

# **WESTLAKE CITY SCHOOLS BOARD OF EDUCATION AGENDA**

Monday, October 13, 2008 – 5:00 p.m. – Work Session  
Holly Lane Elementary Library  
3057 Holly Lane

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

Call to Order:           Time       \_\_\_\_\_

Roll Call:

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

Mr. Sullivan               \_\_\_\_\_

Mr. Marinucci             \_\_\_\_\_

Mr. Mays                   \_\_\_\_\_

Ms. Winter                \_\_\_\_\_

Pledge of Allegiance       \_\_\_\_\_

Acknowledgment of Visitors

Approval of Agenda

Motion by                \_\_\_\_\_

Seconded by             \_\_\_\_\_

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

Mr. Sullivan               \_\_\_\_\_

Mr. Marinucci             \_\_\_\_\_

Mr. Mays                   \_\_\_\_\_

Ms. Winter                \_\_\_\_\_

\* Hearing of Public (agenda items - 15 minutes)

Tour of Holly Lane Facilities

A. Superintendent's Report

B. New Business

1. Action Items

- a. Second Reading of Policy BDDH – Public Participation at Board Meetings
  - 1. Resolution to Approve Policy BDDH – Public Participation at Board Meetings       Exhibit B-1-a-1
- b. Second Reading of Policy DN – School Properties Disposal Procedure
  - 1. Resolution to Approve Policy DN – School Properties Disposal Procedure       Exhibit B-1-b-1
- c. Second Reading of Policy DN-R – School Properties Disposal Procedure
  - 1. Resolution to Approve Policy DN-R – School Properties Disposal Procedure       Exhibit B-1-c-1
- d. Second Reading of Policy ECG – Integrated Pest Management
  - 1. Resolution to Approve Policy ECG – Integrated Pest Management       Exhibit B-1-d-1
- e. Second Reading of Policy EEAC – School Bus Safety Program
  - 1. Resolution to Approve Policy EEAC – School Bus Safety Program       Exhibit B-1-e-1
- f. Second Reading of Policy GCB-2 – Professional Staff Contracts and Compensation Plans (Administrators)
  - 1. Resolution to Approve Policy GCB-2 – Professional Staff Contracts and Compensation Plans (Administrators)       Exhibit B-1-f-1
- g. Second Reading of Policy GCB-2-R – Professional Staff Contracts and Compensation Plans (Administrators)

1. Resolution to Approve Policy GCB-2-R – Professional Staff Contracts and Compensation Plans (Administrators) Exhibit B-1-g-1
- h. Second Reading of Policy GCBB – Professional Staff Supplemental Contracts
  1. Resolution to Approve Policy GCBB – Professional Staff Supplemental Contracts Exhibit B-1-h-1
- i. Second Reading of Policy IGBA – Programs for Students with Disabilities
  1. Resolution to Approve Policy IGBA – Programs for Students with Disabilities Exhibit B-1-i-1
- j. Second Reading of Policy IGCG – Preschool Program
  1. Resolution to Approve Policy IGCG – Preschool Program Exhibit B-1-j-1
- k. Second Reading of Policy ING – Animals in the Schools
  1. Resolution to Approve Policy ING – Animals in the Schools Exhibit B-1-k-1
- l. Second Reading of Policy ING-R – Animals in the Schools
  1. Resolution to Approve Policy ING-R – Animals in the Schools Exhibit B-1-l-1
- m. Second Reading of Policy JECBA-R – Admission of Exchange Students
  1. Resolution to Approve Policy JECBA-R – Admission of Exchange Students Exhibit B-1-m-1
- n. Second Reading of Policy KBA – Public’s Right to Know
  1. Resolution to Approve Policy KBA – Public’s Right to Know Exhibit B-1-n-1
- o. Second Reading of Policy KD – Public Participation at Board Meetings
  1. Resolution to Approve Policy KD – Public Participation at Board Meetings Exhibit B-1-o-1
- p. Second Reading of Policy KGB – Public Conduct on District Property
  1. Resolution to Approve Policy KGB – Public Conduct on District Property Exhibit B-1-p-1
2. Treasurer’s Items
  - a. Resolution to Issue Then and Now Certificate Exhibit B-2-a
3. Discussion Items
  - a. Facilities Update
- C. 1. Adjourn to Executive Session For Purpose of Negotiations
 

Time \_\_\_\_\_

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

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

Roll Call Vote:

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

Mr. Sullivan \_\_\_\_\_

Mr. Marinucci \_\_\_\_\_

Mr. Mays \_\_\_\_\_

Ms. Winter \_\_\_\_\_
2. Adjourn Executive Session and Return to Regular Session
 

Time \_\_\_\_\_

\*Hearing of Public (15 Minutes)

D. 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 ADOPT BOARD OF EDUCATION POLICY  
BDDH – PUBLIC PARTICIPATION AT BOARD MEETINGS

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy BDDH – Public Participation at Board Meetings.

