

**WESTLAKE CITY SCHOOLS  
BOARD OF EDUCATION AGENDA**

**Wednesday, July 27, 2005 – 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 \_\_\_\_\_

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

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

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

Pledge of Allegiance

Acknowledgment of Visitors

Approval of Agenda

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

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

Roll Call Vote:

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

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

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

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

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

**A. Approval of Minutes**

**1. Work Session Meeting of June 8, 2005**

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

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

Roll Call Vote:

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

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

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

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

**2. Regular Meeting of June 22, 2005**

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

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

Roll Call Vote:

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

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

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

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

3. Special Meeting of June 29, 2005

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

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

Roll Call Vote:

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

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

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

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

B. Special Reports and Recognitions – None

C. Superintendent's Report – None

D. Treasurer's Report/Recommendations

1. Action Items

- a. Resolution to Approve FY06 Temporary Appropriations – Other Funds Exhibit D-1-a
- b. Resolution to Approve Delegate and Alternate to the 2005 Annual OSBA Business Meeting Exhibit D-1-b
- c. Resolution to Approve Student Activity Purpose Statements and Budgets 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 Employment of Summer Reading Intervention Program Staff Exhibit F-1-b-1
  - 2. Resolution to Approve Supplemental Contracts Exhibit F-1-b-2
  - 3. Resolution to Approve Certificated Substitute Teachers, Summer School Teachers and Summer School Substitutes Exhibit F-1-b-3
  - 4. Resolution to Approve Military Leave Exhibit F-1-b-4
  - 5. Resolution to Approve Employment, Resignation, Retirement and Substitutes for Classified Staff Members Exhibit F-1-b-5
  - 6. Resolution to Approve FMLA for Classified Staff Member Exhibit F-1-b-6
  - 7. Resolution to Approve Substitutes for Classified Staff Members Exhibit F-1-b-7
- c. Resolution to Approve Agreement for Health Aide Services Exhibit F-1-c
- d. Resolution to Approve Educational Service Center of Cuyahoga County Interdistrict Service Area Contract Exhibit F-1-d
- e. Resolution to Approve Field Trips Exhibit F-1-e
- f. Resolution to Approve Transportation for Summer Field Trips Exhibit F-1-f
- g. Resolution to Approve School Lunch Prices Exhibit F-1-g
- h. Resolution to Approve Agreement for Admission of Tuition Pupils Exhibit F-1-h

2. Discussion Items

- a. First Reading of Revised Policy AC - Nondiscrimination
- b. First Reading of Revised Policy EBD – Crisis Management
- c. First Reading of Revised Policy EEAC – School Bus Safety Program
- d. First Reading of New Policy EFG – Student Wellness Program
- e. First Reading of Revised Policy GBE-R – Staff Health and Safety
- f. First Reading of Revised Policy IGD – Cocurricular and Extracurricular Activities
- g. First Reading of New Policy IGDF-R – Student Fundraising Activities
- h. First Reading of Revised Policy IGDJ – Interscholastic Athletics
- i. First Reading of Revised Policy JED – Student Absences and Excuses
- j. First Reading of Revised Policy JFCEA – Gangs
- k. First Reading of Revised Policy JFCF – Hazing

G. Director of Business Affairs Report

H. Director of Curriculum & Instruction Report

I. Board Items

- a. Resolution to Accept Resignation of Board Member

Exhibit I-1

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

K. 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 FY06 TEMPORARY APPROPRIATIONS - OTHER FUNDS

RESOLVED THAT

the Westlake Board of Education approves the FY06 temporary appropriations (see attached).

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

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

Roll Call Vote:

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

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

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

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

**FY06 TEMPORARY APPROPRIATIONS-Other Funds**

<u>FND</u>	<u>FUNC</u>	<u>OBJ</u>	<u>SCC</u>	<u>DESCRIPTION</u>	<u>TEMP. APPROP.</u>	<u>TOTALS</u>
002	2500	800	9002	BOND RETIREMENT-AUDITOR & TREASURER FEES	\$ 1,500	
002	6100	400	9002	BOND RETIREMENT-PURCHASED SERVICES	\$ 3,100	
002	6100	800	9002	BOND RETIREMENT-OTHER FEES/CHARGES	\$ 500	
002	6100	810	9002	BOND RETIRMENT-REPAYMENT OF DEBT REDEMPTION	\$ -	
				<b>TOTAL BOND RETIREMENT</b>		\$ 5,100
003	1100	600	9003	PERMANENT IMPROVEMENT-INSTRUCT CAPITAL OUTLAY		
003	4500	600	9003	PERMANENT IMPROVEMENT-SPORT ORIENTED ACTIV CAPIT		
003	5200	400	9003	PERMANENT IMPROVEMENT-PURCHASES SERVICES	\$ 5,000	
003	5200	700	9003	PERMANENT IMPROVEMENT-IMPROVEMENT CAPITAL	\$ 25,000	
				<b>TOTAL PERMANENT IMPROVEMENT</b>		\$ 30,000
004	5600	700	9097	BUILDING FUND-REPLACE EQUIP	\$ 10,000	
				<b>TOTAL BUILDING FUND</b>		\$ 10,000
004	5500	400	9002	AUDITORIUM ACQUISITION/PURCHASED SERVICE	\$ 20,000	
004	5500	500	9002	AUDITORIUM ACQUISITION/SUPPLY	\$ 5,000	
004	5500	600	9002	AUDITORIUM ACQUISITION/EQUIPMENT	\$ 5,000	
				<b>TOTAL AUDITORIUM FUND</b>		\$ 30,000
006	3100	100	9600	FOOD SERVICE-WAGES	\$ 102,396	
006	3100	200	9600	FOOD SERVICE-BENEFITS	\$ 45,744	
006	3100	400	9600	FOOD SERVICE-PURCHASED SERVICES	\$ 1,500	
006	3100	500	9600	FOOD SERVICE-SUPPLIES	\$ 122,836	
				<b>TOTAL FOOD SERVICE FUND</b>		\$ 272,476
006	3100	100	9601	CATERING-WAGES	\$ 400	
006	3100	200	9601	CATERING-BENEFITS	\$ 80	
006	3100	500	9601	CATERING-SUPPLIES	\$ 700	
				<b>TOTAL CATERING FUND</b>		\$ 1,180
009	1100	500	9009	UNIFORM SUPPLIES	\$ 12,000	
				<b>TOTAL UNIFORM SUPPLIES FUND</b>		\$ 12,000
011	1100	100	9011	INTERDISTRICT SUMMER SCHOOL-WAGES	\$ 55,000	
011	1100	200	9011	INTERDISTRICT SUMMER SCHOOL-BENEFITS	\$ 9,000	
011	1100	500	9011	INTERDISTRICT SUMMER SCHOOL-SUPPLIES	\$ 150	
011	1100	600	9011	INTERDISTRICT SUMMER SCHOOL-CAPITAL OUTLAY	\$ 10,000	
011	2400	100	9011	INTERDISTRICT SUMMER SCHOOL-WAGES	\$ 12,000	
011	2400	200	9011	INTERDISTRICT SUMMER SCHOOL-BENEFITS	\$ 3,000	
011	2400	400	9011	INTERDISTRICT SUMMER SCHOOL-PUCHASED SERVICES	\$ 300	
011	2400	500	9011	INTERDISTRICT SUMMER SCHOOL-SUPPLIES	\$ 50	
011	2400	600	9011	INTERDISTRICT SUMMER SCHOOL-EQUIPMENT	\$ 200	
011	7500	900	9011	INTERDISTRICT SUMMER SCHOOL-REFUND PRIOR YR	\$ 1,000	
				<b>TOTAL SUMMER SCHOOL</b>		\$ 90,700
011	2400	100	9111	PROJECT LINK-WAGES	\$ 18,829	
011	2400	200	9111	PROJECT LINK-BENEFITS	\$ 8,813	
011	3200	100	9111	PROJECT LINK-WAGES	\$ 46,676	
011	3200	200	9111	PROJECT LINK-BENEFITS	\$ 14,581	
011	3200	400	9111	PROJECT LINK-PURCHASED SERVICES	\$ 2,826	
011	3200	500	9111	PROJECT LINK-SUPPLIES	\$ 5,216	
011	3200	600	9111	PROJECT LINK-EQUIPMENT	\$ 100	
011	7400	900	9111	PROJECT LINK-REFUND OF PRIOR YEAR	\$ 7,500	
				<b>TOTAL PROJECT LINK</b>		\$ 104,540

