superintendent or other persons responsible for the custody of confidential files. Only that information deemed "directory information" may be released from an individual student's file, and only after complying with the regulations prepared by the administration for the release of such information; **however, no information will be released for commercial purposes.** Student records that consist of "personally identifiable information" generally are exempt from disclosure. Student directory information, however, is released unless the parents have affirmatively withdrawn their consent to release in writing.

**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.**

The District may ask that the request be put in writing. However, the District must notify the requester that it is not mandatory to do so.

The District provides an opportunity for a records requester making an ambiguous or overly broad request to revise the request by informing the requester of the manner in which records are maintained.

If a public records request is denied, the District provides an explanation with legal authority as to the reason for the denial of the request. If any information is redacted because it is exempt from public inspection, the person requesting to inspect the record will be notified of the redaction.

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. A fee may be charged for copies. The District may require the fee charged for copies be paid in advance.

The person making a mail request pays the cost of postage and other supplies in advance. 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.

The Board's public records policy is posted in a conspicuous location in the central office and in all other District buildings and employee handbooks provided by the District.

~~In order to ensure all citizens have an equal right to examine and copy the records of this District, and to ensure the inspection does not endanger the safety of the records or unreasonably interfere with the discharge of the duties of the CFO/Treasurer or his/her designee, all requests for the inspection of public records shall be made in accordance with regulations which follow this policy.~~

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: **Family Educational Rights and Privacy Act; 20 USC, Section 1232g**

ORC 121.22

149.43

**3319.321**

OAC 3301-35-03; **3301-35-04**

Cross Refs.: BDC, Executive Sessions

BDDG, Minutes

GBL, Personnel Records

**GBS, HIPAA Privacy**

IGBA, Programs for Special Needs Students

JO, Student Records

KA, School-Community Relations Goals

**KKA, Recruiters in the Schools**

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)**. ~~must first fill out a signed request.~~ Each request ~~must~~ **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 ~~plus actual costs including benefits for personnel time in securing and copying records.~~ 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:

File: KBA-E  
WESTLAKE CITY SCHOOLS BOARD OF EDUCATION  
PUBLIC RECORDS REQUEST

**Failure to complete a written request shall not be the basis for denying access to review or copy records.**

1. Name: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Phone No.: \_\_\_\_\_ Business Phone No.: \_\_\_\_\_
4. Check one:                    \_\_\_\_\_ I would like a copy of the Public Records.  
   \_\_\_\_\_ I would like to review the Public Records.

I wish to review the following record(s) (be specific). (Records must already be in existence and will not be created based on requests).

I understand I will be contacted by a member of the District within 72 hours, excluding weekend and holidays, as to when I may view these records. I also understand if I wish to have a copy made of these records, the copies will be made by a member of the District and be provided to me at cost. I further understand I am not permitted to remove any record(s) from the office where they are maintained.

The undersigned hereby acknowledges that he/she has been given copies of and/or has been permitted to review the public records requested on \_\_\_\_\_.

Westlake City School District