

WESTLAKE CITY SCHOOLS
BOARD OF EDUCATION AGENDA
Monday, November 22, 2010 – 5:30 p.m. – Regular Meeting
Board of Education – 27200 Hilliard Blvd.

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

Call to Order Time: _____

Roll Call:

Ms. Winter	_____
Mr. Sullivan	_____
Mr. Cross	_____
Mr. Mays	_____
Ms. Rocco	_____

Pledge of Allegiance

Acknowledgment of Visitors

Approval of Agenda

Motion by _____

Seconded by _____

Roll Call Vote: _____

Ms. Winter	_____
Mr. Sullivan	_____
Mr. Cross	_____
Mr. Mays	_____
Ms. Rocco	_____

*Hearing of Public (15 Minutes) Agenda Items

A. Approval of Minutes

1. Special Meeting of October 2, 2010 - Annual Retreat

Motion by _____

Seconded by _____

Roll Call Vote: _____

Ms. Winter	_____
Mr. Sullivan	_____
Mr. Cross	_____
Mr. Mays	_____
Ms. Rocco	_____

2. Special Meeting of October 12, 2010

Motion by _____

Seconded by _____

Roll Call Vote: _____

Ms. Winter	_____
Mr. Sullivan	_____
Mr. Cross	_____
Mr. Mays	_____
Ms. Rocco	_____

2. Regular Meeting of October 25, 2010

Motion by _____
Seconded by _____
Roll Call Vote: _____
Ms. Winter _____
Mr. Sullivan _____
Mr. Cross _____
Mr. Mays _____
Ms. Rocco _____

B. Special Reports & Recognitions

1. Resolution to Recognize WHS Students and Staff Member for “Facing History” Exhibit B-1
Essay Competition and Award

C. Superintendent’s Report

D. Treasurer’s Report/Recommendations

1. Action Items
 - a. Resolution to Accept Funds Exhibit D-1-a
 - b. Resolution to Establish Appropriations Exhibit D-1-b
 - c. Resolution to Adjust FY11 Appropriations 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. Resolutions to Approve Staff Recommendations
 1. Resolution to Approve Resignations, FMLA and Employment for Staff Members Exhibit F-1-b-1
 2. Resolution to Approve Resignation and Employment of Substitutes Exhibit F-1-b-2
 3. Resolution to Approve Reclassification of Certified Staff Members Exhibit F-1-b-3
 4. Resolution to Approve Resignation and Employment for Supplemental Contracts Exhibit F-1-b-4
 5. Resolution to Approve Certified Home Instruction Exhibit F-1-b-5
 6. Resolution to Approve Salary Adjustments, Employment and FMLA for Exhibit F-1-b-6
Project Link Personnel
 7. Resolution to Approve Employment of Westside Connections Program - Exhibit F-1-b-7
Adult Education Personnel
 8. Resolution to Approve Stipends for Mohican Outdoor Educational Program Exhibit F-1-b-8
 9. Resolution to Approve Stipend Changes for World Language Committee Members Exhibit F-1-b-9
 10. Resolution to Approve the Employment of Adult Basic Literacy Education Personnel 2010 - 2011 Exhibit F-1-b-10
 11. Resolution to Approve Stipend for IEP Interpreter Services Exhibit F-1-b-11
 - c. Resolution to Approve Agreements for Admission of Tuition Pupils and Purchased Services Exhibit F-1-c
 - d. Resolution to Approve Participation in the Tri-C Adult Basic and Literacy Education Instructional Consortium Grant Exhibit F-1-d
 - e. Resolution to Approve Master Facilities Project Contracts and Purchase Orders Exhibit F-1-e
 - f. Resolution to Approve Submission Of Compliance Waiver for Body Mass Index and Weight Status Data Collection Exhibit F-1-f

2. Discussion Items
 - a. Second Reading of Policy ILA - Testing Programs
 1. Resolution to Adopt Policy ILA - Testing Programs

Exhibit F-2-a-1

G. Master Facility Plan Phase I Report

H. Director of Business Affairs Report

I. Board Items

1. Roundtable Discussion - "Preserving Our Funding in the Next State Budget"
2. OSBA Conference Update

*Hearing of Public (15 Minutes)

J. 1. Adjourn to Executive Session For Purpose of Student Discipline - Expulsion Hearing Appeal

Time _____

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Winter _____

Mr. Sullivan _____

Mr. Cross _____

Mr. Mays _____

Ms. Rocco _____

2. Adjourn Executive Session and Return to Regular Session For Purpose of Board Discussion of Expulsion Appeal

Time _____

3. Board Motion For Purpose of Expulsion Appeal Decision

Motion by _____

Seconded by _____

Roll Call Vote:

Ms. Winter _____

Mr. Sullivan _____

Mr. Cross _____

Mr. Mays _____

Ms. Rocco _____

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 RECOGNIZE WESTLAKE HIGH SCHOOL STUDENTS
FOR THEIR SELECTION AS STUDENT SENATOR LEADERS FOR THE
“FACING HISTORY” WORKSHOPS AT JOHN CARROLL UNIVERSITY

RESOLVED that the Westlake Board of Education recognizes and congratulates the following
Westlake High School students for being selected by the at Facing History staff to serve as Student
Senator Leaders for a series of student led workshops at John Carroll University.

