

**WESTLAKE CITY SCHOOLS
BOARD OF EDUCATION AGENDA**

**Monday, August 28, 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.
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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 July 24, 2006

Motion by _____

Seconded by _____

Roll Call Vote:

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

2. Board Retreat Meeting of July 26, 2006

Motion by _____

Seconded by _____

Roll Call Vote:

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

3. Board Retreat Meeting of July 27, 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 - None

C. Superintendent's Report – CIP Presentation

D. Treasurer's Report/Recommendations

1. Action Items

- | | |
|--|---------------|
| a. Resolution to Approve Student Activity Purpose Statements and Budgets | Exhibit D-1-a |
| b. Resolution to Accept Funds | Exhibit D-1-b |
| c. Resolution to Authorize Treasurer to Return Advance | Exhibit D-1-c |
| d. Resolution to Authorize Treasurer to Transfer Funds | Exhibit D-1-d |

E. CAC 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 WHS Department Chairs | Exhibit F-1-b-1 |
| 2. Resolution to Approve Extended Time, FMLA/Parental Leave, Continuing Contract & Change in Contract for Certificated Staff Members | Exhibit F-1-b-2 |
| 3. Resolution to Approve Reclassification of Certificated Staff Members | Exhibit F-1-b-3 |
| 4. Resolution to Approve Substitutes for Certificated Staff Members | Exhibit F-1-b-4 |
| 5. Resolution to Approve Employment of Auxiliary Services Personnel | Exhibit F-1-b-5 |
| 6. Resolution to Approve Certificated Employment | Exhibit F-1-b-6 |
| 7. Resolution to Approve Use of Part-B IDEA Funds | Exhibit F-1-b-7 |
| 8. Resolution to Approve Employment & Resignation for Classified Staff Members | Exhibit F-1-b-8 |
| 9. Resolution to Approve Substitutes for Classified Staff Members | Exhibit F-1-b-9 |
| 10. Resolution to Approve Project Link Employment and Step Increase | Exhibit F-1-b-10 |
| 11. Resolution to Approve Supplemental Contracts | Exhibit F-1-b-11 |
| 12. Resolution to Approve Employment of Project Link Personnel | Exhibit F-1-b-12 |
| 13. Resolution to Approve Resignation of Project Link Personnel | Exhibit F-1-b-13 |
| c. Resolution to Approve Agreement for Admission of Tuition Pupils | Exhibit F-1-c |
| d. Resolution to Approve Lorain County ESC Contract | Exhibit F-1-d |
| e. Resolution to Approve Sunday Building Use | Exhibit F-1-e |
| f. Resolution to Approve Continuous Improvement Plan | Exhibit F-1-f |
| g. Resolution to Approve Health Services for Non-Public Schools | Exhibit F-1-g |
| h. Resolution to Approve Service Agreement for Health Aide Services | Exhibit F-1-h |
| i. Resolution to Approve Lease Agreement | Exhibit F-1-i |
| j. Resolution to Approve Change Order for Dover Parking Lot Paving Project | Exhibit F-1-j |

- | | |
|---|---------------|
| k. Resolution to Approve Participation in the Education Concert Production Fund Program | Exhibit F-1-k |
| l. Resolution to Approve KidzArt Collaboration | Exhibit F-1-l |
| m. Resolution to Approve Cook Manager Job Description | Exhibit F-1-m |
| n. Resolution to Approve Assistant Cook Job Description | Exhibit F-1-n |
| o. Resolution to Approve Cashier Job Description | Exhibit F-1-o |
| p. Resolution to Approve Dishwasher Job Description | Exhibit F-1-p |
| q. Resolution to Approve Kitchen Helper Job Description | Exhibit F-1-q |

2. Discussion Items

- | | |
|--|-----------------|
| a. Second Reading of Administrative Handbook | |
| 1. Resolution to Approve Administrative Handbook | Exhibit F-2-a-1 |

