

WESTLAKE CITY SCHOOLS BOARD OF EDUCATION AGENDA

Monday, June 12, 2006 – 5:30 p.m. – Work Session
Administration Building – Board Room
27200 Hilliard Blvd.

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

Call to Order: Time _____

Roll Call:

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

Pledge of Allegiance

Acknowledgment of Visitors

Approval of Agenda

Motion by _____

Seconded by _____

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

* Hearing of Public (agenda items - 15 minutes)

** Adjourn Board Meeting to Conduct Library Tax Budget Hearing

A. Porter Public Library Tax Budget Hearing

** Reconvene Board Meeting after Library Tax Budget Hearing

B. Porter Public Library Action Item

1. Resolution to Approve Westlake Porter Public Library 2007 Tax Budget Exhibit B-1

C. Treasurer's Report/Recommendations

1. Action Items

a. Resolution to Approve Participation in the 2007 Ohio School Boards Exhibit C-1-a
 Association Workers' Compensation Group Rating Program

D. CAC Report – Westlake City Schools High School and Partnerships with the Business Community

E. New Business

1. Resolutions to Approve Staff Recommendations
 - a. Resolution to Approve Employment, FMLA Leave and Return from Leave for Certificated Staff Members Exhibit E-1-a
 - b. Resolution to Approve Employment and Summer Employment for Classified Staff Members Exhibit E-1-b
 - c. Resolution to Approve Summer Employment for Bus Drivers Exhibit E-1-c
 - d. Resolution to Approve Summer Curriculum Writing (CIP Update) for Certificated Staff Member Exhibit E-1-d
 - e. Resolution to Approve Extended Time for Guidance Counselors, Librarians, Vocational Education Staff, School Nurses and School Psychologists Exhibit E-1-e
 - f. Resolution to Approve Renewal of Employment Contract for Staff Member Exhibit E-1-f
2. Resolution to Approve Contract for Services for Non-Public School Exhibit E-2
3. Resolution to Approve Sunday Building Use Exhibit E-3
4. Resolution to Approve Transportation for Summer Field Trips Exhibit E-4
5. Resolution to Approve the Agreement Between the Westlake City School District Board of Education and the Ohio Association of Public School Employees Exhibit E-5
6. Resolution to Approve Revised Salary Schedule for Performing Arts Center Coordinator Exhibit E-6
7. Resolution to Increase the Exempt Employee Salary Base, Revise Salary Schedule, Establish Additional Salary Schedules, and Adjust Fringe Benefits Exhibit E-7
8. Resolution to Increase Administrative and Project Link Supervisor Base Salary and Adjust Fringe Benefits Exhibit E-8
9. Resolution to Approve Revised Step Placement on Salary Schedule for Exempt Employees Exhibit E-9
10. Resolution to Approve Lake Erie Educational Computer Association Council Program Agreement for High-Speed Access Exhibit E-10
11. Resolution to Approve Lake Erie Educational Computer Association Council Agreement for High-Speed Access Exhibit E-11

F. Discussion Items

1. Second Reading of Westlake High School Parent-Student Handbook
 - a. Resolution to Adopt Westlake High School Parent-Student Handbook Exhibit F-1-a
2. Second Reading of Lee Burneson Middle School Parent-Student Handbook
 - a. Resolution to Adopt Lee Burneson Middle School Parent-Student Handbook Exhibit F-2-a
3. Second Reading of Parkside Intermediate School Parent-Student Handbook
 - a. Resolution to Adopt Parkside Intermediate School Parent-Student Handbook Exhibit F-3-a
4. First Reading of Westlake Elementary School Parent-Student Handbook

*Hearing of Public (15 Minutes)

G. Executive Session - Personnel

Time: _____

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

H. 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 APPROVE WESTLAKE PORTER PUBLIC LIBRARY
2007 TAX BUDGET

RESOLVED THAT
the Westlake Board of Education approves the Westlake Porter Public Library 2007 Tax Budget.

Motion by_____

Seconded by_____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE PARTICIPATION IN THE 2007 OHIO SCHOOL BOARDS
ASSOCIATION WORKERS' COMPENSATION GROUP RATING PROGRAM

RESOLVED THAT

the Westlake Board of Education approves participation in the 2007 Ohio School Boards
Association Workers' Compensation Group Rating Program.

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

**RESOLUTION TO APPROVE EMPLOYMENT, FMLA LEAVE,
AND RETURN FROM LEAVE FOR CERTIFIED STAFF MEMBERS**

RESOLVED THAT

the Westlake Board of Education approves employment , FMLA leave and return from leave for certified staff members as follows:

<u>Employment:</u>	Eneida Ruiz	Effective:	08/28/06
	WHS Spanish	Rate:	BA+20, Step 2
	Geoff Freidrich	Effective:	08/28/06
	WHS English	Rate:	MA, Step 0
	Kathleen McGinty	Effective:	08/28/06
	Holly Lane	Rate:	BA, Step 1
	Cassandra Hardman	Effective:	08/28/06
	LBMS Language Arts	Rate:	BA+30, Step 2
	Jonathan Cuomo	Effective:	08/28/06
	WHS Science	Rate:	MA, Step 2
	Erin Blahnik	Effective:	08/28/06
	LBMS Intervention Spec.	Rate:	MA, Step 4
	Matthew Planisek	Effective:	08/28/06
	WHS Science	Rate:	MA, Step 3
	Larissa Laboda	Effective:	08/28/06
	WHS Family/Cons. Science	Rate:	BA+30, Step 2
<u>Employment Change:</u>	Ann Marie Keel	From:	MA, Step 2
	WHS English	To:	MA, Step 5
<u>2006 Summer School</u>	Scott Gioia	Health 10	14 Day Contract
<u>Employment:</u>	Airyn Mealey	Algebra II	14 Day Contract
<u>FMLA Leave:</u>	Heather Marinelli	Effective:	05/30/06 – 06/08/06
<u>Return From Leave:</u>	Claudia Vakos	Effective:	05/30/06

Motion by: _____

Seconded by: _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE EMPLOYMENT AND
SUMMER EMPLOYMENT FOR CLASSIFIED STAFF MEMBERS

RESOLVED THAT

the Westlake Board of Education approves employment and summer employment for classified staff members as follows:

<u>Employment:</u>	Christine Wrightsman Holly Lane Secretary	Effective: 08/28/06 Rate: Step 1
	Larry Schenkelberg LBMS Cleaner	Effective: 06/05/06 Rate: 5 Hrs/Day, Step 0, 9 Mo/Yr
 <u>Summer 2006 Employment:</u>	Pam Phillips – Bus Driver Camp Cheerful	Rate: Step 19, 4-3/4 Hrs Per Day Effective: 06/12/06
	Elizabeth West – Bus Driver Camp Help	Rate: Step 22, 4 Hrs Per Day Effective: 06/19/06
	Diane Christian - Bus Driver Lakeshore Day Camp	Rate: Step 31, 5 Hrs Per Day Effective: 06/19/06

Motion by: _____

Seconded by: _____

Roll Call Vote: _____

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE SUMMER EMPLOYMENT OF BUS DRIVERS

RESOLVED THAT

the Westlake Board of Education approves the summer 2006 employment of the following bus drivers:

<u>Name</u>	<u>Step</u>	<u>Name</u>	<u>Step</u>	<u>Name</u>	<u>Step</u>
Shirley Wolfe	35	Rosemary Geib	14	Denise Wering	5
Diane Christian	31	Barbara Damron	14	Erin Peacock	5
Linda Clemons	24	Reda Perusek	13	James Carlin	4
Lorrie Knapp	22	Daryl Cooke	13	Emma Loving	4
Elizabeth West	22	Susan Kantner	12	Edward Moran	4
Marcia Krucek	22	Jody Ovelgonne	12	William Carlin	4
Jackie Hollis	22	Jerry Lewis	11	Robert Carlin	3
Pam Phillips	19	Sherry West	11	Cindy Manning	3
Carol Flannick	16	Carole Metzger	10	Robert Saal	2
Karen Ormsby	16	Angela Robinson	9	Steve Maler	2
Barbara Italiano	16	Joan Kotulak	8	Robyn Nock	0
Michele Yehlik	16	Jerry Slabaugh	7	Donna Wright	0
Laurie Whiting	15	Sandee Lewis	6	Anna Cavender	0
Sandee Kodysh	15	Eileen Winter	5	D. Rooney	0
Mary Scavelli	14	Cathy Rasmussen	5	Juan Sanchez	0

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE SUMMER CURRICULUM WRITING
(CIP SUMMER UPDATE) FOR CERTIFICATED STAFF MEMBER

RESOLVED THAT

the Westlake Board of Education approves Summer Curriculum Writing (CIP Summer Update) at the negotiated curriculum writing rate of pay not to exceed 24 hours each for the following certificated teacher:

Jessica Molenaar

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE EXTENDED TIME FOR GUIDANCE COUNSELORS,
LIBRARIANS, VOCATIONAL EDUCATION STAFF, SCHOOL NURSES
AND SCHOOL PSYCHOLOGISTS

RESOLVED THAT

the Westlake Board of Education approves the following extended time for librarians and guidance counselors for the 2006-2007 school year.

<u>Librarian</u>	Nancy Jackson	Bassett	2 days
<u>Librarian</u>	Sunny Thompson	Dover	2 days
<u>Librarian</u>	Kim Geletka	Hilliard	2 days
<u>Librarian</u>	Sharon Vlasek	Holly Lane	2 days
<u>Librarian</u>	Diane Bialkowski	Parkside	2 days
<u>Librarian</u>	Lynn Pettyjohn	Burneson	2 days
<u>Guidance Counselor</u>	Sandee Erdman	Elementary	7 days
<u>Guidance Counselor</u>	Roberta English	Elementary	7 days
<u>Guidance Counselor</u>	William Bowles	Parkside	7 days
<u>Guidance Counselor</u>	Joan Jerome	Parkside	7 days
<u>Guidance Counselor</u>	Sheri Foster	Burneson	11 days
<u>Guidance Counselor</u>	Susan Wilson	Burneson	11 days
<u>Guidance Counselor</u>	Elizabeth Ruper	WHS	15 days
<u>Guidance Counselor</u>	Debora Petro	WHS	15 days
<u>Guidance Counselor</u>	Terry Kennedy	WHS	15 days
<u>Guidance Counselor</u>	Sarah Clark	WHS	15 days
<u>Vocational Education</u>	Michele Dallas	WHS - CBE	10 days
<u>Vocational Education</u>	Tabatha Devine	WHS - Work Study Coordinator	10 days
<u>School Psychologist</u>	Tom Ward	Administration	15 days
<u>School Psychologist</u>	Lorene Mihalko	Administration	10 days
<u>School Nurse</u>	Dorothy Beyer	WHS – LBMS – Parkside	2 days
<u>School Nurse</u>	Dolores Kuclo	Parkside – All Elementary	2 days

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE RENEWAL OF EMPLOYMENT CONTRACT
FOR STAFF MEMBER

RESOLVED THAT

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

Douglas Warnke
Performing Arts Center Coordinator
Not to Exceed 1,500 Hours

Rate: Step 2
Effective: 08/01/06 through 07/31/07

Motion by_____

Seconded by_____

Roll Call Vote:

Mrs. D'Ettorre Wargo_____

Mr. Beal_____

Mr. Mays_____

Mr. O'Malley_____

Ms. Rocco_____

RESOLUTION TO APPROVE CONTRACT FOR SERVICES SUPERVISED
BY LOCAL EDUCATION AGENCY FOR NON-PUBLIC SCHOOL

RESOVLED THAT

the Westlake Board of Education approves the Contract for Services Supervised by Local Educational Agency with the Educational Service Center of Summit County for St. Paul Lutheran Non-Public School for the 2006-2007 school year.

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE SUNDAY BUILDING USE

RESOLVED THAT

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

Kick-It 3v3 Soccer
Soccer Tournament

Lee Burneson Middle School
Soccer Fields & Parking Area
Sunday, 07/23/06
8:00 AM – 5:00 PM

Motion by_____

Seconded by_____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE TRANSPORTATION FOR SUMMER FIELD TRIPS

RESOLVED THAT

the Westlake Board of Education approves transportation for the following summer field trips.

Parkside Preschool	June 21, 28, July 12, 19, August 9	Regal Cinema
	June 23, 30, July 7, 14, 21, 28, August 11	Fairview Lanes

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO ADOPT TENTATIVE AGREEMENT WITH OAPSE
ON CONTRACT MODIFICATIONS

WHEREAS, the Board of Education is party to a collective bargaining agreement with the Ohio Association of Public School Employees, which contract expired on December 31, 2005; and

WHEREAS, the Board and OAPSE have engaged in bargaining to address issues of mutual concern relating to the collective bargaining agreement; and

WHEREAS, the bargaining with OAPSE has produced a tentative agreement on all issues presented and agreed to the terms of the modified contract for a period of three years effective January 1, 2006 thru December 31, 2008; and

WHEREAS, the Board has received notification from OAPSE that the tentative agreements reached between the parties have been ratified by a vote of the membership of OAPSE;

NOW, THEREFORE BE IT RESOLVED, as follows:

That the Board hereby adopts the tentative agreement reached with the Ohio Association of Public School Employees, and attached hereto, as an extension and modification to the current contract for a period of three years effective January 1, 2006 thru December 31, 2008.

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE REVISED SALARY SCHEDULE FOR
PERFORMING ARTS CENTER COORDINATOR

RESOLVED THAT

the Westlake Board of Education approves the revised salary schedule for Westlake City Schools Performing Arts Center Coordinator as follows: (2.5% increase for 2006-2007, 2.6% for 2007-2008)

Westlake City Schools Performing Arts Center Coordinator

Step 1	\$29.73 per hour
Step 2	\$30.47 per hour
Step 3	\$31.23 per hour
Step 4	\$32.01 per hour
Step 5	\$32.81 per hour
Step 6	\$33.63 per hour
Step 7	\$34.47 per hour
Step 8	\$35.33 per hour
Step 9	\$36.21 per hour

Motion by_____

Seconded by_____

Roll Call Vote:

Mrs. D'Ettorre Wargo_____

Mr. Beal_____

Mr. Mays_____

Mr. O'Malley_____

Ms. Rocco_____

RESOLUTION TO INCREASE THE EXEMPT EMPLOYEE SALARY BASE,
REVISE SALARY SCHEDULE, ESTABLISH ADDITIONAL SALARY SCHEDULES,
AND ADJUST FRINGE BENEFITS

RESOLVED THAT

the Westlake Board of Education revises the exempt employee salary schedule and establishes additional salary schedules for exempt employees as attached and approves an increase to the exempt salary base by 2.5% effective January 1, 2006; 2.6% effective January 1, 2007; 2.5% effective January 1, 2008 and makes the following changes in fringe benefits for exempt employees effective July 1, 2006:

Exempt Employee Fringe Benefits

A. Hospitalization Insurance

The Board shall pay 100% of all premiums for prescription drug, dental and vision insurance coverage for those employees electing insurance coverages and assigned to a position scheduled to work at least 1,080 hours per year. The Board shall pay 95% of family coverage for hospital, surgical, and major medical premiums. Each employee who opts for family coverage shall have 5% of the insurance premium (to a maximum of \$45 per month) deducted from his/her paycheck per month.

Effective July 1, 2006, each employee who opts for family coverage shall have 7.5% of the insurance premium (to a maximum of \$70 per month) deducted from his/her paychecks per month. Effective July 1, 2007, each employee who opts for family coverage shall have 10% of the insurance premium (to a maximum of \$80 per month) deducted from his/her paychecks per month. Effective July 1, 2008, each employee who opts for family coverage shall have 10% of the insurance premium (to a maximum of \$90 per month) deducted from his/her paychecks per month.

The Board shall pay 100% of the cost of prescription drug insurance for employees assigned to positions scheduled to work 180 days in a school year and a minimum of four hours each day. The Board shall pay 95% of single coverage for hospital, surgical, and major medical premiums. Each employee who opts for single coverage shall have 5% of the insurance premium (to a maximum of \$18 per month) deducted from his/her paychecks per month.

Effective July 1, 2006, each employee who opts for single coverage shall have 7.5% of the insurance premium (to a maximum of \$28 per month) deducted from his/her paychecks per month. Effective July 1, 2007, each employee who opts for single coverage shall have 10% of the insurance premium (to a maximum of \$32 per month) deducted from his/her paychecks per month. Effective July 1, 2008, each employee who opts for single coverage shall have 10% of the insurance premium (to a maximum of \$36 per month) deducted from his/her paychecks per month.

B. Prescription Drug Benefits

Retail Pharmacy

- \$20 co-pay for multi-source drugs (a drug where there is a generic drug available, but the employee opts for the name brand drug); Effective July 1, 2006, \$30 co-pay for multiple-source drugs (a drug where there is a generic drug available, but the employee opts for the name brand drug).

- \$10 co-pay for single-source drugs (a drug where no generic drug is available); Effective July 1, 2006, \$15 co-pay for single-source drugs (a drug where no generic drug is available).
- \$5 co-pay for generic drugs; Effective July 1, 2006, \$7 co-pay for generic drugs

Mail Order

- \$5 co-pay for generic drugs purchased through mail order; \$20 co-pay for single-source drugs purchased through mail order; and \$40 co-pay for multiple-source drugs purchased through mail order. All mail order purchases are for a 90-day supply. Effective July 1, 2006, \$14 co-pay for generic drugs purchased through mail order, \$30 co-pay for single-source drugs purchased through mail order, and \$60 co-pay for multiple-source drugs. All mail order purchases are for a 90-day supply

C. Spousal Insurance

(This section only applied to exempt employees newly-hired in the Westlake City Schools beginning with the 2006-07 school year.)

1. If an exempt employee's spouse is eligible to participate (as a current employee or retiree) in group health insurance and/or prescription drug insurance sponsored by his/her employer, the spouse must enroll in such employer-sponsored group insurance coverage(s) ("spouse available insurance"). The spouse may enroll in single employer-sponsored group insurance coverage(s); the spouse is not required to enroll in family coverage.
2. Upon the spouse's enrollment in any such "spouse available insurance" insurance coverage, that coverage will become the primary payer of the spouse's benefits and the coverage sponsored by the Board will become the secondary payer of the spouse's benefits.
3. Any spouse who fails to enroll in any "spouse available insurance" as required by this Section, shall be ineligible for benefits under the group insurance coverage sponsored by the Board.
4. Every employee whose spouse participates in the Board's group health insurance coverage and/or prescription drug insurance coverage shall complete and submit to the Board, upon request, a written declaration verifying whether his/her spouse is eligible to participate in "spouse available insurance" sponsored by the spouse's employer.
5. If an exempt employee submits false information or fails to timely advise the Board of a change in his/her spouse's eligibility for "spouse available insurance" within thirty (30) days of the qualifying event, and such false information or such failure by the exempt employee results in the Board providing benefits and/or payment of administrative fees to which the spouse is not entitled, the exempt employee will be personally liable to the Board for reimbursement of benefits and expenses including attorneys' fees and costs, incurred by the Board.
 - a. Any amount to be reimbursed by the exempt employee may be deducted from the benefits, including salary, to which the exempt employee would otherwise be entitled.
 - b. In addition, the exempt employee's spouse will be terminated immediately from the Board's group health insurance and/or prescription drug insurance coverage.
6. If an exempt employee submits false information about his/her "spouse available insurance" coverage(s), the administrator may be subject to disciplinary action by the Board, up to and including termination of employment.

D. Enrollment Practices

If an exempt employee and/or his/her spouse and /or his/her dependent(s) involuntarily lose insurance coverage(s) from any other plan (e.g. employer of spouse/dependent discontinues insurance coverage(s), spouse/dependent changes job and no longer has insurance benefits through employer), that administrator and/or spouse and/or dependent(s) are automatically eligible to enroll in the Board's insurance coverage(s) with no pre-existing condition exclusions or waiting period.

E. Payment and Deferral of Severance Pay/Retirement Incentive Bonus

1. Notwithstanding anything in Board policy to the contrary, in accordance with the terms of this Section and any related provisions of a plan document adopted by the Board to comply with the requirements of Section 403(b) of the Internal Revenue Code (the "IRC"), certain retiring employees shall have their "Severance Pay" mandatorily paid into an annuity contract or custodial account that is designed to meet the tax-qualification requirements of IRC Section 403(b) (a "TSA"). Such payment shall be in lieu of the payment being made directly to the retired exempt employee; and such payment shall eliminate all sick leave credit of the retired exempt employee. For purposes of this Section, this arrangement is referred to as the 403(b) Plan.
2. For purposes of the 403(b) Plan, the term "Severance Pay" shall include payments that are, upon retirement, attributable to:
 - a. an employee's unused sick days,
 - b. vacation pay, and
 - c. retirement incentive pay (if applicable).
3. Participation in the 403(b) Plan shall be mandatory for any exempt employee who would be entitled to severance pay. There is no requirement that an employee specified above have attained age 55 or any other minimum age at the time of retirement.
4. If a retiring exempt employee is a participant in the 403(b) Plan, an employer contribution shall be made on his/her behalf under the 403(b) Plan in an amount equal to the lesser of:
 - a. The total amount of the Participant's Severance Pay in accordance with Board policy, exempt employee handbook or individual contract.
 - b. The maximum contribution amount allowable under the terms of the 403(b) Plan.
 - c. The required contribution to the 403(b) Plan shall be made within the timeframe as described in Board policy, the exempt employee handbook or individual contract.
 - d. In the calendar year of retirement, or in any other calendar year, the total amount of Severance Pay that may be paid to a TSA under the 403(b) Plan shall not exceed the maximum contribution amount allowable under the federal income tax law for TSAs that are intended to be tax qualified under IRC Section 403(b). If the amount payable to the 403(b) Plan in any calendar year would exceed the maximum amount that is permitted under the applicable federal income tax law for that year, the excess amount shall be contributed to the 403(b) Plan after the first payroll date in January of the next calendar year. This process shall be repeated for up to five calendar years following the year of retirement, in each such year not to exceed the maximum amount permitted under the applicable federal income tax law for that year; and if there are still any remaining excess amounts in the fifth calendar year after retirement, the remaining excess shall be paid in cash to the retired member.

- e. The TSA that shall be used for the 403(b) Plan shall be a group annuity contract of AIG VALIC. 403(b) Plan participants shall be required to complete AIG VALIC enrollment forms; and unless and until a member does so, no contribution of Severance Pay shall be made to under the 403(b) Plan on behalf of the member. The Board may change the TSA provider contract in the future.
 - f. If a member is entitled to have a contribution paid to the 403(b) Plan and dies prior to such contribution being paid to the 403(b) Plan, the contribution shall be paid to the 403(b) Plan provider and shall be paid to a Beneficiary of the member in accordance with the terms of the 403(b) Plan provider's contract.
5. Any exempt employee who is entitled to severance pay who is not an eligible participant in the Plan will continue to be eligible for any and all severance payments in accordance with Board policy, exempt employee handbook or individual contract. The exempt employee may elect to defer such payments to a tax-sheltered annuity that is tax qualified under Internal Revenue Code Section 403(b) (a "TSA") as permitted by law and Board policy.
6. All contributions to the Plan, all deferrals to a TSA, and all check payments to exempt employees shall be subject to reduction for any tax withholding or other withholding that the Treasurer, in his/her sole discretion, determines is required by law.

Motion by_____

Seconded by_____

Roll Call Vote:

Mrs. D'Ettorre Wargo_____

Mr. Beal_____

Mr. Mays_____

Mr. O'Malley_____

Ms. Rocco_____

RESOLUTION TO INCREASE ADMINISTRATIVE AND PROJECT LINK
SUPERVISOR BASE SALARY AND ADJUST FRINGE BENEFITS

RESOLVED THAT

the Westlake Board of Education increases the Administrative and Project Link Supervisor base salary by 2.5% effective January 1, 2006, 2.6% effective January 1, 2007 and 2.5% effective January 1, 2008;

FURTHER RESOLVED THAT

the following changes be made to the administrative fringe benefits as specified in the Administrative Handbook:

IV. Administrative Fringe Benefits

B. Hospitalization Insurance

The annual open enrollment period for insurance shall be November 20 through December 20.

The Board will pay one hundred percent (100%) of the hospital, surgical, and major medical insurance premium; however, each administrator who opts for family coverage shall have 5% of the insurance premium (to a maximum of \$45 per month) deducted from his/her paychecks per month, and each administrator who opts for single coverage shall have 5% of the insurance premium (to a maximum of \$18 per month) deducted from his/her paychecks per month.

Effective July 1, 2006, each administrator who opts for family coverage shall have 7.5% of the insurance premium (to a maximum of \$70 per month) deducted from his/her paychecks per month, and each administrator who opts for single coverage shall have 7.5% of the insurance premium (to a maximum of \$28 per month) deducted from his/her paychecks per month. Effective July 1, 2007, each administrator who opts for family coverage shall have 10% of the insurance premium (to a maximum of \$80 per month) deducted from his/her paychecks per month, and each administrator who opts for single coverage shall have 10% of the insurance premium (to a maximum of \$32 per month) deducted from his/her paychecks per month. Effective July 1, 2008, each administrator who opts for family coverage shall have 10% of the insurance premium (to a maximum of \$90 per month) deducted from his/her paychecks per month, and each administrator who opts for single coverage shall have 10% of the insurance premium (to a maximum of \$36 per month) deducted from his/her paychecks per month.

All part-time administrators are eligible for a pro-rata share of their premium to be paid by the Board and are responsible for a 5% premium contribution with maximum computed on a pro-rata share of a full-time administrator. Effective July 1, 2006, all part-time administrators are eligible for a pro-rata share of their premium to be paid by the Board and are responsible for a 7.5% premium contribution with maximum computed on a pro-rata share of a full-time administrator. Effective July 1, 2007, all part-time administrators are eligible for a pro-rata share of their premium to be paid by the Board and are responsible for a 10% premium contribution with maximum computed on a pro-

rata share of a full-time administrator. Effective July 1, 2008, all part-time administrators are eligible for a pro-rata share of their premium to be paid by the Board and are responsible for a 10% premium contribution with maximum computed on a pro-rata share of a full-time administrator.

The lifetime maximum benefit per person shall be \$3,000,000.

E. Prescription Drug Coverage

\$20 co-pay for multiple-source drugs (a drug where there is a generic drug available, but the administrator opts for the name brand drug). Effective July 1, 2006, \$30 co-pay for multiple-source drugs (a drug where there is a generic drug available, but the administrator opts for the name brand drug).

\$10 co-pay for single-source drugs (a drug where no generic drug is available). Effective July 1, 2006, \$15 co-pay for single-source drugs (a drug where no generic drug is available).

\$5 co-pay for generic drugs. Effective July 1, 2006, \$7 co-pay for generic drugs

\$5 co-pay for generic drugs purchased through mail order, \$20 co-pay for single-source drugs purchased through mail order, and \$40 co-pay for multiple-source drugs. All mail order purchases are for a 90-day supply. Effective July 1, 2006, \$14 co-pay for generic drugs purchased through mail order, \$30 co-pay for single-source drugs purchased through mail order, and \$60 co-pay for multiple-source drugs. All mail order purchases are for a 90-day supply.

M. Spousal Insurance

(This section only applied to administrators newly-hired in the Westlake City Schools beginning with the 2006-07 school year.)

1. If an administrator's spouse is eligible to participate (as a current employee or retiree) in group health insurance and/or prescription drug insurance sponsored by his/her employer, the spouse must enroll in such employer-sponsored group insurance coverage(s) ("spouse available insurance"). The spouse may enroll in single employer-sponsored group insurance coverage(s); the spouse is not required to enroll in family coverage.
2. Upon the spouse's enrollment in any such "spouse available insurance" insurance coverage, that coverage will become the primary payer of the spouse's benefits and the coverage sponsored by the Board will become the secondary payer of the spouse's benefits.
3. Any spouse who fails to enroll in any "spouse available insurance" as required by this Section, shall be ineligible for benefits under the group insurance coverage sponsored by the Board.
4. Every employee whose spouse participates in the Board's group health insurance coverage and/or prescription drug insurance coverage shall complete and submit to the Board, upon request, a written declaration (See Form 4) verifying whether his/her spouse is eligible to participate in "spouse available insurance" sponsored by the spouse's employer.
5. If an administrator submits false information or fails to timely advise the Board of a change in his/her spouse's eligibility for "spouse available insurance" within thirty (30) days of the qualifying event, and such false information or such failure by the

administrator results in the Board providing benefits and /or payment of administrative fees to which the spouse is not entitled, the administrator will be personally liable to the Board for reimbursement of benefits and expenses including attorneys' fees and costs, incurred by the Board.

- a. Any amount to be reimbursed by the administrator may be deducted from the benefits, including salary, to which the administrator would otherwise be entitled.
 - b. In addition, the administrator's spouse will be terminated immediately from the Board's group health insurance and/or prescription drug insurance coverage.
6. If an administrator submits false information about his/her "spouse available insurance" coverage(s), the administrator may be subject to disciplinary action by the Board, up to and including termination of employment.

N. Enrollment Practices

If an administrator and/or his/her spouse and/or his/her dependent(s) involuntarily lose insurance coverage(s) from any other plan (e.g. employer of spouse/dependent discontinues insurance coverage(s), spouse/dependent changes job and no longer has insurance benefits through employer), that administrator and/or spouse and/or dependent(s) are automatically eligible to enroll in the Board's insurance coverage(s) with no pre-existing condition exclusions or waiting period.

O. Payment and Deferral of Severance Pay/Retirement Incentive Bonus

1. Notwithstanding anything in Board policy to the contrary, in accordance with the terms of this Section and any related provisions of a plan document adopted by the Board to comply with the requirements of Section 403(b) of the Internal Revenue Code (the "IRC"), certain retiring employees shall have their "Severance Pay" mandatorily paid into an annuity contract or custodial account that is designed to meet the tax-qualification requirements of IRC Section 403(b) (a "TSA"). Such payment shall be in lieu of the payment being made directly to the retired administrator; and such payment shall eliminate all sick leave credit of the retired administrator. For purposes of this Section, this arrangement is referred to as the 403(b) Plan
2. For purposes of the 403(b) Plan, the term "Severance Pay" shall include payments that are, upon retirement, attributable to:
 - a. an employee's unused sick days, to the extent that such payments are in excess of the value of one fourth (1/4) the first 120 days of such unused sick days,
 - b. vacation pay, and
 - c. retirement incentive pay (if applicable)
3. Participation in the 403(b) Plan shall be mandatory for any administrator who would be entitled to severance pay. There is no requirement that an employee specified above have attained age 55 or any other minimum age at the time of retirement.
4. If a retiring administrator is a participant in the 403(b) Plan, an employer contribution shall be made on his/her behalf under the 403(b) Plan in an amount equal to the lesser of:
 - a. The total amount of the Participant's Severance Pay in accordance with the adopted Administrative Handbook or individual contract.

- b. The maximum contribution amount allowable under the terms of the 403(b) Plan.
 - c. The required contribution to the 403(b) Plan shall be made within the timeframe as described in the Administrative Handbook or individual contract.
 - d. In the calendar year of retirement, or in any other calendar year, the total amount of Severance Pay that may be paid to a TSA under the 403(b) Plan shall not exceed the maximum contribution amount allowable under the federal income tax law for TSAs that are intended to be tax qualified under IRC Section 403(b). If the amount payable to the 403(b) Plan in any calendar year would exceed the maximum amount that is permitted under the applicable federal income tax law for that year, the excess amount shall be contributed to the 403(b) Plan after the first payroll date in January of the next calendar year. This process shall be repeated for up to five calendar years following the year of retirement, in each such year not to exceed the maximum amount permitted under the applicable federal income tax law for that year; and if there are still any remaining excess amounts in the fifth calendar year after retirement, the remaining excess shall be paid in cash to the retired member.
 - e. The TSA that shall be used for the 403(b) Plan shall be a group annuity contract of AIG VALIC. 403(b) Plan participants shall be required to complete AIG VALIC enrollment forms; and unless and until a member does so, no contribution of Severance Pay shall be made to under the 403(b) Plan on behalf of the member. The Board may change the TSA provider contract in the future.
 - f. If a member is entitled to have a contribution paid to the 403(b) Plan and dies prior to such contribution being paid to the 403(b) Plan, the contribution shall be paid to the 403(b) Plan provider and shall be paid to a Beneficiary of the member in accordance with the terms of the 403(b) Plan provider's contract.
5. Any administrator who is entitled to severance pay who is not an eligible participant in the Plan will continue to be eligible for any and all severance payments in accordance with the Administrative Handbook or individual contract. The administrator may elect to defer such payments to a tax-sheltered annuity that is tax qualified under Internal Revenue Code Section 403(b) (a "TSA") as permitted by law and Board policy.
6. All contributions to the Plan, all deferrals to a TSA, and all check payments to administrators shall be subject to reduction for any tax withholding or other withholding that the Treasurer, in his/her sole discretion, determines is required by law.

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

**RESOLUTION TO APPROVE STEP PLACEMENT ON
SALARY SCHEDULE FOR EXEMPT EMPLOYEES**

RESOLVED THAT

the Westlake Board of Education approves the step placement on the Exempt Salary Schedule for the following employees:

<u>Exempt Staff</u>	<u>Classification</u>	<u>Step Placement on Exempt Salary Schedule</u>
Cheryl Masciere	Clerical 1	11
Kim Katz	Clerical 1	2
Meri Shortreed	Clerical 2	0
Diana Hollars	Clerical 2	12
Maureen Hagerty	Clerical 3	20
Ruth Barendt	Clerical 3	20
Judy Sobera	Clerical 3	8
Eric Baker	Senior Technician	12
Renee Bailey	Technician	8

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE LAKE ERIE EDUCATIONAL COMPUTER ASSOCIATION
(LEECA) COUNCIL PROGRAM AGREEMENT FOR HIGH-SPEED ACCESS

RESOLVED THAT

the Westlake Board of Education approves the Lake Erie Educational Computer Association
Council Program Agreement for High-Speed Access.

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE LAKE ERIE EDUCATIONAL COMPUTER ASSOCIATION
(LEECA) COUNCIL AGREEMENT FOR HIGH-SPEED ACCESS

RESOLVED THAT

the Westlake Board of Education approves the Lake Erie Educational Computer Association
Council Agreement for High-Speed Access.

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE WESTLAKE HIGH SCHOOL
STUDENT-PARENT HANDBOOK FOR 2006-2007

RESOLVED THAT

the Westlake Board of Education approves the Westlake High School Student-Parent Handbook for 2006-2007.

Motion by_____

Seconded by_____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE LEE BURNESON MIDDLE SCHOOL
STUDENT-PARENT HANDBOOK FOR 2006-2007

RESOLVED THAT

the Westlake Board of Education approves the Lee Burneson Middle School Student-Parent Handbook for 2006-2007.

Motion by_____

Seconded by_____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE PARKSIDE INTERMEDIATE SCHOOL
STUDENT-PARENT HANDBOOK FOR 2006-2007

RESOLVED THAT

the Westlake Board of Education approves the Parkside Intermediate School Student-Parent Handbook for 2006-2007.

Motion by_____

Seconded by_____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____