Michelle Canestraro

Rachel Evans

Andrew Spreng

Lindsay Weeast

Jaclyn Wulf

Motion by: _____

Seconded by: _____

Roll Call Vote: _____

Ms. Winter _____

Mr. Sullivan _____

Mr. Cross _____

Mr. Mays _____

Ms. Rocco _____

RESOLUTION TO ACCEPT FUNDS

RESOLVED that the Westlake Board of Education accepts the following fund:

Federal Funds	Amount	Fund	Special Cost Center
ABLE TRI-C FUND FY11	\$36,746.48	501	9411

Motion by: _____
 Seconded by: _____
 Roll Call Vote:
 Ms. Winter _____
 Mr. Sullivan _____
 Mr. Cross _____
 Mr. Mays _____
 Ms. Rocco _____

RESOLUTION TO ESTABLISH APPROPRIATIONS

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

EDUCATION JOBS FUND FY11	
Account	Amount
504-1100-100-9211	
Instruction - Salaries	\$77,706.71
504-1100-200-9211	
Instruction - Benefits	\$12,005.69
ABLE TRI-C FUND FY11	
Account	Amount
501-1400-100-9411	
Instruction - Salaries & Wages	\$18,366.48
501-1400-200-9411	
Instruction - Benefits	\$3,162.00
501-1400-500-9411	
Instruction - Supplies & Materials	\$3,760.30
501-1400-600-9411	
Instruction - Equipment	\$3,200.00
501-2200-100-9411	
Support Services - Salaries & Wages	\$4,011.00
501-2200-200-9411	
Support Services - Benefits	\$682.00
501-2200-400-9411	
Support Services - Purchased Services	\$465.00
501-2200-400-9411	
Prof Dev - Purchased Services	\$1,200.00

EXHIBIT D-1-b
(Continued)

501-2700-400-9411	
Facilities - Purchased Services	\$1,800.00
501-3200-500-9411	
Family/Community - Supplies & Materials	\$100.00

Motion by: _____
Seconded by: _____
Roll Call Vote:
 Ms. Winter _____
 Mr. Sullivan _____
 Mr. Cross _____
 Mr. Mays _____
 Ms. Rocco _____

RESOLUTION TO ADJUST FY11 APPROPRIATIONS

RESOLVED that the Westlake Board of Education adjusts the following FY11 appropriations:

GENERAL FUND			
Account	From	To	Difference
001-1100-400			
Instructional-Benefits	\$75,210.75	\$77,734.62	\$2,523.87
001-1100-500			
Instructional-Supplies	\$668,850.89	\$666,558.88	(\$2,292.01)
001-1100-600			
Instructional-Equipment	\$174,488.45	\$185,078.11	\$10,589.66
001-1900-400			
Other Instruction-Purchased Services	\$1,323,400.00	\$1,321,136.13	(\$2,263.87)
001-2100-500			
Support Services-Supplies	\$26,750.48	\$29,014.35	\$2,263.87
001-2200-400			
Support Services-Purchased Services	\$232,980.23	\$233,480.23	\$500.00
001-2200-500			
Support Services-Supplies	\$103,036.22	\$102,264.29	(\$771.93)
001-2200-600			
Support Services-Equipment	\$13,881.04	\$14,152.97	\$271.93
001-2400-200			
Admin-Benefits	\$824,507.05	\$825,189.16	\$682.11
001-2400-400			
Admin-Purchased Services	\$327,781.22	\$327,541.46	(\$239.76)
001-2400-500			
Admin-Supplies	\$98,506.85	\$86,695.50	(\$11,811.35)

EXHIBIT D-1-c
(Continued)

001-2400-600			
Admin-Equipment	\$1,189.00	\$1,608.99	\$419.99
001-2700-400			
Maintenance-Purchased Services	\$1,756,050.01	\$1,858,507.00	\$102,456.99
001-2700-500			
Maintenance-Supplies	\$234,000.76	\$213,789.72	(\$20,211.04)
001-2800-500			
Transportation-Supplies	\$557,878.52	\$550,868.52	(\$7,010.00)
001-2800-600			
Transportation-Equipment	\$6,976.33	\$13,186.33	\$6,210.00
001-2800-700			
Transportation-Equipment	\$367,074.28	\$367,874.28	\$800.00
001-5300-400			
General Architect/Engineering-Purchased Ser	\$106,501.99	\$24,383.53	(\$82,118.46)
Total	\$6,899,064.07	\$6,899,064.07	(\$0.00)
QSCB BUILDING CONSTRUCTIONS			
Account	From	To	Difference
004-5500-400-9005			
QSCB Building Construction-Pur. Serv.	\$2,065,736.03	\$2,077,363.89	\$11,627.86
Total	\$2,065,736.03	\$2,077,363.89	\$11,627.86
BAB BUILDING CONSTRUCTION			
Account	From	To	Difference
004-5500-400-9006			
BAB Building Construction-Purchased Services	\$6,783,595.97	\$6,816,851.69	\$33,255.72
Total	\$6,783,595.97	\$6,816,851.69	\$33,255.72
COMMUNITY EDUCATION SERVICES			
Account	From	To	Difference
011-3200-400-9110			
Community Ed-Purchased Services	\$100.00	\$50.00	(\$50.00)
011-3200-500-9110			
Community Ed-Supplies	\$1,700.00	\$1,750.00	\$50.00
Total	\$1,800.00	\$1,800.00	\$0.00

EXHIBIT D-1-c
(Continued)

