

**WESTLAKE CITY SCHOOLS  
BOARD OF EDUCATION AGENDA**

**Monday, April 28, 2008 – 5:00 p.m. – Regular Meeting  
Lee Burneson Middle School – Band Room  
2240 Dover Center 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. Approval of Minutes

1. Work Session of March 10, 2008

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

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

Roll Call Vote:

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

2. Regular Meeting of March 31, 2008

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

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

Roll Call Vote:

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

\*Tour of Lee Burneson Middle School Facility

B. Special Reports and Recognitions

- |  |             |
|--|-------------|
| 1. Resolution to Recognize Holly Lane Elementary School Students for Art Exhibition Awards       | Exhibit B-1 |
| 2. Resolution to Recognize LBMS Student for the Science Olympiad Competition                     | Exhibit B-2 |
| 3. Resolution to Recognize LBMS Students for Lorain County Community College Lego Olympiad       | Exhibit B-3 |
| 4. Resolution to Recognize LBMS Student for American Scholastic Challenge Award                  | Exhibit B-4 |
| 5. Resolution to Recognize WHS Student for 2008 Artistic Discovery Contest                       | Exhibit B-5 |
| 6. Resolution to Recognize Holly Lane Teacher for Lake Erie "MonSTAR" Teacher of the Month Award | Exhibit B-6 |

C. Superintendent's Report

D. Treasurer's Report/Recommendations

- |  |               |
|--|---------------|
| 1. Action Items  |               |
| a. Resolution to Authorize Treasurer to Return Advance | Exhibit D-1-a |
| b. Resolution to Establish Appropriations              | Exhibit D-1-b |
| c. Resolution to Adjust FY08 Appropriations            | Exhibit D-1-c |
| d. Resolution to Issue Then and Now Certificate        | Exhibit D-1-d |

E. CAC Report – None

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 Resignations, Substitutes, and FMLA for Certified Staff Members                  | Exhibit F-1-b-1  |
| 2. Resolution to Approve Resignations, Substitutes, and Unpaid Medical Leave for Classified Staff Members | Exhibit F-1-b-2  |
| 3. Resolution to Approve Reclassification of Certified Staff Members                                      | Exhibit F-1-b-3  |
| 4. Resolution to Approve Certified Home Instruction   | Exhibit F-1-b-4  |
| 5. Resolution to Approve Additional Hours for Adult Basic Literacy Education Personnel                    | Exhibit F-1-b-5  |
| 6. Resolution to Approve Payment for Certified Staff Members  | Exhibit F-1-b-6  |
| 7. Resolution to Approve Stipends for Washington, DC Middle School Educational Field Trip                 | Exhibit F-1-b-7  |
| 8. Resolution to Approve Summer School 2008 Employment of Administrators                                  | Exhibit F-1-b-8  |
| 9. Resolution to Approve Summer School 2008 Employment of Support and Teaching Staff                      | Exhibit F-1-b-9  |
| 10. Resolution to Approve 2008-2009 Job Sharing for Certified Staff Members                               | Exhibit F-1-b-10 |
| 11. Resolution to Approve 2008-2009 Continuing and Limited Contracts for Certified Staff Members          | Exhibit F-1-b-11 |
| 12. Resolution to Renew 2008-2009 Performing Arts Center Coordinator Employment Contract                  | Exhibit F-1-b-12 |
| 13. Resolution to Approve Administrator Medical Leave and Disability Leave Benefit                        | Exhibit F-1-b-13 |

- |   |                      |
|---|----------------------|
| c. Resolution to Discourage Use of Alcohol and Driving of Vehicles Under the Influence                    | Exhibit F-1-c        |
| d. Resolution Endorsing Staff Appreciation Week   | Exhibit F-1-d        |
| e. Resolution to Amend Kaiser Permanente Contract-Resolution #06-323                                      | Exhibit F-1-e        |
| f. Resolution to Approve Revised Job Description of Westlake City Schools Director of Pupil Services      | Exhibit F-1-f        |
| g. Resolution to Approve AT&T Easement at 1097 Bassett Road   | Exhibit F-1-g        |
| h. Resolution to Approve Agreements for Tuition Pupils & Service Contracts                                | Exhibit F-1-h        |
| i. Resolution to Approve Sunday Building Use  | Exhibit F-1-i        |
| j. Resolution to Award the Contract for the Control System Associated with the LBMS HVAC Upgrades Project | Exhibit F-1-j        |
| <b>k. Resolution to Approve Receptionist Job Description</b>  | <b>Exhibit F-1-k</b> |

2. Discussion Items

- a. First Reading of Parkside Intermediate School Student/Parent Handbook

G. Director of Business Affairs Report – **None**

H. Director of Curriculum & Instruction Report – **None**

I. Board Items

\*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 RECOGNIZE HOLLY LANE ELEMENTARY SCHOOL STUDENTS  
FOR ART EXHIBITION AWARDS

RESOLVED THAT

the Westlake Board of Education recognizes and congratulates the following Holly Lane Elementary students for their participation and accomplishments in the Ohio Art Education Association Excellence in Art Exhibition and the Case Western Reserve Youth Art Exhibition:

Columbus Exhibition

Ohio Art Education Association – Excellence in Art Award

Evangelia Anitas  
Alison Corrigan

CWRU Youth Art Exhibition - 4<sup>th</sup> Grade Award of Excellence

Tommy Bowles

CWRU Youth Art Exhibition – Excellence in Art Award

Gianni Della Vella  
Alexa Prexta

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

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

Roll Call Vote:

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

**RESOLUTION TO RECOGNIZE LEE BURNESON MIDDLE SCHOOL STUDENTS  
FOR THE SCIENCE OLYMPIAD COMPETITION**

**RESOLVED THAT**

the Westlake Board of Education recognizes and congratulates the following Lee Burneson Middle School students for their participation and accomplishments in the Science Olympiad Competition:

**Regional Competition**

Jennifer Chern & Bhargavi Maheshwer	Scrambler	1 <sup>st</sup> Place
Tom Carroll & Kyle Lathem	Robo-Cross	1 <sup>st</sup> Place
Keith Astler & Chad Clark	Road Scholar	1 <sup>st</sup> Place
Jinsung Kim & Kyle Lathem	Crave the Wave	1 <sup>st</sup> Place
Kalin Ngo & Kelley Zhou	Bio-Process Lab	1 <sup>st</sup> Place
Tom Carroll & Jinsung Kim	Trajectory	2 <sup>nd</sup> Place
Keith Astler & Chad Clark	Science Word	2 <sup>nd</sup> Place
Tom Carroll & Dana Kodger	Science Crimebusters	2 <sup>nd</sup> Place
Tom Carroll & Kyle Lathem	Reach for the Stars	2 <sup>nd</sup> Place
Dana Kodger & Sam Yun	Oceanography	2 <sup>nd</sup> Place
Tom Carroll & Nicole Klidas	Food Science	2 <sup>nd</sup> Place
Anthony Celucci & Chad Clark	Tower Building	3 <sup>rd</sup> Place
Dana Kodger & Kevin Wang	Balloon Launch Glider	3 <sup>rd</sup> Place
Jennifer Chern & Sam Yun	Amphibians & Reptiles	3 <sup>rd</sup> Place
Aakash Shah & Kevin Wang	Simple Machines	4 <sup>th</sup> Place
Aakash Shah & Kevin Wang	Metric Mastery	4 <sup>th</sup> Place
Jennifer Chern & Kalin Ngo	Disease Detectives	4 <sup>th</sup> Place
Bhargavi Maheshwer & Kelley Zhou	Ecology	5 <sup>th</sup> Place
Nicole Klidas & Dana Kodger	Write It Do It	7 <sup>th</sup> Place
Jinsung Kim & Kyle Lathem	Meteorology	7 <sup>th</sup> Place

**State Competition**

Jinsung Kim & Kyle Lathem	Crave the Wave	2 <sup>nd</sup> Place
Tom Carroll & Sean Phillips	Food Science	2 <sup>nd</sup> Place
Aakash Shah & Kevin Wang	Simple Machines	5 <sup>th</sup> Place

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

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

Roll Call Vote:

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

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

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

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

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

RESOLUTION TO RECOGNIZE LEE BURNESON MIDDLE SCHOOL STUDENTS  
FOR LORAIN COUNTY COMMUNITY COLLEGE LEGO OLYMPIAD

RESOLVED THAT

the Westlake Board of Education recognizes and congratulates the following Lee Burneson Middle School students for their participation and accomplishments in the Lorain County Community College Lego Olympiad:

Computer Controlled Division

Tom Carroll	1 <sup>st</sup> Place
Kyle Lathem	1 <sup>st</sup> Place
Alex Cusick	3 <sup>rd</sup> Place
Chris Grimm	3 <sup>rd</sup> Place
Stuart Jennings	3 <sup>rd</sup> Place
Ishaan Bakhle	4 <sup>th</sup> Place
Jacomo Bush	4 <sup>th</sup> Place
Sam Yun	4 <sup>th</sup> Place

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

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

Roll Call Vote:

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

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

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

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

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

RESOLUTION TO RECOGNIZE LEE BURNESON MIDDLE SCHOOL STUDENT  
FOR THE AMERICAN SCHOLASTIC ACHIEVEMENT EXAM

RESOLVED THAT

the Westlake Board of Education recognizes and congratulates the following Lee Burneson Middle School student for participation American Scholastic Achievement Exam:

Ryan Milowicki

1<sup>st</sup> Place – State of Ohio

2<sup>nd</sup> Place - National

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

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

Roll Call Vote:

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

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

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

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

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

RESOLUTION TO RECOGNIZE WESTLAKE HIGH SCHOOL STUDENT  
FOR 2008 ARTISTIC DISCOVERY CONTEST

RESOLVED THAT

the Westlake Board of Education recognizes and congratulates Westlake High School 11<sup>th</sup> grade student Courtney Sennish for being selected as the Grand Prize Winner of the 2008 Artistic Discovery Contest. Ms. Sennish's acrylic painting titled "Eugene on Euclid" will be on display at the U.S. Capitol Building in Washington, DC for one year.

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

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

Roll Call Vote:

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

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

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

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

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



RESOLUTION TO RECOGNIZE HOLLY LANE ELEMENTARY SCHOOL TEACHER  
FOR LAKE ERIE “MONSTAR” TEACHER OF THE MONTH

RESOLVED THAT

the Westlake Board of Education recognizes and congratulates Holly Lane Elementary 3<sup>rd</sup> grade teacher Carole Applegate for being selected as the Lake Erie Monsters “MonSTAR” Teacher of the Month.

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

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

Roll Call Vote:

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

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

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

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

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

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 (011-9111)	General Fund (001)	\$2,000.00

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

## RESOLUTION TO ESTABLISH APPROPRIATIONS

RESOLVED THAT  
the Westlake Board of Education establishes the following appropriations:

<b>E-RATE FY2000</b>	
<b>Account</b>	<b>Amount</b>
588-7200-911-9900	
Transfers Out	\$2,089.02

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

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

Roll Call Vote:

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

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

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

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

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

## 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>
001-1100-500			
Instruction-Supplies	\$470,254.26	\$470,120.57	(\$133.69)
001-1100-600			
Instruction-Equipment	\$471,291.19	\$474,858.01	\$3,566.82
001-2100-400			
Support Services-Purchased Services	\$608,863.17	\$608,960.43	\$97.26
001-2100-500			
Support Services-Supplies	\$54,760.76	\$54,663.50	(\$97.26)
001-2200-500			
Support Services-Supplies	\$92,169.37	\$93,469.37	\$1,300.00
001-2300-500			
Board of Education-Supplies	\$3,700.00	\$3,418.16	(\$281.84)
001-2400-200			
Admin-Benefits	\$784,307.63	\$784,387.63	\$80.00
001-2400-400			
Admin-Purchased Services	\$277,713.07	\$276,779.07	(\$934.00)
001-2400-500			
Admin-Supplies	\$40,049.86	\$35,831.70	(\$4,218.16)
001-2400-800			
Admin-Miscellaneous	\$35,543.00	\$35,823.00	\$280.00
001-2600-400			
Business-Purchased Services	\$119,346.71	\$119,426.00	\$79.29

EXHIBIT D-1-c  
(Continued)