<u>FND</u>	<u>FUNC</u>	<u>OBJ</u>	<u>SCC</u>	<u>DESCRIPTION</u>	<u>TEMP.</u> <u>APPROP.</u>	<u>TOTALS</u>
018				SUPPORT FUNDS	\$ 150,000	
				<b>TOTAL SUPPORT FUNDS</b>		\$ 150,000
019	1100	500	9019	METROPOLITAN LIFE GRANT SUPPLIES & MATLS.	\$ 53.53	
				<b>TOTAL METROPOLITAN LIFE GRANT</b>		\$ 53.53
019	2200	400	9219	CSU STUDENT TEACHER GRANT PURCHASED SERVICES	\$ 4,010.00	
019	2200	500	9219	CSU STUDENT TEACHER GRANT SUPPLIES & MATLS.	\$ 1,365.00	
				<b>TOTAL CSU STUDENT TEACHER GRANT</b>		\$ 5,375.00
019	2200	100	9319	S.I.R.I. SALARIES AND WAGES	\$ 3,000.00	
019	2200	200	9319	S.I.R.I. BENEFITS	\$ 463.50	
019	2200	400	9319	S.I.R.I. PURCHASED SERVICES	\$ 93.06	
019	2200	500	9319	S.I.R.I. SUPPLIES AND MATERIALS	\$ 339.66	
				<b>TOTAL SUMMER READING INTERVENTION</b>		\$ 3,896.22
019	1100	500	9619	WALMART TEACHER OF THE YR.INSTRUCT SUPP.&MATLS.	\$ 71.68	
019	2100	500	9619	WALMART TEACHER OF THE YR.SUPP.SERV.SUPP.&MATLS.	\$ 4,483.86	
				<b>TOTAL WALMART TEACHER OF THE YEAR</b>		\$ 4,555.54
024	2900	400	9024	INSURANCE FUND-PURCHASED SERVICES	\$ 1,500,000	
				<b>TOTAL INSURANCE FUND</b>		\$ 1,500,000
200				STUDENT ACTIVITY FUNDS	\$ 75,000	
				<b>TOTAL STUDENT ACTIVITY FUNDS</b>		\$ 75,000
300				ATHLETIC FUNDS	\$ 95,000	
				<b>TOTAL ATHLETIC FUNDS</b>		\$ 95,000
401	3200	400	9505	NON PUB.MONTESSORI CHILDREN'S SCH.04-05 PURCH. SERV.	\$ -	
401	3200	500	9505	NON PUB.MONTESSORI CHILDREN'S SCH.04-05 SUPP.&MATL.	\$ 154.72	
				<b>TOTAL MONTESSORI CHILDREN'S SCHOOL 2004-2005</b>		\$ 154.72
401	3200	400	9605	NON PUB.WESTLAKE MONTESSORI 04-05 PURCHASED SERVICE	\$ -	
401	3200	500	9605	NON PUB.WESTLAKE MONTESSORI 04-05 SUPPLIES & MATLS.	\$ 79.11	
				<b>TOTAL WESTLAKE MONTESSORI 2004-2005</b>		\$ 79.11
401	3200	100	9705	NON PUBLIC ST. PAUL 2004-05 SALARIES AND WAGES	\$ 10,350.53	
401	3200	200	9705	NON PUBLIC ST. PAUL 2004-05 BENEFITS	\$ 5,014.69	
401	3200	400	9705	NON PUBLIC ST. PAUL 2004-05 PURCHASED SERVICES		
401	3200	500	9705	NON PUBLIC ST. PAUL 2004-05 SUPPLIES & MATLS.	\$ 805.10	
				<b>TOTAL NON PUBLIC ST. PAUL 2004-2005</b>		\$ 16,170.32
401	3200	500	9804	NON PUBLIC ST. BERN. 2003-04 SUPPLIES & MATLS.	37.85	
				<b>TOTAL NON PUBLIC ST. BERNADETTE 2003-2004</b>		\$ 37.85
401	3200	100	9805	NON PUBLIC ST. BERN. 2004-05 SALARIES & WAGES	\$ 3,594.62	
401	3200	200	9805	NON PUBLIC ST. BERN. 2004-05 BENEFITS	\$ 2,668.31	
401	3200	400	9805	NON PUBLIC ST. BERN. 2004-05 PURCHASED SERVICES	\$ 100.00	
401	3200	500	9805	NON PUBLIC ST. BERN. 2004-05 SUPPLIES & MATLS.	\$ 2,233.15	
401	3200	600	9805	NON PUBLIC ST. BERN. 2004-05 EQUIPMENT	\$ 70.00	
				<b>TOTAL NON PUBLIC ST. BERNADETTE 2004-2005</b>		\$ 8,666.08
401	3200	400	9905	NON PUB. LE CHAPERON ROUGE 04-05 PURCHASED SERVICES		
401	3200	500	9905	NON PUB. LE CHAPERON ROUGE 04-05 SUPP.&MATLS.	\$ 240.60	
401	3200	600	9905	NON PUB. LE CHAPERON ROUGE 04-05 EQUIPMENT		
				<b>TOTAL LE CHAPERON ROUGE 2004-2005</b>		\$ 240.60
409	2100	400	9910	CAREER ED. PROG. 1999-2000 SUPPORT SERV.PURCH.SERVICE	\$ 57.29	
				<b>TOTAL CAREER EDUCATION PROGRAM 1999-2000</b>		\$ 57.29

<u>FND</u>	<u>FUNC</u>	<u>OBJ</u>	<u>SCC</u>	<u>DESCRIPTION</u>	<u>TEMP.</u> <u>APPROP.</u>	<u>TOTALS</u>
432	2900	100	9442	E.M.I.S. FY02 SALARIES AND WAGES	\$ 2,500.00	
432	2900	200	9442	E.M.I.S. FY02 BENEFITS	\$ 2,669.62	
				<b>TOTAL E.M.I.S. FISCAL YEAR 02</b>		\$ 5,169.62
432	2900	100	9443	E.M.I.S. FY03 SALARIES AND WAGES	\$ 6,000.00	
432	2900	200	9443	E.M.I.S. FY03 BENEFITS	\$ 3,019.71	
432	2900	400	9443	E.M.I.S. FY03 PURCHASED SERVICES	\$ 5,000.00	
				<b>TOTAL E.M.I.S. FISCAL YEAR 03</b>		\$ 14,019.71
440	2200	400	9445	ENTRY YEAR TEACHER'S GRANT FY05 PURCHASED SERVICES	\$ 150.00	
440	2200	500	9445	ENTRY YEAR TEACHER'S GRANT FY05 SUPPLIES & MATLS.	\$ 500.00	
				<b>TOTAL ENTRY YEAR TEACHER'S GRANT FY05</b>		\$ 650.00
450	1100	600	9456	SchoolNet PLUS GRADE 7 FY05 EQUIPMENT	\$ 129.58	
				<b>TOTAL SchoolNet PLUS GRADE 7 FY05</b>		\$ 129.58
451	2900	400	9051	DATA COMM. SUPPORT FY02 PURCHASED SERVICES	\$ 16.05	
				<b>TOTAL DATA COMMUNICATIONS SUPPORT FY02</b>		\$ 16.05
452	2200	100	9052	SCHOOLNET PROF. DEV. FY05 SALARIES AND WAGES	\$ 562.50	
452	2200	200	9052	SCHOOLNET PROF. DEV. FY05 BENEFITS	\$ 70.69	
				<b>SCHOOLNET PROFESSIONAL DEVELOPMENT FY05</b>		\$ 633.19
501	1400	100	9305	A.B.L.E. FY05 ADULT/CONT. ED.SALARIES AND WAGES	\$ 17,147.00	
501	1400	200	9305	A.B.L.E. FY05 ADULT/CONT. ED. BENEFITS	\$ 2,753.21	
501	2200	100	9305	A.B.L.E. FY05 SUPPORT SERVICES SALARIES & WAGES	\$ 6,027.50	
501	2200	200	9305	A.B.L.E. FY05 SUPPORT SERVICES BENEFITS	\$ 1,060.78	
501	2200	400	9305	A.B.L.E. FY05 SUPPORT SERVICES PURCH.SERVICE	\$ 2.21	
				<b>TOTAL A.B.L.E. FISCAL YEAR 2005</b>		\$ 26,990.70
516	1200	100	9716	SPECIAL EDUCATION ACCESS GRANT FY05 SALARIES & WAGES		
516	1200	200	9716	SPECIAL EDUCATION ACCESS GRANT FY05 BENEFITS		
516	2200	400	9716	SPECIAL EDUCATION ACCESS GRANT FY05 PURCHASED SERV.	\$ 0.07	
516	2200	500	9716	SPECIAL EDUCATION ACCESS GRANT FY05 SUPPLIES & MATLS.	\$ 1.93	
				<b>TOTAL SPECIAL EDUCATION ACCESS GRANT FY05</b>		\$ 2.00
516	1200	400	9605	IDEA PART-B FY05 SPECIAL INSTRUCT.PURCHASED SERVICE	\$ 125,930.92	
516	1200	500	9605	IDEA PART-B FY05 SPECIAL INSTRUCT.SUPPLIES & MATLS.	\$ 432.79	
516	2100	400	9605	IDEA PART-B FY05 SUPPORT SERV. PURCHASED SERVICE		
516	2200	100	9605	IDEA PART-B FY05 SUPPORT SERVICES SALARIES & WAGES	\$ 6.47	
516	2200	200	9605	IDEA PART-B FY05 SUPPORT SERVICES BENEFITS	\$ 4,332.16	
516	2200	400	9605	IDEA PART-B FY04 SUPPORT SERVICES PURCHASED SERVICES	\$ 4,216.34	
516	3200	500	9605	IDEA PART-B FY04 NON PUBLIC SUPPLIES AND MATERIALS	\$ 6.83	
				<b>TOTAL SPECIAL EDUCATION PART B-IDEA FY05</b>		\$ 134,925.51
573	3200	500	9205	INNOVATIVE PROGRAMS, TITLE V FY05 NON PUB. SUPP.&MATL.	\$ 23.49	
				<b>TOTAL INNOVATIVE PROGRAMS, TITLE V FY05</b>		\$ 23.49
587	1200	500	9005	EARLY CHILDHOOD SPECIAL ED. FY05 SUPPLIES & MATERIALS	\$ 2,251.79	
587	2100	100	9005	EARLY CHILDHOOD SPECIAL ED. FY05 SALARIES & WAGES	\$ 1,714.66	
587	2100	200	9005	EARLY CHILDHOOD SPECIAL ED. FY05 BENEFITS	\$ 808.28	
587	2200	400	9005	EARLY CHILDHOOD SPECIAL ED. FY05 PURCHASED SERVICES	\$ 400.00	
				<b>TOTAL EARLY CHILDHOOD SPECIAL EDUCATION FY05</b>		\$ 5,174.73
590	2200	100	9005	IMPROVING TEACHER QUALITY FY05 SALARY & WAGES	\$ 1,687.50	
590	2200	200	9005	IMPROVING TEACHER QUALITY FY05 BENEFITS	\$ 333.21	
590	2200	500	9005	IMPROVING TEACHER QUALITY FY05 SUPPLIES & MATLS.	\$ 2.02	
				<b>TOTAL IMPROVING TEACHER QUALITY, TITLE II-A FY05</b>		\$ 2,022.73
				<b>Sub-Total 'Other' Funds</b>		\$ 2,605,039.07

RESOLUTION TO APPOINT DELEGATE AND ALTERNATE  
TO THE 2005 ANNUAL OSBA BUSINESS MEETING

RESOLVED THAT  
the Westlake Board of Education appoints \_\_\_\_\_ to serve as delegate  
and \_\_\_\_\_ to serve as alternate to the OSBA Annual Business Meeting  
on November 14, 2005.

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

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

Roll Call Vote:

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

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

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

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



RESOLUTION TO APPROVE STUDENT ACTIVITY  
PURPOSE STATEMENTS AND BUDGETS

RESOLVED THAT

the Westlake Board of Education approves the following Student Activity Purpose Statements and Budgets (see attached).

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

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

Roll Call Vote:

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

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

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

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

## 2005-06 Policy and Purpose Statements\*

<b>Fund</b>	<b>SCC</b>	<b>Description</b>	<b>Estimated Revenue</b>	<b>Estimated Expenses</b>
018	9720	Vending Machine - Red Brick	\$ 400.00	\$ 400.00
018	9722	Vending Machine - Transportation	\$ 1,600.00	\$ 1,440.00
018	9724	Vending Machine - WHS Teachers Lounge	\$ 2,000.00	\$ 1,400.00
018	9726	Board Contribution Fund	\$ -	\$ 85.00
018	9748	Library - Holly Lane	\$ 4,925.00	\$ 4,925.00
018	9749	Library - Bassett	\$ 11,075.00	\$ 14,300.00
018	9751	In-Service Bassett	\$ 10,500.00	\$ 11,000.00
018	9753	In-Service Dover	\$ 3,900.00	\$ 3,875.00
018	9755	In-Service Hilliard	\$ 6,550.00	\$ 6,500.00
018	9756	Library - Dover	\$ 11,875.00	\$ 10,475.00
018	9757	In-Service Holly Lane	\$ 2,300.00	\$ 2,300.00
018	9759	Library - Hilliard	\$ 12,540.43	\$ 13,014.18
018	9760	Library - L.B.	\$ 6,450.00	\$ 6,450.00
018	9761	In-Service L.B.	\$ 197,100.00	\$ 197,100.00
018	9762	Library - P.S.	\$ 10,650.00	\$ 13,000.00
018	9763	In-Service P.S.	\$ 113,500.00	\$ 105,300.00
018	9764	In-Service WHS	\$ 10,000.00	\$ 8,900.00
018	9765	Music Fees - WHS	\$ 9,000.00	\$ 9,000.00
018	9766	Guidance - WHS	\$ 42,837.00	\$ 42,522.00
018	9767	Library - WHS	\$ 1,500.00	\$ 3,650.00
018	9770	Music Programs - Bassett	\$ 300.00	\$ 300.00
018	9771	Music Programs - Dover	\$ 1,623.00	\$ 1,600.00
018	9772	Music Programs - Hilliard	\$ 300.00	\$ 300.00
018	9773	Music Programs - Holly Lane	\$ 500.00	\$ 500.00
018	9774	Music Programs - Lee Burneson	\$ 2,500.00	\$ 2,500.00
018	9775	Music Programs - P.S.	\$ 900.00	\$ 875.00
018	9776	Band-Music Programs - WHS	\$ 5,000.00	\$ 5,000.00
018	9777	Strings - Music Program - L.B.	\$ 800.00	\$ 800.00
		<b>Total 018 Fund</b>	<b>\$ 470,625.43</b>	<b>\$ 467,511.18</b>