IN-SERVICE			
Account	From	To	Difference
018-4600-500-9751			
Bassett Library-Supplies	\$11,000.00	\$8,455.94	(\$2,544.06)
018-4600-600-9751			
Bassett Library-Equipment	\$0.00	\$2,544.06	\$2,544.06
018-4600-500-9755			
Hilliard-Supplies	\$5,520.00	\$4,544.72	(\$975.28)
018-4600-600-9755			
Hilliard-Equipment	\$0.00	\$975.28	\$975.28
Total	\$16,520.00	\$16,520.00	\$0.00
TITLE VI-B, IDEA FY10			
Account	From	To	Difference
516-1200-400-9610			
Special Instruction - Purchased Services	\$4,508.12	\$38,316.29	\$33,808.17
516-1200-500-9610			
Special Instruction - Supplies	\$3,062.39	\$0.00	(\$3,062.39)
516-2100-400-9610			
Support Services - Purchased Services	\$0.00	(\$17,567.28)	(\$17,567.28)
516-2200-100-9610			
Support Services - Salaries & Wages	\$5,396.39	\$3,622.91	(\$1,773.48)
516-2200-200-9610			
Support Services - Benefits	\$5,682.81	\$5,118.04	(\$564.77)
516-2200-400-9610			
Support Services - Purchased Services	\$5,020.00	(\$5,820.25)	(\$10,840.25)
Total	\$23,669.71	\$23,669.71	\$0.00
TITLE VI-B, IDEA FY11			
Account	From	To	Difference
516-1200-400-9611			
Special Instruction - Purchased Services	\$541,726.42	\$511,530.76	(\$30,195.66)

EXHIBIT D-1-c
(Continued)

516-1200-500-9611			
Special Instruction - Supplies	\$0.00	\$1,995.66	\$1,995.66
516-2100-400-9611			
Support Services - Purchased Services	\$87,170.00	\$106,170.00	\$19,000.00
516-2200-100-9611			
SS/Prof. Dev. - Salaries & Wages	\$44,171.10	\$47,371.10	\$3,200.00
516-2200-400-9611			
SS/Prof. Dev. - Purchased Services	\$39,060.00	\$45,060.00	\$6,000.00
Total	\$712,127.52	\$712,127.52	\$0.00
ARRA TITLE VI-B, IDEA FY11			
Account	From	To	Difference
516-1200-400-932O			
Special Instruction - Purchased Services	\$38,000.00	\$38,600.00	\$600.00
516-1200-500-932O			
Special Instruction - Supplies	\$4,190.30	\$6,500.00	\$2,309.70
516-1200-600-932O			
Special Instruction - Equipment	\$20,000.00	\$27,658.88	\$7,658.88
516-2100-100-932O			
Support Service - Salaries & Wages	\$56,183.58	\$57,500.00	\$1,316.42
516-2100-400-932O			
Support Service - Purchased Services	\$161,800.00	\$149,915.00	(\$11,885.00)
Total	\$280,173.88	\$280,173.88	\$0.00
TITLE II-D, TECHNOLOGY FY10			
Account	From	To	Difference
533-3200-400-9910			
Non Public - Purchased Services	\$20.45	\$0.00	(\$20.45)
533-2200-400-9910			
Prof. Development - Purchased Services	\$0.00	\$20.45	\$20.45
Total	\$20.45	\$20.45	\$0.00

EXHIBIT D-1-c
(Continued)

TITLE III, LEP FY10			
Account	From	To	Difference
551-1200-100-9510			
Special Instruction - Salaries	\$0.00	\$795.11	\$795.11
551-1200-500-9510			
Special Instruction - Supplies	\$294.91	\$0.00	(\$294.91)
551-2200-400-9510			
Prof. Development - Purchased Services	\$500.20	\$0.00	(\$500.20)
Total	\$795.11	\$795.11	\$0.00
TITLE III, LEP FY11			
Account	From	To	Difference
551-1200-100-9511			
Special Instruction - Salaries	\$15,359.00	\$14,563.89	(\$795.11)
551-2200-100-9511			
Prof. Dev. /Supp. Services - Salaries	\$1,200.00	\$1,995.11	\$795.11
Total	\$16,559.00	\$16,559.00	\$0.00
TITLE I FY10			
Account	From	To	Difference
572-1100-100-9110			
Instruction - Salaries & Wages	\$29,828.80	\$4,800.00	(\$25,028.80)
572-1100-200-9110			
Instruction - Benefits	\$4,750.17	\$740.93	(\$4,009.24)
572-1100-400-9110			
Instruction - Purchased Services	\$19,001.44	\$0.00	(\$19,001.44)
572-1100-500-9110			
Instruction - Supplies & Materials	\$73.75	(\$43.19)	(\$116.94)
572-1900-100-9110			
Other Instruction - Salaries & Wages	\$37,581.12	\$97,816.48	\$60,235.36
572-1900-200-9110			
Other Instruction - Benefits	\$6,783.84	\$5,791.31	(\$992.53)

EXHIBIT D-1-c
(Continued)

572-2100-400-9110			
Facilities - Purchased Services	\$13.00	\$0.00	(\$13.00)
572-2200-200-9110			
Family/Community - Benefits	\$24.58	\$0.00	(\$24.58)
572-2200-400-9110			
Prof. Development - Purchased Services	\$85.79	(\$1.20)	(\$86.99)
572-2200-500-9110			
Support Services - Supplies	\$829.87	\$0.00	(\$829.87)
572-2400-100-9110			
Govern/Admin - Salaries & Wages	\$6,532.40	\$0.00	(\$6,532.40)
572-2400-200-9110			
Govern/Admin - Benefits	\$1,100.06	\$0.00	(\$1,100.06)
572-2800-100-9110			
Transportation - Salaries & Wages	\$2,440.39	\$0.00	(\$2,440.39)
572-3200-200-9110			
Non Public - Benefits	\$700.93	\$648.48	(\$52.45)
572-3200-500-9110			
Non Public - Supplies & Materials	\$6.67	\$0.00	(\$6.67)
Total	\$109,752.81	\$109,752.81	(\$0.00)
TITLE I FY11			
Account	From	To	Difference
572-1100-100-9111			
Instruction - Salaries & Wages	\$19,200.00	\$26,640.00	\$7,440.00
572-1100-200-9111			
Instruction - Benefits	\$3,217.92	\$4,470.82	\$1,252.90
572-1100-500-9111			
Instruction - Supplies & Materials	\$35,280.00	\$50,884.72	\$15,604.72
572-1900-100-9111			
Other Instruction - Salaries & Wages	\$232,131.55	\$171,896.16	(\$60,235.39)

