

**WESTLAKE CITY SCHOOLS  
BOARD OF EDUCATION AGENDA**

**Regular Meeting – May 20, 2004– 6:30 p.m.  
Parkside Intermediate School – 24525 Hilliard Blvd.**

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

Call to Order

Roll Call:

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

Planetarium Presentation

Pledge of Allegiance

Acknowledgment of Visitors

Approval of Agenda

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

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

Roll Call Vote:

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

\*Hearing of Public (15 minutes) Agenda Items

A. Approval of Minutes

1. Work Session Meeting – April 1, 2004

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

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

Roll Call Vote:

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

2. Special Meeting of April 8, 2004

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

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

Roll Call Vote:

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

3. Regular Meeting of April 22, 2004

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

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

Roll Call Vote:

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

B. Superintendent's Report

- a. Bassett – Jump Rope for Your Heart
- b. Westlake Parent Connection

C. Special Reports and Recognitions

- |   |             |
|---|-------------|
| 1. Recognition of Westlake High School Students for ExploraVision Awards    | Exhibit C-1 |
| 2. Recognition of Holly Lane Teacher for Wal Mart Teacher of the Year Award | Exhibit C-2 |

**(Five Minute Recess)**

D. Treasurer's Report/Recommendations

- |   |               |
|---|---------------|
| 1. Action Items   |               |
| a. Resolution to Adjust FY04 Appropriations   | Exhibit D-1-a |
| b. Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor | Exhibit D-1-b |
| c. Resolution to Establish Date for Porter Public Library 2005 Tax Budget Hearing   | Exhibit D-1-c |

E. CAC Report

F. New Business

1. Action Items:

- |     |   |                  |
|-----|---|------------------|
| a.  | Resolution to Accept Gifts and Contributions  | Exhibit F-1-a    |
| b.  | Resolution to Approve Staff Recommendations   |                  |
| 1.  | Resolution to Approve Retirement for Certificated Staff Member  | Exhibit F-1-b-1  |
| 2.  | Resolution to Approve Employment of Certificated Staff Member and Substitute Teacher  | Exhibit F-1-b-2  |
| 3.  | Resolution to Approve Supplemental Contracts  | Exhibit F-1-b-3  |
| 4.  | Resolution to Approve Home Instruction  | Exhibit F-1-b-4  |
| 5.  | Resolution to Approve Health Services for Non-Public School   | Exhibit F-1-b-5  |
| 6.  | Resolution to Approve Employment of A.B.L.E. Personnel for Summer Program   | Exhibit F-1-b-6  |
| 7.  | Resolution to Approve Reclassification of Certificated Staff Members  | Exhibit F-1-b-7  |
| 8.  | Resolution to Approve Parental Leave for Certificated Staff Members   | Exhibit F-1-b-8  |
| 9.  | Resolution to Approve Leave of Absence for Certified and Classified Staff Members   | Exhibit F-1-b-9  |
| 10. | Resolution to Approve Resignation of Classified Staff Members   | Exhibit F-1-b-10 |
| 11. | Resolution to Approve Employment of Classified Staff Member and Classified Substitutes  | Exhibit F-1-b-11 |
| 12. | Resolution to Approve Employment of Camp Link Personnel   | Exhibit F-1-b-12 |
| 13. | Resolution to Approve Employment of Summer School 2004 Teaching Staff   | Exhibit F-1-b-13 |
| 14. | Resolution to Approve Job Sharing for Certificated Staff Members  | Exhibit F-1-b-14 |
| c.  | Resolution to Approve Revised Mileage Calculations for Travel Between Schools   | Exhibit F-1-c    |
| d.  | Resolution to Approve the Ombudsman Program Agreement for 2004-2005   | Exhibit F-1-d    |
| e.  | Resolution to Approve the Educational Service Center of Cuyahoga County Interdistrict Service Area Contract for 2004-2005                     | Exhibit F-1-e    |
| f.  | Resolution to Approve Educational Service Center of Cuyahoga County Interdistrict Service Area Contract for Non-Public Services for 2004-2005 | Exhibit F-1-f    |
| g.  | Resolution to Approve Field Trips   | Exhibit F-1-g    |
| h.  | Resolution to Approve Sunday Building Use   | Exhibit F-1-h    |
| i.  | Resolution to Authorize Membership in the Lake Erie Educational Computer Association (LEECA) Council  | Exhibit F-1-i    |

- |    |  |               |
|----|--|---------------|
| j. | Resolution to Discourage Use of Alcohol and Driving of Vehicles Under the Influence                              | Exhibit F-1-j |
| k. | Resolution to Approve Transition of WINGS Program into All Elementary Schools                                    | Exhibit F-1-k |
| l. | Resolution to Approve the Library Media Course of Study  | Exhibit F-1-l |
| m. | Resolution to Approve the Music Course of Study  | Exhibit F-1-m |
| n. | Resolution to Approve the Social Studies Course of Study   | Exhibit F-1-n |
| o. | Resolution to Approve the Visual Art Course of Study   | Exhibit F-1-o |
| p. | Resolution to Approve Textbook Adoptions for Library Music, Social Studies and Art                               | Exhibit F-1-p |
| q. | Resolution to Approve Student Insurance Program  | Exhibit F-1-q |
| r. | Resolution to Approve Agreement for Participation in State Supported Instructional Television Services with WVIZ | Exhibit F-1-r |

2. Discussion Items

- |    |   |               |
|----|---|---------------|
| a. | Second Reading – Policy IGDJ-A – Athletics and Extra-Curricular Activities Philosophy and Principles                  |               |
| 1. | Resolution to Approve Adoption of Policy IGDJ-A – Athletics and Extra-Curricular Activities Philosophy and Principles | Exhibit 2-a-1 |
| b. | Resolution to Approve Adoption of Revised Policy JFC-R – Student Conduct (Zero Tolerance)                             | Exhibit 2-b   |
| c. | Resolution to Approve WHS Parent-Student Handbook for 2004-2005   | Exhibit 2-c   |

3. Information Items

- G. Director of Business Affairs Report
- H. Director of Curriculum & Instruction Report
- I. Executive Session - Personnel
- J. Board Items

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

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

Roll Call Vote:

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

K. \*Meeting Open to Public (15 Minutes)

Adjournment \_\_\_\_\_  
State Time

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

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

Roll Call Vote:

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

\*The public may address the Board during the periods of the meeting designation 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 WESTLAKE HIGH SCHOOL  
STUDENTS FOR EXPLORAVISION COMPETITION

RESOLVED THAT

the Westlake Board of Education recognize and congratulate the following Westlake High Schools students for their participation and accomplishments in the 2004 Toshiba/National Science Teachers Association ExploraVision Awards competition. Their project, "Ultra-Vis: A New Form of LASIK," is a vision of the future of LASIK vision correction surgery.

Christina Kim  
Kristin Schmotzer  
Charlotte Tsui

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

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

Roll Call Vote:

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

RESOLUTION TO RECOGNIZE HOLLY LANE TEACHER  
FOR WAL MART TEACHER-OF-THE-YEAR AWARD

RESOLVED THAT

the Westlake Board of Education recognize and congratulate Marilyn Lester, Holly Lane Teacher, for the Wal Mart Teacher-of-the-Year Award at the local level for which she won \$1,000 for the school. Mrs. Lester's nomination will now go to the national level.

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

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

Roll Call Vote:

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

## RESOLUTION TO ADJUST FY04 APPROPRIATIONS

RESOLVED THAT  
the Westlake Board of Education adjust the following FY04 appropriations:

GENERAL FUND

<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
001-1100-100 Instruction-Wages	\$13,329,406.10	\$13,330,043.60	\$637.50
001-1100 200 Instruction-Retirement	\$4,349,956.83	\$4,350,059.45	\$102.62
001 1100 400 Instruction-Purchased Serv.	\$25,039.00	\$32,329.00	\$7,290.00
001-1100-500 Instruction-Supplies	\$706,892.74	\$703,695.18	(\$3,197.56)
001-1100-600 Instruction-Capital Outlay	\$14,211.77	\$19,341.76	\$5,129.99
001-1200-400 Special Ed-Purchased Serv.	\$4,746.01	\$4,635.10	(\$110.91)
001-1200-500 Special Ed-Supplies	\$12,430.10	\$13,230.10	\$800.00
001-1300-500 Vocational Supplies	\$9,670.96	\$9,739.03	\$68.07
001-1900-400 Gen. Instruction-Purchased Services	\$1,054,666.91	\$1,047,376.91	(\$7,290.00)
001-2100-400 Supp. Serv. Pupils-Purchased Serv.	\$347,861.59	\$346,587.01	(\$1,274.58)



EXHIBIT D-1-a  
(Continued)

001-2100-500 Supp. Serv. Pupils-Supplies	\$93,986.26	\$94,372.12	\$385.86
001-2200-400 Support Services-Pur. Serv.	\$107,142.99	\$104,471.93	(\$2,671.06)
001-2200-500 Support Services-Supplies	\$104,140.05	\$104,697.66	\$557.61
001-2200-600 Support Serv.-Capital Outlay	\$5,238.08	\$5,824.91	\$586.83
001-2300-500 Board of Education-Supplies	\$2,716.87	\$2,771.93	\$55.06
001-2400-400 Admin. Purchased Serv.	\$335,326.42	\$324,306.96	(\$11,019.46)
001-2400-500 Admin-Supplies	\$30,489.41	\$30,110.89	(\$378.52)
001-2400-600 Admin-Equipment	\$607.48	\$1,324.72	\$717.24
001-2500-400 Fiscal-Purchased Services	\$37,590.00	\$36,590.00	(\$1,000.00)
001-2500-500 Fiscal-Supplies	\$6,867.00	\$7,867.00	\$1,000.00
001-2600-400 Business-Purchased Services	\$107,585.29	\$107,458.48	(\$126.81)
001-2600-500 Business-Supplies	\$3,183.00	\$3,309.81	\$126.81

EXHIBIT D-1-a  
(Continued)

001-2700-400			
Maintenance-Purchased Services	\$1,352,521.16	\$1,348,220.16	(\$4,301.00)
001-2700-500			
Maintenance-Supplies	\$210,200.00	\$210,860.00	\$660.00
001-2700-700			
Maintenance-Captial Outlay	\$10,000.00	\$14,301.00	\$4,301.00
001-2800-400			
Trans. Purchased Services	\$219,449.66	\$229,060.97	\$9,611.31
001-2800-500			
Transportation-Supplies	\$284,200.00	\$283,540.00	(\$660.00)
001-2900-400			
Community Info-Purchase Serv.	\$42,413.71	\$41,849.30	(\$564.41)
001-2900-500			
Community Info-Supplies	<u>\$2,982.00</u>	<u>\$3,546.41</u>	<u>\$564.41</u>
<b>Total</b>	<b>\$22,811,521.39</b>	<b>\$22,811,521.39</b>	<b>\$0.00</b>