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

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

Roll Call Vote:

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

Mr. Sullivan \_\_\_\_\_

Mr. Marinucci \_\_\_\_\_

Mr. Mays \_\_\_\_\_

Ms. Winter \_\_\_\_\_

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY  
DN – SCHOOL PROPERTIES DISPOSAL PROCEDURE

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy DN – School Properties Disposal Procedure.

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

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

Roll Call Vote:

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

Mr. Sullivan \_\_\_\_\_

Mr. Marinucci \_\_\_\_\_

Mr. Mays \_\_\_\_\_

Ms. Winter \_\_\_\_\_

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY  
DN-R – SCHOOL PROPERTIES DISPOSAL PROCEDURE

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy DN-R – School Properties Disposal Procedure.

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

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

Roll Call Vote:

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

Mr. Sullivan \_\_\_\_\_

Mr. Marinucci \_\_\_\_\_

Mr. Mays \_\_\_\_\_

Ms. Winter \_\_\_\_\_

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY  
ECG – INTEGRATED PEST MANAGEMENT

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy ECG – Integrated Pest Management.

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

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

Roll Call Vote:

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

Mr. Sullivan \_\_\_\_\_

Mr. Marinucci \_\_\_\_\_

Mr. Mays \_\_\_\_\_

Ms. Winter \_\_\_\_\_

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY  
EEAC – SCHOOL BUS SAFETY PROGRAM

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy EEAC – School Bus Safety Program.

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

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

Roll Call Vote:

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

Mr. Sullivan \_\_\_\_\_

Mr. Marinucci \_\_\_\_\_

Mr. Mays \_\_\_\_\_

Ms. Winter \_\_\_\_\_

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY GCB-2 –  
PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS (ADMINISTRATORS)

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy GCB-2 –Professional Staff  
Contracts and Compensation Plans (Administrators).

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

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

Roll Call Vote:

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

Mr. Sullivan \_\_\_\_\_

Mr. Marinucci \_\_\_\_\_

Mr. Mays \_\_\_\_\_

Ms. Winter \_\_\_\_\_



RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY GCB-2-R- –  
PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS (ADMINISTRATORS)

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy GCB-2-R –Professional Staff  
Contracts and Compensation Plans (Administrators).

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

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

Roll Call Vote:

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

Mr. Sullivan \_\_\_\_\_

Mr. Marinucci \_\_\_\_\_

Mr. Mays \_\_\_\_\_

Ms. Winter \_\_\_\_\_

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY  
GCBB – PROFESSIONAL STAFF SUPPLEMENTAL CONTRACTS

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy GCBB – Professional Staff Supplemental Contracts.

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

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

Roll Call Vote:

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

Mr. Sullivan \_\_\_\_\_

Mr. Marinucci \_\_\_\_\_

Mr. Mays \_\_\_\_\_

Ms. Winter \_\_\_\_\_

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY  
IGBA – PROGRAMS FOR STUDENTS WITH DISABILITIES

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy IGBA – Programs for Students with Disabilities.

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

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

Roll Call Vote:

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

Mr. Sullivan \_\_\_\_\_

Mr. Marinucci \_\_\_\_\_

Mr. Mays \_\_\_\_\_

Ms. Winter \_\_\_\_\_

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY  
IGCG – PRESCHOOL PROGRAM

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy IGCG – Preschool Program.

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

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

Roll Call Vote:

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

Mr. Sullivan \_\_\_\_\_

Mr. Marinucci \_\_\_\_\_

Mr. Mays \_\_\_\_\_

Ms. Winter \_\_\_\_\_

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY  
ING – ANIMALS IN THE SCHOOLS

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy ING – Animals in the Schools.

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

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

Roll Call Vote:

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

Mr. Sullivan \_\_\_\_\_

Mr. Marinucci \_\_\_\_\_

Mr. Mays \_\_\_\_\_

Ms. Winter \_\_\_\_\_

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY  
ING-R – ANIMALS IN THE SCHOOLS

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy ING-R – Animals in the Schools.

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

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

Roll Call Vote:

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

Mr. Sullivan \_\_\_\_\_

Mr. Marinucci \_\_\_\_\_

Mr. Mays \_\_\_\_\_

Ms. Winter \_\_\_\_\_

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY  
JECBA-R – ADMISSION OF EXCHANGE STUDENTS

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy JECBA-R – Admission of Exchange Students.

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

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

Roll Call Vote:

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

Mr. Sullivan \_\_\_\_\_

Mr. Marinucci \_\_\_\_\_

Mr. Mays \_\_\_\_\_

Ms. Winter \_\_\_\_\_

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY  
KBA – PUBLIC’S RIGHT TO KNOW

RESOLVED THAT  
the Westlake Board of Education adopts Board of Education Policy KBA – Public’s Right to Know.

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

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

Roll Call Vote:

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

Mr. Sullivan \_\_\_\_\_

Mr. Marinucci \_\_\_\_\_

Mr. Mays \_\_\_\_\_

Ms. Winter \_\_\_\_\_



RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY  
KD – PUBLIC PARTICIPATION AT BOARD MEETINGS

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy KD – Public Participation at Board Meetings.