### 2005-06 Policy and Purpose Statements\*

<b>Fund</b>	<b>SCC</b>	<b>Description</b>	<b>Estimated Revenue</b>	<b>Estimated Expenses</b>
200	9111	Art Gallery - WHS	\$ 600.00	\$ 375.00
200	9131	Drama Club - WHS	\$ 11,400.00	\$ 11,400.00
200	9132	Drama Club - L.B.	\$ 3,500.00	\$ 3,500.00
200	9133	Drama Club - P.S.	\$ 1,005.00	\$ 755.00
200	9140	WHBS-TV50 - WHS	\$ 48,000.00	\$ 51,500.00
200	9150	Newspaper Club - L.B.	\$ 1,200.00	\$ 1,200.00
200	9151	Computer Club - WHS	\$ 300.00	\$ 150.00
200	9160	Computer Club - LB	\$ 1,200.00	\$ 1,200.00
200	9165	German Club - WHS	\$ 400.00	\$ 335.00
200	9170	Science Club - L.B.	\$ 10,200.00	\$ 10,200.00
200	9180	Ecology Honors - WHS	\$ 46,100.00	\$ 45,600.00
200	9195	French Club - WHS	\$ 200.00	\$ 200.00
200	9200	Foreign Language Club - WHS	\$ 5,000.00	\$ 4,680.00
200	9350	American Field Service (AFS) - WHS	\$ 1,550.00	\$ 1,015.00
200	9370	C.B.E. - WHS	\$ 1,600.00	\$ 1,250.00
200	9390	Work Study - WHS	\$ 800.00	\$ 2,050.00
200	9400	Band Program - P.S.	\$ 800.00	\$ 775.00
200	9401	Chorus - P.S.	\$ 200.00	\$ 100.00
200	9460	Encore/Orchestra - L.B.	\$ 10,200.00	\$ 10,200.00
200	9470	Music - L.B.	\$ 22,500.00	\$ 22,500.00
200	9490	Band - WHS	\$ 180,000.00	\$ 180,000.00
200	9491	Choir - WHS	\$ 73,500.00	\$ 72,500.00
200	9522	Bowling Club - WHS	\$ 600.00	\$ 550.00
200	9559	Ski Club - WHS	\$ 76,500.00	\$ 76,500.00
200	9560	Cheerleaders - L.B.	\$ 2,500.00	\$ 2,500.00
200	9561	Demonettes - WHS	\$ 3,000.00	\$ 3,000.00
200	9580	Student Supply Store - L.B.	\$ 700.00	\$ 700.00
200	9601	Peer Advocate Club - L.B.	\$ 1,100.00	\$ 1,100.00
200	9604	Project Support - WHS	\$ 200.00	\$ 360.00
200	9610	Student Council - P.S.	\$ 4,100.00	\$ 3,650.00
200	9611	Student Council - L.B.	\$ 4,500.00	\$ 4,400.00
200	9612	Student Council - WHS	\$ 28,700.00	\$ 28,700.00

## 2005-06 Policy and Purpose Statements\*

<b>Fund</b>	<b>SCC</b>	<b>Description</b>	<b>Estimated Revenue</b>	<b>Estimated Expenses</b>
200	9613	Student Activities - WHS	\$ 1,700.00	\$ 1,700.00
200	9614	Academic Challenge - WHS	\$ 150.00	\$ 158.00
200	9615	Student Council - Bassett	\$ 3,200.00	\$ 3,200.00
200	9631	Builders Club - L.B.	\$ 4,800.00	\$ 4,800.00
200	9632	Key Club - WHS	\$ 1,900.00	\$ 2,200.00
200	9635	Pep Club - WHS	\$ 50.00	\$ 75.00
200	9636	Students Against Drunk Driving (SADD) WHS	\$ 100.00	\$ -
200	9650	TechMates Club - WHS	\$ 250.00	\$ 250.00
200	9680	Panorama - WHS	\$ 13,220.00	\$ 12,625.00
200	9690	Photography/Yearbook - L.B.	\$ 1,300.00	\$ 1,250.00
200	9691	Green & White - WHS	\$ 4,700.00	\$ 4,500.00
200	9692	Literary Magazine - WHS	\$ 1,100.00	\$ 925.00
200	9710	National Honor Society - WHS	\$ 2,100.00	\$ 2,100.00
200	9720	Leadership Challenge - WHS	\$ 9,500.00	\$ 9,500.00
200	9805	P. E. Action - WHS	\$ 500.00	\$ 1,000.00
200	9828	Class of 1995 - WHS	\$ 0.00	\$ 2,245.42
200	9839	Class of 2006 - WHS	\$ 22,350.00	\$ 21,470.00
200	9840	Class of 2007 - WHS	\$ 5,200.00	\$ 4,050.00
200	9841	Class of 2008 - WHS	\$ 2,000.00	\$ 1,300.00
200	9842	Class of 2009 - WHS	\$ 1,600.00	\$ 1,600.00
		<b>Total 200 Fund</b>	<b>\$ 617,875.00</b>	<b>\$ 617,893.42</b>
300	9500	Athletics - WHS	\$ 185,000.00	\$ 242,300.00
300	9502	Vending Machine Athletics - WHS	\$ 10,000.00	\$ 10,000.00
300	9563	Swim Pool - WHS	\$ 10,000.00	\$ 10,000.00
		<b>Total 300 Fund</b>	<b>\$ 205,000.00</b>	<b>\$ 262,300.00</b>

\*Original copies of Purpose Statements and Budgets are on file in the CFO/Treasurer's Office.

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:

First Federal of Lakewood  
Ms. Alysia Wright  
2035 Crocker Road  
Westlake, OH 44145

Donated \$1,000.00 to WHBS-TV at Westlake High School to purchase a new Sony Digital DSR-25 Playback VTR to broadcast our new digital programs.

Elmer and June Volpi  
2239 Canterbury Road  
Westlake, OH 44145

Donated \$30.00 to WHBS-TV at Westlake High School to purchase digital videotapes for the new studio.

James Costanza  
140 Ironwood Circle  
Aurora, OH 44202

Donated an Auschwitz DVD video to Westlake City Schools.

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

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

Roll Call Vote:

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

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

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

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

RESOLUTION TO APPROVE EMPLOYMENT OF SUMMER  
READING INTERVENTION PROGRAM STAFF

RESOLVED THAT

the Westlake Board of Education approves the employment of Summer Reading Intervention Program staff (pending sufficient student enrollment) to be held at Bassett Elementary School from August 1, 2005 through August 12, 2005 at \$21.07/hour as follows:

<u>Name</u>	<u>Hours</u>
Hun Piazza	51
Tracy Cannata	51
Janice Hughes	51
Kristin Pado	51
Mary Beth Opron	51

<u>Secretary</u>	<u>Hours</u>	<u>Rate</u>
Vicki Salyards	51	Class A, Step 1

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

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

Roll Call Vote:

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

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

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

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

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

**RESOLVED THAT**

the Westlake Board of Education approves the following supplemental contracts (in-district and out-of-district) for the 2005-2006 school year.

**In-District - Resignations**

<u>Name</u>	<u>Position</u>	<u>Step</u>
Rob Haupt	Parkside Chorus (25%)	
Michael Bee	LBMS 7 <sup>th</sup> Grade Assistant Football Coach	
Don Spice	LBMS Cross Country Coach	
Jennifer Seighman	LBMS Builders Club Co-Advisor	

**In-District – Employment**

Michael Bee	LBMS 8 <sup>th</sup> Grade Assistant Football Coach	7
Cara Kaminski	LBMS Cross Country Coach	0
Don Spice	LBMS 7 <sup>th</sup> Grade Assistant Football Coach	2
Brad Behrendt	LBMS 7 <sup>th</sup> Grade Assistant Football Coach	17
Ben Hodge	LBMS Builders Club Co-Advisor	0

**Out-of-District – Employment**

Mary Beth Schneider	Bassett Jump Rope Advisor	5
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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 \_\_\_\_\_

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

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

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

RESOLUTION TO APPROVE CERTIFICATED SUBSTITUTE TEACHERS,  
SUMMER SCHOOL EMPLOYMENT AND SUBSTITUTE TEACHERS

RESOLVED THAT

the Westlake Board of Education approves certificated substitutes, resignations, and supplemental contracts as follow for the 2005-2006 school year, 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.

NEW SUBSTITUTES:

Nancy Rodgers

SUMMER SCHOOL 2005 SUBSTITUTES:

William LeBlanc	Tim Clark
Liz Emmer	Tim Armstrong
William Montgomery	Travis Haselswerdt

SUMMER SCHOOL 2005 EMPLOYMENT:

Tim Armstrong	Pre-Algebra	Session I
William Montgomery	World History	07/11/05 – 07/22/05

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

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

Roll Call Vote:

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

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

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

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



RESOLUTION TO APPROVE MILIARY LEAVE

RESOLVED THAT

the Westlake Board of Education approves Military Leave for Annual Training as follows:

Hal Kendrick

From: 07/09/05

To: 07/23/05

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

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

Roll Call Vote:

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

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

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

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

**RESOLUTION TO APPROVE EMPLOYMENT, RESIGNATION, RETIREMENT  
AND SUBSTITUTES FOR CLASSIFIED STAFF MEMBERS**

**RESOLVED THAT**

the Westlake Board of Education approves employment, resignation, retirement and substitutes for classified staff members for the 2005-2006 school year as follows:

Employment:	Doris Locklear	Rate:	Step 0 + \$.30, 5.75 hrs/5 days
	Bassett Special Ed. Assistant	Effective:	08/23/05
	Callie Smith	Rate:	Step 5 + \$.30, add 2.25 hrs/5 days
	Bassett Special Ed. Assistant	Effective:	08/23/05
	Terry Janmey	Rate:	Step 0, 3.5 hrs/5 days
	Parkside Elementary Assistant	Effective:	08/23/05
	Tracey Cox	Rate:	Step 0 + \$0.30, 5.75 hrs/5 days
	Holly Lane Special Ed. Asst.	Effective:	08/23/05
Position	Duane Denn		
Correction:	From: Head Custodian 3 <sup>rd</sup> Shift	To:	Asst. Head Custodian-3 <sup>rd</sup> Shift
Retirement:	Agnes Alsup	Effective:	06/30/05
	LBMS Kitchen Helper		
Resignation:	Pat Wasko	Effective:	07/12/05
	Summer Cleaner - Bassett		
Substitutes:	Anthony Silaghi	Playground Asst., Maintenance, Custodial,	
		Kitchen Help	
	Mary Dunn	Student Attendant	
	Anne Marie Kish	Kitchen Helper	

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

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

Roll Call Vote:

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

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

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

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

RESOLUTION TO APPROVE FMLA FOR CLASSIFIED STAFF MEMBER

RESOLVED THAT

the Westlake Board of Education approves unpaid FMLA leave for certificated staff members as follows:

Renee Bailey  
Network Technician

Effective: 07/05/05 through 08/12/05

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

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

Roll Call Vote:

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

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

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

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

RESOLUTION TO APPROVE SUBSTITUTES FOR CLASSIFIED STAFF MEMBERS

RESOLVED THAT

the Westlake Board of Education approves substitutes for classified staff members for the 2005-2006 school year as follows:

Jeanne Alfen	Susan Dvorak	Maureen Leheney	Pamela Phillips
Cecelia Baker	Gina Ferrara	Jerry Lewis	Mary Scavelli
Rena Beck	Carol Flannick	Sandra Lewis	Cynthia Schwan
Donna Bernazzoli	Carol Fox	Katarina Liegl	Eugene Smith
Amanda Caja	Renee Golick	Lynda Machuca	Anna Synek
James Carlin	Theresa Gutwein	Steve Maler	Mary Tarieska-Spoto
Robert Carlin	Jackie Hollis	Ronald Mitterholzer	Cheryl Tegel
Barney Cepulo	Beth Hudak	Rose Monnolly	Jennifer Weaver
Diane Christian	Barb Italiano	Jackie Nackowicz	Denise Wering
Linda Clemons	Terry Janmey	Robyn Nock	Elizabeth West
Ana Colic-Timm	Kathleen Kelly	Karen Ormsby	Delores White
Daryle Cooke	Jacqueline King	Sophie Paul	Laurie Whiting
Barb Damron	Lorrie Knapp	Erin Peacock	Georgia Wilder
Barbara Detwiler	Sandee Kodysh	Rebecca Perrings	Nicole Willis
Mary Dunn	Joan Kotulak	Reda Perusek	Shirley Wolfe
	Marcia Krucek		Donna Wright

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

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

Roll Call Vote:

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

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

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

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

RESOLUTION TO APPROVE AGREEMENT FOR HEALTH AIDE SERVICES

RESOLVED THAT

the Westlake Board of Education approves the Service Agreement for Health Aide Services with PSI Affiliates, Inc. for the 2005-2006 school year, to be paid with IDEA Part B funds.

William Patrick Day Development Center  
Summer Camp

\$5,670.00

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

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

Roll Call Vote:

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

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

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

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

RESOLUTION TO APPROVE EDUCATIONAL SERVICE CENTER  
OF CUYAHOGA COUNTY 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 2005-2006 school year.

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

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

Roll Call Vote:

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

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

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

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

RESOLUTION TO APPROVE FIELD TRIP

RESOLVED THAT

the Westlake Board of Education approves the following field trips:

Lee Burneson Middle School  
Chicago Tour, Chicago, Illinois  
Wednesday-Friday – October 26-28, 2005  
Approximate Cost Per Pupil - \$415

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

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

Roll Call Vote:

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

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

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

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

RESOLUTION TO APPROVE TRANSPORTATION FOR SUMMER FIELD TRIPS

RESOLVED THAT

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

Fit by Five	Kindergarten School Bus Safety	Monday, August 1, 2005
Le Chaperon Rouge	Jacob's Field, 10 am – 3 pm	Thursday, August 18, 2005

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

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

Roll Call Vote:

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

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

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

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



RESOLUTION TO APPROVE SCHOOL LUNCH PRICES

RESOLVED THAT

the Westlake City School District approves school lunch prices for the 2005-2006 school year as follows:

Elementary Schools	\$2.00
Parkside Intermediate School	\$2.20
Lee Burneson Middle School	\$2.45
Westlake High School	\$2.60
Milk – Students	\$0.40
Milk – Adults	\$0.60

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

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

Roll Call Vote:

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

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

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

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

RESOLUTION TO APPROVE AGREEMENT  
FOR ADMISSION OF TUITION PUPILS

RESOLVED THAT

the Westlake Board of Education approves the Educational Service Center of Cuyahoga County Agreement for Admission of Tuition Pupils for the Positive Education Program for the 2005-2006 school year.

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

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

Roll Call Vote:

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

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

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

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

File: AC  
NONDISCRIMINATION

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, citizenship status, religion, sex, economic status, age or disability.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means, **including the use of electronic communications devices**, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

Employees or students who engage in discrimination of another employee or student shall be subject to disciplinary action.

Permission, consent or assumption of risk by an individual subjected to discrimination does not lessen the prohibition contained in this policy.

No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates this policy.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: Civil Rights Act, Title VI; 42 USC 2000d et seq.  
Civil Rights Act, (Amended 1972), Title VII; 42 USC 2000e et seq.  
Education Amendments of 1972, Title IX; 20 USC 1681  
Executive Order 11246, as amended by Executive Order 11375  
Equal Pay Act; 29 USC 206  
Rehabilitation Act; 29 USC 794  
Individuals with Disabilities Education Act; 20 USC 1401 et seq.  
Age Discrimination in Employment Act; 29 USC 623  
Immigration Reform and Control Act; 42 USC 1324a et seq.  
Americans with Disabilities Act; 42 USC 12112 et seq.  
Ohio Const. Art. I, § 2  
ORC 3323.01  
Chapter 4112  
OAC 3301-35-02(A)(1); 3301-35-03(A)

Cross Refs.:	ACA, Nondiscrimination on the Basis of Sex	<b>EDE, Computer/Online Services</b>
	ACAA, Sexual Harassment	JB, Equal Educational Opportunities
	ACB, Nondiscrimination on the Basis of Disability	JFC, Student Conduct (Zero Tolerance)
	GBA, Equal Opportunity Employment	JFCF, Hazing
	GBO, Verification of Employment Eligibility	Staff Handbook
	IGAB, Human Relations Education	Student Handbook

Contract Refs.: Teachers' Negotiated Agreement

Support Staff Negotiated Agreement

File: EBD  
CRISIS MANAGEMENT

A crisis can occur at any time and has the ability to make a significant impact on members of the community. A crisis is defined as any event which threatens the actual safety and security of students, employees or visitors of the District or whose impact threatens the feeling of safety and security, both of which are detrimental to a positive learning environment.

There are unlimited possibilities for crises that could impact the District. These include, but are not limited to, suicide, death of a student or employee, acts of violence, trauma and accidents.

In recognizing the need to be proactive in preparing for possible crises, the Board directs the superintendent to prepare a Crisis Management Plan that addresses:

1. the primary goal of preventing a crisis from occurring;
2. appropriate means of dealing with a crisis in the District, including who shall serve as the primary spokesperson for the District and the steps in which the plan shall be carried out and
3. assessment of the way the crisis was handled with suggestions for improvement in the future, if necessary.

The administration annually reviews the Crisis Management Plan, considering the most current information dealing with the subject, as well as making relevant information about the plan known to the community.

**Automated External Defibrillators (AEDs)**

**Because the Board recognizes that medical emergencies may occur that justify the use of AEDs, the Board may acquire and maintain this equipment for use by qualified staff members. Only those staff members documented as having completed the required training are authorized to use an AED.**

**AEDs are maintained and tested in accordance with operational guidelines of the manufacturer and monitored as directed by the Superintendent/designee.**

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.:      ORC      **2305.235**      3313.20; **3313.717**  
   **3314.16**      **3701.85**

Cross Refs.:      EBC, Emergency Plans  
                         GBE, Staff Health and Safety  
                         JHF, Student Safety  
                         KBCA, News Releases  
                         Emergency Plans Handbook

File: EEAC  
SCHOOL BUS SAFETY PROGRAM

The primary consideration in all matters pertaining to transportation is the safety and welfare of student riders. Safety precautions shall include the following.

1. The transportation program meets all state requirements regarding the approval of bus drivers, standards for buses and safe speeds.
2. **Drivers of Board owned, leased, contracted or operated vehicles other than school buses have met state training qualifications and the vehicles have been equipped for safety and signage according to State law.**
3. Special limits are set for students if terrain, age of student, traffic, lack of sidewalk or student's health has a bearing on the student's safety.
4. Bus stops are limited, where feasible, so that students from several homes can meet safely at a central point for group pickup.
5. Emergency evacuation drills are conducted regularly throughout the school year to thoroughly acquaint student riders with procedures in emergency conditions.
6. All vehicles used to transport students are maintained in such condition as to provide safe and efficient transportation service with a minimum of delay and disruption of service due to mechanical or equipment failure.
7. Students in the primary grades are given instruction on school bus safety and behavior within the first two weeks of the school year.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.:     ORC     3327.09; 3327.10  
                      4511.75; 4511.76; 4511.761; 4511.762-4511.78  
                      OAC     3301-83  
                      3301-87-01

Cross Refs.:     EB, Safety Program

## File: EFG

## STUDENT WELLNESS PROGRAM

In response to the reauthorization of the Child Nutrition and Women, Infants and Children Act, the Board directs the Superintendent/designee to develop and maintain a student wellness program.

The student wellness program:

1. includes goals for nutrition education, physical activity and other school-based activities designed to promote student wellness;
2. includes nutrition guidelines for all foods available in the District during the school day in order to promote student health and reduce childhood obesity;
3. provides assurance that District guidelines for reimbursable school meals are, at a minimum, equal to the guidelines issued by the U. S. Department of Agriculture; and
4. establishes a plan of implementation and evaluation, including designating one or more persons within the District with the responsibility for ensuring that the District is compliant with Federal law.

Development of the student wellness program must be a collaborative effort between parents, students, food service workers, administrators, the Board and the public.

Adoption Date:

Legal Refs.: Child Nutrition and WIC Reauthorization Act; Pub. L. No. 108-265 (Title I, Section 204), 118 Stat. 729  
National School Lunch Act; 42 USC 1751 et seq.  
Child Nutrition Act; 42 USC 1771 et seq.  
7 CFR, Subtitle B, Chapter 11, Part 210  
7 CFR 220; 7 CFR 225; 7 CFR 245  
ORC 3313.814  
OAC 3301-91-09

Cross Refs.: EF, Food Services Management  
EFB, Free and Reduced-Price Food Services  
EFF, Food Sale Standards

File: GBE-R  
STAFF HEALTH AND SAFETY

Workers' Compensation Benefits Eligibility – Chemical Testing

Under Ohio's Workers' Compensation Law, every employee who is injured in the course of employment is entitled to benefits, if necessary, to compensate him/her for lost work time, payment for medical, nursing and hospital services, medicines and funeral expenses, unless the injury was proximately caused by the employee being intoxicated or under the influence of a controlled substance not prescribed by ~~a~~ **the employee's** physician.

Testing Procedures

An injury is deemed to have been proximately caused by the employee being intoxicated or under the influence of a controlled substance not prescribed by ~~a~~ **the employee's** physician if any of the following apply.