**MONTESSORI CHILDREN'S SCHOOL**  
**2003 - 2004**

<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
401-3200-400-9504	\$947.34	\$2,100.00	\$1,152.66
Purchased Services			
401-3200-500-9504	<u>\$18,136.31</u>	<u>\$16,983.65</u>	<u>(\$1,152.66)</u>
Supplies and Materials			
<b>Total</b>	<b>\$19,083.65</b>	<b>\$19,083.65</b>	<b>\$0.00</b>

EXHIBIT D-1-a  
(Continued)

**CAREER EDUCATION PROGRAM  
1999 - 2000**

<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
409-1100-500-9910 Supplies and Materials	\$533.22	\$0.00	(\$533.22)
409-2100-500-9910 Guidance Serv. Supplies & Materials	\$317.08	\$0.00	(\$317.08)
409-2100-400-9910 Guidance Serv. Purchased Services	\$0.00	\$1,016.90	\$1,016.90
409-2100-600-9910 Guidance Serv. Equipment	<u>\$166.60</u>	<u>\$0.00</u>	<u>(\$166.60)</u>
<b>Total</b>	<b>\$1,016.90</b>	<b>\$1,016.90</b>	<b>\$0.00</b>

**NETWORK CONNECTIVITY  
ONENET OHIO PROGRAM FY04**

<b>Amount</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
451-2900-400-9251 Purchased Services	\$10,000.00	\$21,000.00	\$11,000.00
<b>Total</b>	<b>\$10,000.00</b>	<b>\$21,000.00</b>	<b>\$11,000.00</b>

**ADULT BASIC & LITERACY EDUCATION  
ENGLISH LIT. & CIVICS FY04**

<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
501-1400-400-9504 Adult/Cont. Ed. Purchased Services	\$600.00	\$0.00	(\$600.00)
501-2100-400-9504 Support Services Purchased Services	<u>\$0.00</u>	<u>\$600.00</u>	<u>\$600.00</u>
<b>Total</b>	<b>\$600.00</b>	<b>\$600.00</b>	<b>\$0.00</b>

EXHIBIT D-1-a  
(Continued)

**IMMIGRANT, TITLE III FY04**

<b>Amount</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
551-2200-100-9514	\$6,300.00	\$6,921.60	\$621.60
Salaries and Wages			
<b>Total</b>	<b>\$6,300.00</b>	<b>\$6,921.60</b>	<b>\$621.60</b>

**PRESCHOOL GRANT FY04**

<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
587-7400-900-9004	\$0.00	\$2,700.00	\$2,700.00
Return of Advance			
<b>Total</b>	<b>\$0.00</b>	<b>\$2,700.00</b>	<b>\$2,700.00</b>

**IMPROVING TEACHER QUALITY,  
TITLE II-A, FY04**

<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
590-3200-400-9004	\$0.00	\$353.40	\$353.40
Non Public Purchased Services			
590-3200-500-9004	<u>\$1,178.00</u>	<u>\$824.60</u>	<u>(\$353.40)</u>
Non Public Supplies and Materials			
<b>Total</b>	<b>\$1,178.00</b>	<b>\$1,178.00</b>	<b>\$0.00</b>

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

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

Roll Call Vote:

Mr. LeChaix \_\_\_\_\_

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

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

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

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

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED  
BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY  
TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

WHEREAS, this Board of Education in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2005; and

WHEREAS, the Budget Commission of Cuyahoga County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Westlake City School District, Cuyahoga County, Ohio, that the amounts and rate, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and

BE IT FURTHER RESOLVED that there be and is hereby levied on the tax duplicate of said School District the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

FUND	Amount to be Derived from Levies	Amount Approved by Budget Commission	County Auditor's Estimate of Tax Rate to be Levied	
	Outside 10 Mill Limitation	Inside 10 Mill Limitation	Inside 10 Mill Limit	Outside 10 Mill Limit
	Column II	Column IV	V	VI
Sinking Fund				
Bond Retirement Fund				3.20
General Fund			5.80	51.70
Library Fund				2.50
TOTAL			5.80	57.40

EXHIBIT D-1-b  
(Continued)

BE IT FURTHER RESOLVED that the Treasurer of this Board is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

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

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

Roll Call Vote:

Mr. LeChaix \_\_\_\_\_

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

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

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

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

RESOLUTION TO ESTABLISH DATE FOR PORTER PUBLIC LIBRARY  
2005 TAX BUDGET HEARING

RESOLVED THAT  
the Westlake Board of Education establish the date of \_\_\_\_\_ at \_\_\_\_\_ p.m. for the  
Porter Public Library 2005 Tax Budget Hearing at the Westlake Board of Education Administration  
Building.

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

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

Roll Call Vote:

Mr. LeChaix \_\_\_\_\_

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

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

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

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

RESOLUTION TO ACCEPT  
GIFTS AND CONTRIBUTIONS  
(ORC 3313.36)

RESOLVED THAT

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

Tops Friendly Market  
Mr. Allen Roosz  
1499 Columbia Road  
Westlake, OH 44145

Donated 150 donuts to the WAVE program at Westlake High School to supply the needs of the Westlake Assistance in Volunteer Education (WAVE) breakfast held on April 29, 2004.

Giant Eagle Marketplace  
Mr. Brian Ferrier, Manager  
27264 Lorain Road  
North Olmsted, OH 44070

Donated a \$25.00 gift certificate to the WAVE program at Westlake High School to supply the needs of the Westlake Assistance in Volunteer Education (WAVE) breakfast held on April 29, 2004.

Giant Eagle Marketplace  
Mr. Paul Herman, Manager  
30275 Detroit Road  
Westlake, OH 44145

Donated 100 bagels to the WAVE program at Westlake High School to supply the needs of the Westlake Assistance in Volunteer Education (WAVE) breakfast held on April 29, 2004.

Gale's Garden Center  
Ms. Chris Townley  
24373 Center Ridge Road  
Westlake, OH 44145

Donated 15 live plant centerpieces to the WAVE program at Westlake High School to supply the needs of the Westlake Assistance in Volunteer Education (WAVE) breakfast held on April 29, 2004.

Danny Boy Farm Market  
Mr. Terry Romp  
24579 Lorain Road  
North Olmsted, OH 44070

Donated two cases of bananas to the WAVE program at Westlake High School to supply the needs of the Westlake Assistance in Volunteer Education (WAVE) breakfast held on April 29, 2004.

Gerent-Doane Construction Inc.  
3470 Abbe Road  
Sheffield Village, OH 44054

Donated \$500.00 to Boys Track Shot & Discus at Westlake High School to purchase T-shirts.



EXHIBIT F-1-a  
(Continued)

Pepsi Corporation  
Mr. Jim DiFranco, Sales Mgr.  
925 Lorain Blvd.  
Elyria, OH 44035

Donated five cases of Dole Orange Juice to the WAVE program at Westlake High School to supply the needs of the Westlake Assistance in Volunteer Education (WAVE) breakfast held on April 29, 2004.

Edward P. O'Brien  
26800 Elmwood Drive  
Westlake, OH 44145

Donated \$50.00 in stained glass supplies to the Art Department at Westlake High School to enhance the Art Department supplies and curriculum.

Campana Properties, Inc.  
dba Quaker Steak & Lube  
4900 Transportation Drive  
Sheffield, OH 44054

Donated \$92.33 to Lee Burneson Middle School to provide scholarship funds towards the eighth grade class trip.

Westlake Town Criers  
Mr. Richard Masciere, Treasurer  
P.O. Box 45224  
Westlake, OH 44145

Donated \$150.00 to Boys Basketball at Westlake High School to use toward Frosh Tournament expenses.

Westlake Town Criers  
Mr. Richard Masciere, Treasurer  
P.O. Box 45224  
Westlake, OH 44145

Donated \$268.00 to the Softball program at Westlake High School to cover costs of concrete and delivery for planned improvements.

Davron Industries  
Mr. Dave Stelmach  
26878 Kenley Court  
Westlake, OH 44145

Donated labor to install four concrete pads to the softball fields at Westlake High School.

Eveready Battery Co., Inc.  
Mr. Jimmy Lee  
25225 Detroit Road  
Westlake, OH 44145

Donated 32 assorted flashlights and 360 batteries (AAA, AA, D, 9 volt) valued at \$566.00 to WHBS-TV at Westlake High School to power all portable mics, wireless mics and cameras, flashlights and safety lights on WHBS-TV productions.

VFW Post 9693  
Mr. Frank Aleksandrowicz  
343 Canterbury Road  
Bay Village, OH 44140

Donated a Congressional Medal of Honor and bullet-proof, locked display case to Holly Lane Elementary School to further the citizenship education of our students and staff.

EXHIBIT F-1-a  
(Continued)

AmeriGas Mr. Craig Collins, Operations Mgr. 830 Canterbury Road Westlake, OH 44145	Donated one stainless steel BroilMaster portable grill (\$1,000.00) and two 20-lb. propane tanks (\$90.00) to WHBS-TV at Westlake High School to begin a new "Fall Football Kickoff" show with "Tailgate football recipe specials from the Ameri-Gas Company officials."
Seeley, Savidge & Ebert Co., LPA Mr. Glenn J. Seeley 800 Bank One Center 600 Superior Avenue, East Cleveland, OH 44114	Donated \$100.00 to WHBS-TV at Westlake High School to help pay for senior awards and trophies on Honors Day.
Anonymous	Donated \$1,000.00 to Hilliard Elementary School to help defray the cost of a new sound system for Hilliard Elementary School.
LBMS PTA Mrs. Susan Warner 3215 Clark Parkway Westlake, OH 44145	Donated \$2,000.00 to Inservice at Lee Burneson Middle School to provide scholarship funds for students unable to fully afford field trips.
Metro Lexus 13600 Brookpark Road Cleveland, OH 44135	Donated \$200.00 to Inservice at Lee Burneson Middle School to help support activities associated with S.T.A.R.S. (Students Taking A Right Stand).
PFAFF (VSM Sewing, Inc.) Mr. Scott Fox 31000 Viking Parkway Westlake, OH 44145	Donated a serger sewing machine to the Work Lab Class at Westlake High School to use to create items for sale at the Christmas Boutique.
Kiwanis Club of Westlake, Inc. 2926 Dover Center Road Westlake, OH 44145	Donated \$550.00 to the Westlake Relays at Westlake High School to help pay for Westlake Relay Awards.