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

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

Roll Call Vote:

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

Mr. Sullivan \_\_\_\_\_

Mr. Marinucci \_\_\_\_\_

Mr. Mays \_\_\_\_\_

Ms. Winter \_\_\_\_\_

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY  
KGB – PUBLIC CONDUCT ON DISTRICT PROPERTY

RESOLVED THAT

the Westlake Board of Education adopts Board of Education Policy KGB – Public Conduct on District Property.

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

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

Roll Call Vote:

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

Mr. Sullivan \_\_\_\_\_

Mr. Marinucci \_\_\_\_\_

Mr. Mays \_\_\_\_\_

Ms. Winter \_\_\_\_\_

## RESOLUTION TO ISSUE THEN AND NOW CERTIFICATE

## RESOLVED THAT

the Westlake Board of Education authorizes Then and Now Certificates for the following purchase order:

<b>PO No.</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
73967	Bureau of Criminal Investigation & Identification	BCII & FBI Fingerprint Scans	\$16,000.00

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

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

Roll Call Vote:

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

Mr. Sullivan \_\_\_\_\_

Mr. Marinucci \_\_\_\_\_

Mr. Mays \_\_\_\_\_

Ms. Winter \_\_\_\_\_

File: BDDH (Also KD)  
PUBLIC PARTICIPATION AT BOARD MEETINGS

All meetings of the Board will be open to the public. Agendas will be available to all who attend Board meetings. The section on the agenda for public participation shall be indicated. Noted at the bottom of each agenda shall be a short paragraph outlining the Board's policy on public participation at Board meetings. In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation may be permitted at ~~regular meetings~~ **each meeting**. The first 15 minutes will be limited to comments pertaining to the agenda. ~~In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation may be permitted at each meeting.~~ The period of public participation may be extended by a vote of the majority of the Board present and voting.

Any person may address the Board during that part of the regular meeting given to "Public Comment." The person addressing the Board will stand and state his/her name and address. Unless waived by the President, the time for each oral communication shall not exceed five minutes per speaker. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so.

All other public participation, including questions or comments, shall be at the pleasure of the Chair. The President of the Board may permit, limit or restrict such participation as deemed necessary for the orderly conduct of Board business. Persons wishing more time for comments on presentations should contact the superintendent in order to be placed on the agenda.

Adoption Date: May 23, 2002

Legal Refs.: ORC 121.22  
3313.20

Cross Refs.: **BCE, Board Committees**  
BD, School Board Meetings  
BDDC, Agenda Preparation and Dissemination

File: DN  
SCHOOL PROPERTIES DISPOSAL PROCEDURE

In lieu of selling any item valued at more than \$10,000 as specified in this paragraph, the Board may sell any item directly to any governmental entity specified in ORC 3313.41, upon such terms as the Board may establish.

The Board believes that the efficient administration of the District requires the disposition of property and goods no longer necessary for the maintenance of the education program or the operation of the District.

Real estate property shall be disposed of by sale or otherwise, in accordance with law (ORC 3313.40, 3313.41). Other school property and equipment, the value of which does not exceed ~~\$2,000~~ **\$10,000**, shall be disposed of by the director of business affairs in such a manner as will be in the public interest and benefit the District.

In lieu of selling any item valued at more than ~~\$2,000~~ **\$10,000**, the Board may sell any item directly to any governmental entity specified in ORC 3313.41, upon such terms as the Board may establish.

Items have no resale value—these may be offered without cost to charitable and civic organizations, or disposed of by the most efficient method, without Board approval.

Personal property, the value of which exceeds ~~\$2,000~~ **\$10,000** shall be sold at public sale to the highest bidder in accordance with law.

Any property designated unsold after public offer or not of suitable condition for sale shall be junked.

Adoption Date: May 23, 2002

Revision Date:

File: DN-R  
SCHOOL PROPERTIES DISPOSAL PROCEDURE

1. Excess Property

“Excess Property” is used to describe equipment or material that is no longer useful to a school or administrative office and has not been traded-in on a replacement purchase.

The Director of Business Affairs will maintain a current list of all excess property and its location, and periodically circulate lists of available items to all schools and offices. If a school ~~or~~ office needs any of these items, a Request for Excess Property will be completed and the item will be transferred.

2. Surplus Property

Equipment or materials that have been declared excess by one of the schools or administrative offices, and have been on the “excess property list” of the director of business affairs, will be declared surplus after 30 days or sooner if it is determined that there is no requirement for the item within the District.

3. Disposition of Property

A. Prior to disposing of any property valued less than ~~\$2,000~~ **\$10,000**, the Director of Business Affairs shall post a notice of sale for 10 working days in visible locations at schools and the Board Offices. The notice shall list the item(s), approximate age, minimum bid, and the final day a bid will be accepted by the director of business affairs. Bids must be enclosed in a sealed opaque envelope. The item(s) will be sold to the highest bidder.

If no bids are received, the director of business affairs shall repeat the above procedure.

If no one bids upon an item after two bidding procedures, the director of business affairs is authorized to dispose of the item(s) as appropriate.