G. Director of Business Affairs Report

H. Director of Curriculum & Instruction Report

I. Board Items

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 STUDENT ACTIVITY
PURPOSE STATEMENTS AND BUDGETS**

RESOLVED THAT
the Westlake Board of Education approves the following Student Activity Purpose Statements and Budgets:

2006-07 PURPOSE STATEMENTS AND BUDGETS*

Fund	SCC	Description	Estimated Revenue	Estimated Expenses
018	9726	Board Contribution Fund	<u>\$5,000.00</u>	<u>\$2,150.00</u>
		Total 018 Fund	\$5,000.00	\$2,150.00
200	9615	Student Council – Bassett	<u>\$3,200.00</u>	<u>\$3,200.00</u>
		Total 200 Fund	\$3,200.00	\$3,200.00

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

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>Local Funds</u>	<u>Amount</u>	<u>Fund</u>	<u>Special Cost Center</u>
Adult Basic & Literacy Education – Instructional FY07	\$75,732.00	501	9307
Adult Basic & Literacy Education EL &Civics FY07	\$28,169.00	501	9507

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
State Institute for Reading Instruction K-4 (019-9195)	General Fund (001)	\$6,230.14
State Institute for Reading Instruction 7-12 (019-9196)	General Fund (001)	\$7,825.00
State Institute for Reading Instruction Reading Assessment Follow-Up (019-9197)	General Fund (001)	\$13,188.55
A.B.L.E. English Literacy & Civics Education FY06 (501-9506)	General Fund (001)	\$5,571.64

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 TRANSFER FUNDS

RESOLVED THAT
the Westlake Board of Education authorizes the Treasurer to transfer \$9,570.25 from the General Fund (001) to the Athletic Fund (300).

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:

Peter and Kim Hoty
3033 Bennington Avenue
Columbus, OH 43231

Donated granite and marble slabs - 1" thick (150 sq. ft.) to WHBS-TV at Westlake High School to build a 12'x12' patio outside the new studio for a variety of outdoor broadcast shoots.

Mr. Jimmy Lee
29798 Schwartz Road
Westlake, OH 44145

Donated \$100.00 to WHBS-TV at Westlake High School to help purchase new digital microphones for the new studio.

Neverman Insurance Agency
Mr. Jeff Neverman
27594 Detroit Road
Westlake, OH 44145

Donated \$200.00 to WHBS-TV at Westlake High School to help purchase a third digital studio camera for the studio.

Tuffy Auto Service Center
Mr. Morad Cheriki, Manager
27303 Detroit Road
Westlake, OH 44145

Donated \$81.00 in services and parts (oil, brakes, etc.) to WHBS-TV at Westlake High School to keep the WHBS-TV van in top operating condition meeting all state safety guidelines.

Sherwin Williams Paint Company
Mr. Todd Jagodzinski, Manager
27331 Detroit Road
Westlake, OH 44145

Donated \$60.00 in flame control products and paint to WHBS-TV at Westlake High School to fireproof all exposed wood on the three new studio sets, per Westlake Fire Department. The paint will be used for the new studio and truck interiors.

Westlake Soccer Association
Mr. Dave McCrone
29961 Persimmon Drive
Westlake, OH 44145

Donated \$2,170.00 to the Athletic Department at Westlake High School to purchase equipment for Girls Soccer.

Huntington Playhouse
Mr. Tom Meyrose, Managing Director
P.O. Box 770056
Lakewood, OH 44107

Donated three pairs of tickets to WHBS-TV at Westlake High School to award to the student athlete of the month for September, October and November 2006 on the *Demon Zone* show.

EXHIBIT F-1-a
(Continued)

Thomas and Leslie Basista
23503 Winged Foot
Westlake, OH 44145

Donated \$500.00 to WHBS-TV at Westlake High School to help complete construction of the new broadcast sets in Studio A.