001-2600-500			
Business-Supplies	\$2,882.02	\$3,943.08	\$1,061.06
001-2700-400			
Maintenance-Purchased Services	\$1,511,750.15	\$1,510,609.80	(\$1,140.35)
001-2700-500			
Maintenance-Supplies	\$217,073.02	\$217,016.16	(\$56.86)
001-2700-600			
Maintenance-Equipment	\$2,661.09	\$3,058.82	\$397.73
001-2800-400			
Transportation-Purchased Services	\$258,818.02	\$227,968.02	(\$30,850.00)
001-2800-500			
Transportation-Supplies	<u>\$435,125.25</u>	<u>\$465,975.25</u>	<u>\$30,850.00</u>
<b>Total</b>	<b>\$5,386,308.57</b>	<b>\$5,386,308.57</b>	<b>\$0.00</b>
<b>UNIFORM SUPPLY</b>			
<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
009-1100-500-9009			
Supplies	<u>\$26,000.00</u>	<u>\$26,169.46</u>	<u>\$169.46</u>
<b>Total</b>	<b>\$26,000.00</b>	<b>\$26,169.46</b>	<b>\$169.46</b>
<b>PROJECT LINK</b>			
<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
011-3200-500-9111			
Link-Supplies and Materials	\$40,680.80	\$38,680.80	(\$2,000.00)
011-7400-900-9111			
Link-Return of Advance	<u>\$9,319.20</u>	<u>\$11,319.20</u>	<u>\$2,000.00</u>
<b>Total</b>	<b>\$50,000.00</b>	<b>\$50,000.00</b>	<b>\$0.00</b>

EXHIBIT D-1-c  
(Continued)

<b>INSERVICE</b>			
<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
018-4600-500-9751			
Bassett Supplies	\$8,438.37	\$6,766.73	(\$1,671.64)
018-4600-600-9751			
Bassett Supplies	\$2,611.63	\$4,283.27	\$1,671.64
018-4600-500-9757			
Holly Lane-Supplies	\$3,667.80	\$3,924.78	\$256.98
018-4600-500-9766			
WHS Guidance-Supplies	\$45,579.85	\$45,878.92	\$299.07
018-4600-600-9766			
WHS Guidance-Equipment	<u>\$3,000.00</u>	<u>\$2,700.93</u>	<u>(\$299.07)</u>
<b>Total</b>	<b>\$52,247.65</b>	<b>\$52,504.63</b>	<b>\$256.98</b>
<b>ATHLETICS</b>			
<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
300-4500-100-9500			
Athletics-Salaries	\$24,154.50	\$33,837.36	\$9,682.86
300-4500-200-9500			
Athletics-Benefits	\$4,440.00	\$4,633.70	\$193.70
300-4500-600-9500			
Athletics-Equipment	\$14,099.00	\$15,319.02	\$1,220.02
300-4500-700-9500			
Athletic-Replacement Equipment	\$10,000.00	\$8,779.98	(\$1,220.02)
300-4500-500-9502			
Vending Machines-Supplies	\$10,899.15	\$11,859.04	\$959.89
300-4500-600-9502			
Vending Machines-Equipment	<u>\$1,700.85</u>	<u>\$740.96</u>	<u>(\$959.89)</u>
<b>Total</b>	<b>\$65,293.50</b>	<b>\$75,170.06</b>	<b>\$9,876.56</b>

EXHIBIT D-1-c  
(Continued)

<b>ST. PAUL FY08</b>			
<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
401-3200-100-9708			
Salaries & Wages	\$68,500.00	\$67,100.00	(\$1,400.00)
401-3200-200-9708			
Benefits	\$37,415.00	\$31,446.00	(\$5,969.00)
401-3200-400-9708			
Purchased Services	\$32,460.09	\$31,712.09	(\$748.00)
401-3200-500-9708			
Supplies & Materials	\$22,571.08	\$31,493.05	\$8,921.97
401-3200-600-9708			
Equipment	<u>\$1,000.00</u>	<u>\$195.03</u>	(\$804.97)
<b>Total</b>	<b>\$161,946.17</b>	<b>\$161,946.17</b>	<b>(\$0.00)</b>
<b>ST. BERNADETTE FY08</b>			
<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
401-3200-100-9808			
Salaries & Wages	\$22,000.00	\$22,396.44	\$396.44
401-3200-200-9808			
Benefits	\$16,520.06	\$16,283.64	(\$236.42)
401-3200-400-9808			
Purchased Services	\$118,684.93	\$114,368.59	(\$4,316.34)
401-3200-500-9808			
Supplies & Materials	<u>\$60,211.32</u>	<u>\$64,367.64</u>	<u>\$4,156.32</u>
<b>Total</b>	<b>\$217,416.31</b>	<b>\$217,416.31</b>	<b>\$0.00</b>

EXHIBIT D-1-c  
(Continued)

<b>LE CHAPERON ROUGE FY08</b>			
<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
401-3200-500-9908			
Supplies & Materials	\$17,853.63	\$17,839.40	(\$14.23)
401-3200-600-9908			
Equipment	\$4,600.00	\$4,614.23	\$14.23
<b>Total</b>	<b>\$22,453.63</b>	<b>\$22,453.63</b>	<b>\$0.00</b>
<b>E-TECH OHIO PROFESSIONAL DEVELOPMENT FY08</b>			
<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
452-2200-100-9353			
Sub Teacher Wages	\$300.00	\$412.50	\$112.50
452-2200-200-9353			
Sub Teacher Benefits	\$46.35	\$63.73	\$17.38
452-2200-400-9353			
Purchased Services	\$2,507.00	\$2,464.79	(\$42.21)
452-2200-500-9353			
Supplies & Materials	\$116.65	\$28.98	(\$87.67)
<b>Total</b>	<b>\$2,970.00</b>	<b>\$2,970.00</b>	<b>\$0.00</b>
<b>TITLE I FY08</b>			
<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
572-1100-100-9108			
Instruction - Salaries & Wages	\$43,168.28	\$44,572.02	\$1,403.74
572-2200-400-9108			
Prof Dev - Purchased Services	\$15,340.00	\$15,798.68	\$458.68
572-3200-400-9108			
Nonpublic - Purchased Services	\$8,221.87	\$8,419.12	\$197.25
<b>Total</b>	<b>\$66,730.15</b>	<b>\$68,789.82</b>	<b>\$2,059.67</b>



EXHIBIT D-1-c  
(Continued)