1. Within eight hours of the injury, the employee's blood alcohol level tests equal to or greater than ~~.10%\*~~ **.08%\***.
2. Within eight hours of the injury, the employee's breath alcohol level tests equal to or greater than ~~.10g/210L\*~~ **.08g/210L\***.
3. Within eight hours of the injury, the employee's urine alcohol level tests equal to or greater than .14g/100 ml\*.
4. Within 32 hours of the injury, the employee tests above both the following levels established for an enzyme multiplied immunoassay technique screening test (EMIT) and above the following levels established for a gas chromatography mass spectrometry test, or in the alternative, above the levels established for a gas chromatography mass spectrometry test (GC/MS) alone as follows, for substances not prescribed by a physician:
  - A. for amphetamines, 1000ng/ml of urine for EMIT test and 500 ng/ml of urine for GC/MS test;
  - B. for cannabinoids, 50 ng/ml of urine for EMIT test and 15 ng/ml of urine for the GC/MS test;
  - C. for cocaine, including crack cocaine, 300 ng/ml of urine for the EMIT test and 150 ng/ml or urine for the GC/MS test;
  - D. for opiates, 2000 ng/ml of urine for EMIT test and 2000 ng/ml of urine for the GC/MS test and
  - E. for phencyclidine, 25 ng/ml of urine for EMIT test and 25 ng/ml of urine for the GC/MS test.
5. The employee, through a chemical test administered within 32 hours of the injury, is determined to have barbiturates, benzodiazepines, methadone or propoxyphene in the employee's system that tests above levels established by laboratories certified by the U.S. Department of Health and Human Services.
6. The employee refuses to submit to a requested chemical test.

Legal Protections

All testing will be conducted by a qualified, federally certified testing laboratory **or a laboratory that meets or exceeds HHS standards for laboratory certification** selected by the Board, and any positive test result will be confirmed by a medical review officer.

Confidentiality

All test results will remain confidential as between the employee, Board and Bureau of Workers' Compensation.

\*This represents the minimum testing level used to establish intoxication under current state law prohibiting the operation of a motor vehicle while intoxicated, otherwise known as the state "OMVI" law.

Adoption Date: May 23, 2002

Revision Date:

File: IGD  
COCURRICULAR AND EXTRACURRICULAR ACTIVITIES

The purpose of education is to develop the whole person of the student. For this reason, an educational program must embody, as an essential element, activities that involve students beyond the classroom and foster the values that come from interaction and united effort. Such activities form a logical extension of the required and general curriculum and the elective or special curriculum.

All extracurricular activities will be organized and administered in such a way so as to ensure educational benefits to all participating students. Student participation in the programs will be on a voluntary basis. A record of each student's extracurricular activities will be part of his/her permanent record.

Extracurricular activities can be grouped under the categories of interscholastic athletics, intramurals, service organizations, academic organizations, honorary organizations and student government. The purpose and objectives, organization and financial plans of all extracurricular activities will be properly documented and on file with the building principal.

The Board has established the criteria for cocurricular and extracurricular activities consistent with its philosophy of and goals for education. All activity programs must meet these criteria:

1. Student activities must have educational value for students.
2. Student activities must be in balance with other curricular offerings in the schools and be supportive of and never in competition with the academic program.
3. Student activities must be managed in a professional manner.

**The Board may require that students pay reasonable fees to participate in cocurricular and extracurricular activities.**

The following guidelines will govern the student activity programs:

1. Student activities are those school-sponsored activities that are voluntarily engaged in by students, have the approval of the school administration, and do not carry credit toward promotion or graduation.
2. Each school, under the direction of the principal and professional staff, will have a student activity program designed to stimulate student growth and development by supplementing and enriching the curricular activities. All receipts and expenditures will be accounted for through the activity account.
3. Each activity should be designed to contribute directly to the educational, civic, social and ethical development of the students involved.
4. The student activity program will receive the same attention in terms of philosophy, objectives, social setting, organization and evaluation that is given the regular school curriculum.
5. Each school will develop written guidelines and procedures regulating the creation, organization, administration and dissolution of student activity programs. The superintendent will report annually to the Board the general purpose, plans and financial status of the cocurricular and extracurricular program of the District.



6. The expenses involved in participating in any school activity and in the total program for a school year should be set so that a majority of the students may participate without financial strain. Special consideration may be given where the expense of participating creates exclusion.
7. Activities must be open to all students regardless of race, color, national origin, citizenship status, religion, sex, sexual orientation, economic status, age or disability.
8. Activities must not place undue burdens upon students, teachers, or schools.
9. Activities should be held on non-school time or at an appropriately designed school time. Unless specifically authorized by the Board, school-sponsored activities will not be held on Sunday.
10. Activities at any level should be unique, not duplications of others already in operation.
11. Students absent from school (not in attendance for at least one-half of the school day) are not permitted to participate in extracurricular activities that day.
12. Annually, the Board directs the superintendent/designee to identify supplemental contract positions that supervise, direct or coach a student activity program which involves athletic, routine/regular physical activity or health and safety considerations. Upon the identification of the position, the individual must complete the requirements established by the Ohio Department of Education, Ohio law and the Ohio Administrative Code.
13. Students may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at an interscholastic competition, extracurricular event or other school-sponsored activity.
14. Students may be removed from extracurricular activities when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption in such setting. If a student is removed from extracurricular activities, such removal may include all extracurricular activities.

#### Removal/Suspension from Extracurricular Activities/Interscholastic Athletics

1. Students suspended or expelled from school are prohibited from participating in or attending extracurricular activities or interscholastic sports during the period of their expulsion or suspension.
2. The building principal may suspend or remove students from any particular or all extracurricular activities or interscholastic athletics for violations of the Code of Student Conduct (Policy JG) for a period up to one school year.

Adoption Date: May 23, 2002

Revision Date:

File: IGDF-R  
STUDENT FUNDRAISING ACTIVITIES

The following guidelines must be followed for any activity that involves fundraising by or from students:

Any fundraising activities involving students must meet the following conditions:

1. All student fundraising activities must be in compliance with state law and the requirements of the Ohio Auditor's office.
2. Use of instructional time is to be limited in planning, conducting, assessing or managing a fundraising activity, unless such an activity is part of an approved course of study.
3. Fundraising activities conducted in a school or on other District premises are not to interfere with the conduct of any cocurricular or extracurricular activity. Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.
4. In accordance with Board policy, each fundraising activity occurring on or off District premises must be approved by the Superintendent or his/her designee. In order to be approved, the group leader or advisor must submit a proposal that is in compliance with the Ohio Auditor's requirements (Preliminary Report of Sales Project).
5. Each recognized school-sponsored student group must submit in writing to the Treasurer a statement which identifies the purpose of the fundraising activity and the reason for raising money, as well as all other items required by the Ohio Auditor (Purpose Statement & Budget).
6. Student groups can have only one major fundraiser per year unless approved by the Superintendent.
7. All fundraising activities must stop when the total projected budget has been met or within two weeks from the start of the project, whichever comes first. Exceptions may be granted with the approval of the Superintendent or building principal.
8. Notice of fundraising activities is posted in school newsletters for parental information.
9. All participants soliciting from and/or selling to service organizations, businesses or the general public must carry and understand a cover letter explaining the specific purpose of their project.
10. Request for purchases via a purchase order from student activities funds can be made only by faculty advisors, coaches or teachers assigned to an activity.
11. Elementary students (K-4) shall not sell items or solicit donations by going door to door.
12. Pep rallies or assemblies promoting aggressive student selling, prizes, awards or incentives are discouraged.
13. All prizes, awards and incentives must be approved by the principal.
14. Contracts with outside suppliers for merchandise to be sold in a fundraising activity are to be reviewed and signed by the principal. The contract must specify that any merchandise that is unsold and is resalable by the supplier can be returned for full credit. The District is not responsible for any unsold merchandise that cannot be returned to a supplier for credit for any reason. The supplier may initiate action to recover misappropriated materials or funds.
15. Fundraising activities off District premises shall be voluntary and with written permission from parents. If an activity involves the students providing a service in return for money, such as a car wash, a member of the professional staff shall supervise the activity at all times. His/her responsibility is to ensure that the service is provided in a proper manner, and also to ensure the safety and well being of the students and the property of both the purchaser and the owner of the site.
16. Any fundraisers that require students to exert themselves physically beyond their normal pattern of activity, such as runs for charity, must be monitored by a staff member who has the necessary knowledge and training to recognize and deal appropriately with a situation in which one or more students may be overexerting themselves to the point of potential injury.

17. The staff member in charge should establish procedures to ensure that all merchandise is properly stored, distributed and accounted for, and a report should be made within five days after the end of the fundraiser (Final Report of Sales Project). The report should indicate:
  - cost of items or merchandise;
  - amount of money projected and amount of money raised;
  - any differences between the actual activity and the planned activity;
  - any problems that occurred and how resolved;
  - when and where funds are deposited, and
  - if merchandise was involved, how many items were offered for sale, how many items sold, the amount of money collected and the disposition of any unsold items.
18. Donations to the District to be used for fundraising activities must be approved by the Board or its designee.
19. Failure to follow these regulations could result in the suspension or loss of fundraising approval.

#### School and Community Service Project Definitions

1. Fundraising Activities
  - Any donation, product or service solicited from and/or sold to community service organizations, businesses or the general public;
  - Any awards, prizes or incentives offered as part of a student selling activity. Examples:
    - 1) candy sales
    - 2) magazine sale
    - 3) carnival for profit
2. School Service Projects
  - a. Any project done to service or benefit students, teachers or parents which involves no soliciting of donations, products or services from community service organizations, businesses or the general public. Examples:
    - 1) skate parties
    - 2) pizza parties
    - 3) Mother's Day gifts
    - 4) carnival for nonprofit
  - b. Any profit-intended project, completed in-house, which principally involves students, teachers or parents requiring no soliciting of donations, products or services from community service organizations, businesses or the general public. Examples:
    - 1) concession stands
    - 2) school pictures
    - 3) book fairs
    - 4) sale of miscellaneous items (caps, t-shirts, jackets, etc.)
3. Community Service Projects – Any project that involves open solicitation, is completely non-profit, and is charitable in nature. Examples:
  - a. holiday food drives
  - b. generation of funds for a recognized charity
  - c. funds for scholarships/grants

Adoption Date:

File: IGDJ  
INTERSCHOLASTIC ATHLETICS

The Board believes that interscholastic and intramural athletics are a desirable part of the total school program. The athletic program has great potential to contribute to the sound growth and all around development of students.

The Board believes that standards and ideals established and practiced will influence greatly the youth, the school and community; therefore, only the best traditions of good citizenship and conduct will be fostered.

Participation by students in athletic competition is a privilege subject to Board policies and regulations. While the Board takes pride in winning, it emphasizes and requires good sportsmanship and positive mental attitude as a prerequisite to participation.

The superintendent and administrative staff schedule frequent conferences with all physical education instructors, coaches and athletic directors to develop a constructive approach to physical education and athletics throughout the District and to maintain a program that is an educational activity.

Interscholastic sports programs are subject to approval by the Board. The building principal is responsible for the administration of the interscholastic athletic program within his/her school. In discharging this responsibility, the principal consults with the athletic directors, coaches and physical education instructors on various aspects of the interscholastic athletic program. It is the responsibility of the principal and his/her staff to ensure the proper management of all athletic and physical education programs and the safety of students and the public.

**The Board may require that students pay reasonable fees to participate in an extracurricular activity.**

Coaches are required to complete an approved course in sports-related first aid training and a course in cardiopulmonary resuscitation in order to qualify to serve as a coach.

Trained and competent leadership and coaching, adequate equipment and facilities are essential prerequisites for any sponsored activity.

The welfare of the students takes precedence over any other interests.

The athletic program of the District shall follow rules and regulations as established and maintained by the Ohio High School Athletic Association.

Scheduling, arrangements and organization shall be under the direct supervision of the athletic coordinator.

In the conduct of interscholastic athletic programs, the rules, regulations and limitations outlined by the Ohio High School Athletic Association (OHSAA) must be followed. It is the responsibility of the District's voting delegate to OHSAA to advise the management team of all pending changes in OHSAA's regulations.

Eligibility requirements for participating in athletic programs must conform to regulations of the OHSAA. They include the requirements that a student have the written permission of his/her parent(s) and shall have been determined as physically fit for the chosen sport by a licensed physician.

All students participating in interscholastic athletics must purchase insurance available through the school, or the parent(s) must sign a waiver ensuring that such coverage is not necessary.

As character building is one of the major objectives of interscholastic athletics, the athlete assumes responsibility for regulating his/her personal life in such ways as make him/her a worthy representative of his/her school.

Any student may be suspended from an athletic team practice and competition for a period of time, designated by the principal, for infraction of school rules and regulations or for any other unacceptable conduct in or out of school.

Beginning in the fall of the 2001 school year, students are ineligible for athletics for one year when they transfer from one district to another without changing residency. Transfers within the school district are not affected. There are exceptions to the ineligibility provisions contained in the Ohio School Athletic Bylaws.

Foreign exchange students not enrolled in a state-approved educational or exchange program must be legally adopted by a resident of that school district in order to be eligible for athletics.

Adoption Date: May 23, 2002

Revision Date: September 16, 2004

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

File: JED  
STUDENT ABSENCES AND EXCUSES

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school work; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be excused include, but are not limited to:

1. personal illness of the student;
2. illness in the student's family;
3. **needed at home to perform necessary work directly and exclusively for parents or legal guardians (applied to students over 14 years of age only)**
4. death in the family;
5. quarantine for contagious disease or
6. religious reasons.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by Ohio law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

The Board discourages student absences from school for family trips or other planned absences. Absences for these purposes should be kept to a minimum and must comply with Board regulations governing these types of absences.

The Board authorizes the superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that 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 during a semester or term.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.:     ORC     3321.01; 3321.04; 3321.13; 3321.14; 3321.38  
  4507.061  
                  OAC     3301-35-02; 3301-35-03  
  3301-51-13

Cross Refs.:     JHC, Student Health Services and Requirements

File: JFCEA  
GANGS

The Board believes gangs or gang activity create an atmosphere where violations of policies, regulations and Ohio laws may occur. Gangs that initiate, advocate or promote activities that threaten the safety or well being of persons or which are disruptive to the school environment are not tolerated by the District.

Incidents involving initiations, hazings, intimidations and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm are prohibited.

The Board directs the administration to establish regulations to ensure that any student wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student is subject to disciplinary action. **This includes all forms and instruments of harassment and bullying, including electronic communications devices.**

To provide increased awareness of the threat to the safety of students, staff and school property which gang-related activity poses, training is provided by security on an as-needed basis. Presentations provide training in current identification symbols used by those involved in gang-related activity and include things such as the identification of hand signals, apparel, jewelry and/or any other pertinent gang-related information.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: ORC 3313.20; 3313.66; 3313.661

Cross Refs.: JFC, Student Conduct  
JFCA, Student Dress Code  
JFCF, Hazing  
JGD, Student Suspension  
JGE, Student Expulsion

File: JFCF  
HAZING

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

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

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

Administrators, faculty members, **teachers**, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with Ohio law.

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

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: ORC 2307.44  
2903.31

Cross Refs.: AC, Nondiscrimination  
**EDE, Computer/Online Services**  
JFCEA, Gangs  
**Student Handbook**



RESOLUTION TO ACCEPT RESIGNATION OF BOARD MEMBER

RESOLVED THAT

The Westlake Board of Education accepts the resignation of Board Member Thomas Smanik effective July 19, 2005.

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

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

Roll Call Vote:

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

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

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

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