B. Property valued over ~~\$2,000~~ **\$10,000**.

Real or personal property shall be sold at public auction according to ORC ~~331.340~~ **3313.40**, 3313.41.

C. All proceeds received from the sale of surplus property shall be deposited in the General Fund.

Adoption Date: May 23, 2002

Revision Date:



File: ECG  
INTEGRATED PEST MANAGEMENT

The Board is committed to providing students and staff with a safe learning and teaching environment free of pests and pesticides. The Board directs the administration to develop guidelines to identify pests and conditions that attract pests, for the proper use and control of pesticides and chemicals, and to utilize prevention techniques such as monitoring, sanitation, vacuuming, structural repair and sealing. In order to keep the facilities and grounds safe, the administration may investigate a variety of chemical and nonchemical methods that are designed to ~~control~~ **control** pests effectively while minimizing potential exposure to students and staff.

Whenever possible, pesticides are administered during non-instructional periods and/or during school breaks. If it becomes necessary to administer pesticides during times school is in session, the administration will provide advance notice to affected persons in the general area where the pesticide is to be applied, including the name of the pesticide to be used, the date and time of the pesticide application, and the telephone number to contact for more information.

**The Board directs the Superintendent/designee to develop procedures to comply with this policy.**

Adoption Date: June 9, 2008

Revision Date:

Legal Refs.: 29 CFR 1910.1030  
Comprehensive Environmental Response, Compensation & Liability Act, 42 USC 9601 et seq  
Public Employment Risk Reduction Act  
ORC 4167.01 et seq.  
**OAC 3701-54-09**

Cross Refs.: EB, Safety Program  
EBBC, Bloodborne Pathogens  
GBE, Staff Health and Safety

**EBAA, Reporting of Hazards**  
**EBC, Emergency/Safety Plans**  
**ING, Animals in the Schools**



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 **testing and** 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: August 24, 2005

Revision Date:

Legal Refs.:     ORC     3327.09; 3327.10  
                              4511.75; 4511.76; 4511.761; 4511.762 through 4511.78  
                              OAC     **3301-51-10**; 3301-83  
                              ~~3301-87-01~~

Cross Refs.:     EB, Safety Program  
                      **EEA, Student Transportation Services**  
                      **GBQ, Criminal Record Check**

File: GCB-2  
PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS  
(Administrators)

Fair compensation plans are necessary in order to attract and hold highly qualified administrators to provide and manage a quality educational program.

The Board may establish a salary schedule for its administrators, with the exception that the salary of the superintendent is usually determined by the employee contract. Notice of annual salary is given to each administrator by July 1.

All administrators shall be issued written limited contracts. The contract specifies the administrative position and duties, the salary and other compensation to be paid for performance of such duties, the number of days to be worked, the number of days of vacation leave and any paid holidays in the contractual year.

The term of the administrator's contract will not exceed three years, except that an individual who has been employed as an administrator for three years or more shall be entitled to receive a contract of not fewer than two nor more than five years. The superintendent may recommend employment of an individual who has served as an administrator in the District for three years or more under a one-year administrative contract once during such individual's administrative career in the District.

An administrator who has earned teacher tenure in the District retains such status while serving as administrator. Any administrator who previously obtained teacher tenure in another district achieves teacher tenure in the District after re-employment with two or more years' experience as an administrator in the District.

The superintendent's recommendation is considered in all contract renewals. All administrators are evaluated annually. In the year an administrator's contract does not expire, the evaluation is completed by July 31 and a copy is given to the administrator. In the year an administrator's contract does expire, two evaluations are completed, one preliminary and one final. The preliminary evaluation is conducted at least 60 days prior to March 31 and prior to any Board action on the employee's contract.

The final evaluation includes the superintendent's intended recommendation for the contract of the employee. A written copy of the final evaluation must be provided to the employee at least five days prior to the Board's action to renew or nonrenew the employee's contract. If the Board fails to take action on the expiring contract then the administrator is renewed. If the administrator has been in the District for two years or less, he/she will receive a one-year contract. If the administrator has been in the District three years or more, he/she will receive a two-year contract.

Before March 31, any administrator whose contract expires at the end of the school year is notified by the Board of the date on which the contract expires and of the individual's right to request a meeting with the Board in executive session to discuss the reasons for considering renewal or nonrenewal of his/her contract. Also prior to March 31 of the year in which the contract of employment expires, any administrator whom the Board intends to nonrenew receives written notification of the Board's intent not to re-employ.

The Board may request ~~a one-year temporary educator~~ **an alternative administrator** license valid for employing a superintendent or any other administrator, ~~conforming~~ **consistent** with state law.