EXHIBIT D-1-c
(Continued)

572-2100-400-9111			
Facilities - Purchased Services	\$0.00	\$14,000.00	\$14,000.00
572-2200-100-9111			
Family/Community - Salaries & Wages	\$0.00	\$250.00	\$250.00
572-2200-200-9111			
Family/Community - Benefits	\$0.00	\$38.63	\$38.63
572-2200-400-9111			
Family/Community/PD - Purch Services	\$11,211.91	\$27,861.05	\$16,649.14
572-2200-500-9111			
Family/Community/SS - Supplies	\$18,940.00	\$23,940.00	\$5,000.00
Total	\$319,981.38	\$319,981.38	\$0.00
ARRA TITLE I FY11			
Account	From	To	Difference
572-1100-100-9320			
Instruction - Salaries & Wages	\$16,743.12	\$14,400.00	(\$2,343.12)
572-1100-200-9320			
Instruction - Benefits	\$2,404.80	\$2,239.75	(\$165.05)
572-1100-500-9320			
Instruction - Supplies	\$0.00	\$22,588.44	\$22,588.44
572-1900-100-9320			
Other Instruction - Salaries & Wages	\$49,180.29	\$32,332.68	(\$16,847.61)
572-1900-200-9320			
Other Instruction - Benefits	\$8,213.11	\$4,980.45	(\$3,232.66)
Total	\$76,541.32	\$76,541.32	\$0.00
TITLE II-A, IMPROVING TEACHER QUALITY FY10			
Account	From	To	Difference
590-1100-100-9010			
Instruction - Salaries & Wages	\$0.00	\$3,439.45	\$3,439.45
590-2200-100-9010			
Prof. Development - Salaries & Wages	\$1,652.24	\$0.00	(\$1,652.24)

EXHIBIT D-1-c
(Continued)

590-2200-400-9010			
Prof. Development - Purchased Services	\$1,430.10	\$0.00	(\$1,430.10)
590-2200-500-9010			
Prof. Development - Supplies & Materials	\$147.19	\$0.00	(\$147.19)
590-2200-600-9010			
Prof. Development - Equipment	\$208.00	\$0.00	(\$208.00)
590-3200-400-9010			
Non Public - Purchased Services	\$1.92	\$0.00	(\$1.92)
Total	\$3,439.45	\$3,439.45	\$0.00
TITLE II-A, IMPROVING TEACHER QUALITY FY11			
Account	From	To	Difference
590-1100-100-9011			
Instruction - Salaries	\$38,000.00	\$34,560.55	(\$3,439.45)
590-2200-400-9011			
Prof. Development - Purchased Services	\$18,830.64	\$19,830.64	\$1,000.00
590-2200-500-9011			
Prof. Development - Supplies & Materials	\$5,000.00	\$7,439.45	\$2,439.45
Total	\$61,830.64	\$61,830.64	\$0.00

Motion by: _____
 Seconded by: _____
 Roll Call Vote:
 Ms. Winter _____
 Mr. Sullivan _____
 Mr. Cross _____
 Mr. Mays _____
 Ms. Rocco _____

RESOLUTION TO APPROVE RESIGNATIONS, FMLA,
LEAVE OF ABSENCE AND EMPLOYMENT FOR STAFF MEMBERS

RESOLVED that the Westlake Board of Education approves resignations, FMLA, leave of absence, and employment for staff members:

Certified Resignations

Tiffany Baskette Effective: 08/21/2011

FMLA

Lisa Hanna	09/21/2010	Cheryl Burke	10/25/2010
Stephanie Morgan	10/22/2010	George Kingsbury	11/02/2010
Anna Bakalar	10/25/2010	Ron Stephenson	12/16/2010

Classified Professional Leave

Shannon Musial 01/03/2011

Classified Employment

<u>Name</u>	<u>Building/Position</u>	<u>Effective Date</u>	<u>Step</u>	<u>Hours</u>
Roger Meadows	Driver	11/03/2010	10	From 5.5 to 7.5 hrs/day
Karen DiCaprio	Parkside Cashier	11/15/2010	6	3.75 hrs/day, 5 days/wk

Motion by: _____

Seconded by: _____

Roll Call Vote:

 Ms. Winter _____

 Mr. Sullivan _____

 Mr. Cross _____

 Mr. Mays _____

 Ms. Rocco _____

RESOLUTION TO APPROVE RESIGNATIONS AND EMPLOYMENT
OF SUBSTITUTES FOR STAFF MEMBERS

RESOLVED that the Westlake Board of Education approves the resignations and employment of substitutes for staff members as follows:

Classified Substitute Resignations

Candace Clack	Karen DiCaprio	Jennifer Dossa	Corena Green	Lynn Hudak
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Certified Substitute Resignations