EXHIBIT F-1-a  
(Continued)

Liberty Ford, Inc.  
5500 Warrensville Center Road  
Maple Heights, OH 44137

Donated \$375.00 to the Westlake Relays at  
Westlake High School to help pay for the electric  
timing system used in the Relays.

Mr. and Mrs. Mahmoud Orra  
1964 Newbury Drive  
Westlake, OH 44145

Donated \$300.00 to Inservice at Parkside  
Intermediate School to be used for a Mohican  
scholarship in the Fall of 2004.

St. Raphael Ladies Guild  
Mrs. Maria McGee  
525 Dover Center Road  
Bay Village, OH 44140

Donated \$140.00 to the Choral Department at  
Westlake High School to purchase music.

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

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

Roll Call Vote:

Mr. LeChaix \_\_\_\_\_

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

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

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

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

RESOLUTION TO APPROVE RETIREMENT  
FOR CERTIFICATED STAFF MEMBER

RESOLVED THAT

the Westlake Board of Education accept and approve the retirement of the following certificated staff member.

Alberta Marriott  
Dover – Grade 4

Effective:      End of 2003-2004 School Year

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

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

Roll Call Vote:

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

RESOLUTION TO APPROVE EMPLOYMENT  
OF CERTIFICATED STAFF MEMBER AND SUBSTITUTE TEACHER

RESOLVED THAT

the Westlake Board of Education approve the employment of the following certificated staff member and substitute teacher, contingent upon full and complete compliance with all State of Ohio and Westlake Board of Education employment eligibility criteria and paid from General Fund unless otherwise noted.

Kate Applegate  
Holly Lane – SST

Rate: BA, Step 1  
Effective: 08-23-04

Donna Shoenfelt  
Parkside – Grade 5

Rate: MA, Step 4  
Effective: 08-23-04

Substitute

Kellie Galante

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

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

Roll Call Vote:

Mr. LeChaix	_____
Mrs. D'Ettorre Wargo	_____
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 approve the following supplemental contracts (in-district and out-of-district) for the 2003-2004 and 2004-2005 school year.

**2003-2004**

<u>Name</u>	<u>Position</u>	<u>Years Experience</u>
Brad Behrendt	LBMS Asst. Girls Track Coach	11
Donald Spice	LBMS Asst. Boys Track Coach	0

**In-District – 2004-2005**

<u>Name</u>	<u>Position</u>	<u>Years Experience</u>
Ray Walczuk	WHS Band Director	15
Scott Rovniak	WHS Asst. Band Director	15
Eric Richardson	WHS Chorus Director	12
Ray Walczuk	WHS Debonair Advisor	12
Ray Walczuk	WHS Demonette Advisor	5
Kathy McGinty	WHS Teen Institute Advisor	7
Tony Hoty	WHBS Advisor	11
JoAnn Hoty	WHBS Technical Asst.	6
Fred Jennings	WHS Student Activities Advisor	37
Joe Scherma	WHS Newspaper Advisor	35
Paula Reimueller	WHS Yearbook Advisor	2
Sandy Packis	WHS Freshman Class Advisor	12
Glenn Ploegstra	WHS Sophomore Class Advisor	6
Mindy Clark	WHS Junior Class Advisor	0
Amy Davey	WHS Senior Class Advisor	4
Lyn Newman	WHS Honor Society Advisor	4
Trina Powers	WHS Pep Club Advisor	7
Amy Klenz	WHS Literary Magazine Advisor	0
Lou Pelton	WHS Computer Club Advisor	1
Ray Walczuk	WHS Pep Band	10
JoAnn Hoty	WHS Academic Challenge Advisor	4
Tony Hoty	WHS Academic Challenge Co-Advisor	0
Ray Walczuk	WHS Chamber Orchestra Advisor	13
Bruce Pearson	WHS Ski Club Advisor	15

EXHIBIT F-1-b-3  
(Continued)

Judi Spitzer	WHS Drama Advisor	10
Dianne Lewis	WHS Key Club Co-Advisor	0
Kathy McGinty	WHS Student Leadership Co-Advisor	6
Stefanie Golas	WHS Student Leadership Co-Advisor	3
Karen Petrus	WHS Project Support Advisor	7
Scott Kutz	WHS Tech Mates Advisor	5
Nickie Miller	WHS French Club Advisor	3
Judy Bates	WHS French Club Advisor	3
Lisa Patton	WHS Latin Club Advisor	5
Ursula Hays	WHS German Club Advisor	3
Florica Podway	WHS Spanish Club Advisor	3
Brittany Troy	WHS AFS Advisor	0
Lynn Maugherman	WHS Boys Head Golf Coach	14
Mary Beth Schneider	WHS Girls Head Golf Coach (Begin 09-01-04)	3
Ron Johnson	WHS Head Football Coach	7
Tim English	WHS Asst. Football Coach	18
Ken Kocar	WHS Asst. Football Coach	16
Jerry Everhard	WHS Asst. Football Coach	21
John Holland	WHS Head Frosh Football Coach	22
Jim Bingham	WHS Asst. Frosh Football Coach	9
Mike Besu	WHS Boys Head Soccer Coach	16
Scott Jones	WHS Girls Head Soccer Coach	10
Gary Simpson	WHS Boys Head Cross Country Coach	27
Travis Haselswerdt	WHS Girls Head Cross Country Coach	2
Dan Berkheimer	WHS Head Volleyball Coach	12
Jennifer White	WHS Asst. Volleyball Coach	4
Art Daniels	WHS Boys Head Basketball Coach	15
Chad Pado	WHS Boys Asst. Basketball Coach	6
John Horwatt	WHS Boys Frosh Basketball Coach	0
Terry Kennedy	WHS Asst. Wrestling Coach	14
Bill Bowles	WHS Asst. Wrestling Coach	20
Bill Dull	WHS Equipment Manager	11
Laura Jagels	WHS Faculty Manager	5
Ron Johnson	WHS Fall/Winter/Spring Weight Room Coord.	3
Nancy Puccini-English	WHS Head Football & Head Basketball	0
	Cheerleading Advisor	
Art Daniels	WHS Fall Athletic Contest Advisor	NA
Albie Weiss	Web Site Coordinator	NA
Kristen Pado	Parkside Yearbook Co-Advisor	5
Dawn Dawson	Parkside Yearbook Co-Advisor	5
Bruce Pearson	Parkside Ski Club	12
Todd Eichenauer	Parkside Student Council Co-Advisor	2

EXHIBIT F-1-b-3  
(Continued)

Jennifer Riley	Parkside Student Council Co-Advisor	2	
Scott Rovniak	Parkside Band Director	15 (25% Contract)	
Kathryn Hale	Parkside Band Director	5 (25% Contract)	
James Tinter	Parkside Band Director	14 (25% Contract)	
Doug Little	Parkside Band Director	11 (25% Contract)	
Michael Allan	Parkside Strings Director	1	
Michael Allan	Parkside Greensleeves Director	1	
Todd Eichenauer	Parkside Chorus Director	5 (50% Contract)	
Amy Schillinger	Parkside Chorus Director	6 (25% Contract)	
Robert Haupt	Parkside Chorus Director	5 (25% Contract)	
Carrie Beatty	Parkside Drama Club Advisor	3	
Chuck Dubil	LBMS Grade 8 Head Football Coach	11	
Todd Milkie	LBMS Grade 8 Asst. Football Coach	11	
Dennis Sullivan	LBMS Grade 8 Asst. Football Coach	3	
Michael Bee	LBMS Grade 7 Asst. Football Coach	6	
Matt Bourn	LBMS Grade 7 Asst. Football Coach	5	
Don Spice	LBMS Boys Cross Country Coach	1	
Sally Falatach	LBMS Grade 8 Volleyball Coach	18	
Jennifer Accavallo	LBMS Grade 7 Volleyball Coach	6	
Sue Weitzel	LBMS Grade 7 Volleyball Coach	1	
Paul Roth	LBMS Head Wrestling Coach	11	
Matt Bourn	LBMS Asst. Wrestling Coach		2
Dan Berkheimer	LBMS Asst. Wrestling Coach		16
Dennis Sullivan	LBMS Grade 8 Boys Basketball Coach	6	
Sally Falatach	LBMS Grade 8 Girls Basketball Coach	14	
Dennis Sullivan	LBMS Grade 8 Girls Basketball Coach	6	
Chuck Dubil	LBMS Grade 7 Girls Basketball Coach	3	
Darlene Fossesco	LBMS Grade 7 & 8 Softball Coach	7	
John Holland	LBMS Girls Track Head Coach	20	
Brad Behrendt	LBMS Girls Track Asst. Coach	12	
Dennis Sullivan	LBMS Boys Track Head Coach	6	
Bill Bowles	LBMS Boys Track Asst. Track Coach	12	
Jack Stipek	LBMS B.A.D. Co-Advisor	5	
Sue Wilson	LBMS B.A.D. Co-Advisor	5	
Jennifer Accavallo	LBMS Builders Club Co-Advisor	5	
Michael Wooley	LBMS Builders Club Co-Advisor	5	
Lynnise Piskura	LBMS Cheerleading Advisor	0	
Debra Gantz	LBMS Computer Club Co-Advisor	3	
Sue Wilson	LBMS Computer Club Co-Advisor	3	
Debra Gantz	LBMS Red Cross Co-Advisor	2	
Sue Wilson	LBMS Red Cross Co-Advisor	2	
Bruce Pearson	LBMS Ski club	12	



EXHIBIT F-1-b-3  
(Continued)

Michael Bee	LBMS Student Council Co-Advisor	2
Jennifer Williams	LBMS Student Council Co-Advisor	2
Lynn Pettyjohn	LBMS Yearbook Co-Advisor	4
Nancy Rodgers	LBMS Yearbook Co-Advisor	4
Scott Rovniak	LBMS Band Director	15
Scott Rovniak	LBMS Jazz Ensemble	11
Gary Richards	LBMS Choral Director	18
Gary Richards	LBMS Burneson Brigade	8
Michael Allan	LBMS Strings Director	1
Michael Allan	LBMS Encore	1
Michael Allan	LBMS Honors Orchestra (Encore)	1

**Out-of-District 2004-2005**

Tom Kopcak	WHBS Field Assistant	0
Bob Clancy	WHS Key Club Co-Advisor	3
Don Schneider	WHS Girls Head Golf Coach (08-08-04 thru 08-31-04)	0
Michael O'Reilly	WHS Asst. Football Coach	1
Peter Weiss	WHS Asst. Football Coach	0
Mark Ohradzansky	WHS Asst. Football Coach	7
Al Valenzisi	WHS Asst. Football Coach	13
Doug Kuns	WHS Boys Asst. Soccer Coach	4
Louie Vulovic	WHS Boys Asst. Soccer Coach	2
Allison Vollick	WHS Girls Asst. Soccer Coach	0
Ralph Dunbar	WHS Girls Head Tennis Coach	18
Nick Hillman	WHS Boys Asst. Basketball Coach	3
Jim Walsh	WHS Boys/Girls Head Swimming Coach	11
Mike Cook	WHS Boys Asst. Swimming Coach	5
Sarah Bernazzoli	WHS Girls Asst. Swimming Coach	1
Jeff Arnold	WHS Diving Coach	11
Mike Antonyzyn	WHS Head Wrestling Coach	29
Kelly Crawford	LBMS Girls Cross Country Coach	1
Kelly Crawford	LBMS Grade 7 Girls Basketball Coach	12
Kelly Crawford	LBMS Girls Track Coach	12

EXHIBIT F-1-b-3  
(Continued)

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:

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

RESOLUTION TO APPROVE HOME INSTRUCTION

RESOLVED THAT

the Westlake Board of Education approve Lee Ann Eyre to provide home instruction for a student on a 504 Plan for 5 hours/week effective May 10, 2004 at the negotiated rate of pay.

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

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

Roll Call Vote:

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

RESOLUTION TO APPROVE HEALTH SERVICES FOR  
NON-PUBLIC SCHOOL

RESOLVED THAT

the Westlake Board of Education approve health services with Cuyahoga County Board of Health for Montessori Children's School for the 2003-2004 school year as follows to be paid out of Auxiliary Service Funds.

Registered Nurse	3 hours/month	\$1,125.75
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Motion by \_\_\_\_\_

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

Roll Call Vote:

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

RESOLUTION TO APPROVE EMPLOYMENT OF ADULT  
BASIC LITERACY EDUCATION PERSONNEL

RESOLVED THAT

the Westlake Board of Education approve 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-S1-2003C, A.B.L.E. Project Number 045062-AB-S1-2004 and A.B.L.E. English Literacy and Civics Education Project Number 045062-AB-S2-2004.

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Hourly Rate</u>	<u>Not To Exceed</u>
Terri Pocos	A.B.L.E. Teacher	130	\$22.00	\$ 2,860.00
James Bingham	A.B.L.E. Teacher	130	\$22.00	\$ 2,860.00
Susan Pocos	A.B.L.E. Teacher	130	\$20.00	\$ 2,600.00
Mary Duffy	A.B.L.E. Teacher	130	\$22.00	\$ 2,860.00
Lucille Faup	A.B.L.E. Teacher	130	\$22.00	\$ 2,860.00
Christina Abraham	A.B.L.E. Teacher	70	\$22.00	\$ 1,540.00
Molly Urig	A.B.L.E. Teacher	130	\$18.00	\$ 2,340.00
Jennifer Kapucinski	A.B.L.E. Assistant	130	\$18.00	\$ 2,340.00
Katherine Moran	A.B.L.E. Assistant	130	\$18.00	\$ 2,340.00
Betty Christ	A.B.L.E. Assistant	130	\$22.00	\$ 2,860.00
Daniel Jennings	A.B.L.E. Assistant	130	\$18.00	\$ 2,340.00
Frederick Jennings	A.B.L.E. Assistant	23	\$32.00	\$ 736.00

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

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

Roll Call Vote:

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

RESOLUTION TO APPROVE RECLASSIFICATION  
OF CERTIFICATED STAFF MEMBER

RESOLVED THAT

the Westlake Board of Education approve the reclassification of the following certificated staff member effective May 1, 2004.

<u>Name</u>	<u>From</u>	<u>TO</u>	<u>Years Experience</u>
Mary Mann	MA+20	MA+30	17
Brendan Zepp	BA+10	BA+20	5

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

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

Roll Call Vote:

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

RESOLUTION TO APPROVE PARENTAL LEAVE  
FOR CERTIFICATED STAFF MEMBERS

RESOLVED THAT

the Westlake Board of Education approve parental leave for the following certificated staff members.

Carrie Beatty  
Parkside – Art/Spec. Ed.

Effective: 05-19-04 through  
2004-2005 school year

Nance Heidemann  
Holly Lane – 3<sup>rd</sup> Grade

Effective: 2004-2005 school year

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

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

Roll Call Vote:

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

RESOLUTION TO APPROVE LEAVE OF ABSENCE  
FOR CERTIFIED AND CLASSIFIED STAFF MEMBERS

RESOLVED THAT

the Westlake Board of Education approve a Medical Leave of Absence for the following certified and classified staff members.

Certified

Nance Heidemann  
Holly Lane – 3<sup>rd</sup> Grade

Effective: 04-19-04 thru 06-11-04

Classified (Workers Comp)

Karen Herzberger  
Holly Lane – Elementary Asst.

Effective: 04-26-04 thru 07-01-04

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

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

Roll Call Vote:

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



RESOLUTION TO APPROVE RESIGNATION  
OF CLASSIFIED STAFF MEMBERS

RESOLVED THAT

the Westlake Board of Education approve the resignation of the following classified staff members.

Carol Hartle	Effective:	09-01-04
Hilliard – Preschool Attendant		(Resigning A.M. Session 3-1/4 hours/day)

Darren Ladikos	Effective:	06-01-04
Burneson – Asst. Head Custodian		

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

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

Roll Call Vote:

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

RESOLUTION TO APPROVE EMPLOYMENT  
OF CLASSIFIED STAFF MEMBER AND CLASSIFIED SUBSTITUTES

RESOLVED THAT

the Westlake Board of Education approve employment of the following classified staff member and classified substitutes for the 2003-2004 school year, contingent upon full and complete compliance with all State of Ohio and Westlake Board of Education employment eligibility and paid from General Fund unless otherwise noted.

Darren Ladikos  
Bassett – Head Custodian

Rate: 8 hours/day, Step 8  
Effective: 06-01-04

Substitutes

Jennifer Weaver

Clerical – Transportation & All Buildings

Barney Cepulo

Transportation Aide (Effective 04-19-04)

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

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

Roll Call Vote:

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

RESOLUTION TO APPROVE EMPLOYMENT  
OF CAMP LINK PERSONNEL

RESOLVED THAT

the Westlake Board of Education approve the employment of the following Camp Link personnel effective 6/08/04.

<u>Name</u>	<u>Position</u>	<u>Step</u>
Roberta Ahern	Site Coordinator	4
Erin Gallagher	Site Coordinator	1
Beth Lieb	Site Coordinator	2
Jaclyn Marquitz	Site Coordinator	4
Cora Miner	Site Coordinator	4
David Morway	Site Coordinator	4
Tricia Anezinis	Camp Link Leader	3
Loureen Werner	Camp Link Leader	1
Dorothy Yee	Camp Link Leader	7
Ryan Sgro	Camp Link Leader	1
Erin Rafter	Camp Link Leader	2
Ira Campbell	Camp Link Leader	3
Lisa Morrow	Camp Link Leader	2
Nancy Puccini-English	Camp Link Leader	6
David Diemert	Camp Link Leader	1
James Koontz	Camp Link Leader	1
Kristen Adkins	Camp Link Leader	0

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

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

Roll Call Vote:

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

RESOLUTION TO APPROVE EMPLOYMENT OF SUMMER  
SCHOOL 2004 TEACHING STAFF

RESOLVED THAT

the Westlake Board of Education approve the employment of the following summer school 2004 teaching staff.

John Kaminsky	Math	28 days
Ann More	English 9	14 days
Katherine Tunney	Health	28 days
Chad Partridge	Phys. Ed.	28 days
Anne Marie Shadrake	English 10	14 days

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

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

Roll Call Vote:

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

RESOLUTION TO APPROVE JOB SHARING  
FOR CERTIFICATED STAFF MEMBERS

RESOLVED THAT

the Westlake Board of Education approve job sharing pursuant to Article 12 of the negotiated agreement with the Westlake Teachers' Association for the following certificated staff members for the 2004-2005 school year. The contract of the staff members shall be reduced to 50%.

Stefanie Golas & Tracie Sidloski

WHS – Math

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

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

Roll Call Vote:

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

RESOLUTION TO APPROVE REVISED MILEAGE  
CALCULATIONS FOR TRAVEL BETWEEN SCHOOLS

RESOLVED THAT  
the Westlake Board of Education approve the revised mileage calculation for travel between schools.  
(See attached).

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

## PERSONNEL

### Travel Between Schools

Teachers or other staff members who are required by their contractual obligations to travel between schools during the school year and use their private vehicles are reimbursed by the Board of Education at the rate of \$0.375 per mile.

Staff members should record their mileage on the "Mileage Report Form" and submit it monthly to the Treasurer Department. If an employee chooses, he/she may submit their mileage report once at the close of the school year.

The following chart reflects the official distances to be used when filing mileages driven between schools.

	<b>Bassett</b>	<b>LBMS</b>	<b>Dover</b>	<b>Hilliard</b>	<b>Holly Lane</b>	<b>Parkside</b>	<b>WHS</b>	<b>BOE</b>
<b>Transportation</b>	1.8	3.4	3.4	4.9	5.9	4.6	2.9	3.0
<b>BOE</b>	1.8	0.3	0.4	1.8	1.8	1.5	0.3	
<b>Bassett</b>		1.8	1.8	3.6	2.9	3.4	1.5	
<b>Burneson</b>			0.1	2.1	1.4	1.8	.64	
<b>Dover</b>				2.1	1.4	1.9	.70	
<b>Hilliard</b>					2.6	0.5	2.3	
<b>Holly Lane</b>						2.2	2.1	
<b>Parkside</b>							2.0	

Mileage calculations were made using an Internet web site map.

Revision Date: April 26, 2004  
By: Business Department

RESOLUTION TO APPROVE THE OMBUDSMAN PROGRAM  
AGREEMENT FOR 2004-2005

RESOLVED THAT  
the Westlake Board of Education approve the Ombudsman Program Agreement for the 2004-2005  
school year.

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

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

Roll Call Vote:

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



RESOLUTION TO APPROVE REVISED EDUCATIONAL SERVICE CENTER  
OF CUYAHOGA COUNTY INTERDISTRICT SERVICE AREA CONTRACT

RESOLVED THAT

the Westlake Board of Education approve the Educational Service Center of Cuyahoga County Interdistrict Service Area Contract for the 2004-2005 school year.

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

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

Roll Call Vote:

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

RESOLUTION TO APPROVE EDUCATIONAL SERVICE CENTER  
OF CUYAHOGA COUNTY INTERDISTRICT SERVICE AREA CONTRACT  
FOR NON-PUBLIC SERVICES

RESOLVED THAT

the Westlake Board of Education approve the Educational Service Center of Cuyahoga County Interdistrict Service Area Contract for non-public services for 2004-2005 school year.

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

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

Roll Call Vote:

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

RESOLUTION TO APPROVE FIELD TRIPS

RESOLVED THAT  
the Westlake Board of Education approve the following field trips.

Westlake High School and Lee Burneson Middle School  
Westlake Ski and Snowboard Club  
Holiday Valley Ski Resort  
Ellicottville, New York  
Tuesday, January 18, 2005  
Approximate Cost Per Pupil - \$65.00-\$85.00

Parkside Intermediate School  
Mohican Outdoor Education Trip  
Butler, Ohio  
Monday-Friday – October 11-15, 2004  
Monday-Friday - November 8-12, 2004  
Approximate Cost Per Pupil - \$215

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

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

Roll Call Vote:

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

RESOLUTION TO APPROVE SUNDAY BUILDING USE

RESOLVED THAT

the Westlake Board of Education approve the following Sunday building use.

Westlake Soccer Association

Burneson – Soccer Stadium  
Sunday, June 6, 2004  
12:30 TO 3:30 p.m.

Calvary Community Church

Parkside Auditorium & 4 Classrooms  
June 6, 13, 20 and 27, 2004  
9:00 a.m. to 11:30 a.m.

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

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

Roll Call Vote:

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

RESOLUTION AUTHORIZING MEMBERSHIP IN THE LAKE ERIE  
EDUCATIONAL COMPUTER ASSOCIATION (LEECA) COUNCIL

RESOLVED THAT

the Westlake Board of Education authorize membership in the Lake Erie Educational Computer Association (LEECA) Council and participation in the data acquisition site program of the Council, authorizing the execution and delivery of agreements relating to the Council and that program and authorizing and approving related matters.

WHEREAS, this School District has been a Participating District in the Lake Erie Educational Computer Association (the Cooperative); and

WHEREAS, the Participating Districts of the Cooperative have elected to form a Council of Governments to more clearly define each Participating Districts liability for the Cooperative's actions; and

WHEREAS, this School District seeks to become a participant in the Council of Governments and the Data Acquisition Site Program; and

WHEREAS, the Council of Governments or selective members may desire to form other programs as deemed necessary by the members; and

WHEREAS, the Council of Governments is studying the development of a fiber optic network in order to provide the School District with greater bandwidth that may result in a modification of the Data Acquisition Site Program or a separate program of the Council; and

WHEREAS, in order to become a participant in the Council and the Data Acquisition Site Program and to have the opportunity to participate in the Council or other Council programs, it is necessary for this Board to become a member of the LEECA Council and to continue to be a Participating District in the Data Acquisition Site Program (the Program);

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Westlake City School District, Cuyahoga County, Ohio, a majority of all members of this Board concurring that:

Section 1. This Board authorizes and approves membership by this School District in the LEECA Council and the Program. In furtherance thereof, this Board approves the Agreement for the Establishment of the LEECA Council (the Council Agreement), in the form now on file with the Treasurer of this Board. The President of this Board, the Superintendent and the Treasurer are each authorized and directed to sign the Council Agreement and the related fiscal certificates and to deliver the signed Agreement to the Council. This Board further approves the Bylaws Governing the LEECA Council (the Council Bylaws) in the form now on file with the Treasurer of this Board, and authorizes

the Superintendent to approve those By-laws with such changes, if any, determined by the Superintendent to be necessary or advisable and not adverse to the interests of this Board, such determinations to be evidenced conclusively by the vote of the Superintendent at the organizational assembly meeting.

Section 2. This Board will be represented in the Council Assembly by its Superintendent or his/her designee.

Section 3. This Board authorizes and approves participation by this School District in the Data Acquisition Site Program administered by the Council and currently known as the Lake Erie Educational Computer Association. To accomplish such participation, this Board approves the Agreement Regarding the Lake Erie Educational Computer Association (the Program Agreement) between and among the LEECA Council, all of the boards of education that are participants in the Data Acquisition Site Program and the Lorain County Educational Service Center, as Fiscal Agent. The President of this Board, the Superintendent and the Treasurer are each authorized and directed to sign the Program Agreement and the related fiscal certificates and to deliver the signed Program Agreement to the Council.

Section 4. This Board will be assessed its portion of the Council costs and the Data Acquisition Site Program costs by the method stated in the Council and Program Agreements. The Treasurer of this Board is authorized and directed to include such costs in this Board's budget and appropriations.

Section 5. The Treasurer of this Board shall deliver a certified copy of this resolution to the Executive Director of the Council. This resolution shall constitute a formal request by this Board for inclusion in the Council and in the Data Acquisition Site Program administered by the Council.

Section 6. It is found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

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

Roll Call Vote:

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

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:

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

RESOLUTION TO APPROVE TRANSITION OF WINGS PROGRAM  
INTO ELEMENTARY SCHOOLS

RESOLVED THAT

the Westlake Board of Education approve the transition of the WINGS Program into all elementary schools effective with the 2004-2005 school year starting in grade one and increasing a grade level each year thereafter.

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

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

Roll Call Vote:

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



RESOLUTION TO APPROVE LIBRARY MEDIA  
COURSE OF STUDY

RESOLVED THAT  
the Westlake Board of Education approve the Library Media Course of Study.

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

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

Roll Call Vote:

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

RESOLUTION TO APPROVE MUSIC COURSE OF STUDY

RESOLVED THAT  
the Westlake Board of Education approve the Music Course of Study.

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

RESOLUTION TO APPROVE SOCIAL STUDIES  
COURSE OF STUDY

RESOLVED THAT  
the Westlake Board of Education approve the Social Studies Course of Study.

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

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

Roll Call Vote:

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

RESOLUTION TO APPROVE VISUAL ART  
COURSE OF STUDY

RESOLVED THAT  
the Westlake Board of Education approve the Visual Art Course of Study.

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

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

Roll Call Vote:

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

RESOLUTION TO APPROVE TEXTBOOK ADOPTIONS  
FOR LIBRARY, MUSIC, SOCIAL STUDIES AND ART

RESOLVED THAT  
the Westlake Board of Education approve textbook adoptions for Library, Music, Social Studies and Art  
(see attached).

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

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

Roll Call Vote:

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

LIBRARY ADOPTIONS  
MAY, 2004

COURSE/School	PUBLISHER/Company	TITLE/Item	Purchase Amount
Bassett	World Almanac Education	Dictionaries; books	\$ 917.02
Dover	World Almanac Education	Dictionaries; books	\$ 917.02
Hilliard	Bound to Stay Bound	Accelerated Reader books	\$ 1,026.92
Holly Lane	World Almanac Education	Dictionaries; books	\$ 640.04
Parkside	World Book Encyclopedia	Encyclopedias	\$ 944.90
	Mason Crest Publishers	books	\$ 378.68
	Grolier/Scholastic Library	books	\$ 372.90
	Raintree	books	\$ 131.93
	SVE & Churchill Media	books	\$ 252.95
Burneson	Nystrom	Desk Atlas Program	\$ 613.80
	Libraries Unlimited	a selection of books	\$ 311.80
	World Almanac Education	Almanac; dictionaries	\$ 493.19
High School	ALA	research materials	\$ 115.00
	Borders Books & Music	SAT, ACT, plagiarism	\$ 1,006.00
	EVN Educational Video	Plagiarism video	\$ 74.95
	GPN Educational Media	Resource materials	\$ 358.29
	Libraries Unlimited	Internet resource materials	\$ 386.93
	Linwood Publishing	Information literacy materials	\$ 190.18
	Ohio Educational Library	CD – Ohio School Libraries	\$ 55.00
	Teacher's Discovery	books, videos	\$ 268.68
	Teacher's Video Co.	videos	\$ 212.58
		<b>TOTAL:</b>	<b>\$9,668.76</b>

MUSIC ADOPTIONS  
MAY, 2004

<b>COURSE/School</b>	<b>PUBLISHER/Company</b>	<b>TITLE/Item</b>	<b>COPY- RIGHT</b>	<b>Purchase Amount</b>
Bassett	McGraw-Hill	Spotlight on Music Series	2005	\$ 3,189.06
Dover	McGraw-Hill	Spotlight on Music Series	2005	\$ 3,189.06
Hilliard	McGraw-Hill	Spotlight on Music Series	2005	\$ 3,189.06
Holly Lane	McGraw-Hill	Spotlight on Music Series	2005	\$ 3,189.06
Parkside/High School	Lentines	Strobe Tuners		\$ 1,575.00
All Shools	Sibelius	Music Technology		\$ 2,520.00
			<b>TOTALS:</b>	<b>\$16,851.24</b>

# SOCIAL STUDIES ADOPTIONS

## MAY, 2004

<b>COURSE</b>	<b>PUBLISHER</b>	<b>TEXTBOOK TITLE</b>	<b>AUTHOR</b>	<b>COPY- RIGHT</b>	<b>Purchase Amount</b>
9 <sup>th</sup> Grade World History	Prentice Hall	World History Connections to Today; the Modern Era	Ellis; Esler	2005	\$18,260.55
9 <sup>th</sup> Grade World History Honors	Prentice Hall: McDougal Littell	Documents in World History; 3 <sup>rd</sup> Ed. Modern World History: Patterns of Interaction	Sterns Beck	2003 2005	\$ 6,333.86 \$11,135.25
10 <sup>th</sup> Grade American History	McDougal Littell	The Americans; Reconstruction to the 21 <sup>st</sup> Century	Danzer; Krieger	2005	\$26,031.60
10 <sup>th</sup> Amer. History Basic	Holt, Rinehart, Winston	1865 to the Present	Stuckey; Salvucci	2003	\$ 2,469.60
10 <sup>th</sup> Amer. History Honors	VHBS	American History: 1877 to Present Day	Ferlund	2004	\$ 656.25
Contemporary Thought & Issues	Holt, Rinehart, Winston	Sociology: The Study of Human Relations	Thomas	2005	\$ 4,701.38
Economics	Prentice Hall	Economics: Principles in Action	Sullivan; Sheffrin	2005	\$ 3,174.68
Global Awareness	PBD, Inc.	The World Today	Brun	2002	\$ 667.80
Global Geography	McDougal Littell	World Geography	Areola; Deal; Peterson	2003	\$ 2,632.14
Psychology	McDougal Littell	Psychology Concepts and Applications	Nevid	2003	\$ 5,785.76
Street Law	Glencoe, McGraw-Hill	Street Law: A Course in Practical Law	Abetman; Obrien	1999	\$ 4,094.21
11 <sup>th</sup> AP U.S. History	Prentice Hall	Out of Many: A History of the American People	Farasher; Buhle	2003	\$ 3,384.68
12 <sup>th</sup> AP European History	McDougal Littell	A History of Western Society Since 1300	McKay	2003	\$ 8,492.81
12 <sup>th</sup> American Government	Prentice Hall	Magruder's American Government	McClenaghan	2004	\$24,203.81
12 <sup>th</sup> Amer. Gov. Basic	Holt, Rinehart, Winston	American Civics	Hartley; Vincent	2005	\$ 2,318.40
AP Government	McDougal Littell Prentice Hall	American Government American Government: Readings and Cases	Wilson Woll	2004	\$ 3,542.18 \$ 1,520.93
All High School	Nystrom	Maps & Globes		2005	\$ 4,919.25
8 <sup>th</sup> Grade	McDougal Littell	Creating America	Garcia; Jordon; Ogle; Risinger; Stevos	2005	\$22,833.56
7 <sup>th</sup> Grade	Holt, Rinehart, Winston	Ancient Human Journey	Carrington, Stearns	2005	\$22,283.10
6 <sup>th</sup> Grade	Harcourt School Publishers	World Regions; Harcourt Horizons	Berson; Bednarz	2005	\$21,732.23
5 <sup>th</sup> Grade	Houghton Mifflin	U.S. History: Early Years	Bednarz; Cortes; Jennings; Schug;	2005	\$16,732.80



			White:		
4 <sup>th</sup> Grade	Scott-Foresman	All Together	Boyd, Gay, Geiger, et al.	2005	\$13,433.91
3 <sup>rd</sup> Grade	MacMillan/McGr aw-Hill	Our Community	Banks; Boehm, et. al.	2003	\$17,905.48
2 <sup>nd</sup> Grade	Scott-Foresman	All Together	Boyd, Gay, Geiger, et al.	2005	\$10,171.67
1 <sup>st</sup> Grade	Houghton-Mifflin	School and Family	Bednarz; Cortes; Jennings; Schug; White	2005	\$ 9,280.66
Kindergarten	MacMillan/McGr aw-Hill	Kindergarten Kit	Banks; Boehm, et. al.	2003	\$ 3,458.70
				<b>TOTALS</b>	<b>\$272,157.25</b>

**ART ADOPTIONS**  
**MAY, 2004**

<b>GRADE LEVEL</b>	<b>PUBLISHER</b>	<b>TITLE/ITEM</b>	<b>Purchase Amount</b>
K-4	Davis Publication	Art Starters	\$ 61.38
K-4	Usborne Books	a selection of books on Art	\$ 673.86
K-4	Clearvu	Teaching Art with Books Kids Love	\$ 88.00
K-4	Crizmac Art and Cultural Ed. Materials, Inc.	a selection of books on Art	\$ 819.86
K-4	Buydig.com	Canon Powershot G5 Digital Camera	\$ 516.95
5-6	Jasc Software	Paint Shop Pro	\$ 1,549.28
5-6	McGraw Hill/Glencoe	Teacher Resources	\$ 1,978.55
5-6	Dick Blick Art Materials	Posters	\$ 173.66
5-6	Sax Arts & Crafts	The Artist's Special Video Series	\$ 98.95
5-6	Buydig.com	Canon Powershot G5 Digital Camera; Photo Printer; Scanner	\$ 1,448.90
7-8	Glencoe/McGraw Hill	a selection of books on Art	\$ 1,779.49
7-8	Buydig. com	Canon Powershot G5 Digital Camera; Photo Printer, Scanner	\$ 1,448.90
7-8	Jasc Software	Paint Shop Pro	\$ 1,455.39
9-12	Clearvu	a selection of videos on Art	\$ 241.78
9-12	Glencoe/McGraw-Hill	Teacher Resources	\$ 1,564.02
9-12	Jasc Software	Paint Shop Pro	\$ 880.00
9-12	Buydig.com	Canon Powershot G5 Digital Camera; Photo Printer, Scanner	\$ 1,459.95
9-12	J & R	Digital Drawing Tablet 6x8	\$ 659.84
9-12	Freestyle Photographic Supplies	Nikon Camera Outfit; Enlarger; Lens	\$ 1,462.97
9-12	Teacher's Video Company	a selection of videos on art	\$ 164.73
			<b>\$18,526.46</b>

RESOLUTION TO APPROVE STUDENT INSURANCE PROGRAM

RESOLVED THAT

The Westlake Board of Education approve the voluntary Student Insurance Program with American Youth through the McKinstry Insurance Agency for the 2004-05 School Year. Premiums for coverage to be paid by parents:

BASIC PLAN

School Time Coverage

Grades K-8 \$11.00

Grades 9-12 \$19.00

Full Time Coverage

All Grades \$68.00

Football

Grade 9 \$ 35.00

Grades 10-12 \$114.00

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

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

Roll Call Vote:

Mr. LeChaix \_\_\_\_\_

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

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

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

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

RESOLUTION TO APPROVE AGREEMENT FOR PARTICIPATION  
IN STATE SUPPORTED INSTRUCTIONAL TELEVISION SERVICES WITH WVIZ

RESOLVED THAT

the Westlake Board of Education approve the Agreement for Participation in State Supported Instructional Television Services with WVIZ for the 2004-2005 school year.

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

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

Roll Call Vote:

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

RESOLUTION TO APPROVE ADOPTION OF POLICY IGDJ-A  
Athletics and Extra-Curricular Activities Philosophy and Principles

RESOLVED THAT  
the Westlake Board of Education approve the adoption of Policy IGDJ-A – Athletics and Extra-Curricular Activities Philosophy and Principles.

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

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

Roll Call Vote:

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

**Athletics and Extra-Curricular Activities Philosophy and Principles**

The Westlake Board of Education believes that extra-curricular activities, including interscholastic athletics, are a desirable part of the total school program. The extracurricular program is essential to the social, emotional and intellectual development of the student. We will compete athletically at the highest degree of excellence through a program that is structured, developmentally appropriate, increasingly competitive and respects the dignity of all participants. All students are encouraged to participate and enjoy the privilege of representing their school and community under the guidelines and terms of the Westlake Board of Education and Ohio High School Athletic Association.

The Westlake Board of Education will foster and promote the following beliefs:

- Standards and ideals established and practiced will greatly influence the youth, the school and community; and therefore, only the best traditions of good citizenship and conduct will be promoted.
- In education, it must be remembered that athletics exists for the education of the youth rather than the youth existing for the performance of athletic activities.
- The welfare of the pupils takes precedence over any other interests.
- Participation in extracurricular activities and athletics is a privilege that carries with it responsibilities to the school, the activity, to the student body, to the community, and to the students themselves.
- In areas of competition, activities add to our school spirit and help all students and spectators, as well as participants, to develop pride in their school.
- Athletics offer opportunities to represent the school and community, to assist in the development of fellowship and goodwill, to promote self-realization and all-around growth and to encourage the learning of civic responsibility.
- School activities should be school-controlled and school-directed.
- While the Board of Education takes great pride in winning, it does not condone “winning at all cost” and discourages any and all pressures which might tend to neglect good sportsmanship and/or discourage an athlete from participating in any activities of their choice.

- Trained and competent leadership and coaching, appropriate equipment and facilities are essential prerequisites for any sponsored activity.
- To work with others in a democratic society, a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. Teamwork is an important skill to be learned and applied.
- Coaches should teach the specific skills necessary for improvement and provide guidance in the development of self-realization, good sportsmanship, cooperation, leadership, ethical behavior and appreciation for the importance of practice.
- Good learning habits foster civic responsibility.

In order to put these beliefs into practice, the following operating principles and standards should be followed.

- The program of activities should be fully integrated and consistent with the administrative policies and Code of Conduct of the school so that students experience common expectations.
- Scheduling arrangements and organization shall be under the direct supervision of the Athletic Coordinator.
- Participants may be required to meet expectations beyond those of non-participants.
- Activities and programs shall be established to promote good sportsmanship consistent with standards of the Ohio High School Athletic Association.
- Athletic programs shall have consistent goals, objectives and fundamentals from level to level.
- Breaking the law in any manner, using narcotics or alcohol, smoking, using foul language, or acting in any disrespectful manner are all examples of unacceptable behavior by any teenager, especially by a teenage athlete.
- The administration shall be responsible for implementing the best possible program to meet the conditions of this policy.

**Responsibilities of Personnel**

Coaches and advisors have a significant role in the effectiveness of athletic and extra-curricular programs and activities. In fulfilling their responsibilities, the Board expects adherence to the following principles.

- Exemplify the highest moral character, behavior and leadership, adhering to strong ethical and integrity standards.
- Respect each individual.
- Abide by and teach the rules of the game in letter and in spirit.
- Set a good example for players and spectators to follow with both words and gestures.
- Refrain from the use of profanity or obscene language or improper actions.
- Teach and display good sportsmanship.
- Treat opponents and officials with respect and dignity.
- Instill good health habits including the establishment of sound training rules.
- Maintain the same level of responsibility and behavior at competitions and practices that is expected in the classroom.

**ADOPTION DATE:**

**LEGAL REFS.:** ORC 2305.23; 2305.231  
3313.66; 3313.661; 3313.664  
3315.062  
OAC 3301-27  
3301-35-03(i)

**CROSS REFS.:** IGDK, Interscholastic Extracurricular Eligibility  
JGD, Student Suspension  
JGE, Student Expulsion  
Student Handbook

Westlake City School District, Westlake, Ohio



RESOLUTION TO APPROVE ADOPTION OF REVISED POLICY JFC-R  
STUDENT CONDUCT (ZERO TOLERANCE)

RESOLVED THAT  
the Westlake Board of Education approve the adoption of Revised Policy JFC-R – Student Conduct  
(Zero Tolerance).

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

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

Roll Call Vote:

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

**STUDENT CONDUCT  
(Zero Tolerance)**

**SECTION 1**

These examples of misconduct will generally result in the following penalties which are cumulative for any offense in this section. The principal may modify this sequence based on circumstances.

First Offense	Up to 3-day suspension and/or Saturday alternative school or extended school day
Second Offense	5-day suspension
Third Offense	10-day suspension and recommendation for expulsion
Fourth Offense	10-day suspension and recommendation for expulsion

**Rule 1 - Disruption of School/Misconduct**

A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance or any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any lawful mission process, activity, or function of the school including all curricular and extracurricular activities.

Misconduct prohibited by this rule includes, but is not limited to:

1. setting fire, or attempting to set fire to, damaging or attempting to damage any school building or property;
2. continuously and intentionally making noise or acting in a manner which attempts to or does interfere with a teacher's ability to conduct a class or extracurricular activity;
3. making, by telephone, letter or other means a threat to damage or destroy any school property or to disrupt any school-sponsored or related activity, function or event on or off school grounds or
4. engaging in any activity or conduct which endangers students, employees or guests at the school.

**Rule 2 - Inappropriate Language**

No student shall use profane, vulgar, racially or religiously derogatory, abusive, or otherwise disrespectful language in any school building areas during school hours or at any school-sponsored or related activities or events. Neither shall any students use profane, vulgar, or other improper gestures, publications, pictures or signs, nor engage in any socially or sexually improper behavior.

Rule 3 - Truancy and Tardiness

Students are required by law to regularly attend school. A student shall not be absent from an assigned location for all or part of any school day without school authorization and parental consent, and shall be considered truant when he/she is absent from school for any portion of the school day. Excessive tardies shall be considered truancy. Leaving the school building and/or grounds without permission is truancy.

When the building principal advises the superintendent that a student of compulsory school age has been absent without legitimate excuse for more than 10 consecutive days, or a total of at least 15 days in any term or semester, the following procedure will apply:

1. The superintendent will notify, in writing, the student and his/her parent, guardian or custodian that information regarding the student's absences has been provided to the superintendent, and that, as a result the student's driving privileges will be denied. This notification will also state that the student and his/her parent, guardian or custodian may appear before the superintendent or designee to challenge the information provided to the superintendent.
2. The notice from the superintendent to the student must set forth the information received and must include the date, time and place of the hearing. The hearing must be scheduled between three and five days after the notification is given unless an extension is requested by the student, parent, guardian or custodian and is granted by the superintendent. If granted, the superintendent must notify the student, and the parent, guardian or custodian of the date, time and place of the new hearing.
3. At the hearing before the superintendent or designee, the student will have an opportunity to present evidence that he/she has not been habitually absent without legitimate excuse. Under Ohio law, "legitimate excuse" includes, but is not limited to:
  - A. enrollment in another school or school district in Ohio or another state;
  - B. possession of an age and schooling certificate;
  - C. a bodily or mental condition that prohibits attendance under ORC 3321.04 or
  - D. participation in a home instruction program in accordance with ORC 3321.04.
- D. If a habitually absent student does not appear at a hearing before the superintendent or designee, or if the student does not convince the superintendent or designee that the absences are legitimate, the superintendent must notify the registrar of the Bureau of Motor Vehicles (BMV) and the County Juvenile Judge. Such notification must be given to the registrar of the BMV and the Juvenile Judge within two weeks of the receipt of the information regarding habitual absences, or if a hearing for the student is held, within two weeks after the hearing.

Notification to the registrar of the BMV and the Juvenile Judge must comply with ORC 3319.321 and the Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

The registrar of the BMV is required to suspend the temporary instruction permit or driver's license of any student who is the subject of such a notice. If a temporary permit or license has not yet been issued for that student, the registrar is prohibited from issuing a temporary permit or a license.

The denial of a student's driving privileges will remain in effect until the student reaches age 18 or until the denial is permitted for another reason allowed by Ohio law. In accordance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in the jurisdiction where he/she resides.

#### Rule 4 - Unauthorized Sale or Distribution

Distribution or selling unauthorized materials on school property, or attempting to distribute or sell such items, is not permitted.

#### Rule 5 - Forgery/False Reports

No student shall cheat, lie, prefabricate, deceive, use crib notes, receive or disseminate answers to a test, or falsify records. Neither shall any student forge, falsify, distort or misrepresent (in verbal or written form) dates, times, addresses, grades, signatures or other data contained in any communication to or from the school. Any student who assists or participates in any of the above actions on a secondary basis shall also be subject to discipline.

#### Rule 6 - Academic Dishonesty

No student shall fraudulently, dishonestly or deceptively obtain and use the work of another, or otherwise violate a teacher's reasonable requirements with respect to proper test taking or the completion of work assignments. Neither shall any student assist another student in the pursuit of academic dishonesty by providing information or by any other means. For purposes of this Policy, work is broadly construed and includes without limitation, ideas, writings, works in progress, completed work product, examination questions and examination answers. Any student who misappropriates or plagiarizes someone's work, assists another in such misappropriation or otherwise engages in academic dishonesty shall not obtain credit for the work in question and shall be subject to other disciplinary action.

#### Rule 7 - Trespass/Loitering

1. No student shall enter upon school grounds or enter any school building to which the student is not assigned, either during or after school hours, except with express permission of the building principal or for purposes of attending or participating in a school-sponsored event in which his/her regularly assigned school is involved or where students from his/her regularly assigned school have been invited to attend or participate.

2. A student who is already the subject of an emergency removal, a suspension or an expulsion shall not enter upon any District property without the express permission of the principal.
3. Loitering is defined as a student's presence in a restricted area at an authorized time. This includes the student parking lot; no student is to be in the parking lot during school without an administrator's permission.

#### Rule 8 - Repeated Violations of School Rules

No student shall repeatedly fail to comply with school rules and regulations or with directions of teachers, student teachers, teacher aides, principals or other authorized school personnel.

#### Rule 9 - Failure to Comply with Directives/Insubordination: Violation of Rules

1. Students shall comply with the directives and orders of teachers, student teachers, educational aides, substitute teachers, principals or other authorized school personnel during any period of time when they are properly subject to the authority of the school. Verbal and written abuse, including insults and intimidation, will not be tolerated. It shall be considered "insubordination" for anyone to disobey or fail to comply with directives relating to this code by authorized school personnel.
2. Students shall comply with all school rules and regulations which are a part of this Code and which shall be posted on school bulletin boards. It is the responsibility of each student to familiarize himself/herself with all school rules and regulations.

#### Rule 10 - Use of Flame Producing Devices

The unauthorized use or possession of matches, lighters or other flame producing devices on school property is not permitted.

#### Rule 11 - Hazing

No student shall harass, persecute or participate in any act(s) or attempt to threaten, act or participate in any act(s) that injures, degrades, disgraces or tends to injure, degrade or disgrace any student. Hazing is banned in any form.

Hazing is defined as acting or coercing another, including the victim, to participate in any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by any individual subjected to hazing will not lessen the prohibition contained in this Policy, and will not exempt any student from discipline under this Policy.

**Rule 12 - Harassment and Sexual Harassment**

No student shall harass any other student, school employee, community member or school visitor on the basis of color, race, national origin, religion, age, disability, status as Vietnam-era veteran or special disabled veteran. For the purpose of this Code of Conduct, the term “harass” includes, but is not limited to, conduct which intimidates, insults, persistently annoys or otherwise physically or verbally (oral or in writing) abuses another. No student shall retaliate against any other student, school employee, community member or school visitor for assisting with the investigation of a complaint of harassment.

Students are specifically prohibited from sexually harassing any other student, school employee, community member or school visitor. Sexual harassment is any activity of a sexual nature which is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions and unwanted body contact.

Any student who believes that he/she has experienced any form of harassment including sexual harassment should report this conduct immediately to his/her building principal, guidance counselor or a teacher.

A member of the administration will meet with the student to discuss the complaint and to develop a clear understanding of the student’s statement of facts. An administrator will then attempt to meet with the charged party to obtain his/her response to the complaint. The administrator also will attempt to meet with individuals identified by the charging party or the charged party to substantiate the position of the charged party or charging party. Based on this evidence, the administrator will make a decision regarding the need for discipline.

All complaints of harassment will be treated as “confidential” and information will only be released on a “need to know” basis.

No student shall be retaliated against for reporting harassment or assisting in the investigation of a harassment claim. Students should report charges of retaliation to the administrator investigating the complaint.

**Rule 13 - Gambling**

No student shall engage in or promote games of chance, place a bet or risk anything of value on school grounds, at school-sponsored or related school functions off school grounds, or any other time the student is subject to school authority.

**Rule 14 - Transportation**

No student, while under the authority of a school bus driver, may interfere with the safe operation of the bus through destructive actions or words either to other students, the bus driver or passing motorists.

Rule 15 - Driving/Parking

Any student driving to school must keep his/her vehicle under control at all times, follow established safety procedures, and comply with school parking regulations. Failure to follow these guidelines may result in the student's driving privileges being withdrawn. While parked on school property, student vehicles are subject to routine patrols and exterior inspections which may be conducted without the student's consent, and without a search warrant. The inside of student vehicles may also be searched when school officials have reasonable suspicion to believe that illegal or unauthorized materials are contained therein.

Rule 16 - Accomplice

No student shall place himself/herself in a position to aid, abet, facilitate, encourage, allow or in any manner to actively or passively assist another student to violate any school rule. The prohibition of this section includes but is not limited to serving as a "look out" for a student engaged in misconduct. In addition to the foregoing, students shall also have an affirmative duty to report another student who a student knows has violated, is violating, or is planning to violate a school rule involving any dangerous weapon (as defined in Board Policy) or any illegal, prescription or counterfeit drug. In administering discipline under this Section, school officials and administrators shall have discretion to consider the circumstances and nature of the offense, including any mitigating circumstances.

Rule 17 - Electronic Devices

No student shall use radios, televisions, telephones, cellular phones, pagers, **laser pointers** or any other equipment on school grounds during school hours or at school-sponsored events if, in the sole discretion of school authorities, such items are disruptive of the educational process. Students may use headsets during nonschool hours with the permission of school authorities.

Rule 18 - Failure to Accept Discipline or Punishment

No student shall refuse to accept discipline or punishment from teachers, school officials, teacher aides or other authorized school personnel, nor shall any student violate the conditions of student suspension as specified in the student suspension notice to parents.

Rule 19 - Misconduct During Extracurricular Activities

A student who has been accepted or qualified to participate in a school-sponsored or related extracurricular activity shall not behave in any manner which, in the sole discretion of school authorities, disrupts or tends to interfere with the conduct of that activity and shall not violate the rules, regulations or policies which govern participation in an extracurricular activity which rules, regulations or policies are provided to participants and made part of this code. Students attending any school-sponsored or related activity shall not behave in any manner which, in the sole discretion of school authorities, disrupts or tends to interfere with the conduct of that activity.

Rule 20 - Extortion

No student shall use an expressed or implied threat, violence, harassment, coercion or intimidation to obtain money or anything of value from another on school grounds, at school-sponsored or related school functions, off school grounds or any other time the student is subject to school authority.

Rule 21 - Gang Activity

Subject to any applicable legal and constitutional limitations, no student's dress, apparel, activities, acts of behavior or manner of grooming will be condoned if they:

1. cause school officials to have reasonable suspicion that such behavior, apparel, activity, acts or other attributes are gang-related and would disrupt or interfere with the school environment or activity and/or educational objectives;
2. present a physical safety hazard to the student in question, other students, staff members or other employees;
3. create an atmosphere in which a student's, staff member's or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence or
4. imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem whether on school or personal property or on one's person.

Rule 22 - Any Other Conduct Which Disrupts or Interferes with the Educational Process

Students may be disciplined for any other misconduct which, although not detailed herein, is determined by school authorities to disrupt or to interfere with the educational process.

Section II

These examples of misconduct which are cumulative will generally result in up to a 10 day suspension along with a possible recommendation for expulsion and/or police and court referral due to the more serious nature of these offenses.

Rule 23 - Damage, Destruction, or Theft of School or Private Property, Vandalism

A student shall not cause or attempt to cause damage to school property or to personal property of students, teachers, school personnel or other persons. Neither shall a student steal or attempt to steal property of students, teachers, school personnel or other persons or participate or attempt to participate in the unauthorized removal of property either on school grounds or during a school-sponsored or related activity, function or event off the school grounds. The prohibition of this Section includes, but is not limited to, intentional damage or destruction of computer hard drives or materials stored on a hard drive or, any form of computer piracy, any improper usage of the Internet or other on-line agencies.



Pursuant to ORC 3109.99 and ORC 3109.091, a student and/or their parent or legal guardian shall be held financially accountable to the Westlake City Schools for any damage, destruction or theft caused by their child.

First Offense	Up to a 10-Day Suspension and/or Court Referral with Possible Recommendation for Expulsion
Second Offense	10-Day Suspension and Recommendation for Expulsion

**Rule 24 - Weapons, Dangerous Instruments, Fireworks and Explosives**

No student shall use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument while on school grounds, at school-sponsored or related activities, functions or events off school grounds, on school-owned, operated or leased vehicles, or at any other time that the student is subject to the authority of the school. Weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm or property damage. (Note: Bringing firearms to school shall result in a one-year expulsion from school, see Board Policy JGE. Bringing a knife onto school property may also result in a one-year expulsion, see Board Policy JGE).

No student shall possess, handle, transmit, sell, conceal or bring upon school grounds any fireworks, explosives or munitions, nor shall any student ignite or explode fireworks, explosives or munitions at school-sponsored or related functions or activities on or off school grounds or at any other time the student is subject to the authority of the school.

This prohibition applies to firearms, explosive (including fireworks, lighters, matches), knives and other dangerous objects of no reasonable use to the student at school. It also applies to any look-alike weapon or dangerous object (including normal school supplies like pencils or compasses) which a reasonable person might consider, under the circumstances, capable of harming a person or property.

First Offense	Up to a 10-Day Suspension with Possible Recommendation for One-Year Expulsion from School
Second Offense	10 Day Suspension and Recommendation for One-Year Expulsion from School

**Rule 25 - Assaulting/~~Fighting~~/Hitting/**Threatening****

A student shall not cause physical injury or behave in any way that could threaten to cause physical injury to other students, professional staff, employees or guests who are visiting the school or attending any Board-sponsored and supervised activity. This includes, but is not limited to, hitting and other inappropriate touching.

A student who assaults a school employee or other student whether on or off school property, or at a nonschool-sponsored or related activity, function or event may be subjected to discipline. In accordance with Ohio Revised Code Section 3313.66, a student may be subject to suspension or expulsion from school if the superintendent has reasonable suspicion the student's continued presence in the school will significantly disrupt or interfere with the educational process or significantly endanger the health or safety of the students or others.

Threatening: First Offense	Up to a 10-Day Suspension with Possible Recommendation for Expulsion
Second Offense	10-Day Suspension and Recommendation for Expulsion
Assaulting: First Offense	10-Day Suspension and/or Referral to Court and/or Recommendation for Expulsion

**Rule 26 - False Alarms**

The act of initiating a fire alarm or initiating a report warning of a fire or catastrophe such as a tornado without cause.

First Offense	Up to a 10-Day Suspension and/or Police Contact and/or Court Referral and Recommendation for Possible Expulsion
Second Offense	10-Day Suspension, Police Contact, Court Referral and Recommendation for Possible Expulsion

**Rule 27 - Bomb Threats**

The act of initiating a report warning of a bomb on school property, on Board of Education owned vehicles, or at Board of Education sponsored or supervised activities.

First Offense	10-Day Suspension, Police Contact, Court Referral and Recommendation for Expulsion of up to one year
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**Rule 28 - Arson**

The willful and malicious burning of or attempt to burn any property of the Board of Education.

First Offense	10-Day Suspension, Police Contact, Court Referral, Recommendation for Expulsion
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Rule 29 - Alcohol/Controlled Substances/Drugs/Narcotics/Inhalants

During school, summer school, travel on any school-provided transportation or at any school-sponsored activity held on or off school property, students shall not knowingly possess, buy, sell, use, supply, transfer, apply or be under the influence of any mood-altering chemical of any kind, including alcohol. "Possession" includes, with limitation, retention of a student's person or in a student's purse, wallet, locker, desk or automobile parked on school property. "Under the influence" is defined as manifesting signs of chemical misuse including, but not limited to, staggering, red eyes, odor, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior which is not considered normal for the particular student. The term "mood-altering chemical" includes, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol and inhalants. These prohibitions also extend to prescription drugs, unless prescribed by a licensed physician for the student in question, and kept in the original container with the student's name and with directions for proper use. Prescription medications shall be kept in the school office. All other procedures outlined in school policy should also be followed.

1. Legal authorities will be informed.
2. The substance will be turned over to legal authorities.
3. The student will be suspended and/or expelled from school.
4. The student will be referred to an Insight Group.
5. The student may be referred to an outside agency for an assessment. If this assessment is in conjunction with the 5/10 suspension option, then the student must follow through with the assessment recommendation.
6. A first incident of selling, supplying or transmitting mood-altering chemicals shall be treated as a second offense as defined below.

First Offense	5/10 option and/or referral to an assessment with the recommendation being followed. Five days of out-of-school suspension are in effect with the remaining 10 held. If not the 5/10 option, then a 10-day out-of-school suspension and/or a police contact and/or a court referral and/or a recommendation for expulsion.
Second Offense	10 days out-of-school suspension and a police contact, court referral and a recommendation for expulsion.

Rule 30 - Look-Alike Drugs

A student shall not use, conceal, sell, purchase, accept or transmit any substances which are reasonably thought by the administrator to be drugs of abuse, sold as drugs of abuse or inferred by the seller or buyer to be drugs of abuse. (Medications prescribed by a physician must follow the Board-adopted policy regarding student medication.)

1. A counterfeit controlled substance is defined as:
  - A. any drug that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark;
  - B. any unmarked or unlabeled substance that is represented to be a controlled substance;
  - C. any substance that is represented to be a controlled substance or is a different controlled substance and
  - D. any substance other than a controlled substance which is a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color or its markings, labeling, packaging, distribution or the price for which it is sold or offered for sale.
2. No students shall knowingly possess any counterfeit-controlled substance. Violations of this provision shall be treated in the same manner as Rule 29 (Alcohol/Controlled Substances/Drugs/Narcotics/Inhalants).
3. No student shall directly or indirectly represent a counterfeit-controlled substance as a controlled substance by describing, through words or conduct, that physical or mental effects are the same or similar to the effects associated with the use of a controlled substance.
4. No student shall knowingly make, offer to sell, give, package or deliver a counterfeit-controlled substance. Violations of this provision will be treated in the same manner as Rule 29 (Alcohol/Controlled Substances/Drugs/Narcotics/Inhalants).

#### Rule 31 - Drug Paraphernalia

A student shall not possess, use, transmit or conceal any item which is designed for use with any illegal substance while on school property or in attendance at any Board of Education sponsored or supervised activity.

First Offense

Up to 10-Day Suspension and/or Recommendation  
for Expulsion

#### Rule 32 - Fighting

Students involved in fighting on school property, Board-owned vehicles or in attendance at any Board-sponsored activity will be suspended. In most cases, all parties involved in the fight will be suspended.

First Offense	Up to 10-Day Suspension
Second Offense	Up to 10-Day Suspension with a Possible Recommendation for Expulsion
Third Offense	10-Day Suspension and Recommendation for Expulsion

Rule 33 - Use of Tobacco

The use of any tobacco products by students is prohibited. This applies to all extracurricular activities both on school property and away from school. Use includes possession; smoking is defined as holding a tobacco product, whether lit or unlit or having held it and tossed it aside.

First Offense	<del>5</del> 2-Day suspension/ <b>in-school assignment</b> <del>or 2-Day Suspension</del> and mandatory attendance at an educational seminar sponsored by the American Lung Association, American Cancer Society or another like health organization approved by the Board of Education.
Second Offense	5-Day Suspension
Third Offense	10-Day Suspension and/or Recommendation for Expulsion

The superintendent shall publish to all students a policy outlining these and any other District rules regarding student conduct and the sanctions, which may be imposed for their breach. Said policy shall also be posted in a central location in each school and shall be made available to students upon request.

Approval Date: May 23, 2002  
Revision Date: May 15, 2003  
Revision Date:

RESOLUTION TO APPROVE WESTLAKE HIGH SCHOOL  
PARENT-STUDENT HANDBOOK FOR 2004-2005

RESOLVED THAT  
the Westlake Board of Education approve the Westlake High School Parent-Student Handbook for  
2004-2005.

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

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

Roll Call Vote:

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