Adoption Date: May 23, 2002

Legal Refs.: ORC 3319.01; 3319.02; 3319.11; 3319.12; 3319.225; **3319.27**; 4117.01  
OAC 3301-35-03(A)(8); **3301-24-11; 3301-24-12**

Cross Refs.: GCBA, Professional Staff Salary Schedules  
GCBB, Professional Staff Supplemental Contracts  
GCBC, Professional Staff Fringe Benefits  
GCBD, Professional Staff Leaves and Absences  
GCBE, Professional Staff Vacations and Holidays

File: GCB-2-R  
PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS  
(Administrators)

~~The Board may request the State Board of Education to issue a one-year temporary educator license valid for employing a superintendent or any other administrator as specified by the Board.~~

~~The State Board of Education may issue the temporary educator license if the Board has determined that the individual:~~

- ~~1. is of good moral character and~~
- ~~2. holds at least a baccalaureate degree from an accredited institution of higher education in a field related to finance or administration or has five years of recent work experience in education, management or administration.~~

~~A one-year temporary educator license is valid only in this District. The State Board of Education may renew the license annually upon request of the Board.~~

**The Board may request that the State Department of Education issue an alternative administrative license valid for employing a principal, superintendent or other administrative specialist as specified by the Board.**

**The State Department of Education may issue a one-year alternative principal license, valid for serving as principal or assistant principal, or a two-year alternative superintendent or administrative specialist license at the request of the District. The individual must:**

- 1. be of good moral character;**
- 2. submit to a BCII and FBI background check;**
- 3. have a bachelor's degree (for principals and administrative specialists) or a master's degree (for superintendents) and a grade point average of at least 3.0 and**
- 4. have two or more years of teaching experience or five years of documented successful work experience in education, management or administration (for principals) or five or more years of documented successful experience in teaching, education, management or administration (for administrative specialists and superintendents).**

**The District provides a mentoring program for alternatively licensed administrators compliant with State law.**

**For non-educators issued an alternative principal license, the District develops and implements a planned program for obtaining classroom-teaching experience. For non-educators issued an alternative administrative specialist or superintendent license, the District develops and implements a plan that outlines observation or classroom instruction across grade levels and subject areas.**

Adoption Date: May 23, 2002

Revision Date:

File: GCBB  
PROFESSIONAL STAFF SUPPLEMENTAL CONTRACTS

Certain positions assigned to ~~individuals~~ **professional staff members** may require extra responsibility or extra time beyond that required of all professional staff members. When the Board and administration determine the need, ~~personnel assigned to~~ **qualified staff selected for** such positions are provided supplemental contracts and ~~supplemental~~ **additional** compensation.

~~A teacher who is offered and undertakes a supplemental assignment, including but not limited to a coaching duty, enters into a one-year limited contract with the Board, which automatically terminates upon the expiration date.~~

~~All assignments accorded extra compensation are designated by the Board, as is the compensation for such assignments. Contracts for such assignments are awarded by the Board upon the recommendation of the superintendent.~~

~~Pay for supplemental assignments is based upon work performed beyond regular duties and beyond the regular workday.~~

**The Board approves the positions and the compensation for these assignments. Supplemental contracts for such assignments are awarded by the Board upon the recommendation of the Superintendent.**

**Supplemental contracts are limited contracts given for terms not to exceed five years. Supplemental contracts expire automatically at the end of their terms, with or without Board action.**

The Board directs the superintendent/designee to identify those supplemental contract positions that supervise, direct or coach a student activity programs which involves athletic, routine/regular physical activity or health and safety considerations. ~~Upon the identification of the position, the individual must~~ **Individuals accepting these contract positions must** complete the requirements established by the Ohio Department of Education, state law and the Ohio Administrative Code.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: ORC 3313.53; 3319.08; 3319.11; **3319.111; 3319.39**  
OAC **3301-20-01; 3301-27-01; 3301-27-02**

Cross Refs.: GCB, Professional Staff Contracts and Compensation Plans  
**GCKA, Professional Staff Extra Duty**  
GDBB, Support Staff Supplemental Contracts  
IGD, Cocurricular and Extracurricular Activities  
**IGDJ, Interscholastic Athletics**

Contract Refs.: Teachers' Negotiated Agreement



File: IGBA  
PROGRAMS FOR STUDENTS WITH DISABILITIES

The Board is committed to providing education for all youth of compulsory age who are legal residents of the District. All students with disabilities (SWD) within the District are identified, evaluated and placed in appropriate educational programs. **Additionally, all parentally-placed private school children with disabilities who reside in a state other than Ohio and attend a private school within the District are located, identified and evaluated.** Due process requirements, procedural safeguards and confidential treatment of information are adhered to as provided for in Ohio Department of Education Standards.

The superintendent is expected to supervise all special education programs and to assign a member of the staff to coordinate efforts. The person designated is responsible for the identification, diagnosis, and the design of Individualized Education Programs (IEP) and plans for these students for placement and evaluation procedures. All procedures are in accordance with federal and state requirements.

The IEP determined for each identified student is developed in accordance with the student's individual needs. The plan provides for monitoring and tracking student progress and reporting the progress to parents or guardians at least as often as those not under such a plan.

The District requires all students with disabilities participate, to the extent possible as determined by the IEP team, in district and Ohio Department of Education's testing initiatives. This includes but is not limited to diagnostic assessments, achievement tests, tests of proficiency and alternate assessments (if deemed appropriate by the IEP team).

The Board directs the administration to develop a plan to comply with school choice and supplemental service sanctions.

Adoption Date: May 23, 2002

Revision Date: September 16, 2004

Revision Date:

Legal Refs.: **The Elementary and Secondary Education Act; 20 USC 1221 et. seq.**  
**Individuals with Disabilities Education Improvement Act; 20 USC 1400 et.seq.**  
~~Education for All Handicapped Children Act; 20 USC 1401 et seq.~~  
Rehabilitation Act; 29 USC 706(8), 794, 794a,  
504 Regulations 34 C.F.R. Part 104; **504 Regulations 34 C.F.R.300.131**  
Americans With Disabilities Act; **42 USC 12101** et seq.  
State Department of Education, Special Education Policies and Procedures, Free  
Appropriate Public Education-101  
ORC 3313.50; 3323.01 et seq.; 3325.01 et seq.  
OAC 3301-51; 3301-55-01

Cross Refs.: ACB, Nondiscrimination on the Basis of Disability  
IGBJ, Title I Programs  
IL, Testing Programs  
JB, Equal Educational Opportunities  
KBA, Public's Right to Know

File: IGCG  
PRESCHOOL PROGRAM

The Preschool Program is guided by curriculum, written policies and regulations of the District that are consistent with applicable statutory requirements contained in the **Ohio Revised Code** and rules ~~adopted by the State Board of Education~~ **contained in the Ohio Administrative Code**. Resources appropriate for children enrolled in the program include, but are not limited to:

1. staff;
2. cumulative records;
3. health and safety;
4. admission;
5. attendance and discipline;
6. selection and use of developmentally appropriate materials, equipment and resources that meet the intellectual, physical, social and emotional needs of the preschool child;
7. management of communicable diseases and
8. transportation and field trips.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: **ORC 3301.53; 3313.646; 3323.02**  
**OAC Chapter 3301-37; 3301-69-09**  
~~3301-37-01; 3301-37-02; 3301-37-11; 3313.646;~~

Cross Refs.:	EB, Safety Program	IICA, Field Trips
	EBC, Emergency/Safety Plans	JE, Student Attendance
	<b>EEA, Student Transportation Services</b>	<b>JEC, Student Admission</b>
	<b>IIA, Instructional Materials</b>	<b>JG, Student Discipline</b>
	JHF, Student Safety	JO, Student Records
	JHC, Student Health Services and Requirements	
	<b>JHCC, Communicable Diseases</b>	
	JHCCA, HIV/AIDS (Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome) (Also GBEA)	

File: ING  
ANIMALS IN THE SCHOOLS

Recognizing there are many tools that can be used to provide a variety of productive learning experiences for students, the Board supports the concept of using animals as an educational tool.

There are a variety of ways animals can be used in schools including:

1. scientific instruction
2. classroom pets
3. school mascots
4. search dogs

Prior to any use of animals in the schools, the administration should contact appropriate organizations or authorities such as ~~the State Veterinary Association or the State Wildlife Society~~ regarding resource materials and suggested learning activities that may be available to help students increase their understanding of the animal world.

**All animal use in school buildings is consistent with health and safety policies established by the District.** The administration is responsible for developing regulations for the care and control of the animals.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: **OAC 3701-54-07**

Cross Refs.: JFG, Interrogations and Searches  
**EBAA, Reporting of Hazards**  
**EBC, Emergency/Safety Plan**  
**ECG, Integrated Pest Management**



File: ING-R  
ANIMALS IN THE SCHOOLS

~~Prior to bringing any animals into the schools, the building administrators must approve the use of the animals for teaching or training of students in accordance with the following regulations.~~

- ~~1. Students are to be instructed not to bring personal pets to school without written permission of the teacher.~~
- ~~2. It is permissible for the class to have one or more animals as classroom pets under the following conditions:~~
  - ~~A. the animal is not venomous or vicious;~~
  - ~~B. no one is allergic to the animal;~~
  - ~~C. proper examinations and immunizations have been given by a veterinarian;~~
  - ~~D. arrangements have been made for housing the animal safely, comfortably, cleanly and in a manner that does not disrupt the classroom environment;~~
  - ~~E. arrangements have been made for the proper care of the animal when school is not in session and~~
  - ~~F. rules have been established for the handling and treatment of the animal.~~
- ~~3. Whenever live animals are to be used as part of a study, prior approval of the principal is required and the following rules apply.~~
  - ~~A. A science teacher or other qualified adult supervisor must assume primary responsibility for the purposes and conditions of the study.~~
  - ~~B. Studies involving animals should have clearly defined objectives.~~
  - ~~C. All animals used in the studies must be acquired in accordance with law.~~
  - ~~D. The comfort of the animal used in the study should be of paramount importance.~~
  - ~~E. When animals are kept on school premises over vacation periods, adequate housing must be provided and a qualified individual must be assigned care and feeding responsibilities.~~
- ~~4. If animals are to be used as part of an experiment, such as dissection in a science course, the administration should notify parents so that individuals who find such activity unpleasant or objectionable may be given a different assignment.~~

**Prior to bringing any animal(s) into the schools, the building principal approves the use of the animal(s) for teaching or training of students in accordance with the following regulations.**

- 1. Nonhuman primates, rabies vector species (including raccoons, bats, skunks, coyotes or foxes), wolves or wolf-dog hybrids, aggressive or unpredictable animals, stray animals with unknown health and vaccination history, venomous or toxin-producing spiders, insects, reptiles and amphibians, dogs, cats and ferrets that are under sixteen week of age and dogs, cats or ferrets that are not current on rabies vaccinations are not permitted in the school building under any circumstances.**
- 2. Ferrets, reptiles, amphibians, chicks, ducklings and hatching eggs are not permitted in classrooms with children under five years of age.**
- 3. Students are to be instructed not to bring personal pets to school without written permission of the teacher or principal.**
- 4. In addition to all other requirements in this policy, it is permissible for the class to have one or more animals as classroom pets under the following conditions:**

- A. no one is allergic to the animal;**
  - B. proper examinations and immunizations have been given by a veterinarian;**
  - C. arrangements have been made for housing the animal safely, comfortably, cleanly and in a manner that does not disrupt the classroom environment;**
  - D. arrangements have been made for the proper care of the animal when school is not in session and**
  - E. rules have been established for the handling and treatment of the animal.**
- 5. When live animals are used as part of a study, prior approval of the building principal is required and the following rules apply:**
  - A. a science teacher or other qualified adult supervisor assumes primary responsibility for the purposes and conditions of the study;**
  - B. studies involving animals have clearly defined objectives;**
  - C. all animals used in the studies must be acquired in accordance with law;**
  - D. the comfort of the animal used in the study is highly regarded and**
  - E. when animals are kept on school premises over weekends or vacation periods, adequate housing is provided and a qualified individual is assigned care and feeding responsibilities.**
- 6. When animals are used as part of an experiment, such as dissection in a science course, the building principal/designee notifies parents so that individuals who find such activity unpleasant or objectionable may be given a different assignment.**
- 7. Animal cages and containers are equipped with properly fitting lids and are free from excessive accumulation of animal waste.**
- 8. Hand washing facilities are available and immediately used when animals are handled.**
- 9. Animals are not permitted to roam in the school building, except for therapy animals or animals used for other human assistance.**
- 10. Animals are not permitted on surfaces where food or drink is prepared or consumed.**
- 11. All animal feed is tightly sealed and labeled in containers separate from human food.**

Adoption Date: May 23, 2002

Revision Date:

File: JECBA-R  
ADMISSION OF EXCHANGE STUDENTS

Procedures for Admittance

1. Exchange students must be associated with an organized foreign exchange program that is approved by the Ohio Association of Secondary School Administrators and/or National Association of Secondary School Principals. Such organizations must maintain either an office or a representative in Ohio.
2. The sponsoring organization shall ensure that the student has a proper student visa.
3. The request for student acceptance, and the transcript of the applicant's records, must be received prior to August 1 preceding the school year for which admission is being sought. Attendance for the full academic year is expected except in emergency situations.
4. The District will determine by an evaluation of the student's qualifications whether he/she has sufficient scholastic preparation to undertake a full course of study.
5. The student, while attending Westlake Schools, must reside with a host family whose residence is within the District.

Decision on Admission

The school reserves the right to deny enrollment to foreign exchange students if approval by the high school guidance office has not been given by July 1 preceding the year of desired enrollment.

In order to provide a quality education and to minimize potential disruption, the high school will not accept foreign exchange students after the school year has begun. However, students who were accepted before the July 1 deadline will not be denied enrollment due to late arrival.

Exchange students will not be accepted on a part-time basis. Part-time is defined as less than a full school day or school year.

Arrangements

1. Upon admission, the foreign exchange student shall comply with all policies and procedures established by the Board (i.e. attendance, grades, etc.).
2. The foreign exchange students shall comply with the requirements for immunizations as set down by the State of Ohio and the Board.
3. If the student meets all the qualifications stated herein, the Board will waive the cost of tuition. However, the cost of other materials not provided free to all students, any fees and any costs related to participation in extracurricular activities must be borne by the student or the sponsor.
4. Foreign exchange students successfully completing the year of studies may participate in graduation ceremonies with expenses borne by the student or sponsoring parents. Students may be eligible to receive a certificate of participation.
5. **Exchange students are subject to the same policies, rules, fees, fines and regulations of the Board that apply to all high school students.**

Adoption date: May 23, 2002

Revision Date:

File: KBA  
PUBLIC'S RIGHT TO KNOW

The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. Each principal is authorized and expected to keep the school's community informed about the school's programs and activities. The release of information of district-wide interest is to be coordinated by the Superintendent.

Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters as are properly discussed in private executive sessions.

The official minutes of the Board, its written policies, its financial records and all other public records are open for inspection in the Treasurer's office during the hours when the administration offices are open. A copy of the records retention schedule shall also be made available to the public.

**Each Board member attends public records training every term for which he/she is elected to public office. However, the Board may, by resolution, designate one or more persons to attend public records training on its behalf. If so decided, the Board appoints a designee whenever the composition of the Board changes.**

Records pertaining to individual students and other confidential materials are not released for inspection by the public or any unauthorized persons, either by the CFO/Treasurer, Superintendent or other persons responsible for the custody of confidential files. Only that information deemed "directory information" may be released from an individual student's file, and only after complying with the regulations prepared by the administration for the release of such information; however, no information will be released for commercial purposes. Student records that consist of "personally identifiable information" generally are exempt from disclosure. Student directory information, however, is released unless the parents have affirmatively withdrawn their consent to release in writing.

Any individual who wants to obtain a copy of a public record may request to have the record duplicated on paper, on the same medium on which the record is kept or on any other medium the Superintendent/designee determines that the record can reasonably be duplicated as an integral part of normal operations.

The District may ask that the request be put in writing. However, the District must notify the requester that it is not mandatory to do so.

The District provides an opportunity for a records requester making an ambiguous or overly broad request to revise the request by informing the requester of the manner in which records are maintained.

If a public records request is denied, the District provides an explanation with legal authority as to the reason for the denial of the request. If any information is redacted because it is exempt from public inspection, the person requesting to inspect the record will be notified of the redaction.

If the person seeking the copy makes a choice under this provision, the District must provide the record in accordance with that choice if available to the District. A fee may be charged for copies. The District may require the fee charged for copies be paid in advance.

The person making a mail request pays the cost of postage and other supplies in advance. The number of mail requests sent to any one person is limited to 10 a month unless the person certifies in writing that the records, or the information in them, will not be used for commercial purposes.

The Board's public records policy is posted in a conspicuous location in the central office and in all other District buildings and employee handbooks provided by the District.

Adoption Date: May 23, 2002

Revision Date: March 19, 2007

Revision Date:

Legal Refs.: Family Educational Rights and Privacy Act; 20 USC, Section 1232g  
ORC 121.22  
149.43  
3319.321  
OAC 3301-35-03; 3301-35-04

Cross Refs.: BDC, Executive Sessions  
BDDG, Minutes  
GBL, Personnel Records  
GBS, HIPAA Privacy  
IGBA, Programs for Special Needs Students  
JO, Student Records  
KA, School-Community Relations Goals  
KKA, Recruiters in the Schools

File: KD (Also BDDH)  
PUBLIC PARTICIPATION AT BOARD MEETINGS

All meetings of the Board will be open to the public. Agendas will be available to all who attend Board meetings. The section on the agenda for public participation shall be indicated. Noted at the bottom of each agenda shall be a short paragraph outlining the Board's policy on public participation at Board meetings. In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation may be permitted at ~~regular meetings~~ **each meeting**. The first 15 minutes will be limited to comments pertaining to the agenda. ~~In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation may be permitted at each meeting.~~ The period of public participation may be extended by a vote of the majority of the Board present and voting.

Any person may address the Board during that part of the regular meeting given to "Public Comment." The person addressing the Board will stand and state his/her name and address. Unless waived by the President, the time for each oral communication shall not exceed five minutes per speaker. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so.

All other public participation, including questions or comments, shall be at the pleasure of the Chair. The President of the Board may permit, limit or restrict such participation as deemed necessary for the orderly conduct of Board business. Persons wishing more time for comments on presentations should contact the superintendent in order to be placed on the agenda.

Adoption Date: May 23, 2002

Legal Refs.: ORC 121.22  
3313.20

Cross Refs.: **BCE, Board Committees**  
BD, School Board Meetings  
BDDC, Agenda Preparation and Dissemination

File: KGB  
PUBLIC CONDUCT ON DISTRICT PROPERTY

All persons on District grounds are expected to abide by applicable laws, local ordinances, Board policies and building regulations.

No person on District property may assault, strike, threaten, menace or use improper, indecent or obscene language toward a teacher, instructor, and other employees of the schools or students. **This prohibition is extended to all athletic officials, coaches, spectators, and athletes in the District and all visiting teams.**

No person is permitted to bring deadly weapons or dangerous ordnances into a school safety zone.

No person may disrupt, disturb or interfere with the teaching of any class of students or any other activity conducted in a school building or upon the campus or grounds.

Whoever violates the above policy and building regulations will be asked to leave the property by whoever is in charge. Should that person refuse, ~~the police~~ **law enforcement officials** will be called. If the offender should be a student, the person in charge should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

Adoption Date: May 23, 2002                      Revision Date: September 16, 2004  
Revision Date:

Legal Refs.:        **Gun-Free Schools Act; 20 USC 8921**  
                          ~~ORC 2907.03; 2909.05-2909.07; 3313.20~~  
                          **2903.13; 2903.22; 2911.21; 2917.11; 2923.1212; 2923.122**

Cross Refs.:        **GBCB, Staff Conduct**  
                          **JFC, Student Conduct (Zero Tolerance)**  
                          **KG, Community Use of School Facilities**  
                          **KGC, Smoking on District Property**  
                          **KK, Visitors to the Schools**