Kim Fahrion	Julia Hale	Joseph Hasenohrl	Emily Mancinetti
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Classified Substitutes

Charles Bielozer	Emily DiFiore	Jeremy Evans	Bernice Girgash
Paula Jackson	Mary Partlo	Cheryll Reiland	Joy Marie Rodriguez
Teresa Schremm	Kathleen Page	Sharon Flaherty	Michael Thompson

Certified Substitutes

Amy Bennett	Luz Bermudez-Klopp	Mary Bernard	Carole Chew
Emily DiFiore	Jessica Eaton	Elise Falatach	Roger Herrmann
Christopher Holman	Erica Ingram	Elizabeth Johnson	Felicia LaMattina
Heather MacLeod	Mike Marcellino	Sue Marella	Sean McCullough
Beth Moffat	Amanda Paul	Mark Pettyjohn	Joy Marie Rodriguez
Sarah Sika			

Motion by:	_____
Seconded by:	_____
Roll Call Vote:	
Ms. Winter	_____
Mr. Sullivan	_____
Mr. Cross	_____
Mr. Mays	_____
Ms. Rocco	_____

RESOLUTION TO APPROVE RECLASSIFICATION
OF CERTIFIED STAFF MEMBERS

RESOLVED that the Westlake Board of Education approves the reclassification of certified staff members as follows:

<u>Name</u>	<u>Step</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Shannon Fortuna	6	MA+10	MA+20	11/01/2010
Trish Kosik	8	MA+10	MA+20	08/23/2010

Motion by: _____
 Seconded by: _____
 Roll Call Vote:
 Ms. Winter _____
 Mr. Sullivan _____
 Mr. Cross _____
 Mr. Mays _____
 Ms. Rocco _____

**RESOLUTION TO APPROVE RESIGNATIONS AND EMPLOYMENT
FOR SUPPLEMENTAL CONTRACTS (In-District and Out-of-District)**

RESOLVED that the Westlake Board of Education approves the following resignations and employment of 2010-2011 supplemental contracts and 2009-2010 supplemental contracts (in-district and out-of-district):

2010-2011 Supplemental Contract Resignations

Scott Rovniak	Parkside Band (50%)
Rebecca Weible	WHS Girls' Assistant Swim Coach

2010-2011 Supplemental Contracts

<u>Name</u>	<u>Building/Position</u>	<u>Step</u>	<u>In District</u>
Scott Rovniak	Parkside Band (35%)	21	Y
Julie Budd	Parkside Band (15%)	0	Y
Chelsea Cahill	WHS Head Gymnastics Coach	0	N
Melissa Crist	LBMS Science Olympiad Advisor	0	Y
Aubree Bailey	WHS Girls' Assistant Swim Coach	0	N
Kelly Atkinson	WHS Art Club	1	Y
Marty Budzar	LBMS Boys' 7 th Grade Basketball Coach	0	N
Dave Adelsberg	LBMS Boys' 8 th Grade Basketball Coach	0	N

2009-2010 Supplemental Contract

<u>Name</u>	<u>Building/Position</u>	<u>Step</u>	<u>In District</u>
Kelly Atkinson	WHS Art Club	0	Y

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

Motion by: _____

Seconded by: _____

Roll Call Vote:

Ms. Winter	_____
Mr. Sullivan	_____
Mr. Cross	_____
Mr. Mays	_____
Ms. Rocco	_____

RESOLUTION TO APPROVE CERTIFIED HOME INSTRUCTION

RESOLVED that the Westlake Board of Education approves home instruction at the negotiated rate of pay as follows:

Kate O'Leary to provide home instruction for a student, effective 10/26/10 - 03/21/11, not to exceed 165 total hours.

Michael Kula to provide home instruction for a student, effective 10/26/10 - 03/21/11, not to exceed 165 total hours.

Karen Schmidt to provide additional home instruction for a student, effective 10/26/10 - 01/31/11, not to exceed an additional 50 total hours.

Geoff Friedrich to extend completion date of home instruction for a student, from 10/15/2010 to 10/26/2010.

Motion by:	_____
Seconded by:	_____
Roll Call Vote:	
Ms. Winter	_____
Mr. Sullivan	_____
Mr. Cross	_____
Mr. Mays	_____
Ms. Rocco	_____

RESOLUTION TO APPROVE SALARY ADJUSTMENTS, EMPLOYMENT
& FMLA FOR PROJECT LINK PERSONNEL

RESOLVED that the Westlake Board of Education approves the following salary adjustments, employment, and FMLA for Project Link personnel:

Project Link Salary Adjustment

Matthew Sprosty	Effective:
Project Link Teacher, Step 5	11/29/2010

Project Link Employment

Stacie Connors	Effective:
Site Coordinator, Step 6	11/15/2010

Project Link FMLA

Laura Roeder	Effective:
	11/15/2010

Motion by:	_____
Seconded by:	_____
Roll Call Vote:	
Ms. Winter	_____
Mr. Sullivan	_____
Mr. Cross	_____
Mr. Mays	_____
Ms. Rocco	_____

RESOLUTION TO APPROVE EMPLOYMENT OF WESTSIDE CONNECTIONS
PROGRAM – ADULT EDUCATION PERSONNEL

RESOLVED that the Westlake Board of Education approves the employment of adult education personnel for the Westside Connections Program for the 2010-2011 school year. Contracts are to be paid out of Fund 019, Special Cost 9929.