Evan and Morgan Dawson
309 Eaglehead Road
E. Rochester, NY 14445

Donated \$100.00 to WHBS-TV at Westlake High School to help complete construction of the new broadcast sets in Studio A.

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE WHS DEPARTMENT CHAIRS

RESOLVED THAT

the Westlake Board of Education approves the following Westlake High School Department Chairs for the 2006-2007 school year.

<u>Name</u>	<u>Department</u>	<u>Salary Level</u>
Chris Filmer	Art/Industrial Tech/Music (Co-Chair)	.045
Scott Kutz	Art/Industrial Tech/Music (Co-Chair)	.045
David Titterington	Business & Vocational	.08
Sue Tarr	Computer	.07
Wade Werner	English	.10
Nickie Miller	Foreign Language	.09
Deb Petro	Guidance	.08
Art Daniels	Health & Phys. Ed. (Co-Chair)	.04
Joe Schofield	Health & Phys. Ed. (Co-Chair)	.04
Duane Miller	Math	.09
John Packis	Science	.09
Robert Curtis	Social Studies	.09
Sandy Packis	Special Education (Co-Chair)	.045
Joanne Harootunian	Special Education (Co-Chair)	.045

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE EXTENDED TIME, FMLA AND PARENTAL LEAVE,
CONTINUING CONTRACT AND CHANGE IN CONTRACT
FOR CERTIFICATED STAFF MEMBERS

RESOLVED THAT

the Westlake Board of Education approves continuing contract and change in contract for certificated staff members for the 2006-2007 school year as follows:

Extended Time

Jacy Nichols WHS Media Specialist 4 Days

FMLA/Parental Leave

Heather Zepp FMLA: 08/28/06-10/18/06 Parental Leave: 10/19/06-01/19/07

Continuing Contract

Julie Milkie

Change in Contract

Kathleen Burkart Change: From 60% Contract to 80% Contract
Speech Pathologist Effective: 08/28/06

Motion by: _____

Seconded by: _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE RECLASSIFICATION
OF CERTIFICATED STAFF MEMBERS

RESOLVED THAT

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

Effective 09-01-06:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Step</u>	
Erin Blahnik	MA	MA+10	4	
Anthony Chiaravalle	BA+30	MA	8	
Mindy Clark	MA+20	MA+30	9	
Julie Davidson	BA+30	MA	9	
Shannon Fortuna	BA+10	BA+20	2	
Darlene Fossesco	MA+20	MA+30	9	
Jeff Huber	MA	MA+10	0	
Joanna Knopf	BA	BA+10	3	
Christina Meecha	BA+30	MA	3	
Sara Neville	BA	BA+10	2	
Mary Beth Opron	MA+20	MA+30	11	
Debra Schrembeck	MA+10	MA+20	20	
Jennifer Seighman	MA	MA+10	8	
Kathleen K. Smith	MA	MA+10	7	(75% contract)
Jack Stipek	MA+10	MA+20	16	
Kurt Thonnings	BA+30	MA	16	
Brittany Troy	BA+20	MA	3	

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE SUBSTITUTES FOR
CERTIFICATED STAFF MEMBERS

RESOLVED THAT

the Westlake Board of Education approves substitute teachers for certificated staff members for the 2006-2007 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:

Jeannie Feldkamp
Amy Fletcher
David Gaglione
Amanda Hendricks
Susan Kozar
Richard Kozub
Anne Kramer
Audrey Leonhardt
Adam Moeller
Joe Scherma
Amy Sexton
Lindsey Shapiro
Christine Van Horn
Rebecca Vavro
Marcello Velasquez

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 AUXILIARY SERVICES PERSONNEL

RESOLVED THAT

the Westlake Board of Education approves the employment of the following auxiliary personnel for St. Paul Lutheran School and St. Bernadette School for the 2006-2007 school year to be paid from the Auxiliary Services Fund.

Anna Bakalar	Rate: Class A, Step 20
St. Bernadette -Clerk/Typist	9 Months Plus 10 days extended time

Corlett Bine	Rate: Class B, Step 15
St. Paul Lutheran – Clerk/Typist	30 hours/week

Barbara Sennhenn	Rate: BA, Step 20
St. Paul Lutheran – SST Teacher	3-1/2 hours/day

Donna Collins	Rate: MA+20, Step 20
St. Paul Lutheran – Speech Therapist	20% Contract

Motion by_____

Seconded by_____

Roll Call Vote:

Mrs. D’Ettorre Wargo_____

Mr. Beal_____

Mr. Mays_____

Mr. O’Malley_____

Ms. Rocco_____

RESOLUTION TO APPROVE CERTIFICATED EMPLOYMENT

RESOLVED THAT

the Westlake Board of Education approves the following certificated employment and substitutes for the 2006-2007 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.

Kathleen Keaggy Smith
Speech Language Pathologist
(Paid from Early Childhood Spec. Ed. Grant)

Effective: 08/28/06
Rate: MA+10, Step 7 (25% Contract)

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE USE OF PART-B IDEA FUNDS

RESOLVED THAT

the Westlake Board of Education approves the following classified staff members to be paid from Part-B IDEA funds for the 2006-2007 school year:

Kristine Hamilton	Step 4
Bassett Spec. Ed. Assistant	6.5 Hours/Day
Patricia Wasko	Step 8
Bassett Spec. Ed. Assistant	6.5 Hours/Day

Motion by: _____

Seconded by: _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE EMPLOYMENT AND RESIGNATION
FOR CLASSIFIED STAFF MEMBERS

RESOLVED THAT

the Westlake Board of Education approves employment for classified staff members for the 2006-2007 school year as follows:

<u>Employment:</u>	Dan Jennings WHS Sp. Ed. Assistant	Effective: Rate:	08/28/06 Step 2 + \$0.30, 7 Hrs/Day
	Camilia Saliba ESL Assistant	Effective: Rate:	09/01/06 Step 5, 6 Hrs/Day
<u>Resignation:</u>	Lynda Machuca Parkside Cashier	Effective:	08/24/06

Motion by: _____
Seconded by: _____
Roll Call Vote: _____
Mrs. D'Ettorre Wargo _____
Mr. Beal _____
Mr. Mays _____
Mr. O'Malley _____
Ms. Rocco _____

RESOLUTION TO APPROVE SUBSTITUTES FOR CLASSIFIED STAFF MEMBERS

RESOLVED THAT

the Westlake Board of Education approves substitutes for classified staff members for the 2006-2007 school year as follows:

Tina Bacik	Mary Dunn	Maria Krucek	Rebecca Perrings
Cecilia Baker	Susan Dvorak	Maureen Leheney	Reda Perusek
Rena Beck	Gina Ferrara	Jerry Lewis	Pamela Phillips
Barb Biel	Carol Flannick	Sandy Lewis	Mary Scavelli
Lisa Bowser	Carol Fox	Katarina Liegl	Cynthia Schwan
Laurie Bowles	Judy Gifford	Bhanumati Maheshwer	Anthony Silaghi
Karen Brown	Joanne Grace	Steve Maler	Anna Synek
Hanora Cadek	Jackie Hollis	Susan Martynowski	Tina Staggs
Amanda Caja	Barb Italiano	Jacqueline Massa	Mary Tarueska-Speth
Jim Carlin	Terry Janmey	Rose Monnolly	Dale Tremaine
Robert Carlin	Karen Jones	Robyn Nock	Fran Varvir
Barney Cepulo	Kathleen Kelly	Jacqueline Noonan	Jennifer Weaver
Diane Christian	Karen Kieltyka	Michelle O'Meara	Elizebeth West
Linda Clemons	Jacqueline King	Karen Ormsby	Laurie Whiting
Daryle Cook	Lorrie Knapp	Terri Orszak	Georgia Wilder
Elizabeth Coyle	Sandee Kodysh	Sophie Paul	Shirley Wolfe
Barbara Detwiler	Joan Kotulak	Erin Peacock	Donna Wright
Lisa Bruno	Teacher Asst., Library Asst., Receptionist		
William Carlin	Clerical-Transportation (Summer)		
Zita Goldberg	Teacher Asst., Student Attendant		
Margaret Laskowski	Clerk/Typist, Teacher Asst., Library Asst., Playground Asst.		
Jeanne Samenyk	Kitchen Helper		
Kathleen Ursetti	Clerk/Typist, Secretary, Teacher Asst., Playground Asst., Receptionist		

Motion by: _____

Seconded by: _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE PROJECT LINK EMPLOYMENT AND STEP INCREASE

RESOLVED THAT

the Westlake Board of Education approves the employment and salary step increase for the following staff members for the 2006-2007 school year:

Camp Link Employment

Suzannah Vujevich	Rate:	Step 1
Project Link Site Coordinator	Effective:	06/12/06
Lisa Morrow	Rate:	Step 3
Camp Link Leader	Effective:	06/12/06

Project Link Step Increase

Dorothy Yee	Rate:	From Step 8 to Step 9
	Effective:	10/01/05

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
(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>			
Joel Woods	WHS Head Freshman Football Coach	N	4
Marcello Velasquez	WHS Assistant Freshman Football Coach	N	2
Sean Chalkwater	WHS Assistant Football Coach	N	0
Peter (Chip) Weiss	WHS Assistant Football Coach	N	2
Colleen Seres	WHS Girls Assistant Soccer Coach	N	0
Roger Konrad	WHS Boys Assistant Soccer Coach	N	0
John Howard	WHS Freshman Volleyball Coach – 60% Contract	N	0
Lauren Thaler	WHS Freshman Volleyball Coach – 40% Contract	N	0
Nancy Koehler	WHS Asst. Girls Tennis Coach	N	2

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 THE EMPLOYMENT OF PROJECT LINK PERSONNEL

RESOLVED THAT

the Westlake Board of Education approves the employment of the following Project Link personnel for the 2006-2007 school year effective 08/28/06:

<u>Name</u>	<u>Position</u>	<u>Step</u>
Roberta Ahern	Site Coordinator	7
Cora Miner	Site Coordinator	6
Jaclyn Marquitz	Site Coordinator	7
Courtney Seman	Site Coordinator	7
Erin Fenderbosch	Site Coordinator	2
Tricia Anezinis	Project Link Leader	5
Dorothy Yee	Project Link Leader	9
Sandra Kearney	Project Link Leader	3
Stephanie Bishop	Project Link Leader	4
Tamara Shelley	Project Link Leader	3
Susan Tocek	Project Link Leader	3
Jodi Carlson	Project Link Leader	3
Beth Prather	Project Link Leader	3
Kelly Pyros	Project Link Leader	3

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE RESIGNATION OF PROJECT LINK PERSONNEL

RESOLVED THAT

the Westlake Board of Education approves the resignation of the following Project Link personnel:

Christine Bott
Site Coordinator

Effective: 08/25/06

Suzanah Vujevich
Site Coordinator

Effective 08/21/06

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:

Berea Children's Home & Family Services

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE LORAIN COUNTY ESC CONTRACT

RESOLVED THAT

the Westlake Board of Education approves the Educational Service Center of Lorain County Multi-Agreement 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 SUNDAY BUILDING USE

RESOLVED THAT

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

Westlake Bobcats Baseball Team
Baseball Games

Westlake High School
WHS JV Baseball Field
Sunday, 09/09/06, 09/16/06, 09/30/06, 10/07/06
12:00 PM – 6:00 PM

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE CONTINUOUS IMPROVEMENT PLAN

RESOLVED THAT
the Westlake Board of Education approves the Continuous Improvement Plan (2006-2008).

Motion by_____

Seconded by_____

Roll Call Vote:

Mrs. D'Ettorre Wargo_____

Mr. Beal_____

Mr. Mays_____

Mr. O'Malley_____

Ms. Rocco_____

**RESOLUTION TO APPROVE HEALTH SERVICES
FOR NON-PUBLIC SCHOOLS**

RESOLVED THAT

the Westlake Board of Education approves services for non-public schools for the 2006-2007 school year as follows to be paid out of Auxiliary Service Funds.

PSI Affiliates, Inc.

St. Bernadette

School Nurse	180 days	\$39,960.00
Speech & Hearing Pathologist	110 days	\$34,320.00
Psychologist	111 days	\$31,968.00

St. Paul Lutheran

School Nurse	9 days	\$1,998.00
Health Aides	540 hours	\$7,506.00

Cuyahoga County Board of Health

Registered Nurse	8 hours/month	\$3,040.00
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Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE SERVICE AGREEMENT
FOR HEALTH AIDE SERVICES

RESOLVED THAT

the Westlake Board of Education approves the Service Agreements for Health Aide Services with PSI Affiliates, Inc. for the 2006-2007 school year as follows:

Green Road Development Center	\$36,270
North Olmsted Middle School	\$39,060
Parma Development Center	\$36,270

Motion by_____

Seconded by_____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE LEASE AGREEMENT

RESOLVED THAT

the Westlake Board of Education approves the following lease agreement for the 2006-2007 school year to be paid out of Auxiliary Service Funds.

John Lance Lease of property upon which St. Bernadette's Mobile Unit rests.

Twelve month lease - \$1,200.00

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo_____

Mr. Beal

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco

RESOLUTION TO APPROVE CHANGE ORDER FOR
DOVER PARKING LOT PAVING PROJECT

RESOLVED THAT
the Westlake Board of Education approves Change Order #1 for Dover Elementary Asphalt Paving
project as follows:

<u>Vendor</u>	<u>Amount</u>	<u>Change</u>
Chagrin Valley Paving, Inc.	\$6,785.90	Overlay Fabric – install 3.5 oz overlay fabric with PG64-22 tack coat.

Motion by_____

Seconded by_____

Roll Call Vote:

Mrs. D’Ettorre Wargo_____

Mr. Beal_____

Mr. Mays_____

Mr. O’Malley_____

Ms. Rocco_____

RESOLUTION TO APPROVE PARTICIPATION IN THE
EDUCATION CONCERT PRODUCTION FUND PROGRAM

RESOLVED THAT

the Westlake Board of Education approves participation in the Education Concert Production Fund Program with The Musical Arts Association, which operates The Cleveland Orchestra 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 KIDZ ART COLLABORATION

RESOLVED THAT

the Westlake Board of Education approves the collaboration between Project Link and KidzArt to provide after school art enrichment classes once weekly at Bassett, Dover, Hilliard, Holly Lane and Parkside. Classes will consist of three sessions commencing September 2006 and concluding May 2007.

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 COOK MANAGER

RESOLVED THAT
the Westlake Board of Education approves the job description of Westlake City Schools Cook Manager
(see attached).

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 ASSISTANT COOK

RESOLVED THAT
the Westlake Board of Education approves the job description of Westlake City Schools Assistant Cook
(see attached).

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 CASHIER

RESOLVED THAT
the Westlake Board of Education approves the job description of Westlake City Schools Cashier (see attached).

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 DISHWASHER

RESOLVED THAT
the Westlake Board of Education approves the job description of Westlake City Schools Dishwasher
(see attached).

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 KITCHEN HELPER

RESOLVED THAT

the Westlake Board of Education approves the job description of Westlake City Schools Kitchen Helper
(see attached).

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE ADMINISTRATIVE HANDBOOK

RESOLVED THAT
the Westlake Board of Education approves the Administrative Handbook.

Motion by_____

Seconded by_____

Roll Call Vote:

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

WESTLAKE CITY SCHOOLS
JOB DESCRIPTION

TITLE: Cook Manager

QUALIFICATIONS:

1. High school graduate or equivalent.
2. Effective and appropriate oral and written skills.
3. High standards for sanitation and safety.

RESPONSIBLE TO:

Is responsible to the principal and to the supervisor of food service.

GENERAL DUTIES:

Oversee the operation of the school kitchen and provide for preparation of food.

ESSENTIAL ELEMENTS:

1. Ability to manually lift items up to 40 lbs. to shoulder level as associated with food work.
2. Ability to stand for duration of duty.
3. Ability to use one's senses to promote safety and quality.
4. Knowledge and performance of sanitation.
5. Ability to work in a team.
6. Interest in communicating with children.
7. Ability to perform mathematics (money and measurement and judgment on prices).
8. Continuous interest in self-improvement.
9. Willingness to pursue and accept added responsibilities.

SPECIFIC DUTIES:

1. Order and record all food utilized in school lunch program.
2. Secure kitchen appliances and area.
3. Organize materials, tools, and food for daily operation.
4. Plan for necessary items for the daily menu.
5. Manage personnel related paperwork and general inventory.
6. Ensure overall appearance of kitchen and storage of food.
7. Prepare and clean necessary kitchen linen
8. Additional duties as assigned by the building principal or assistant principal, or food service supervisor that are within the general scope of the job description.
9. Manage HACCP (Hazard Analysis Critical Control Point) program that is required by the State.

WESTLAKE CITY SCHOOLS JOB DESCRIPTION

TITLE: Assistant Cook

QUALIFICATIONS:

1. High school graduate or equivalent.
2. Effective and appropriate oral and written skills.
3. High standards for sanitation and safety.

RESPONSIBLE TO:

Is responsible to the principal and the department supervisor.

GENERAL DUTIES:

Assist in managing the overall operation of the lunchroom under the direction of the head cook.

ESSENTIAL ELEMENTS:

1. Ability to manually lift items up to 40 lbs. to shoulder level as associated with food work.
2. Ability to stand for duration of duty.
3. Ability to use one's senses to promote safety and quality.
4. Knowledge and performance of sanitation.
5. Ability to work in a team.
6. Interest in communicating with children.
7. Ability to perform mathematics (money and measurement and judgment on prices).
8. Continuous interest in self-improvement.
9. Willingness to pursue and accept added responsibilities.

SPECIFIC DUTIES:

1. As assigned by the Cook Manager. May include duties also assigned to helper, dishwasher, and cashier.
2. Assume the duties of the Cook Manager in his/her absence.
3. Food preparation in accordance with district standards.
4. Additional duties as assigned by the building principal or assistant principal that are within the general scope of the job description.
5. State required HACCP (Hazard Analysis Critical Control Point) program duties as assigned by the Cook Manager.

WESTLAKE CITY SCHOOLS JOB DESCRIPTION

TITLE: Cashier

QUALIFICATIONS:

1. High school graduate or equivalent.
2. Effective and appropriate oral and written skills.
3. High standards for sanitation and safety.

RESPONSIBLE TO:

Is responsible to the principal and department supervisor.

GENERAL DUTIES:

Collection, recording, and depositing funds from daily food purchases.

ESSENTIAL ELEMENTS:

1. Ability to manually lift items up to 40 lbs. to shoulder level as associated with food work.
2. Ability to sit/stand for duration of duty.
3. Ability to use one's senses to promote safety and quality.
4. Knowledge and performance of sanitation.
5. Ability to work in a team.
6. Interest in communicating with children.
7. Ability to perform mathematics (money and measurement and judgment on prices).
8. Continuous interest in self-improvement.
9. Willingness to pursue and accept added responsibilities.

SPECIFIC DUTIES:

1. Collect the money from students in the lunch line.
2. Operate cash register.
3. Prepare money collected for deposit.
4. Keep records of number of meals, milk and daily receipts.
5. Submit lunchroom daily record form and maintain a count of daily transactions for reference if necessary.
6. Perform other duties within the general scope of job description as assigned by the Cook Manager or the acting Cook Manager in the absence of the Cook Manager.
7. Additional duties as assigned by the building principal or assistant principal that are within the general scope of the job description.
8. State required HACCP (Hazard Analysis Critical Control Point) program duties assigned by the Cook Manager or Assistant Cook in the absence of Cook Manager.

WESTLAKE CITY SCHOOLS JOB DESCRIPTION

TITLE: Dishwasher

QUALIFICATIONS:

1. High school graduate or equivalent.
2. Effective and appropriate oral and written skills.
3. High standards for sanitation and safety.

RESPONSIBLE TO:

Is responsible to the principal and department supervisor.

GENERAL DUTIES:

Operate the dishwasher.

ESSENTIAL ELEMENTS:

1. Ability to manually lift items up to 40 lbs. to shoulder level as associated with food work.
2. Ability to stand for duration of duty.
3. Ability to use one's senses to promote safety and quality.
4. Knowledge and performance of sanitation.
5. Ability to work in a team.
6. Interest in communicating with children.
7. Ability to perform mathematics (money and measurement and judgment on prices).
8. Continuous interest in self-improvement.
9. Willingness to pursue and accept added responsibilities.

SPECIFIC DUTIES:

1. Prepare dishes and silverware for washing.
2. Operate the dishwasher.
3. Load/unload the dishwasher.
4. Store clean dishes as directed by the Cook Manager.
5. Wash pots and pans.
6. Clean and prepare dishwasher and surrounding area for operation for next school day.
7. Perform other duties within the general scope of job description as assigned by the Cook Manager or the acting Cook Manager in the absence of the Cook Manager.
8. Additional duties as assigned by the building principal or assistant principal that are within the general scope of the job description.
9. State required HACCP (Hazard Critical Control Point) program duties as assigned by the Cook Manager or Assistant Cook in the absence of Cook Manager.

WESTLAKE CITY SCHOOLS JOB DESCRIPTION

TITLE: Kitchen Helper

QUALIFICATIONS:

1. High school graduate or equivalent.
2. Effective and appropriate oral and written skills.
3. High standards for sanitation and safety.

RESPONSIBLE TO:

Is responsible to the principal and department supervisor.

GENERAL DUTIES:

Assist the Cook Manager and the Assistant Cook in the preparation and serving of the food and in the clean up of the kitchen.

ESSENTIAL ELEMENTS:

1. Ability to manually lift items up to 40 lbs. to shoulder level as associated with food work.
2. Ability to stand for duration of duty.
3. Ability to use one's senses to promote safety and quality.
4. Knowledge and performance of sanitation.
5. Ability to work in a team.
6. Interest in communicating with children.
7. Ability to perform mathematics (money and measurement and judgment on prices).
8. Continuous interest in self-improvement.
9. Willingness to pursue and accept added responsibilities.

SPECIFIC DUTIES:

1. Assist in preparation of food as assigned by the Cook Manager.
2. Assist in preparation of dishes, trays/ etc. for dishwasher as assigned by the Cook Manager.
3. Assist in washing pots and pans as assigned by the Cook Manager.
4. Prepares food as assigned by the Cook Manager.
5. Perform other duties with in the general scope of job description as assigned by the Cook Manager or the acting Cook Manager in the absence of the Cook Manager.
6. Additional duties as assigned by the building principal or assistant principal that are within the general scope of the job description.
7. State required HACCP (Hazard Analysis Critical Control Point) program duties assigned by the Cook Manager or the acting Cook Manager in the absence of Cook Manager.