<b>TITLE V, INNOVATIVE PROGRAMS FY08</b>			
<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
573-1100-500-9208			
Instructional Supplies & Materials	\$3,000.00	\$6,484.11	\$3,484.11
573-3200-500-9208			
Nonpublic - Supplies & Materials	\$978.28	\$1,374.49	\$396.21
<b>Total</b>	<b>\$3,978.28</b>	<b>\$7,858.60</b>	<b>\$3,880.32</b>
<b>TITLE IV, SAFE &amp; DRUG FREE SCHOOLS FY08</b>			
<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
584-2100-100-9858			
Support Services - Salaries & Wages	\$7,206.12	\$7,374.29	\$168.17
584-3200-400-9858			
Nonpublic - Purchased Services	\$638.68	\$0.00	(\$638.68)
584-3200-500-9858			
Nonpublic - Supplies & Materials	\$0.00	\$470.51	\$470.51
<b>Total</b>	<b>\$7,844.80</b>	<b>\$7,844.80</b>	<b>\$0.00</b>
<b>TITLE II-A, IMPROVING TEACHER QUALITY FY08</b>			
<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
590-2200-100-9008			
Prof Dev - Salaries & Wages	\$22,094.34	\$22,396.53	\$302.19
590-2200-500-9008			
Prof Dev - Supplies & Materials	\$4,815.64	\$4,783.16	(\$32.48)
590-3200-400-9008			
Nonpublic - Purchased Services	\$4,900.87	\$4,942.07	\$41.20
<b>Total</b>	<b>\$31,810.85</b>	<b>\$32,121.76</b>	<b>\$310.91</b>

EXHIBIT D-1-c  
(Continued)

<b>TITLE II-D, TECHNOLOGY FY08</b>			
<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
599-2200-400-9908			
Professional Development - Purchased Services	<u>\$804.43</u>	<u>\$800.48</u>	(\$ <u>3.95</u> )
<b>Total</b>	<b>\$804.43</b>	<b>\$800.48</b>	<b>(\$3.95)</b>

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

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

Roll Call Vote:

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

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

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

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

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

## RESOLUTION TO ISSUE THEN AND NOW CERTIFICATE

## RESOLVED THAT

the Westlake Board of Education authorize a Then and Now Certificate for the following purchase order:

<b>PO No.</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
72235	Ulmer & Berne	Legal Bills	\$3,199.00

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

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

Roll Call Vote:

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

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

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

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

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

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:

Bennigan's Grill & Tavern  
Mr. Bob Laudo, General Manager  
4824 Great Northern Blvd.  
North Olmsted, OH 44070

Donated \$40.00 (8 gift certificates at \$5.00 each) to WHBS-TV at Westlake High School to award to the student athlete of the week on the *Demon Zone* shows.

Champps Americana  
Mr. Tom McCabe, Owner  
12 Main Street  
Westlake, OH 44145

Donated \$100.00 (10 gift certificates at \$10.00 each) to WHBS-TV at Westlake High School to award to the Champps student athlete of the week on the *Demon Zone* shows.

Famous Dave's BBQ  
Mr. Jerry Blackburn, Manager  
26410 Great Northern Shopping Center  
North Olmsted, OH 44070

Donated \$50.00 (10 gift certificates at \$5.00 each) to WHBS-TV at Westlake High School to award to the student athlete of the week on the *Demon Zone* shows.

Liberty Ford, Inc.  
Mr. Chuck Sturgill  
5500 Warrensville Center Road  
Maple Hts., OH 44137

Donated \$400.00 to the Athletic Department at Westlake High School to cover the cost of the timing system for the Westlake Relays.

Target Stores  
Mr. Gregg Steinhafel, President  
7000 Target Parkway North  
Brooklyn Park, MN 55445

Donated \$394.01 (1% of purchases using the REDcard) to the principal's inservice account at Westlake High School for stationary and copy paper for student use.

Westlake Town Criers  
P.O. Box 45224  
Westlake, OH 44145-0224

Donated \$200.00 to the Softball program at Westlake High School to help defer the cost of the concrete pad at the WHS softball field.

EXHIBIT F-1-a  
(Continued)

Bassett PTA  
Ms. Kordrice Sivak, President  
2155 Bassett Road  
Westlake, OH 44145

Donated three SMART boards (interactive white boards), three NEC projectors, three Airliner wireless slates, and all associated hardware and installation to the staff and students at Bassett Elementary School to equip three learning environments with interactive technology, enabling teachers to design learning activities that increase student engagement, provide increased opportunity for exploration, and promote active inquiry based learning.

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

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

Roll Call Vote:

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

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

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

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

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

RESOLUTION TO APPROVE RESIGNATIONS, SUBSTITUTES, EMPLOYMENT,  
AND FMLA FOR CERTIFIED STAFF MEMBERS

RESOLVED THAT

the Westlake Board of Education approves resignations, substitutes, employment, and FMLA for  
certified staff members as follows:

Resignations

Brittany Troy    WHS Science Teacher    Effective: 06/06/08

Substitutes

Patricia McGinty      Pamela Pearlman      Elizabeth Noren      Rachael Cottom

Employment

Jennifer Britton    WHS English Teacher      Effective: 08/26/08      MA, Step 5

FMLA

Mary Pat Kahler    Effective: 03/19/08-**05/14/08**

Amy Schillinger    Effective: 05/13/08-06/06/08

Kathleen Bartos    Effective: 04/15/08-04/27/08

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

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

Roll Call Vote:

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

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

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

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

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

RESOLUTION TO APPROVE RESIGNATIONS, SUBSTITUTES, FMLA  
AND UNPAID MEDICAL LEAVE FOR CLASSIFIED STAFF MEMBERS

RESOLVED THAT

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

Resignation

Martha Considine      Special Ed. Asst.      Effective: 05/02/08

Resignation for Purpose of Retirement

Dorothy Bartko      Supervision Asst.      Effective: 07/01/08

Betty Marsick      Central Printing      Effective: 07/01/08

Classified Substitutes

Michael Sobera      Certified Substitute Caller

Katinka Fordos      Clerical, Receptionist

Dorothy Cantrell      Library Asst., Supervision Asst., Secretary, Receptionist

Jill Minerd      Custodian, Cleaner

FMLA

Juan Sanchez      Effective: 04/15/08-04/30/08

Marsha Frazier      Effective: 04/09/08-06/29/08

Unpaid Medical Leave

Jeffrey Reid      Revise End Date From: 06/06-08      To: 01/31/08

Resignation for Purpose of Disability Retirement

Jeffrey Reid      Cleaner      Effective: 02/01/08

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

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

Roll Call Vote:

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

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

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

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

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

RESOLUTION TO APPROVE RECLASSIFICATION  
OF CERTIFIED STAFF MEMBERS

RESOLVED THAT

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

<u>Effective</u>	<u>Name</u>	<u>From</u>	<u>To</u>	<u>Step</u>
04/01/08	Barbara DeCoste	MA+20	MA+30	19
04/01/08	Claudia Vakos	MA	MA+10	9
<b>03/01/08</b>	<b>Patrick McMorrow</b>	<b>MA+20</b>	<b>MA+30</b>	<b>15</b>

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

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

Roll Call Vote:

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

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

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

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

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



RESOLUTION TO APPROVE CERTIFIED HOME INSTRUCTION

RESOLVED THAT

the Westlake Board of Education approves home instruction as follows, at the negotiated rate of pay:

Jim Bingham to provide home instruction to students on an as-needed basis for the 2007-2008 school year.

Melissa Bechtel to provide home instruction to students on an as-needed basis for the 2007-2008 school year.

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

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

Roll Call Vote:

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

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

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

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

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

RESOLUTION TO APPROVE ADDITIONAL HOURS FOR  
ADULT BASIC LITERACY EDUCATION PERSONNEL

RESOLVED THAT

The Westlake Board of Education approves the additional employment hours for the following personnel for the Adult Basic Literacy Education (A.B.L.E.) Program. Contracts are to be paid out of A.B.L.E. Project Number 045062-AB-S1-2007C, A.B.L.E. Project Number 045062-AB-S1-2008 and A.B.L.E. English Literacy and Civics Education Project Number 045062-AB-S2-2008.

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Hourly Rate</u>	<u>Not to Exceed</u>
James Bingham	A.B.L.E. Teacher	20	\$ 22.00	\$440.00
Lucille Faup	A.B.L.E. Teacher	20	\$ 22.00	\$440.00

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

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

Roll Call Vote:

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

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

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

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

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

RESOLUTION TO APPROVE PAYMENT FOR CERTIFIED STAFF MEMBERS

RESOLVED THAT

the Westlake Board of Education approves payment for the following certified staff members at the negotiated curriculum writing rate as follows:

Kurt Thonnings	Parkside 2008 Summer Computer Camp Not to Exceed 40 hours Fully Paid from Computer Camp Fees Collected
Dawn Dawson & Lavonne Szafranski	Summer 2008 Science Curriculum Writing Not to Exceed 60 hours Paid from Parkside Staff Development Account

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

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

Roll Call Vote:

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

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

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

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

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

RESOLUTION TO APPROVE STIPENDS FOR WASHINGTON, DC  
MIDDLE SCHOOL EDUCATIONAL FIELD TRIP

RESOLVED THAT

the Westlake Board of Education approves stipends for the following Lee Burneson Middle School staff members for supervision at the 2008 8<sup>th</sup> Grade Washington DC Field Trip at \$50.00 per night, to be paid from LBMS 018-9761 Fund (Inservice):

Name

Mary Bernard  
Denise Gentile  
Chris Milano  
Jay Schneiderman

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

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

Roll Call Vote:

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

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

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

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

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

RESOLUTION TO APPROVE EMPLOYMENT  
OF SUMMER SCHOOL 2008 ADMINISTRATORS

RESOLVED THAT

the Westlake Board of Education approves the employment of the Summer School 2008 administrators as follows.

Paul Kish	28 days	\$4,160
Paul Wilson	28 days	\$4,160

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

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

Roll Call Vote:

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

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

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

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

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

**RESOLUTION TO APPROVE SUMMER SCHOOL 2008 EMPLOYMENT  
FOR SUPPORT STAFF AND TEACHING STAFF**

**RESOLVED THAT**

the Westlake Board of Education approves the employment of the following Summer School 2008 support staff and teaching staff at the negotiated summer school rate, dependent upon sufficient enrollment.

<u>Teacher</u>	<u>Content</u>	<u>Days</u>	<u>Teacher</u>	<u>Content</u>	<u>Days</u>
Sara Neville	English 9	28	Mitzi Wilson	English 11	28
Mike DeGidio	English 10	28	Kim Cerritto	English 12	14
Tim Armstrong	Algebra I	28	Dave Ruschau	Geometry	28
Travis Hasselswerdt	American History	14	Jeff Huber	World History	28
Paul Hammond	Government	28			
Tana McGuire	Physical Science	28			
Sally Falatach	Physical Education	28	Chad Partridge	Physical Education	28
Marc Zaranec	Physical Education	28	Jill Fillecki	Health	28
Jackie Massa	Secretary	up to 300 hours			

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

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

Roll Call Vote:

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

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

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

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

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

RESOLUTION TO APPROVE JOB SHARING  
FOR CERTIFICATED STAFF MEMBERS

RESOLVED THAT

the Westlake Board of Education approves job sharing pursuant to Article 14 of the negotiated agreement with the Westlake Teachers' Association for the following certificated staff members for the 2008-2009 school year. The contract of these staff members shall be .50 FTE.

Tracy Cannata & Michelle Kasunick	Dover Elementary	Grade 2
Jennifer Doyle & Tina Fouts	Hilliard Elementary	Grade 1
Lois Leonard & Michelle Patton	Hilliard Elementary	Grade 2
Kim d'Acunzo & Lisa Forshey	Holly Lane Elementary	Grade 1
Claire Bookman & Kelli Butler	Parkside Intermediate	Intervention Specialist
Shannon Basile & Christine Latham	Parkside Intermediate	Grade 6
Amy Davey & Tracy Sidloski	Westlake High School	Mathematics

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

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

Roll Call Vote:

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

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

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

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

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

**RESOLUTION TO APPROVE CONTINUING AND LIMITED CONTRACTS  
FOR CERTIFICATED STAFF MEMBERS**

**RESOLVED THAT**

the Westlake Board of Education approves the following Continuing Contracts for certificated staff members for the 2008-2009 school year.

**Continuing Contracts**

Kathy D'Ettorre	Joanna Harmon	Julie Hildebrand	Rachael Lowery
T. Brooke Martin	Jennifer Medved	Jessica Molenaar	

**Limited Contracts**

Stacey Abfall	Natalie DiCostanzo	Lindsay Kiktavy	Cassandra Persia
Kate Albert	Jessica Dorin	Dolores Kuclo	D. Lynn Pettyjohn
Michael Allan	Shannon Fortuna	Christine Latham .5 FTE	Hun Piazza
Kelly Atkinson	Geoff Freidrich	Mark Lenczewski	Matthew Planisek
Kelly Bailey	Sarah Gorius	Kathy McGinty	Tiffany Powell
Kathleen Basen	Daniel Grigson	Katherine McGlynn	Paula Reimueller .16 FTE
Kathryn Beachler	Jodi Guzman	Chris Milano	Donna Richards
Larissa Betka	Mark Hollars	Laura Miller	Jennifer Riley .7 FTE
Dorothy Beyer	John Horwatt	Nicholas Miller	Eneida Ruiz
Celina Bigio	Jeff Huber	Sarah Neville	Cara Santora
Jeanne Bishop .2 FTE	Elizabeth Huffman	Jacy Nichols	Jacob Schober
Erin Blahnik	Janice Hughes	Simon O'Doherty	Sandy Sopko
Catherine Boettcher	Ellen Hurley	Keith Ohnaus	Sandra Stanley
Amy Butcher	Kristine Ingham	Kate O'Leary	Julie Szucs
Amanda Caunter	G. Scott Jones	Lisa Patton	Krista Wadas
Kimberly Cerrito	Karen Kane	Robert Patton	Susan Weitzel
Sarah Clark	Ann Marie Keel	Trudy Pauken	Ashley Witman
Jon Cuomo	Brianne Kenneally		Michael Wooley

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

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

Roll Call Vote:

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

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

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

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

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



RESOLUTION TO RENEW PERFORMING ARTS CENTER  
COORDINATOR EMPLOYMENT CONTRACT

RESOLVED THAT

the Westlake Board of Education approves employment for staff member as follows:

Douglas Warnke  
Performing Arts Center Coordinator

Rate: Step 4  
Effective: 08/01/08 through 07/31/09  
Not to Exceed 1,500 Hours

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

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

Roll Call Vote:

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

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

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

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

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

RESOLUTION TO APPROVE ADMINISTRATOR MEDICAL LEAVE  
AND DISABILITY LEAVE BENEFIT

RESOLVED THAT  
the Westlake Board of Education approves the administrator medical leave and disability leave  
benefit as follows:

Medical Leave

Raymond Conti      Effective: 03/31/08-07/31/08

Disability Leave

Raymond Conti      Effective: 08/01/08

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

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

Roll Call Vote:

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

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

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

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

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

RESOLUTION TO DISCOURAGE USE OF ALCOHOL  
AND DRIVING OF VEHICLES UNDER THE INFLUENCE

WHEREAS, the Board of Education is concerned about the welfare of students in this and all school districts, and

WHEREAS, the Board is aware of the custom of receptions for graduating senior high school students, and

WHEREAS, we deplore and discourage the use of alcohol by underage persons, and the driving of motor vehicles by anyone who has been drinking, and

WHEREAS, we wish to aid an effort to reduce and halt alcohol-related injuries and death,

THEREFORE, BE IT RESOLVED that the Board of Education requests that parents and other adults refrain from providing alcohol to students and other minors, and that all citizens refrain from drinking and driving.

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

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

Roll Call Vote:

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

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

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

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

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

RESOLUTION ENDORSING STAFF APPRECIATION WEEK  
(May 5-9, 2008)

WHEREAS, May 5-9, 2008, has been declared Staff Appreciation Week, and

WHEREAS, the Westlake City School District has the benefit of a caring, capable staff, and

WHEREAS, the school staff serve in partnership with the parents of our community's children,  
and

WHEREAS, the staff is at the heart of a quality educational program, and

WHEREAS, the effectiveness of the school program requires the cooperation and participation  
of the entire school family, and

WHEREAS, the Westlake school staff has demonstrated a strong commitment to establishing  
and maintaining quality educational programs, and

WHEREAS, the Westlake community appreciates the dedicated efforts of the staff,

NOW, THEREFORE, BE IT RESOLVED, the Westlake Board of Education declares May 5-9,  
2008, as Westlake Staff Appreciation Week. The Westlake Board of Education extends to all  
members of the staff their sincerest appreciation for the continuing efforts to provide quality  
education to each Westlake students.

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

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

Roll Call Vote:

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

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

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

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

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

RESOLUTION TO AMEND KAISER PERMANENTE CONTRACT  
RESOLUTION #06-323

LET THE RECORD REFLECT THAT

the Westlake Board of Education approves the amendment of Resolution #06-323 approved on November 6, 2006, to revise the Effective Date of the contract from

December 1, 2006 through *November 30*, 2007

to

December 1, 2006 through *December 31*, 2007.

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 DIRECTOR OF PUPIL SERVICES

RESOLVED THAT

the Westlake Board of Education approves the revised job description of Westlake City Schools District Director of Pupil Services.

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

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

Roll Call Vote:

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

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

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

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

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



## **DIRECTOR OF PUPIL SERVICES**

### RESPONSIBLE TO:

Superintendent

### QUALIFICATIONS:

- Master's Degree in Education
- Possess a Valid License in Pupil Personnel
- Three (3) or more years experience as a public school administrator preferred
- Advanced education in Special Education preferred
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

### DESCRIPTION OF ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The essential responsibilities of the Director of Pupil Services are as follows:

#### A. Communication

Using written and oral communication skills, the Director of Pupil Services shall:

1. Articulate district beliefs persuasively, effectively explain decisions and innovations, and behave in ways that are congruent with those beliefs and decisions.
2. Communicate effectively with the various stakeholders within the school community.
3. Apply principles of group dynamics, facilitation skills and consensus-building, both as a leader and as a member of a group.
4. Use effective conflict resolution skills.
5. Effectively lead and collaborate with supervisors, building-level and district-level administrators.
6. Utilize effective communication to foster an understanding with all stakeholders that the district mission, vision, and beliefs represent the entire Westlake City Schools Community and are in place to best serve our students.

#### B. Program Services

In order to meet individual student needs, the Director of Pupil Services shall:

1. Be responsible for supervising the district special education, gifted education, English Language Learners, and other specialized populations assigned to assure academic progress and achievement.
2. Encourage teacher, student, parent/guardian and community input and involvement in the continual review and monitoring of student services to ensure that student and district needs are addressed.

3. Demonstrate knowledge of service delivery techniques and their relationship to the goals and objectives of the curriculum and instructional program, and lead others to incorporate those techniques effectively.
4. Seek appropriate resources of time, money, personnel and materials to support the identified services.
5. Assure that a developmentally appropriate program is provided for each child.
6. Apply the principles of child growth and development, particularly as they relate to the children's individual linguistic, physical, social, emotional and cognitive needs.
7. Regularly assess the methods and strategies being used by the faculty and ensure that they are appropriate, varied and effective.
8. Direct the individualized education program (IEP) team evaluation process in a manner consistent with state and federal requirements.
9. Work with parents/guardians, teachers and other administrators to coordinate the IEP for each special education student to meet their unique needs.
10. Evaluate the effectiveness of services using a variety of techniques and strategies, including evaluation of student performance, individual staff, and personal performance, and progress toward achievement of department and district goals.
11. Work cooperatively with the partner agencies (West Shore Career Center, Cuyahoga County ESC, and others contracted to provide services) to assure that the needs of students with disabilities are being met.
12. Use a variety of techniques and strategies to assess effectiveness and student performance, and serve as a leader for continued improvement.
13. Be responsible for testing matters involving student populations served under this department.

#### C. Staff

In improving the performance of all staff within the school, the Director of Pupil Services shall:

1. Work to develop a clear understanding of and instill a sense of ownership for the district mission and vision in all staff.
2. Plan and organize in-depth staff development and training.
3. Focus staff development on student learning that is consistent with the district and school's mission, goals and objectives.
4. Use a variety of techniques and strategies to assess individual staff and personal performance.
5. Inspire administrators, teachers and assistants at all levels of skill and experience to acquire new competencies and experiences.
6. Utilize both formative and summative evaluation procedures through a variety of supervisory models, in conjunction with district and building administration.
7. Recognize and celebrate staff accomplishments.
8. Protect staff from unreasonable demands from parents/guardians and/or community members through education and finding solutions for students' achievement.



9. Assure staff utilizes data effectively to guide instruction for improved student achievement.

#### D. Organization Management

In organizing day-to-day functions, the Director of Pupil Services shall:

1. Provide a safe, inviting and caring climate for learning.
2. Use collaborative strategic planning to help identify and accomplish the schools' mission, goals and objectives.
3. Develop flexible organizational structures with regard to grouping, scheduling and staffing to provide the greatest potential for the accomplishment of the district's and schools' mission, goals and objectives.
4. Monitor and modify organizational structures as needed.
5. Confront problems and resolve them in a timely manner.
6. Develop and implement administrative procedures consistent with district policies, state and federal rules and regulations and contractual agreements.
7. Recruit, select, assign and organize staff in such a way as to assure the greatest potential for the accomplishment of the district's and schools' mission, goals and objectives.
8. Develop policies and practices that assure appropriate and confidential collection and use of school and student data.

#### E. Fiscal Management

In fiscal management, the Director of Pupil Services shall:

1. Prepare federal, state and local budgets and reports.
2. Manage fiscal resources of the school responsibly, efficiently and effectively.
3. Align school missions, goals and objectives with financial, human and material resources.
4. Apply understanding of the school district budget and its specific implications for the district.
5. Plan, prepare, justify and manage the district budget in accordance with district budgeting procedures.
6. Be responsible for coordinating the submission of applications for grants and other available funding opportunities, particularly those portions of the CCIP directly relating to Pupil Services.

#### F. Home/School/Community Relations

In home/school/community relations, the Director of Pupil Services shall:

1. Serve as the liaison between school and community. Interpret policies and activities so as to encourage community participation in school activities and programs.
2. Explain and interpret the instructional programs to students, teachers, parents/guardians, Board Members and community.
3. Develop, coordinate and implement a communication program for Pupil Services so as to keep all stakeholders (students, administrators and other staff,

Superintendent, Board Members, parents/guardians and community) fully informed.

4. Facilitate the development of appropriate partnerships with businesses, social service agencies and other organizations whose purposes are consistent with the schools' mission, and participate in related activities when appropriate.
5. Address the needs and concerns of parents/guardians, students and school personnel in an expeditious manner.
6. Oversee district enrollment practice so families are invited and informed, and proper safeguards are in place to assure effective enrollment practices are implemented.

G. Supervision

1. Supervises guidance counselors; social workers; school psychologists; special education teachers; school nurses; alcohol/drug coordinator; educational aides; preschool program supervisors, teachers, and assistants; coordinator/counselors; pupil service clerks; and others as assigned by the Superintendent.

H. Other

The Director of Pupil Services shall:

1. Perform other related duties as directed by the Superintendent.

I. **Additional Working Conditions (including, but not limited to):**

1. **Occasional operation of a vehicle in inclement weather conditions, e.g. being prepared to come to work on all scheduled work days.**
2. **Frequent interaction among unruly children.**
3. **Frequent travel, both daily and overnight.**
4. **Frequent weekend/evening/summer work.**
5. **Lift, carry, push and pull various items up to a maximum of 20 pounds, e.g., paper boxes, deliveries of supplies and equipment.**
6. **Occasional exposure to blood, bodily fluids and tissue.**
7. **Occasional exposure to loud noises.**
8. **Occasional requirement to work near moving mechanical parts.**
9. **Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop.**
10. **Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing.**
11. **May be required to handle bodily fluids & may be exposed to blood borne pathogens.**
12. **May be required to handle chemical & other hazardous materials & substances.**

RESOLUTION TO APPROVE AT&T EASEMENT AT 1097 BASSETT ROAD

WHEREAS, Ohio Bell Telephone Company dba AT&T Ohio and its affiliates, licensees successors and assigns (AT&T) desires to obtain an easement (the "Easement") to be granted by the Westlake City School District on approximately .0099 acres of the property located at 1097 Bassett Road and used as the District's Transportation Center for the purpose of AT&T maintaining thereon two telecommunications cabinets and related equipment (the "Equipment") at the specific location shown on the Exhibit attached hereto; and