EMPLOYMENT

<u>Name</u>	<u>Position</u>	<u>Months/Yr</u>	<u>Hrs/Day</u>	<u>Days/Wk</u>	<u>Rate</u>
James Bingham	Adult Ed. Teacher	8	3.0	1	\$24.00
Lucille Faup	Adult Ed. Teacher	8	3.0	1	\$24.00

Motion by: _____
 Seconded by: _____
 Roll Call Vote:
 Ms. Winter _____
 Mr. Sullivan _____
 Mr. Cross _____
 Mr. Mays _____
 Ms. Rocco _____

RESOLUTION TO APPROVE STIPENDS FOR MOHICAN
OUTDOOR EDUCATIONAL PROGRAM

RESOLVED that the Westlake Board of Education approves stipends for the following Parkside staff members for supervision at the 2010 Mohican Outdoor Educational Program at \$50.00* per night:

<u>Name</u>	<u>Number of Nights</u>	<u>Name</u>	<u>Number of Nights</u>
Katie Beachler	1	Brianne Huber	1
Claire Bookman	2	Patrick McMorrow	1
Bill Bowles	6	Julie Milkie	1
Verlene DeWitt	1	Mary Beth Opron	2
Jessica Dye	1	Jennifer Riley	2
John Gast	1	Jim Sanfilippo	6
		Laurie Skvarek	6

*Supported wholly or in part by student fees.

Motion by: _____
 Seconded by: _____
 Roll Call Vote:
 Ms. Winter _____
 Mr. Sullivan _____
 Mr. Cross _____
 Mr. Mays _____
 Ms. Rocco _____

RESOLUTION TO APPROVE RESIGNATION OF STIPEND AND
APPOINTMENT OF COMMITTEE MEMBER WITH STIPEND TO
WORLD LANGUAGE COMMITTEE

RESOLVED that the Westlake Board of Education approves resignation of and appointment of stipends for the following staff members, to be paid the negotiated hourly rate, not to exceed 10 hours each from the Title IIA Grant Funds for participation on the World Language Committee. This committee convenes beyond the school day, and is charged with recommending a world language(s) to be taught at the elementary schools.

Resignation of Committee and Stipend: Loretta Tindall

Appointment to Committee and Stipend: Cindy Keefe

Motion by: _____
Seconded by: _____
Roll Call Vote:
 Ms. Winter _____
 Mr. Sullivan _____
 Mr. Cross _____
 Mr. Mays _____
 Ms. Rocco _____

RESOLUTION TO APPROVE THE EMPLOYMENT OF ADULT
BASIC LITERACY EDUCATION PERSONNEL 2010 - 2011

RESOLVED that The Westlake Board of Education approves the employment of personnel for the Adult Basic Literacy Education (A.B.L.E.) Tri-C Program. Contracts are to be paid out of the following grant: A.B.L.E. Tri-C, FY11 - Project Number 045062-AB-S1-2011.

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Rate</u>	<u>Not to Exceed</u>	<u>Eff. Date</u>
Paula Kertes	A.B.L.E. Tri-C/Coordinator	37	\$34.80	\$1,287.60	01/01/2011
Minerva Matos-Garner	A.B.L.E. Tri-C/GED Instr.	204	\$23.19	\$4,730.76	11/20/2010
Jessica Untch	A.B.L.E. Tri-C/GED Instr.	148.5	\$23.19	\$3,443.72	11/20/2010
Cheryl Williams	A.B.L.E. Tri-C/GED Instr.	210	\$23.19	\$4,869.90	11/01/2010
Cheryl Williams	A.B.L.E. Tri-C/Orientation	60	\$23.19	\$1,391.40	11/20/2010

Motion by: _____
 Seconded by: _____
 Roll Call Vote:
 Ms. Winter _____
 Mr. Sullivan _____
 Mr. Cross _____
 Mr. Mays _____
 Ms. Rocco _____

RESOLUTION TO APPROVE STIPEND FOR
INTERPRETER SERVICES

RESOLVED that the Westlake Board of Education approves a stipend for a Westlake City Schools certified staff member for Interpreter Services, paid at the negotiated rate as follows:

Interpreter Services

Not to exceed 0.75 hours

Celina Bigio

Motion by:	_____
Seconded by:	_____
Roll Call Vote:	
Ms. Winter	_____
Mr. Sullivan	_____
Mr. Cross	_____
Mr. Mays	_____
Ms. Rocco	_____

RESOLUTION TO APPROVE AGREEMENTS FOR ADMISSION OF TUITION PUPILS
AND PURCHASED SERVICES

RESOLVED that the Westlake Board of Education approves the following Agreements for Admission of Tuition Pupils and Purchased Services:

2010-2011 School Year

ESC Cuyahoga County - Visual Impairment Services

ESC Cuyahoga County - Audiology & Hearing Impaired Services

ESC Cuyahoga County - Achievement Centers for Children

Motion by: _____
Seconded by: _____
Roll Call Vote:
 Ms. Winter _____
 Mr. Sullivan _____
 Mr. Cross _____
 Mr. Mays _____
 Ms. Rocco _____

RESOLUTION TO APPROVE PARTICIPATION IN THE TRI-C
ADULT BASIC AND LITERACY EDUCATION INSTRUCTIONAL CONSORTIUM GRANT

RESOLVED that the Westlake Board of Education approves participation in the Tri-C ABLE Consortium for the Adult Basic and Literacy Education (ABLE) Grant, and directs the Superintendent and Treasurer to take any and all steps necessary to receive and expend grant funds in accordance with guidelines and procedures established by the fiscal agent.

Tri-C awards Westlake City School District (sub-awardee) the amount not to exceed \$36,746.48 for participation in the Consortium per Grant allocation.

Motion by: _____
Seconded by: _____
Roll Call Vote:
 Ms. Winter _____
 Mr. Sullivan _____
 Mr. Cross _____
 Mr. Mays _____
 Ms. Rocco _____

RESOLUTION TO APROVE MASTER FACILITIES PROJECT
CONTRACTS AND PURCHASE ORDERS

RESOLVED, that the Westlake Board of Education approves the following Master Facilities Project Contracts and Purchase Orders.

<u>Company</u>	<u>Scope of Work</u>	<u>Amount</u>
Transportation Management Services (TMS)	WHS/Hilliard Boulevard Traffic Study	\$5,250
Stan Engineering	Phase 1 Commissioning Agent	**

** Stan Engineering commissioning fees to be determined by multiplying the following square foot costs by the final square footage of each building:

New High School: \$0.5212/square foot

New Middle School: \$0.6211/square foot

Renovated Lee Burneson: \$0.6384/square foot

** Additionally, Stan Engineering will be paid the following flat fees for thermal imaging of the respective building envelopes:

New High School: \$2,100

New Middle School: \$1,821

Renovated Lee Burneson: \$1,821

Total Thermal Imaging Fee: \$5,742

Motion by: _____
 Seconded by: _____
 Roll Call Vote:
 Ms. Winter _____
 Mr. Sullivan _____
 Mr. Cross _____
 Mr. Mays _____
 Ms. Rocco _____

RESOLUTION TO APPROVE SUBMISSION OF COMPLIANCE WAIVER
FOR BODY MASS INDEX AND WEIGHT STATUS DATA COLLECTION

RESOLVED that the Westlake Board of Education approves submission of a compliance waiver for body mass index and weight status data collection, per Ohio Revised Code, as follows:

1. That the Westlake City School District Board of Education is aware of the requirements set forth in Section 3313.674(A) of the Ohio Revised Code that each student enrolled in kindergarten, third grade, fifth grade and ninth grade be screened for body mass index and weight status category prior to the first day of May of the school year.
2. That the Westlake City School District Board of Education is unable to comply with the requirements of Section 3313.67 of the Ohio Revised Code and has resolved to seek a waiver from compliance with said requirements from the Superintendent of Public Instruction for the 2010-2011 school year.
3. That the Westlake City School District Board of Education has duly authorized the execution of an affidavit by Ms. Carol Winter, Board of Education President, by resolution.

Motion by: _____
Seconded by: _____
Roll Call Vote:
Ms. Winter _____
Mr. Sullivan _____
Mr. Cross _____
Mr. Mays _____
Ms. Rocco _____

RESOLUTION TO ADOPT BOARD OF EDUCATION POLICY

RESOLVED that the Westlake Board of Education adopts the Policy ILA - Proficiency Testing:

Motion by:	_____
Seconded by:	_____
Roll Call Vote:	
Ms. Winter	_____
Mr. Sullivan	_____
Mr. Cross	_____
Mr. Mays	_____
Ms. Rocco	_____

File: ILA
TESTING PROGRAMS PROFICIENCY TESTING
(Required State Assessments)

The Westlake City School District will administer the Ohio State proficiency tests at identified grade levels according to State law.

TESTING GUIDELINES
GUIDELINES—PROFICIENCY TESTING

Individuals responsible for ensuring that all test security provisions are met in the District will be the District Test Coordinator, Building Test Coordinator and Building Administrator, as identified by the Superintendent.

- 1. These individuals will be responsible for overseeing all aspects of the achievement testing program in the district. This includes:**
 - a. Determining which students are required to take the test;**
 - b. Inventorying all testing materials, including numbered test booklets, answer documents and administration materials;**
 - c. Certifying all materials listed on the bill of order;**
 - d. Establishing procedures for administering the tests;**
 - e. Delivering labeled materials to the appropriate test administrators;**
 - f. Sending completed answer documents to the location designated by the Ohio Department of Education;**
 - g. Inventorying and returning test materials to the Ohio Department of Education;**
 - h. Maintaining records of students who pass or fail test(s); and**
 - i. Distributing test results to appropriate test personnel.**

Access to test materials is limited to the following:

- 1. Members of the administrative staff, including the Superintendent, principals and counselors; and**
- 2. School personnel who are directly involved in the distribution, administration and collection of test materials.**

Storage/Access STORAGE AND TRACKING OF TEST MATERIALS

- 1. Materials for ~~grade-level proficiency~~ state tests will be delivered to the district test coordinator.**
- 2. The district test coordinator will make provisions to contact the individual school coordinators and either hand-deliver them or have the school coordinator **or building administrator** pick up the materials.**
- 3. No materials will be sent via intradistrict delivery.**
- 4. Materials received by the district and school coordinator will be secured in a locked room, cabinet or closet. Personnel with access to these locked materials will be the following: district coordinator, school coordinator and building administrator.**
- 5. Following daily administration of the test, all materials will be collected by school coordinator ~~and re-secured into the locked area~~. **The testing materials shall be inventoried and re-secured by the building test coordinator or building administrator.****
- 6. Student answer booklets will be mailed according to prescribed State guidelines/timelines.**

7. Test booklets and extra materials will be **inventoried and boxed by the school coordinator and/or building administrator. The school coordinator and/or building administrator will deliver the boxes to the district coordinator. The district coordinator will secure materials, complete tracking forms, and prepare for and send via courier pick-up** according to prescribed State guidelines/timelines.

Test/Administration

All ~~teachers, proctors, or aides~~ **school personnel** involved with administration and monitoring of state proficiency tests will adhere to the following confidential and secure behaviors.

1. **The specific tests, time allocations, testing dates and order of testing are predetermined by the Ohio Department of Education, which will be adhered to by the Westlake City School District test administrators.**
2. **Persons designated as examiners will be responsible for ensuring that all test security provisions are met while test sessions are in progress and accounts for all test materials received from the Building Test Coordinator until the materials are returned to the District Test Coordinator.**
3. **No unauthorized person shall be permitted in a testing room during any test session or be permitted access to any secure test materials at any time such materials are in the district.**
4. Any scheduled breaks must be monitored to ensure security of materials and prevent discussion among students about the test.
5. Following the completion of the test, the administrator of the test in each session shall return all testing material to the Building Test Coordinator.

Catastrophic/Calamity

1. In the event that school is closed for any scheduled days of testing, the following day or next available school day will be used to continue testing.
- ~~2. In the event that school is closed on a day during the week of testing, the district test coordinator will contact the State Department of Education immediately.~~
3. In the event of a fire alarm or other unforeseen event that requires the evacuation of the school building, test sites will be secured.
4. If testing is unable to continue for the day or week because of damage or safety concerns in the building, the test materials will be hand delivered to the district coordinator and secured in a locked area. Provisions for securing an alternative testing site will be investigated and the Board of Education will make an executive decision as to whether testing resumes.

TEST SECURITY

Staff:

With the exception of test materials specifically designated as an achievement “practice test” by the Ohio Department of Education, all test questions and other materials which are considered part of the achievement tests, including but not necessarily limited to, reading passages, writing prompts, charts, graphs and tables, shall be considered secure and subject to the provisions of Sections 3319.151 and 3319.19 of the Ohio Revised Code.

1. **No person shall release, cause to be released, reproduce, or cause to be reproduced any secure test materials through any means or medium, including but not limited to, electronic, photographic, written or oral means, which would constitute cheating by a student and/or assisting a student to cheat.**

2. **Proven violation of Sections 3319.151 and 3319.99 could result in suspension of certification for one year, termination of employment and/or a possible charge of minor misdemeanor for certificated and/or support personnel.**

The following procedures will be instituted to investigate an alleged violation of test security provisions and penalties for confirmed violations:

- ~~1. Any teacher, proctor, aide or other school personnel caught violating storage/access and/or test/administration procedures will be reported to the district test coordinator. The district coordinator will report these infractions to the Superintendent and State Department of Education.~~
1. **The District Test Coordinator is obligated to report any/all alleged violations to the Superintendent in writing within five days of the alleged violation.**
2. **The District Test Coordinator shall investigate all reported alleged violations of test security.**
3. **Due process will be accorded to all involved pertaining to alleged violations of test security.**
4. Sanctions against the employee will depend on the severity of the breach of these procedures and response of the employee.
5. Violation of security issues is a serious offense and may result in a letter of reprimand, suspension without pay, and/or ultimate dismissal.
6. **Within 10 days after an investigation has determined that a violation has occurred, the District shall notify the Ohio State Board of Education in writing of the finding and of the action taken.**
7. **If it is determined that a violation of test security did occur, the report to the State Board shall specify which students' test results were affected.**
8. **Penalties for a confirmed violation will be determined by the State Board of Education, in writing, of the finding and the action taken.**
9. **If the State Board of Education rules that violation did occur, the test results of the students listed in the report will be declared invalid and so noted in each student's cumulative file. The student shall be required to retake that portion of the test.**
- ~~— Directions must be read as stated in each test section, no modifications or alternative wording is allowed.~~
- ~~— Discussion of any part or items on the test during or after administration is prohibited.~~
- ~~— Copying any items or sections of the test is prohibited.~~
- ~~— Proctors will be provided with test administration manuals only.~~
- ~~— Proctors will not keep test booklets or answer sheets after daily or entire administration of tests. A school test coordinator will collect all materials at the conclusion of the evaluation session.~~
- ~~— Proctors will not provide any specific item assistance to students. No explanation of direction or items will be allowed.~~
- ~~— Proctors will monitor testing environment by circulating around the room periodically. Proctors must not sit or stand in one area during the testing.~~
- ~~— Spacing of students needs to be maximized to facilitate a secure and conducive environment for testing.~~
- ~~— Proctors will collect student's materials if there is a suspicion of cheating and contact the school test coordinator.~~
- ~~— Proctors will ensure that all students remain quiet until all students have finished testing or until the maximum time limit is exceeded (2 1/2 hours).~~

~~—Any scheduled breaks must be monitored to ensure security of materials and prevent discussion among students about the test.~~

Student

1. Any student caught cheating will be reported immediately to the school test coordinator. The school test coordinator will report the name of the student to the district test coordinator and this student's test will be invalidated.
2. The district test coordinator will report the incident to both the Superintendent and State Department of Education.
3. Any student suspected of cheating will be investigated by school and district test coordinator immediately.
 - a. Determination of test taking status (continue or invalidate) will be formulated within 24 hours.
 - b. Building principal, Superintendent and parents of the student will be informed of the action within 24 hours.
 - c. Evidence of cheating or inappropriate test behaviors may result in the following school disciplinary actions: demerits, detention, Saturday school, suspension or expulsion.
4. The parent of a student who has had his test invalidated will have the right to request an administrative review with the Superintendent to dispute the decision.

NOTIFICATION

All employees of the district will receive written notification of the achievement test security measures and of their responsibility in maintaining this security. They will also be notified of penalties for breach of this security.

Adoption Date: August 22, 2002

Revision Date: