

**WESTLAKE CITY SCHOOLS
BOARD OF EDUCATION AGENDA**

**Monday, June 26, 2006 – 5:30 p.m. – Regular Meeting
Administration Building – Board Room
27200 Hilliard Blvd.**

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

Call to Order Time: _____

Roll Call:

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

Pledge of Allegiance

Acknowledgment of Visitors

Approval of Agenda

Motion by _____

Seconded by _____

Roll Call Vote:

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

***Hearing of Public (15 Minutes) Agenda Items**

A. Approval of Minutes

1. Regular Meeting of April 24, 2006

Motion by _____

Seconded by _____

Roll Call Vote:

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

2. Special Meeting of May 5, 2006

Motion by _____

Seconded by _____

Roll Call Vote:

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

3. Work Session Meeting of May 8, 2006

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

4. Regular Meeting of May 22, 2006

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

B. Special Reports and Recognitions

1. Resolution to Recognize Westlake High School Student for Division I State Championship Exhibit B-1

2. Resolution to Recognize and Congratulate Westlake City School Retirees Exhibit B-2

C. Superintendent's Report/CAC Report – Performing Arts Center

D. Treasurer's Report/Recommendations

1. Financial Update

2. Action Items

- | | |
|--|---------------|
| a. Resolution to Authorize Treasurer to Advance Funds | Exhibit D-2-a |
| b. Resolution to Authorize Treasurer to Return Advance | Exhibit D-2-b |
| c. Resolution to Amend Appropriation Adjustment | Exhibit D-2-c |
| d. Resolution to Accept Funds | Exhibit D-2-d |
| e. Resolution to Establish Appropriations | Exhibit D-2-e |
| f. Resolution to Adjust FY06 Appropriations | Exhibit D-2-f |
| g. Resolution to Designate Depositories for Active and Interim Funds for the Period July 7, 2006 to July 7, 2011 | Exhibit D-2-g |

E. CAC Report – See Superintendent's Report

F. New Business

1. Action Items

- | | |
|---|-----------------|
| a. Resolution to Accept Gifts and Contributions | Exhibit F-1-a |
| b. Resolutions to Approve Staff Recommendations | |
| 1. Resolution to Approve Employment, Change in Employment and Summer School Substitutes for Certified Staff Members | Exhibit F-1-b-1 |
| 2. Resolution to Approve Summer Employment and Changes for Classified Staff Members | Exhibit F-1-b-2 |
| 3. Resolution to Approve FMLA, Parental Leave of Absence and Return from Leave for Staff Members | Exhibit F-1-b-3 |
| 4. Resolution to Amend Employment Step for Exempt Staff Member | Exhibit F-1-b-4 |

- | | |
|--|-----------------|
| 5. Resolution to Approve Employment of Adult Basic Literacy Education Personnel | Exhibit F-1-b-5 |
| 6. Resolution to Approve Supplemental Contracts | Exhibit F-1-b-6 |
| 7. Resolution to Approve Employment of Westlake City Schools Director of Business Affairs | Exhibit F-1-b-7 |
| 8. Resolution to Approve Certificated Instructor for Extended School Year Tutoring | Exhibit F-1-b-8 |
| c. Resolution to Approve Agreements for Extended School Year Services | Exhibit F-1-c |
| d. Resolution to Approve Agreement for Admission of Tuition Pupils | Exhibit F-1-d |
| e. Resolution to Approve Interdistrict Service Area Contract | Exhibit F-1-e |
| f. Resolution to Approve Agreement for Participation in State Supported Instructional Television Service | Exhibit F-1-f |
| g. Resolution to Approve Compensation for Athletic Workers | Exhibit F-1-g |
| h. Resolution to Approve Job Description of Westlake City Schools Coordinator of Technology | Exhibit F-1-h |
| i. Resolution to Approve Job Description of Westlake City Schools Administrative Assistant to Director of Curriculum | Exhibit F-1-i |
| j. Resolution to Extend School Photography Contract | Exhibit F-1-j |
| k. Resolution to Accept Bids & Award Dover Elementary School Paving Bid | Exhibit F-1-k |
| l. Resolution to Approve Foreign Exchange Student | Exhibit F-1-l |
2. Discussion Items
- a. Second Reading of Westlake Elementary School Parent-Student Handbook
- | | |
|---|-----------------|
| 1. Resolution to Adopt Westlake Elementary School Parent-Student Handbook | Exhibit F-2-a-1 |
|---|-----------------|
- b. First Reading of Policy on Academic Acceleration, Early Entrance to Kindergarten, and Early High School Graduation

G. Director of Business Affairs Report

H. Director of Curriculum & Instruction Report

I. Board Items

J. *Meeting Open to Public (15 Minutes)

K. Executive Session – Personnel

Time_____

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

L. Adjournment

Time_____

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

RESOLUTION TO RECOGNIZE WESTLAKE HIGH SCHOOL STUDENT
FOR DIVISION I STATE CHAMPIONSHIP

RESOLVED THAT

the Westlake Board of Education recognizes and congratulates the following Westlake High School students for her success in High School Athletics as follows:

Molly Bartkiewicz
Division I State Champion
Girls Pole Vault

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO RECOGNIZE WESTLAKE CITY SCHOOLS RETIREES

RESOLVED THAT

the Westlake Board of Education recognizes and congratulates the following Westlake City Schools retirees:

Administrative Staff

George Scheckelhoff
Gary Slocum

Certified Staff

Susan Antonyzyn
Jeanne Bishop
Jan Calvitti
Diane Deibel
Kathleen Erzen
Meliton Garate
Douglas Hull
William Immler
Mary Kay Jefferson
Bruce Pearson

Support Staff

Ruth Barendt
Rosalinde Leasure
Jan Mulichak

Glenn Ploegstra
James Reimueller
Joseph Scherma
Donald Spice
Robert Stanley
Douglas Thompson
Jon Thompson
Gary Uhl
Patrick Walsh
Melinda Wilkinson

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO AUTHORIZE TREASURER TO ADVANCE FUNDS

RESOLVED THAT

the Westlake Board of Education authorizes the Treasurer to advance the following funds:

From	To	Amount
General Fund (001)	State Institute for Reading Instruction K-4 (019-9195)	\$396.69
General Fund (001)	State Institute for Reading Instruction 7-12 (019-9196)	\$1,143.96
General Fund (001)	State Institute for Reading Instruction Reading Assessment Follow-Up (019-9197)	\$6,038.55
General Fund (001)	Improving Teacher Quality, Title II-A FY06 (590-9006)	\$7,500.00

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO AUTHORIZE TREASURER TO RETURN ADVANCE

RESOLVED THAT

the Westlake Board of Education authorizes the Treasurer to return the following advances:

From	To	Amount
Part-B IDEA FY06 (516-9606)	Part-B IDEA FY05 (516-9605)	\$4,190.83
Early Childhood Special Ed. FY06 (587-9006)	Early Childhood Special Ed FY05 (587-9005)	\$808.34

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO AMEND APPROPRIATION ADJUSTMENT

RESOLVED THAT

the Westlake Board of Education amends the following entry from Resolution #06-85 as follows:

OLD:**UNIFORM SUPPLY**

Account	From	To	Difference
009-1100-500-9006			
Supplies	<u>\$20,000.00</u>	<u>\$28,000.00</u>	<u>\$8,000.00</u>
Total	\$20,000.00	\$28,000.00	\$8,000.00

AMENDED:**UNIFORM SUPPLY**

Account	From	To	Difference
009-1100-500-9009			
Supplies	<u>\$20,000.00</u>	<u>\$20,800.00</u>	<u>\$800.00</u>
Total	\$20,000.00	\$20,800.00	\$800.00

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO ACCEPT FUNDS

RESOLVED THAT
the Westlake Board of Education accepts the following funds:

<u>State Funds</u>	<u>Amount</u>	<u>Fund</u>	<u>Special Cost Center</u>
Entry Year Program for Teachers Fiscal Year 2006	\$4,000.00	440	9446
Educational Management Information System FY06 (Additional Allocation)	\$1,758.66	432	9446
eTech Ohio Professional Development FY06 (Additional Allocation)	\$ 625.00	452	9252
<u>Federal Funds</u>	<u>Amount</u>	<u>Fund</u>	<u>Special Cost Center</u>
Early Childhood Special Education FY06 (Additional Allocation)	\$2,057.32	587	9006

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO ESTABLISH APPROPRIATIONS

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

SARNA MEMORIAL SCHOLARSHIP

Account	Amount
007-4600-400-9802	\$300.00

**ENTRY YEAR PROGRAM FOR TEACHERS
FY06**

Account	Amount
440-2200-100-9446	\$4,000.00
Salaries and Wages	

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO ADJUST FY06 APPROPRIATIONS

RESOLVED THAT

the Westlake Board of Education adjusts the following FY06 appropriations:

GENERAL FUND

Account	From	To	Difference
001-1100-100			
Gen Instruction-Wages	\$14,407,120.14	\$14,407,945.14	\$825.00
001-1100-200			
Gen Instruction-Benefits	\$4,883,648.11	\$4,883,709.82	\$61.71
001-1100-500			
Gen Instruction-Supplies	\$362,974.19	\$364,615.20	\$1,641.01
001-1100-600			
Gen Instruction-Capital Outlay	\$25,002.99	\$23,068.18	(\$1,934.81)
001-1200-600			
Special Education-Equipment	\$6,754.69	\$1,529.40	(\$5,225.29)
001-1200-800			
Special Education-Misc.	\$32,000.00	\$30,967.83	(\$1,032.17)
001-1300-500			
Gen Vocational-Supplies	\$6,726.52	\$6,745.67	\$19.15
001-1900-400			
Other Instruction-Purchased Services	\$738,000.00	\$722,012.26	(\$15,987.74)
001-2100-400			
Support Services-Purchased Services	\$407,247.44	\$407,277.44	\$30.00
001-2100-500			
Support Services-Supplies	\$77,876.53	\$76,196.47	(\$1,680.06)
001-2200-400			
Instruct Support Services-Purchased Svcs.	\$190,536.26	\$187,641.96	(\$2,894.30)
001-2200-500			
Instructional Support Services-Supplies	\$103,399.54	\$101,430.54	(\$1,969.00)
001-2200-600			
Instructional Support Services-Equipment	\$7,047.69	\$9,016.69	\$1,969.00

EXHIBIT D-2-f
(Continued)

001-2200-800			
Instructional Support Services-Misc	\$982.52	\$809.52	(\$173.00)
001-2300-200			
Board of Ed-Retirement	\$989.55	\$1,059.84	\$70.29
001-2400-200			
Admin-Benefits	\$791,268.01	\$791,795.08	\$527.07
001-2400-400			
Admin-Purchased Services	\$295,468.31	\$295,032.30	(\$436.01)
001-2400-500			
Admin-Supplies	\$37,790.44	\$38,301.28	\$510.84
001-2400-600			
Admin-Equipment	\$3,593.29	\$3,882.45	\$289.16
001-2400-800			
Admin-Misc.	\$79,485.27	\$79,793.27	\$308.00
001-2500-400			
Fiscal-Purchased Services	\$36,978.38	\$34,730.84	(\$2,247.54)
001-2500-500			
Fiscal-Supplies	\$7,200.00	\$8,450.00	\$1,250.00
001-2500-600			
Fiscal-Equipment	\$500.00	\$7,780.00	\$7,280.00
001-2600-400			
Business-Purchased Services	\$103,608.14	\$104,995.44	\$1,387.30
001-2700-400			
Maintenance-Purchased Services	\$1,551,135.12	\$1,552,132.66	\$997.54
001-2700-500			
Maintenance-Supplies	\$206,500.00	\$206,628.57	\$128.57
001-2800-400			
Transportation-Purchased Services	\$230,403.48	\$246,477.23	\$16,073.75
001-2800-500			
Transportation-Supplies	\$399,479.89	\$399,351.32	(\$128.57)
001-5300-400			
Architect/Engineering-Purchased Services	\$7,346.81	\$6,789.74	(\$557.07)

EXHIBIT D-2-f
(Continued)

001-5500-800			
Building Acquisition-Misc.	\$1,050.48	\$484.04	(\$566.44)
001-7400-900			
Advances Out	\$30,000.00	\$30,897.17	\$897.17
001-7500-900			
Refund of Prior Year Receipts	<u>\$0.00</u>	<u>\$566.44</u>	<u>\$566.44</u>
Total	\$25,032,113.79	\$25,032,113.79	(\$0.00)

BOND RETIREMENT

Account	From	To	Difference
002-6100-810-9002			
Repayment of Debt Redemption	\$3,403,612.75	\$2,844,242.75	(\$559,370.00)
002-6100-820			
Debt Interest	<u>\$628,571.25</u>	<u>\$1,187,941.25</u>	<u>\$559,370.00</u>
Total	\$4,032,184.00	\$4,032,184.00	\$0.00

BUILDING FUND

Account	From	To	Difference
004-550-400-9002			
Building Acquisition-Purchased Services	\$45,772.07	\$45,899.33	\$127.26
004-5500-500-9002			
Building Acquisition-Supplies	<u>\$5,000.00</u>	<u>\$4,872.74</u>	<u>(\$127.26)</u>
Total	\$50,772.07	\$50,772.07	\$0.00

FOOD SERVICE

Account	From	To	Difference
006-3100-500-9600			
Food Services-Supplies/Materials	<u>\$473,144.02</u>	<u>\$477,187.49</u>	<u>\$4,043.47</u>
Total	\$473,144.02	\$477,187.49	\$4,043.47

SARNA MEMORIAL SCHOLARSHIP

Account	From	To	Difference
007-4600-400-9802			
Sarna Memorial Scholarship	<u>\$0.00</u>	<u>\$300.00</u>	<u>\$300.00</u>
Total	\$0.00	\$300.00	\$300.00

EXHIBIT D-2-f
(Continued)

PROJECT LINK

Account	From	To	Difference
011-2400-200-9111 Project Link-Admin Benefits	\$25,920.20	\$28,536.81	\$2,616.61
011-3200-100-9111 Project Link-Salaries	\$128,461.83	\$138,150.93	\$9,689.10
011-3200-200-9111 Project Link-Retirement	\$48,000.00	\$48,781.45	\$781.45
011-3200-400-9111 Project Link-Purchased Services	\$6,084.37	\$6,222.06	\$137.69
011-3200-500-9111 Project Link-Supplies/Materials	<u>\$27,961.73</u>	<u>\$27,971.07</u>	<u>\$9.34</u>
Total	\$236,428.13	\$249,662.32	\$13,234.19

SUPPORT FUND

Account	From	To	Difference
018-4600-500-9753 Inservice Supplies - Dover	\$4,564.46	\$4,964.39	\$399.93
018-4600-600-9753 Inservice Equipment - Dover	\$875.00	\$475.07	(\$399.93)
018-4600-500-9756 Library Supplies - Dover	\$14,472.82	\$14,622.03	\$149.21
018-4600-600-9756 Library Equipment - Dover	\$1,000.00	\$850.79	(\$149.21)
018-4600-500-9763 Inservice Supplies - Parkside	\$108,337.42	\$107,884.42	(\$453.00)
018-4600-600-9763 Inservice Equipment - Parkside	\$0.00	\$453.00	\$453.00
018-4600-500-9773 Music Program Supplies - Holly Lane	<u>\$2,982.30</u>	<u>\$3,013.75</u>	<u>\$31.45</u>
Total	\$132,232.00	\$132,263.45	\$31.45

EXHIBIT D-2-f
(Continued)

ATHLETIC FUND

Account	From	To	Difference
300-4500-400-9500			
Athletics Services - WHS	\$54,791.08	\$57,872.69	\$3,081.61
300-4500-500-9500			
Athletic Supplies - WHS	\$103,380.22	\$99,950.41	(\$3,429.81)
300-4500-600-9500			
Athletics Equipment - WHS	\$11,074.75	\$11,113.75	\$39.00
300-4500-800-9500			
Athletics Misc. - WHS	<u>\$18,253.95</u>	<u>\$18,563.15</u>	<u>\$309.20</u>
Total	\$187,500.00	\$187,500.00	\$0.00

PART-B IDEA FISCAL YEAR 2006

Account	From	To	Difference
516-7400-900-9606			
Return of Advance	<u>\$98,245.18</u>	<u>\$102,436.01</u>	<u>\$4,190.83</u>
Total	\$98,245.18	\$102,436.01	\$4,190.83

**EARLY CHILDHOOD SPECIAL EDUCATION
FISCAL YEAR 2006**

Account	From	To	Difference
587-7400-900-9006			
Return of Advance	<u>\$818.58</u>	<u>\$1,626.92</u>	<u>\$808.34</u>
Total	\$818.58	\$1,626.92	\$808.34

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

**RESOLUTION TO DESIGNATE DEPOSITORIES FOR ACTIVE AND
INTERIM FUNDS FOR THE PERIOD JULY 7, 2006 TO JULY 7, 2011**

WHEREAS the following institutions have filed applications for designation as depository for active and interim funds:

Charter One Bank	Fifth Third Bank
First Merit Bank	JPMorgan Chase Bank
KeyBank, N.A.	Lorain National Bank
National City Bank	U.S. Bank, N.A.

THEREFORE BE IT RESOLVED by the Westlake City School District Board of Education that in conformity with the provisions of the "Uniform Depository Act," the following institutions be designated as public depositories for all active and interim funds, if and when available, under control of this Board for the period July 7, 2006 to July 7, 2011, inclusive:

Charter One Bank	Fifth Third Bank
First Merit Bank	JPMorgan Chase Bank
KeyBank, N.A.	Lorain National Bank
National City Bank	U.S. Bank, N.A.

BE IT FURTHER RESOLVED that the active and interim funds be awarded to the financial institutions that offer to pay the highest permissible rate of interest whenever monies become available for deposit upon their duly executing and delivering the required surety company bonds or delivering securities to the Treasurer or a qualified trustee as contemplated in O.R.C. 135.28 or 135.181 as applicable.

BE IT FURTHER RESOLVED that the Treasurer be and is hereby authorized to sign on behalf of the Board such memorandum agreements as are required under the Ohio R.C. 135.01 and 135.12, inclusive.

BE IT FURTHER RESOLVED that it is hereby 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 of any of its committees that resulted in those formal actions were in meetings open to the public, in compliance with all legal requirements including Section 121.22, Ohio Revised Code.

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO ACCEPT
GIFTS AND CONTRIBUTIONS
(ORC 3313.36)

RESOLVED THAT

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

Basista Furniture Mr. Tom Basista 5295 State Road Parma, OH 44129	Donated \$2,280.00 discount off of a living room suite to WHBS-TV at Westlake High School to furnish the Professional Series set in the new studio.
Music Boosters Mrs. Barbara Kristof, President 27200 Hilliard Blvd. Westlake, OH 44145	Donated \$15,600.00 to District music programs representing additional monies for the Music Boosters' annual system music donation to Westlake City Schools.
Tops Friendly Market Ms. Cheri Butkovic, Manager 1499 Columbia Road Westlake, OH 44145	Donated \$145.00 in bottled water to WHBS-TV at Westlake High School to keep the student crews hydrated during winter and spring broadcasts.
Woodard Photographic Inc. Mr. Roger Wilburn 26167 Detroit Road Westlake, OH 44145	Donated \$792.00 (88 customized photos at \$9.00 each) to WHBS-TV at Westlake High School to give personalized 8x10 color photos of the WHBS crew to the 2005-06 station sponsors.
Mr. Robert Goede 1460 Queen Anne's Gate Westlake, OH 44145	Donated \$75.00 to the Library at Parkside Intermediate School to purchase books as a thank you for the quality of education received by their three children.

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

**RESOLUTION TO APPROVE EMPLOYMENT, CHANGE IN EMPLOYMENT
AND SUMMER SCHOOL SUBSTITUTES FOR CERTIFIED STAFF MEMBERS**

RESOLVED THAT

the Westlake Board of Education approves employment, change in employment and Summer School Substitutes for certified staff members as follows:

Employment:

Jacob Schober	Effective: 08/28/06	Elizabeth Huffman	Effective: 08/28/06
WHS Science	Rate: BA, Step 1	WHS Social Studies	Rate: BA+30, Step 4
Sandra Stanley	Effective: 08/28/06	Lindsay Kiktavy	Effective: 08/28/06
Holly Lane Art	Rate: BA, Step 1	Parkside 6th Grade	Rate: BA+30, Step 0
Chris Milano	Effective: 08/28/06	Nicholas Miller	Effective: 08/28/06
LBMS Phys. Ed.	Rate: BA, Step 0	Holly Lane Phys. Ed.	Rate: BA, Step 0
Devin Walsh	Effective: 08/28/06	Jacy Nichols	Effective: 08/28/06
Holly Lane 3rd Gr.	Rate: MA, Step 1	WHS Media Specialist	Rate: MA, Step 3
Krista Wadas	Effective: 08/28/06	Shannon Fortuna	Effective: 08/28/06
Bassett Long Term Sub	Rate: BA, Step 0	Dover Long Term Sub	Rate: BA+10, Step 2

Change in Employment:

Lillian Angell	Effective: 08/28/06	Contract:	From .67 to 1.0
----------------	---------------------	-----------	-----------------

Summer School Employment:

Chad Partridge	Physical Education	Effective: 2nd Semester Summer	14 Day Contract
Christine Gibbons	English 10	Effective: 1st & 2nd Summer	28 Day Contract

**Summer School
Substitutes:**

Tim Clark	Airyn Mealey	Nancy Puccini-English
Bill Leblanc	Bill Montgomery	

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 AND CHANGES
FOR CLASSIFIED STAFF MEMBERS

RESOLVED THAT

the Westlake Board of Education approves summer employment and changes for classified staff members for 2006 effective 06/07/06 as follows:

<u>NAME</u>	<u>SCHOOL</u>	<u>RATE</u>	<u>HOURS</u>
Steve Maler	Holly Lane	Step 0	8 Hrs, 5 Days
Kelsie Majercak	WHS	Step 0	8 Hrs, 5 Days
Kayleigh Majercak	WHS	Step 0	8 Hrs, 5 Days
Holly Manning	LBMS	Step 0	8 Hrs, 3 Days

CORRECTION OF SUMMER EMPLOYMENT STEPS

Dan Cooley	From:	Step 2	To:	Step 3
Debbie Rooney	From:	Step 1	To:	Step 2
Jim Egan	From:	Step 2	To:	Step 1
Mark Howell	From:	Step 2	To:	Step 1

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE FMLA, PARENTAL LEAVE OF ABSENCE,
AND RETURN FROM LEAVE FOR STAFF MEMBERS

RESOLVED THAT

the Westlake Board of Education approves FMLA, Parental Leave and Return from Leave for staff members as follow:

FMLA

Lara Essman	Bassett	Effective: 08/28/06-11/20/06
Heather Marinelli	WHS	Effective: 05/30/06-06/08/06
Lela Bakos	WHS	Effective: 08/28/06-11/17/06

Parental Leave

Lara Essman	Bassett	Effective: 11/21/06-06/08/07
-------------	---------	------------------------------

Return from Parental Leave

Terri Orszak	Handicap Bus Aide	Effective: 06/12/06
--------------	-------------------	---------------------

Motion by_____

Seconded by_____

Roll Call Vote:

Mrs. D'Ettorre Wargo_____

Mr. Beal_____

Mr. Mays_____

Mr. O'Malley_____

Ms. Rocco_____

RESOLUTION TO AMEND EMPLOYMENT STEP
FOR EXEMPT STAFF MEMBER

RESOLVED THAT

the Westlake Board of Education amends the step placement on the Exempt Salary Schedule for the following employee:

Judy Sobera

From Step 8

To Step 9

Motion by: _____

Seconded by: _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE EMPLOYMENT OF ADULT
BASIC LITERACY EDUCATION PERSONNEL

RESOLVED THAT

the Westlake Board of Education approves the employment of the Adult Basic Literacy Education Personnel (A.B.L.E. Program). Contracts to be paid out of A.B.L.E. Project Number 045062-AB-S1-2005C, A.B.L.E. Project Number 045062-AB-S1-2006 and A.B.L.E. English Literacy and Civics Education Project Number 045062-AB-S2-2006.

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Hourly Rate</u>	<u>Not To Exceed</u>
Jennifer Kapucinski	A.B.L.E. Teacher	27	\$19.00	\$513.00

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

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

RESOLVED THAT

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

<u>Name</u>	<u>Position</u>	<u>In District</u>	<u>Step</u>
<u>SUPPLEMENTAL EMPLOYMENT</u>			
Laura Miller	WHS Newspaper Advisor	Y	0
Tim English	WHS Assistant Football Coach	Y	20
Ken Kocar	WHS Assistant Football Coach	Y	18
Jerry Everhard	WHS Assistant Football Coach	Y	23
Jim Bingham	WHS Assistant Football Coach	Y	11
Bruce Peepers	WHS Assistant Football Coach	N	10
Jeff Short	WHS Head Baseball Coach	Y	20
Brendan Zepp	WHS Assistant Baseball Coach	Y	5
Nick Hillman	WHS Assistant Baseball Coach	N	4
Tom Shiban	WHS Head Softball Coach	Y	9
Jim Egan	WHS Assistant Softball Coach	Y	8
Kori Brown	WHS Freshman Softball Coach	N	2
Gary Simpson	WHS Head Boys Track Coach	Y	34
Dan Berkheimer	WHS Assistant Boys Track Coach	Y	21
Jerry Everhard	WHS Assistant Boys Track Coach	Y	3
Duane Miller	WHS Head Girls Track Coach	Y	26
Travis Haselswerdt	WHS Assistant Girls Track Coach	Y	5
Paul Hammond	WHS Assistant Girls Track Coach	Y	13
Ralph Dunbar	WHS Head Boys Tennis Coach	N	20
Shaun Koski	WHS Assistant Boys Basketball Coach	Y	4
Jeff Huber	WHS Freshman Basketball Coach	Y	0
<u>SUPPLEMENTAL RESIGNATION</u>			
Kimberly Griech	Assistant Girls' Basketball Coach	N	
Susan Wilson	Burneson Against Drugs (BAD) Advisor	Y	
Shaun Koski	WHS Freshman Boys Basketball Coach	Y	

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

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE EMPLOYMENT
OF WESTLAKE CITY SCHOOLS DIRECTOR OF BUSINESS AFFAIRS

RESOLVED THAT

the Westlake Board of Education approves the employment of Mr. David Puffer as Director of Business Affairs at Step 4.5 of the administrative salary schedule for a three-year contract effective August 1, 2006 through July 31, 2009.

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE CERTIFICATED INSTRUCTOR
FOR EXTENDED SCHOOL YEAR TUTORING

RESOLVED THAT

the Westlake Board of Education approves the following certificated instructor for the 2005-2006 extended school year tutoring, contingent upon full and complete compliance with all State of Ohio and Westlake Board of Education employment eligibility criteria, with reimbursement at the negotiated hourly rate.

Danielle Molchan to provide extended school year instruction for special needs student effective not to exceed 40 hours.

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE AGREEMENTS FOR
EXTENDED SCHOOL YEAR SERVICES

RESOLVED THAT

the Westlake Board of Education approves the following Agreements for extended school year services for special needs students for the 2005-2006 school year:

PSI Affiliates, Inc.

United Cerebral Palsy

Mary O'Doherty – Physical Therapy

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE AGREEMENT FOR ADMISSION OF TUITION PUPILS

RESOLVED THAT

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

Re-Education Services, Inc.

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE INTERDISTRICT SERVICE AREA CONTRACT

RESOLVED THAT

the Westlake Board of Education approves the Educational Service Center of Cuyahoga County Interdistrict Service Area Contract 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 AGREEMENT FOR PARTICIPATION IN
STATE SUPPORTED INSTRUCTIONAL TELEVISION SERVICE

RESOLVED THAT

the Westlake Board of Education approves the Agreement for Participation in State Supported Instructional Television Service for 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 COMPENSATION FOR ATHLETIC WORKERS

RESOLVED THAT

The Westlake Board of Education approves compensation for athletic workers for the 2006-2007 school year as follows:

FOOTBALL				BOYS BASKETBALL			
\$29.00	Head Ticket Seller	6:30-9:30	3 hrs	\$20.50	Ticket Seller	5:30–7:30	2 hrs
\$26.00	Ticket Seller	6:30-9:15	2 ¾ hrs	\$20.50	Ticket Seller	7:00–9:00	2 hrs
\$22.00	Ticket Seller	6:30-8:45	2 ¼ hrs	\$25.00	Ticket Taker	5:30–8:45	3 ¼ hrs
\$24.00	Ticket Taker	6:15-8:45	2 ½ hrs	\$25.00	Scorer	5:45–9:00	3 ¼ hrs
\$10.50	Ticket Taker	8:45-9:45	1 hr	\$25.00	Timer	5:45–9:00	3 ¼ hrs
\$19.00	Chain Gang-Down	7:15-9:45	2 ½ hrs	\$25.00	Crowd Control-Hospitality	5:45–9:15	3 ½ hrs
\$25.00	Timer	7:00-9:45	2 ¾ hrs	\$19.00	Announcer	7:00–9:00	2 hrs
\$25.00	Announcer	7:00-9:45	2 ¾ hrs	SOCCER - Boys & Girls			
\$21.00	Usher	7:00-9:00	2 hrs	\$20.00	Ticket Seller Varsity Only	6:15-8:15	2 hrs
\$20.00	JV Game Ticket Seller	9:15-11:15	2 hrs	\$20.00	Scorer-Varsity Only	6:30-8:30	2 hrs
\$20.00	JV Scorer	9:15-11:15	2 hrs	\$29.00	Ticket Seller Varsity/JV	4:30-8:45	4 ¼ hrs
\$25.00	Team Gate Guard	6:45-9:45	3 hrs	\$27.00	Scorer-Varsity/JV	4:45-9:00	4 ¼ hrs
\$22.00	Pass Gate Guard	6:30-8:45	2 ¼ hrs	\$19.00	Announcer-Varsity Only	4:45-6:45	2 hrs
\$22.00	Message Brd Operator	7:00–9:45	2 ¾ hrs				
WRESTLING				SWIMMING			
\$25.00	Ticket Seller	6:15 - 8:45	2 ½ hrs	\$26.00	Ticket Seller	6:15 - 9:00	2 ¾ hrs
\$25.00	Timer	6:30 - 9:00	2 ½ hrs	\$26.00	Ticket Seller	5:15 - 8:00	2 ¾ hrs
\$25.00	Scorer	6:30 - 9:00	2 ½ hrs				
VOLLEYBALL				GIRLS BASKETBALL			
\$25.00	Ticket Seller	5:40 – 8:10	2 ½ hrs	\$25.00	Ticket Seller	5:30 - 8:25	2 ¾ hrs
\$25.00	Scorer	5:45 – 8:30	2 ¾ hrs	\$25.00	Scorer	5:45 - 9:00	3 ¼ hrs
\$25.00	Timer	5:45 – 8:30	2 ¾ hrs	\$25.00	Timer	5:45 - 9:00	3 ¼ hrs
\$19.00	Linesperson	5:45 – 8:30	2 ¾ hrs	\$19.00	Announcer	7:00 - 9:00	2 hrs
\$15.00	Announcer	7:00 – 8:00	1 hr				
FRESHMEN - Boys & Girls				MIDDLE SCHOOL/FROSH			
\$14.00	Per Event	Gate Help		\$13.00	Per Event	Gate Help	
\$16.00	Per Event	Scorer - Timer		\$15.00	Per Event	Scorer - Timer	
MISCELLANEOUS							
\$100.00 Per Meet		Track Meet Director for Westlake Relays					
\$38.00 Per Game (+ mileage)		Filming Football - Varsity/JV					
\$23.00 Per Game (+ mileage)		Videotaping-Boys/Girls Basketball, Soccer, Volleyball, Wrestling (Varsity/JV)					
\$9.00 Per Event		Student Assistant in timing or scoring athletic events					
\$23.00 Flat Rate		Scouting					
\$9.00 Per Event		Student Video Taping Athletic Contests (Events - Varsity/JV)					
Event Manager – Middle School							
\$ 29.25	Football			3:45 – 6:00 p.m.	2 ¼ hrs		
\$ 35.75	Volleyball (DH)			4:00 – 6:45 p.m.	2 ¾ hrs		
\$ 35.75	Basketball (DH)			4:00 – 6:45 p.m.	2 ¾ hrs		

EXHIBIT F-1-g
(continued)

Event Manger – High School – Fall Sports			Event Manager – High School – Winter Sports		
\$ 52.00 Varsity Football	6:00-10:00 pm	4 hrs	\$ 52.00 JV & Varsity Basketball	5:15 - 9:15 p.m.	4 hrs
\$ 26.00 JV Football	9:30-11:30 am	2 hrs	\$ 39.00 Wrestling	6:15 - 9:15 p.m.	3 hrs
\$ 26.00 Frosh Football	4:00-6:00 pm	2 hrs	\$ 39.00 Frosh Basketball (double header)	5:30 - 8:30 p.m.	3 hrs
\$ 32.50 JV & Varsity Volleyball	5:45-8:15 pm	2 1/2 hrs	\$ 39.00 Swimming	5:15 - 8:15 p.m.	3 hrs
\$ 19.50 Frosh Volleyball	4:15-5:45 pm	1 1/2 hrs			
\$ 55.25 JV & Varsity Soccer	4:30-8:45 pm	4 1/4 hrs			
\$ 26.00 Frosh Soccer	4:00-6:00 pm	2 hrs			
Officials					
5 Officials Varsity Football	\$ 55.00 Each		1 Official Varsity Wrestling	\$ 55.00 Each	
4 Officials JV Football	\$ 40.00 Each		5 Officials SWC Wrestling Tourn.	\$175.00 Each	
4 Officials Freshman Football	\$ 35.00 Each		1 Official JV Wrestling	\$ 40.00 Each	
4 Officials 7th/8th Grade Football	\$ 30.00 Each		1 Official Freshman Wrestling	\$ 35.00 Each	
			1 Official 7th/8th Gr. Wrestling	\$ 35.00 Each	
3 Officials Varsity Basketball	\$ 55.00 Each				
2 Officials J.V. Basketball	\$ 40.00 Each		2 Officials Varsity & JV Volleyball	\$ 60.00 Each	
2 Officials Freshman Basketball	\$ 35.00 Each		1 Official 7th/8th/9th Gr. Volleyball	\$ 30.00 Each	
2 Officials 7th/8th Gr. Basketball	\$ 30.00 Each				
(2 games same date - \$60.00 each)			2 Officials Swimming	\$ 55.00 Each	
Baseball / Softball – As Per Association			3 Officials SWC Conf. Swim Meet	\$125.00 Each	
			5 Officials SWC Conf. Diving Meet	\$ 50.00 Each	
Track – SWC Conf. Meet – 2 Days					
2 Officials Starter	\$100.00 Each		1 Official Track-Dual	\$ 55.00 Each	
1 Official Field Judge/Clerk	\$100.00 Each		1 Official Track-Triangular	\$ 65.00 Each	
1 Official Referee	\$150.00 Each		1 Official Track-Boys/Girls Comb	\$ 75.00 Each	
			1 Official Middle School Track	\$ 55.00 Each	
			1 Official Middle Boys/Girls Comb.	\$ 75.00 Each	
2 Officials Cross Country	\$ 55.00 Each		2 Officials Varsity Soccer (2 man crew)	\$ 55.00 Each	
1 Official SWC Conf. Meet	\$ 55.00 Each		2 Officials Varsity & JV Soccer (2 man)	\$ 75.00 Each	
			2 Officials JV Soccer (2 man crew)	\$ 40.00 Each	
Scrimmage Officials – All Sports			2 Officials Freshman Soccer (2 man crew)	\$ 35.00 Each	
Varsity – Per Contest	\$ 40.00		3 Officials Varsity & JV Soccer (3 man)	2-\$75.00 Each	
JV – Per Contest	\$ 30.00			1-\$55.00 Each	
Freshman – Per Contest	\$ 30.00				

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE JOB DESCRIPTION OF
WESTLAKE CITY SCHOOLS COORDINATOR OF TECHNOLOGY

RESOLVED THAT

the Westlake Board of Education approves the job description of Westlake City Schools
Coordinator of Technology (see attached).

Motion by_____

Seconded by_____

Roll Call Vote:

Mrs. D'Ettorre Wargo_____

Mr. Beal_____

Ms. Rocco_____

Mr. O'Malley_____

Ms. Rocco_____



Job Description

COORDINATOR OF TECHNOLOGY

DEFINITION:

Administers the district's telecommunications and technology programs. Plans and implements strategies to enhance staff and student use of technology resources. Promotes an effective learning environment that fosters optimum student achievement. Encourages program innovations. Keeps the business manager informed about current activities and emerging issues.

RESPONSIBLE TO:

Director of Business Affairs

QUALIFICATIONS:

- Bachelor's degree or equivalent combination of training and work experience in computer science or closely related technology field.
- Strong organizational, planning, and project management skills.
- Available to work irregular hours and/or a non-traditional schedule.
- Expertise in the selection and use of software appropriate for diverse instructional settings and user abilities.
- Has a thorough knowledge of TCP/IP, network printing, DHCP IP delivery, DNS, and network security systems.
- Commitment to keeping current with technological advances.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Directs the effective delivery and continuous improvement of telecommunications and technology programs and services.
- Assists the technology committee with establishing performance goals and a strategy to accomplish approved objectives within specified time lines.
- Maintains open communications with staff to resolve problems and sustain progress.
- Participates as an active member of the district's management team.
- Helps develop and implement the district's Continuous Improvement Plan.
- Administers the board-approved budget. Recommends the purchase of essential program supplies and equipment related to technology.
- Assists with the selection of new technology equipment and software.
- Ensures hardware and software compatibility. Monitors the performance of contractors/vendors.

- Keeps informed of emerging trends in educational uses of technology and shares with district technology committee and staff.
- Develops strategies to monitor appropriate uses of technology within the district.
- Develops in cooperation with the Director of Business Affairs and Superintendent equipment and infrastructure replacement/upgrade schedule.
- Serves as liaison with LEECA or other centralized service provider with regard to connectivity issues

OTHER FUNCTIONS:

- Receives, inspects, and tests equipment and software. Notifies staff about new acquisitions. Works with maintenance staff on construction/installation activities. Prepares support documentation (e.g., date installed, location, upgrades, etc.).
- Oversees the installation and maintenance of network and telecommunications wiring and connections (e.g., servers, hubs, routers, voice and data switches, etc.).
- Maintains an effective configuration management system including the set up and maintenance of file servers (e.g., users and groups, space allocations, backups, etc.) for local area networks (LAN) and wide area networks (WAN).
- Oversees the maintenance and routine cleaning of equipment. Makes or arranges for repairs. Keeps work areas orderly. Maintains repair records.
- Authorizes the disposal of outdated or nonfunctional equipment and other fixed assets following board-approved procedures.
- Administers board policies and administrative procedures.
- Promotes a professional image of the school district.
- Promotes the effective use of available technology in records management and instructional activities.
- Administers the Acceptable Use Policy.
- Develops procedures that promote the proper use, care, and security of technology resources (e.g., routine preventative maintenance, record keeping, storage, etc.). Monitors compliance with all licensing agreements.
- Assists the Curriculum Director to improve student learning through the effective use of technology in all areas of the curriculum.
- Provides leadership in the planning and delivery of technology in-service and self directed learning programs.
- Manages the district-wide help desk services.
- Oversees the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board policy.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Builds community partnerships that enhance district programs and services.
- Supports appropriate research and pilot projects. Identifies and recommends funding opportunities. Helps prepare grant and foundation proposals.
- Participates in activities that advance district goals.
- Participates in professional growth opportunities.

- Performs other specific job-related duties as directed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Exposure to the following situations may range from remote to frequent based factors that may be unpredictable and are addressed by district policies/procedures.
- Potential for exposure to blood borne pathogens and communicable diseases.
- Ability to lift, carry, or moving work-related supplies/equipment up to 80 pounds.
- Ability to visit and move about various sites within the school district.
- Ability to establish respect and effectively work with others.
- Ability to communicate with staff, community and students.
- Ability to lift, carry, push and pull items up to a maximum of eighty (80) pounds.
- Ability to use technology for communication.
- Ability to be mobile.
- Ability to communicate both orally and in writing.
- Ability to visually inspect objects and hear low volume mechanical sounds.
- Ability to work in hazardous physical conditions.
- Ability to work in adverse weather conditions.
- Ability to work as part of a team.
- Willingness to work evenings and weekends.
- Willingness to travel, both daily and overnight.
- Ability to promote a positive image of the district through exemplary personal conduct.

RESOLUTION TO APPROVE JOB DESCRIPTION OF
WESTLAKE CITY SCHOOLS ADMINISTRATIVE ASSISTANT TO
DIRECTOR OF CURRICULUM

RESOLVED THAT

the Westlake Board of Education approves the job description of Westlake City Schools
Administrative Assistant to Director of Curriculum (see attached).

Motion by_____

Seconded by_____

Roll Call Vote:

Mrs. D'Ettorre Wargo_____

Mr. Beal_____

Ms. Rocco_____

Mr. O'Malley_____

Ms. Rocco_____



Job Description

ADMINISTRATIVE ASSISTANT TO CURRICULUM DIRECTOR/REGISTRAR

DEFINITION:

Serves as an administrative assistant to the Director of Curriculum. Duties include typing, filing and telephone receptionist.

RESPONSIBLE TO:

Director of Curriculum

QUALIFICATIONS:

- High School graduate or equivalent
- Have the ability to use a computer and typewriter
- Have the ability to use office equipment
- Effective and appropriate oral and written skills
- Genuine interest in working with the public

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Good human relations skills and ability to nurture tact with public relations and staff.
- Have the ability to use a computer and typewriter.
- Have the ability to operate office equipment.
- Have the ability to use Microsoft Office Suite including Word, Access, Excel and Power Point.
- Preferred knowledge of Web Design and/or Web Site Maintenance.
- Have the ability to answer telephone and give an impression of friendliness and efficiency.
- Must maintain confidentiality concerning staff.
- Must contribute to orderly and pleasant work environment.
- Effective and appropriate oral and written skills.

SPECIFIC DUTIES:

- Handles all correspondence, memos, bulletins, reports and other information originating from the Curriculum Director's office.
- Responsible for charging school departments for postage used and keeping an adequate supply of stamps, supplies for postage and money in the meter.
- Prepares purchase orders as required.
- Maintains up-to-date record for all adopted textbooks.
- Maintains curriculum files.
- Requests and maintains supplies and materials for Curriculum Director's Office.
- Performs all duties as assigned by the Curriculum Director within the general scope of the job description.
- Coordinates registration procedures for new students.

RESOLUTION TO EXTEND
SCHOOL PHOTOGRAPHY CONTRACT

WHEREAS, quotations were solicited from 3 photographic studios for District photography services, received on May 30, 2003, opened, and evaluated, and awarded to Ohio School Pictures, and

WHEREAS, the contract contains a renewal provision for an additional three years, and

WHEREAS, informal quotations were solicited and the analysis reveals that Ohio School Pictures is the lowest bid, and

WHEREAS, all building principals recommend the renewal of the contract with Ohio School Pictures,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the Westlake City School District extend the School Photography Contract to Ohio School Pictures of Berea, Ohio for an additional three years and that the Board President and Treasurer are authorized to extend the contract.

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO ACCEPT BIDS AND
AWARD DOVER ELEMENTARY SCHOOL PAVING BID

WHEREAS, bids were solicited by advertisement by the Westlake City School District for paving at Dover Elementary School as required by law, received, and publicly opened June 21, 2006, and

WHEREAS, the following base bids and alternates were received and selected:

Carson Paving, Cleveland, Ohio	\$108,000.00
Cunningham Paving, Warrensville Heights, Ohio	\$124,930.00
Velotta Paving, Willoughby, Ohio	\$114,927.94
North Coast Paving, Cleveland, Ohio	\$118,750.00
Ohio Paving, Willoughby, Ohio.	\$111,822.00
Plas Brothers Paving, Elyria Ohio	\$126,185.00
West Asphalt Paving Co. Middleburg Heights, Ohio	\$104,900.00
Carron Paving, Solon, Ohio	\$123,850.00
Chagrin Valley Paving, Chagrin Falls, Ohio	\$ 96,735.95
Delta Asphalt, Tallmadge, Ohio	\$102,750.00

WHEREAS, reference checks and review of submitted bid documents demonstrate that Chagrin Valley Paving is the lowest, responsive and responsible bidder for Base Bids A and B, and Alternates 1, 2, and 3,

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Westlake City School District award the Dover Elementary School Paving bid to Chagrin Valley Paving of Chagrin Falls Ohio, for \$96,735.95 and that the Board President and Treasurer are authorized to sign the contract.

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE FOREIGN EXCHANGE STUDENT

RESOLVED THAT

the Westlake Board of Education approves the attendance of Foreign Exchange Student, Michela Canclini, at Westlake High 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 WESTLAKE ELEMENTARY SCHOOL
STUDENT-PARENT HANDBOOK FOR 2006-2007

RESOLVED THAT
the Westlake Board of Education approves the Westlake Elementary 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 _____