WHEREAS, AT&T is willing to pay the District a one-time payment of \$5,000.00 for the Easement and is willing to landscape the easement area following completion of the installation by AT&T of the Equipment (such landscaping to be maintained thereafter by the District); and

WHEREAS, it is hereby determined by the District that granting the Easement will not impair the District's use or enjoyment of its property;

NOW, THEREFORE, be it resolved that the Westlake City School District grant to Ohio Bell Telephone Company dba AT&T Ohio, in consideration of the payment to the District by AT&T of the amount of \$5,000.00 and the installation of landscaping around the easement area, an Easement in substantially the form attached to this Resolution or as may be negotiated by appropriate District personnel, and that the President and the Treasurer of this Board of Education are authorized to execute and deliver the Easement which will be recorded with the Cuyahoga County Recorder.

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

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

Roll Call Vote:

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

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

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

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

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

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

RESOLVED THAT  
the Westlake Board of Education approves the following Agreements for Admission of Tuition  
Pupils and Contracts:

Admission of Tuition Pupil Contract

Berea Children's Home 2007-2008

Service Contract

Education Alternatives 2007-2008

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

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

Roll Call Vote:

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

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

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

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

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

RESOLUTION TO APPROVE SUNDAY BUILDING USE

RESOLVED THAT

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

Westlake High School  
Leadership Challenge Club  
Senior Citizen Prom

Westlake High School  
Sunday, May 18, 2008  
3:00 PM – 9:00 PM  
Cafeteria & Kitchen

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

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

Roll Call Vote:

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

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

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

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

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

RESOLUTION TO AWARD THE CONTRACT FOR THE CONTROLS SYSTEM  
ASSOCIATED WITH THE LEE BURNESON HVAC UPGRADES PROJECT

WHEREAS, the Westlake City School District determined to use the State of Ohio State Term schedule pricing for the Controls System associated with the upgrade of the HVAC system at Lee Burneson Middle School, and

WHEREAS, the State of Ohio, Department of Administrative Services, procurement Website lists Wadsworth & Associates as a current contractor, agreement number 4463200908, effective 12/07/07 to 11/30/11.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Westlake City School District award the controls system associated with the Lee Burneson Middle School HVAC upgrades project bid to Wadsworth-Slawson of Cleveland, Ohio, for \$41,080.35, and that the Board President and Treasurer are authorized to sign the contract.

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 RECEPTIONIST

RESOLVED THAT

the Westlake Board of Education approves the revised job description of Westlake City Schools District Receptionist (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:** Receptionist, Administration Building  
**RESPONSIBLE TO:** Director of Business Affairs or Designee  
**TERM OF EMPLOYMENT:** 12 month, 8 hours/day

**QUALIFICATIONS:**

1. High School graduate or equivalent.
2. Prior experience in and general knowledge of secretarial and/or receptionist duties.
3. Proficiency in the use of computers, typewriters and other standard office equipment.
4. Proficiency in the use of a centralized telephone system.
5. Effective oral, written, and computer communications skills.
6. Ability to interact with the public on the phone and in person in a pleasant and professional manner.
7. Prior experience in organizing and prioritizing multiple activities simultaneously.
8. Ability to establish timelines and meet required deadlines.
9. Ability to accurately manage and enter data in a timely manner.
10. Ability to maintain confidentiality of information.

**GENERAL DUTIES:**

Responsible for greeting visitors to the Administration Building, directing them to their appointed destination, and/or providing them with requested information. Answers phone calls coming into the District and forwards these calls to the appropriate District office or employee. Maintains and monitors long distance phone call information, facilities use requests and permits, and District forms and packets of information.

**ESSENTIAL ELEMENTS:**

1. Greets visitors and answers phone calls in a pleasant, courteous and professional manner.
2. Directs visitors and callers to the proper District office or employee.
3. Effectively communicates accurate information in response to inquiries or questions.
4. Maintains accurate and timely information associated with Use of Facilities requests.
5. Assists with clerical and data entry tasks as requested by Administration Building administrators.
6. Maintains confidentiality of information.

**SPECIFIC DUTIES:**

1. Greets visitors to the Administration Building and directs them to the proper District office or employee.
2. Answers phone calls to the District offices and answers inquiries or forwards the call as appropriate.
3. Maintains a current District Master Information Binder.



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

4. Maintains an adequate inventory of and distributes registration packets, school calendars, maps, request forms to use District facilities, and enrollment, LINK, and transportation information.
5. Coordinates and schedules the use of District facilities by outside groups and organizations.
6. Maintains accurate use of District facilities records, including a comprehensive calendar of activities, correspondence, contracts, and billing information.
7. Calculates use of District facilities rental costs and invoices the appropriate outside groups and organizations.
8. Distributes interoffice and US mail received at the Administration Building.
9. Maintains the Master Telephone Directory list.
10. Compiles a spreadsheet of long distance phone charges, specifying which should be charged back to each building or department.
11. Tags incoming packages (i.e. UPS, DHL, etc) for distribution to the appropriate department or individual.
12. Reserves Administration Building meeting rooms for outside groups (PTAs, Librarians, etc.) or activities (Flu Shots, etc).
13. Monitors the filling of the Administration Building vending machines.
14. Maintains order and neatness in the Administration Building mailroom/kitchen area.
15. Cares for plants in the front lobby and mailroom/kitchen area.
16. Assists with clerical and data entry tasks as requested by other Administration Building administrators or departments.
17. Performs other duties as assigned by the Director of Business Affairs or designee 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.

**ADDITIONAL WORKING CONDITIONS (including, but not limited to):**

1. Occasional operation of a vehicle in inclement weather conditions, e.g. being prepared to come to work on all scheduled work days.
2. Potential interaction among unruly children.
3. Potential travel, both daily and overnight.
4. Potential weekend/evening/summer work.
5. Lift, carry, push and pull various items up to a maximum of 20 pounds, e.g., paper boxes, deliveries of supplies and equipment.
6. Occasional exposure to blood, bodily fluids and tissue.
7. Occasional exposure to loud noises.
8. Occasional requirement to work near moving mechanical parts.
9. Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop.
10. Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing.