

**WESTLAKE CITY SCHOOLS
BOARD OF EDUCATION AGENDA**

**Thursday, December 16, 2004 – 7:00 p.m. – Regular Meeting
Administration Building – Board Room
27200 Hilliard Blvd.**

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

Call to Order

Roll Call:

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

Pledge of Allegiance

Acknowledgment of Visitors

Approval of Agenda

Motion by _____
Seconded by _____

Roll Call Vote:

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

*Hearing of Public (15 Minutes) Agenda Items

A. Approval of Minutes

1. Work Session Meeting of November 4, 2004

Motion by _____
Seconded by _____

Roll Call Vote:

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

2. Special Meeting of November 11, 2004

Motion by _____

Seconded by _____

Roll Call Vote:

Mr. LeChaix _____

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. O'Malley _____

Ms. Rocco _____

3. Regular Meeting of November 18, 2004

Motion by _____

Seconded by _____

Roll Call Vote:

Mr. LeChaix _____

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. O'Malley _____

Ms. Rocco _____

B. Superintendent's Report

1. Science – Lee Burneson Middle School

C. Special Reports and Recognitions

1. Dr. Jeanne Bishop – 2004 “Galileo” Award

Exhibit C-1

D. Treasurer's Report/Recommendations

1. Action Items

a. Resolution to Accept Funds

Exhibit D-1-a

b. Resolution to Establish FY05 Appropriations

Exhibit D-1-b

c. Resolution to Adjust FY05 Appropriations

Exhibit D-1-c

d. Resolution to Authorize Treasurer to Transfer Funds

Exhibit D-1-d

e. Resolution to Approve Revised Student Activity

Exhibit D-1-e

Purpose Statement and Budget

f. Resolution to Approve the Following Insurance Rates

Exhibit D-1-f

Effective January 1, 2005 through December 31, 2005

g. Resolution Adopting a Cafeteria Plan and Appointing the
Treasurer to Administer the Plan

Exhibit D-1-g

2. Financial Update – 1st Quarter

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 Employment of Certificated Teachers
and Substitute Teachers

Exhibit F-1-b-1

2. Resolution to Approve FMLA and Parental Leave for
Certificated Staff Members

Exhibit F-1-b-2

- | | |
|--|-----------------|
| 3. Resolution to Approve Certificated and Non-Certificated Supplemental Resignations and Contracts | Exhibit F-1-b-3 |
| 4. Resolution to Approve Reclassification of Certificated Staff Members | Exhibit F-1-b-4 |
| 5. Resolution to Approve Resignation, Employment, and Substitutes for Classified Staff Members | Exhibit F-1-b-5 |
| c. Resolutions to Approve Agreement for Admission of Tuition Pupils | Exhibit F-1-c |
| d. Resolutions to Approve Lunch Benefits Verification | Exhibit F-1-d |
| e. Resolution to Approve Stipends for Mohican Outdoor Educational Program | Exhibit F-1-e |
| f. Resolution to Approve Treasurer Internship | Exhibit F-1-f |
| g. Resolution to Approve Exchange of Service Agreement | Exhibit F-1-g |
| h. Resolution to Approve the Westlake High School Program of Studies for 2005-2006 | Exhibit F-1-h |
| i. Resolution to Approve Lease Agreement | Exhibit F-1-i |
2. Discussion Items
- a. First Reading of Board of Education Policies
- 1) Policy KG-E2 – Performing Arts Center User License Agreement (new)
- 2) Policy KG-R2 – Performing Arts Center Rental Procedures (new)

G. Director of Business Affairs Report

H. Director of Curriculum & Instruction Report

I. *Meeting Open to Public (15 Minutes)

J. Board Items

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 CERTIFICATED STAFF MEMBER

RESOLVED THAT

the Westlake Board of Education recognizes and congratulates Jeanne Bishop for receiving the 2004 “*Galileo*” award from the Great Lakes Planetarium Association.

Motion by_____

Seconded by_____

Roll Call Vote:

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

RESOLUTION TO ACCEPT FUNDS

RESOLVED THAT

the Westlake Board of Education accept the following funds:

<u>State Funds</u>	<u>Amount</u>	<u>Fund</u>	<u>Special Cost Center</u>
Safe Schools Help Line Grant Fiscal Year 2005	\$ 3,770.22	499	9910
Ohio SchoolNet Professional Development Fiscal Year 2005	\$4,140.00	452	9052

Motion by _____

Seconded by _____

Roll Call Vote:

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

RESOLUTION TO ESTABLISH FY05 APPROPRIATIONS

RESOLVED THAT

the Westlake Board of Education establish the following FY05 appropriations:

Safe Schools Help Line Grant Fiscal Year 2005

Account	Amount
499-2700-400-9910	\$3,770.22
Purchased Services	

Motion by _____

Seconded by _____

Roll Call Vote:

Mr. LeChaix _____

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO ADJUST FY05 APPROPRIATIONS

RESOLVED THAT

the Westlake Board of Education adjust the following FY05 appropriations:

GENERAL FUND

Account	From	To	Difference
001-1100-100 Gen. Instruction-Wages	\$14,071,686.55	\$14,071,791.18	\$104.63
001-1100-200 Gen. Instruction-Benefits	\$4,334,979.55	\$4,334,996.91	\$17.36
001-1100-500 Gen. Instruction-Supplies	\$425,097.11	\$426,156.99	\$1,059.88
001-1100-600 Gen. Instruction-Equipment	\$84,549.01	\$85,041.31	\$492.30
001-1200-400 Spec. Instruction-Purchased Services	\$2,066.37	\$2,331.95	\$265.58
001-1300-500 Vocational Instruction-Supplies	\$6,057.96	\$6,174.79	\$116.83
001-1900-400 Other Gen. Instruction-Purchased Serv.	\$817,296.00	\$804,296.00	(\$13,000.00)
001-2100-100 Support Services Pupils-Wages	\$1,482,745.62	\$1,469,134.37	(\$13,611.25)
001-2100-400 Support Services Pupils-Purchased Serv.	\$465,246.60	\$478,857.85	\$13,611.25

EXHIBIT D-1-c
(Continued)

001-2100-500 Support Services Pupils-Supplies	\$100,200.00	\$99,945.45	(\$254.55)
001-2100-600 Support Services Pupils-Capital Outlay	\$0.00	\$254.55	\$254.55
001-2200-400 Support Services Instruct.-Purchased Ser.	\$171,489.85	\$184,489.85	\$13,000.00
001-2200-500 Support Services Instruct. Staff-Supplies	\$115,485.89	\$115,138.67	(\$347.22)
001-2200-600 Support Services Instruct. Staff-Equip	\$293.11	\$640.33	\$347.22
001-2300-800 Support Services BOE-Other	\$8,252.99	\$7,737.80	(\$515.19)
001-2400-400 Admin-Purchased Services	\$355,158.02	\$354,892.44	(\$265.58)
001-2400-500 Admin-Supplies	\$32,500.00	\$30,709.00	(\$1,791.00)
001-2400-800 Admin-Other	\$65,059.81	\$65,575.00	\$515.19
Total	\$4,131,498.34	\$4,131,376.35	(\$0.00)

FOOD SERVICE

Account	From	To	Difference
006-3100-500 Food Service-Supplies/Materials	\$371,250.00	\$367,250.00	(\$4,000.00)
006-3100-600 Food Service-Capital Outlay	\$500.00	\$4,500.00	\$4,000.00
Total	\$371,750.00	\$371,750.00	\$0.00

EXHIBIT D-1-c
(Continued)

WESTLAKE SCHOOLS CATERING

Account	From	To	Difference
006-3100-500-9601			
Food Service Catering Supplies	\$2,000.00	\$5,000.00	\$3,000.00
Total	\$2,000.00	\$5,000.00	\$3,000.00

PROJECT LINK

Account	From	To	Difference
011-3200-500-9111			
Link-Supplies/Materials	\$15,000.00	\$14,929.80	(\$70.20)
001-7500-900-9111			
Link-Refund of Prior Year Receipts	\$800.00	\$870.20	\$70.20
Total	\$15,800.00	\$15,800.00	(\$0.00)

SELF INSURANCE

Account	From	To	Difference
024-2900-400-9024			
Self Insurance-Purchased Services	\$1,300,000.00	\$4,700,000.00	\$3,400,000.00
Total	\$1,300,000.00	\$4,700,000.00	\$3,400,000.00

Adult Basic & Literacy Education FY04C

Account	From	To	Difference
501-1400-100-9304	\$15,000.00	\$17,086.00	\$2,086.00
Adult/Cont. Ed. Salaries and Wages			
501-1400-200-9304	\$2,317.50	\$2,659.35	\$341.85
Adult/Cont. Ed. Benefits			
501-2200-100-9304	\$8,405.00	\$6,673.00	(\$1,732.00)
Support Services Salaries and Wages			
501-2200-200-9304	\$1,285.39	\$1,050.54	(\$234.85)

EXHIBIT D-1-c
(Continued)

Support Services Benefits

501-2200-400-9304	\$461.00	\$0.00	(\$461.00)
Support Services Purchased Services			
Total	\$27,468.89	\$27,468.89	\$0.00

State Improvement Grant Year 3

Account	From	To	Difference
599-1200-100-9462	\$1,773.28	\$0.00	(\$1,773.28)
Special Instruction Salaries and Wages			
599-1200-200-9462	\$557.40	\$0.00	(\$557.40)
Special Instruction Benefits			
599-2100-500-9462	\$285.67	\$242.10	(\$43.57)
Supplies and Materials			
599-2200-200-9462	\$267.74	\$0.00	(\$267.74)
Support Services Benefits			
599-2200-400-9462	\$787.88	\$200.00	(\$587.88)
Support Services Purchased Services			
599-7500-900-9462	\$0.00	\$3,229.87	\$3,229.87
Return of Funds			
Total	\$3,671.97	\$3,671.97	\$0.00

Motion by _____

Seconded by _____

Roll Call Vote:

Mr. LeChaix _____

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO AUTHORIZE TREASURER TO TRANSFER FUNDS

RESOLVED THAT

the Westlake Board of Education authorize the Treasurer to transfer \$25,000 from the General Fund (001) to the Permanent Improvement Fund (003).

Motion by _____

Seconded by _____

Roll Call Vote:

Mr. LeChaix _____

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE REVISED STUDENT ACTIVITY
PURPOSE STATEMENT AND BUDGET

RESOLVED THAT

the Westlake Board of Education approve the following revised Student Activity Purpose Statement and Budget (see attached):

2004-05 REVISED PURPOSE STATEMENT AND BUDGET*

Fund	SCC	Description	Estimated Revenue	Estimated Expenses
018	9760	Library Fund – Lee Burneson	<u>\$5,650.00</u>	<u>\$5,650.00</u>
		Total 018 Fund	\$5,650.00	\$5,650.00

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

Motion by _____

Seconded by _____

Roll Call Vote:

Mr. LeChaix _____

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. O'Malley _____

Ms. Rocco _____

**RESOLUTION TO APPROVE THE FOLLOWING INSURANCE RATES
EFFECTIVE JANUARY 1, 2005 THROUGH DECEMBER 31, 2005**

RESOLVED THAT

the Westlake Board of Education approve the insurance rates covering the period January 1, 2005 through December 31, 2005.

OPTION 1 (NETWORK)

	<u>Single</u>	<u>Family</u>
Medical	\$346.00	\$878.90
Prescription Drug	\$123.25	\$311.66
Dental	\$37.46	\$95.09
Vision	\$1.22	\$3.04

OPTION 2 (TRADITIONAL)

	<u>Single</u>	<u>Family</u>
Medical	\$404.77	\$1,028.12
Prescription Drug	\$123.25	\$311.66
Dental	\$37.46	\$95.09
Vision	\$1.22	\$3.04

Motion by _____

Seconded by _____

Roll Call Vote:

Mr. LeChaix _____

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. O'Malley _____

Ms. Rocco _____

The Board of Education of the Westlake City School District met in regular session on December 16, 2004, commencing at 7:00 p.m., at the Administration Offices at 27200 Hilliard Boulevard, Westlake, Ohio, with the following members present:

The Treasurer advised the Board that the notice requirements of Section 121.22 of the Revised Code and the implementing rules adopted by the Board pursuant thereto were complied with for the meeting.

_____ moved the adoption of the following resolution:

RESOLUTION NO. _____

**A RESOLUTION ADOPTING A CAFETERIA PLAN AND
APPOINTING THE TREASURER TO ADMINISTER THE PLAN**

WHEREAS, the Board of Education of the Westlake City School District (the "Board") provides a medical, dental, prescription drug and vision insurance plans for certain eligible employees ("Benefit Plans"); and

WHEREAS, in accordance with the terms of the Benefit Plans, employees may be required to contribute toward the cost of their coverage; and

WHEREAS, Internal Revenue Code Cafeteria permits the Board to adopt a "cafeteria plan" that will provide that employee contributions for Benefit Plan coverage will be made on a pre-tax basis; and

Whereas, the Board has agreed to adopt such a plan pursuant to the terms of certain collective bargaining agreements;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Westlake City School District, Cuyahoga County, Ohio, that:

Section 1. The attached document (Exhibit A) is hereby adopted as the Westlake City School District Cafeteria Plan, effective as of January 1, 2005.

Section 2. The Treasurer of the School District is hereby appointed as the Administrator of the Cafeteria Plan and is hereby authorized to carry out any and all actions that are required under the Cafeteria Plan of either the Administrator or the Employer.

Section 3. This Board finds and determines that all formal actions of this Board and of any of its committees concerning and relating to the adoption of this resolution were taken, and that all deliberations of this Board and of any committees that resulted in those formal actions were held, in meetings open to the public in compliance with the law.

Section 4. This Resolution shall be in full force and effect from and immediately upon its adoption.

_____ seconded the motion.

Upon roll call on the adoption of the resolution, the vote was as follows:

Treasurer's Certification

The above is a true and correct excerpt from the minutes of the regular meeting of the Board of Education of Westlake City School District, held on December 16, 2004.

Dated: December _____, 2004

Treasurer, Board of Education
Westlake City School District, Ohio

RESOLUTION TO ACCEPT
GIFTS AND CONTRIBUTIONS
(ORC 3313.36)

RESOLVED THAT

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

Eveready Battery Company, Inc. Mr. Jimmy Lee 25225 Detroit Road Westlake, OH 44145	Donated \$410.00 in batteries, battery chargers and rechargeable batteries to WHBS-TV at Westlake High School to operate our wireless headsets (24 batteries per day) and other battery-operated equipment.
Westlake Kiwanis Club Mr. Keith Jenkins 2896 Dover Center Road Westlake, OH 44145	Donated \$485.00 to WHBS-TV at Westlake High School to purchase a Telex SPS-2001 main station to use in the second football truck and in the basketball broadcasts.
#1 Express Car Wash Mr. Don Sears 25247 Detroit Road Westlake, OH 44145	Donated \$900.00 to WHBS-TV at Westlake High School to purchase t-shirts with #1 Express Car Wash to throw out to fans at football and basketball games.
John Shumway 24382 Hilliard Blvd. Westlake, OH 44145	Donated \$250.00 to Leadership Challenge at Westlake High School to help fund our Fall 2005 retreat.
Tony and JoAnn Hoty 27050 Hilliard Blvd. Westlake, OH 44145	Donated \$298.17 in office supplies, snacks, soft drinks, hardware, electrical supplies, audio supplies and video supplies to WHBS-TV at Westlake High School covering the period June 5 through December 5, 2004.

EXHIBIT F-1-a
(Continued)

Outback Steakhouse
Mr. Matt Wissman, GM
24900 Sperry Drive
Westlake, OH 44145

Donated \$905.17 to WHBS-TV at Westlake
High School to feed the 100 guests, crew and
broadcasters on the final four kickoff cookout
shows this fall on WHBS-TV.

Motion by _____

Seconded by _____

Roll Call Vote:

Mr. LeChaix _____

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE EMPLOYMENT OF CERTIFICATED
TEACHERS AND SUBSTITUTE TEACHERS

RESOLVED THAT

the Westlake Board of Education approves the employment and changes in employment of certificated teachers and substitute teachers for the 2004-2005 school year as follows, 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.

Change in Contract Status

Julie Hildebrand
Dover Elementary – 1st Grade

From 0.5 to 1.0
Effective 01/19/05 – 06/07/05
(subject to teacher returning from
maternity leave)

New Substitutes

Ryan Demro
Jill Sturts

Elizabeth Johnson
Nancy Thornton

Alison Rock
Janet Thornton

Natalie Sadlon

Motion by _____

Seconded by _____

Roll Call Vote:

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

RESOLUTION TO APPROVE FMLA AND PARENTAL LEAVE
FOR CERTIFICATED STAFF MEMBERS

RESOLVED THAT

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

Tina Fouts Hilliard – Grade 2 Parental Leave	Effective: 12/06/04 through 2004-2005 school year
Michelle Kasunick Dover – Grade 1 Parental Leave – Extension	Effective: 01/19/05 through 2004-2005 school year
Trina Powers Parkside – Intervention Specialist Parental Leave - Extension	Effective: 03/01/05 through 2004-2005 school year

Motion by _____

Seconded by _____

Roll Call Vote:

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

**RESOLUTION TO APPROVE CERTIFICATED AND NON-CERTIFICATED
RESIGNATIONS AND SUPPLEMENTAL CONTRACTS**

RESOLVED THAT

the Westlake Board of Education approves certificated resignations and supplemental contracts as follow for the 2004-2005 school year, paid from General Fund unless otherwise noted.

RESIGNATIONS:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Dawn Dawson	Parkside Intermediate Academic Advisor	12/01/04
Darlene Fossesco	Burneson Girls Softball Coach	11/19/04
Kelly Crawford	Burneson 7 th Grade Girls Basketball Coach	11/22/04

SUPPLEMENTAL CONTRACTS (In-District):

<u>Name</u>	<u>Position</u>	<u>Step</u>
Donald Spice	Burneson 7 th Grade Girls Basketball Coach	12
Eric Richardson	WHS Spring Musical Director	11
Sally Falatach	Exploratories Co-Leader	50%
Debra Gantz	Exploratories Co-Leader	50%
Paul Roth	Intervention Specialists Leader	100%

NON-CERTIFIED SUPPLEMENTAL CONTRACTS (Out-of-District):

Robyn Hodge	Burneson 8 th Grade Girls Basketball Coach	Volunteer
-------------	---	-----------

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:

Mr. LeChaix	_____
Mrs. D'Ettorre Wargo	_____
Mr. Beal	_____
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 12-01-04:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Step</u>
Travis Haselswerdt	MA	MA+10	3
Mary Miller	MA+20	MA+30	17

Motion by _____

Seconded by _____

Roll Call Vote:

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

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

RESOLVED THAT

the Westlake Board of Education approves employment, leave of absence, and substitutes for classified staff members for the 2004-2005 school year as follows:

RESIGNATION:

Valerie DeChant Classified Substitute Effective 12/09/04

NEW SUBSTITUTES:

Lena Hawk Teacher Asst., Student Attendant

Gail Heiman Custodial

Nicole Willis Clerk/Typist, Secretary, Teacher Asst., Receptionist

EMPLOYMENT:

Theresa Thompson-WHS Kitchen Helper	Effective:	01/03/05
Replacement for Dale Tremaine	Step: 1	3-3/4 hours per day

Motion by _____

Seconded by _____

Roll Call Vote:

Mr. LeChaix _____

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE AGREEMENT FOR ADMISSION
FOR TUITION PUPILS

RESOLVED THAT

the Westlake Board of Education approves the Agreement for Admission for Tuition Pupils to Crestwood Board of Education for the 2004-2005 school year.

Motion by _____

Seconded by _____

Roll Call Vote:

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

RESOLUTION TO APPROVE LUNCH BENEFITS VERIFICATION

RESOLVED THAT

the Westlake Board of Education approves the verification by focused sampling of Free and Reduced Lunch Benefits for the Westlake City Schools as required by the Child Nutritional Service Division of the Ohio Department of Education. The District had 277 applications on file as of October 1, 2004 and is required to verify all applications. The verification process was initiated October 11, 2004 and ended November 30, 2004. The verification process resulted in 91 applicants losing benefits.

Motion by _____

Seconded by _____

Roll Call Vote:

Mr. LeChaix	_____
Mrs. D'Ettorre Wargo	_____
Mr. Beal	_____
Mr. O'Malley	_____
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 Mohican Outdoor Educational Program at \$25.00 per night.

Number of Nights

Shannon Basile	2
Bill Bowles	7 (Covers Both Trips)
Verlene DeWitt	2
John Gast	2
John Holland	2
Joan Jerome	3
Brianne Kenneally	2
Christine Latham	2
Patrick McMorrow	1
Mary Beth Opron	2
Jennifer Riley	3 (Covers Both Trips)
Patti Seljan	1
Jeff Short	3
Colleen Steidel	1
Mimi Verdone	3 (Covers Both Trips)

Motion by _____

Seconded by _____

Roll Call Vote:

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

RESOLUTION TO APPROVE TREASURER INTERNSHIP

RESOLVED THAT
the Westlake Board of Education approves Hal Kendrick to complete Treasurer Internship with Westlake City Schools Treasurer Mark Pepera in order to receive Treasurer’s Certification.

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

RESOLUTION TO APPROVE EXCHANGE OF SERVICE AGREEMENT

RESOLVED THAT

the Westlake Board of Education approves the Exchange of Service Agreement with Ashland University for Student Teacher Placement.

Motion by _____

Seconded by _____

Roll Call Vote:

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

RESOLUTION TO APPROVE THE WESTLAKE HIGH SCHOOL
PROGRAM OF STUDIES FOR 2005-2006

RESOLVED THAT

the Westlake Board of Education approve the Westlake High School Program of Studies for the 2005-2006 school year.

Motion by_____

Seconded by_____

Roll Call Vote:

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

RESOLUTION TO APPROVE LEASE AGREEMENT

RESOLVED THAT
the Westlake Board of Education approves the following lease agreement:

Xerox Replace Central Copier

Motion by_____

Seconded by_____

Roll Call Vote:

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

Westlake City Schools - Performing Arts Center
LICENSE - RULES AND REGULATIONS

File: KG-E2

A. General

1. The Westlake City Schools Performing Arts Center has been constructed and equipped due to the support of citizens of Westlake for the purpose of providing the school district and community a quality facility to present the various performing arts. All individuals using the facility must take care not to damage the facility its equipment or to injure any performer or crews. The cost of any damage or repair to the facility caused by the negligence or carelessness on the part of the Licensee will be charged to the Licensee, and repairs made under the supervision of the Westlake City Schools.
2. A copy of the Licensee's Liability Insurance Policy is due a time of signing of the License Agreement.
3. A duly authorized representative of both the Licensee and the Licensor shall be in attendance and accessible on the premises when the doors are opened and throughout the engagement.
4. All theatrical equipment shall be operated only by personnel approved by the Westlake City Schools or a designee and the Westlake City Schools reserves the right to such consent or approval.
5. Construction and painting of scenery or props is not permitted on stage.
6. Smoking is not permitted anywhere on the grounds or facilities. We are a smoke-free campus.
7. Food or beverages are not permitted in the control booth or in the auditorium at any time.
8. Bottled water is permitted on the stage or in the orchestra pit only.
9. The Licensee will not permit any of its employees, independent contractors or others under its control to consume alcoholic beverages or any controlled substance while on the premises.

B. Personnel

1. The Westlake City Schools Performing Arts Center will supply the PAC Coordinator, Stage Attendants, custodians and maintenance personnel as necessary.
2. Parking Attendants: Licensee will be charged for parking attendants at Licensor's cost. Westlake City Schools will determine the appropriate number of parking attendants.

C. Miscellaneous

1. Enter/Exit: All performers, technical crew, and musicians will enter and exit the Performing Arts Center through the high school northwest door.
2. Delivery of stage settings, equipment, luggage, etc., must be arranged in advance with the Performing Arts Center Coordinator.
3. The placement of any and all decorations, displays, art work, etc. in the lobbies or auditorium must be approved in advance by the Performing Arts Center Coordinator. *Commercial signage is strictly prohibited, including radio station banners.*
4. Fliers/Leaflets: No pamphlets, fliers or leaflets of any kind may be distributed within Westlake City Schools or the Westlake City Schools Performing Arts Center.
5. Theater lobby opens sixty minutes prior to curtain time. Patrons will be seated one-half hour prior to curtain.
6. All performances must end no later than 10:30 PM. Westlake City Schools Performing Arts Center will close promptly at 11:00 PM, unless special written permission is granted for an extended period of performances.

D. Specific Agreement Prohibitions

Licensee shall not in all or any part of the Westlake City Schools Performing Arts Center:

1. Do or permit to be done anything that may interfere with the effectiveness or accessibility to any utility, heating, ventilation or air conditioning systems or portions thereof.
2. Overload any floor, ceiling or wall thereof or the gridiron or hang equipment on any other fixture therein without the expressed written consent of Licensor.
3. Place any additional lock of any kind upon any window or interior or exterior door or make any change in any existing door or window lock or the mechanism thereof unless expressly permitted in writing to do so and unless the Licensor therefore maintains a key.
4. No portion of the sidewalks, entrances, passages, vestibules, halls or ways of access in or about the building shall be obstructed or used for any purpose other than ingress and egress to and from the premises.
5. Additional Costs

a) Orchestra Shell	\$150.00	per day
b) Orchestra Pit	\$100.00	per day
c) Piano	\$50.00	per day
d) Piano Tuning	\$65.00	per keyboard
e) Music Stand & Chair	\$1.50	per unit per day
f) 4 x 8 Staging	\$5.00	per section per day
g) Spot Lights	\$5.00	per circuit
h) Projection Screen & Projector	Negotiable	per day
i) Choral Risers (4 Level)	\$25.00	per section per day
j) Additional Microphones	\$10.00	per day
k) Tech Staff Person	\$30.00	per day (4-hour time slot)

Rental Excludes

- a) All advertising & promotion
 - b) Programs for performance
- All pricing of above items is a per-day rate for a single performance; 2nd performance is less 50% (excludes personnel).

6. Settlement

- a) Final review and settlement will take place 14 days prior to the event
- b) Check payable to: Westlake City Schools Board of Education

7. Ticket Sales & Calculations

- a) In order to protect both the Westlake City Schools and the Licensee from accountability problems as well as insure the safety of the guests, the following policy will be strictly adhered to: Maximum Seating: 820 Seats (Do not sell more seats than maximum seating)

8. Recommended Sequence for Putting an Event in our Performing Arts Center

- a) 8 weeks prior: Event Information Package Pricing
- 7 weeks prior: Review and approve Use License Agreement
- 4 weeks prior: Public Ticket Sales

Licensee's Initials _____

The Westlake City Schools Performing Arts Center Rental Procedures

Requests for use of the Performing Arts Center shall be made through the Westlake City Schools District Office in writing using the **Application for Building Use**. Stating the event, with a description of the event, date of use, specific hours, equipment needed, and the sponsoring organization. Conditions of use are defined in Board Policy KG-R and the User License Agreement Policy KG-E2.

The Director of Business Affairs will review all requests for the use of the Performing Arts Center and determine if the proposed event interferes or conflicts with any Class A use.

Upon approval of the Application for Building Use by the Director of Business Affairs, a User License Agreement or Contract will be prepared and must be signed by the requesting party or an authorized representative.

The Westlake City Schools Performing Arts Center Classifications* for Use

- Class A:** Use of the Performing Arts Center for curricular, co-curricular and extracurricular purposes for the school district of Westlake City Schools.
- Class B:** **Westlake School Related Organizations**
Use of the facility for school related where benefits are directly returned to Westlake students or school district.
- Class C:** **Community Interest Organizations (No Admission Fee Charged)**
Use of the facility for school related organizations. Example: Rotary Club, Kiwanis Club, etc.
- Class D:** **Community Interest Organizations (Admission Fee Charged)**
Use of the facility for community organizations or civic groups of a public nature for the purpose of raising funds.
- Class E:** **Commerce or Private Interest**
Use of the facility by a commercial or private organization or individual for profit or personal interest. The Board reserves the right to deny use of the Performing Arts Center for any commercial or private activity it feels would not be in the best interest of the Performing Arts Center or Westlake City Schools.

*Classifications shall be determined by the District.

Fee Schedule per The Westlake City Schools Performing Arts Center

		WORKING HOURS	NON-WORKING HOURS
Class A:	District curricular related activity		No fee for this Classification
Class B:	Westlake School Related Organizations	Based on staff need per chart below	Based on staff need per chart below
Class C:	Community Interest Organization (No Admission Fee Charged)	Based on staff need per chart below	Based on staff need per chart below
Class D:	Community Interest Organization (Admission Fee Charged)	Based on staff need per chart below	Based on staff need per chart below
Plus \$1.00 (one dollar) Restoration Fee per ticket sold if proceeds do not directly benefit Westlake School Students or Programs			
Class E:	Commerce or Private Interest (Admission Fee Charged)	Rental costs will be charged accordingly to The Westlake City Schools Performing Arts Center Commercial and Private Interest Groups Fee Schedule	

Plus \$1.00 (one dollar) Restoration Fee per ticket sold

Staff costs will be assigned as presented below. There will be a \$15 per hour surcharge for Sunday

	<u>Working Hour</u>	<u>Non-Working Hour</u>
Custodial	\$50.00 p/h per person	\$60.00 p/h per person
Maintenance	\$50.00 p/h per person	\$60.00 p/h per person
Stage Technicians	\$15.00 p/h per person	\$15.00 p/h per person
Coordinator	\$50.00 p/h per person	\$60.00 p/h per person

Please Note: Working Hour defined as hour school personnel are on duty. All other hours are considered a Non-Working Hour and require overtime status in most circumstances.

Commercial and Private Interest Groups Fee Schedule

I. BASIC CHARGE (4 hours)

A. Commercial and Private Interest Groups \$800.00

B. The basic charge is based on cost of utilities, including air conditioning, depreciation of building and administrative costs.

Additional contracted time over 4 hours, on the show day will be pro-rated at \$150.00 per hour.

Rehearsal time on date other than the show date/overtime will be \$125.00 per hour. *Overtime is deemed as any hours additional to contract.

C. The basic charge also includes:

1. Use of the stage and seating area for a four (4) hour period.
2. All stage curtains.
3. FOH beam position
4. Use of the lobby, box office and green room (maximum 50 people) for normal purposed. Any special use of these areas must be negotiated separately.
5. Computerized lighting control system.
6. Sound system includes 1 microphone.

D. The services of student stage labor, security or other additional personnel are **in addition** to the basic charge and are assigned at the management's discretion.

II. OTHER CHARGES AND CONDITIONS

A. SOUND

- | | |
|--|--------------|
| 1. Microphone (corded) | \$ 15.00 |
| 2. Microphone (cordless, hand held or lav) | \$ 30.00 |
| 3. Tape Deck | \$ 20.00 |
| 4. CD Player | \$ 25.00 |
| 5. Other items as negotiated | Price Varies |

B. MUSIC INSTRUMENTS

- | | |
|--|--------------|
| 1. Grand Piano – Stage | \$ 50.00/day |
| 2. Tuning | Current Rate |
| 3. Other Items as negotiated (i.e. harpsichord, timpani) | Price Varies |

C. LIGHTS

- | | |
|---|-----------------|
| 1. Follow spotlight - two available (one hour minimum) | \$10.00/hour |
| *Follow spot operator is an additional charge | |
| 2. Extra stage lights | \$ 5.00/circuit |
| Fresnels 6 inch 24 available | |
| Par Can 18 available | |
| Ellipsoidal 6 x 9 56 available | |
| 6 x 12 44 available | |
| 6 x 16 24 available | |
| 8 x 13 26 available | |
| 3. Cyc lights | \$5.00/circuit |
| Cyc Lights 10/3 circuit | |
| 4. Other items as negotiated | Price Varies |

D. SPECIAL EFFECTS

There are non available

Pyrotechnics Not Permitted as per State/Federal Law

E. SPECIAL STAGING

- | | |
|-------------------------------|-----------------|
| 1. 4 x 8 Stage Risers | \$ 5.00/section |
| 2. Choir risers – 4 step | \$25.00/section |
| 3. Podium | \$20.00/day |
| 4. Movie Screen and Projector | Negotiable |
| 5. Orchestra Shell | \$150.00/day |
| 6. Orchestra Pit | \$100.00/day |

F. PROJECTION

- | | |
|---|--------------|
| 1. Can be negotiated through management | Price Varies |
|---|--------------|

G. FURNITURE

- | | |
|--------------------|-------------|
| 1. Table | \$ 5.00/day |
| 2. Orchestra Chair | \$ 2.00/day |
| 3. Music Stands | \$ 0.50/day |

H. STAFFING

- | | |
|--|----------------|
| 1. Stage Hands per person (minimum of four hours) | \$ 8.00/hour |
| The number of staff needed for a performance will be at the discretion of the stage manager. | |
| 2. PAC Coordinator | \$35.00/hour |
| 3. Security by Westlake Police Department | Current Rate |
| 4. Electrician | Varies |
| 5. Custodial Service | |
| a. General clean up | \$35.00/hour |
| b. Custodial overtime/holiday | \$45-\$60/hour |
| 6. PAC Management Time | \$35/Mgr/hour |
| 7. Other items as negotiated | Price Varies |

Volunteer Stage Staff Not Permitted

I. OVERTIME

- | | |
|------------------------------------|---------------|
| 1. Set-up time (same day as event) | \$150.00/hour |
| 2. Time beyond contracted hours | \$150.00/hour |

J. CAFETERIA

- | | |
|--------------------------|-----------------|
| 1. High School Cafeteria | \$150.00/ea/day |
|--------------------------|-----------------|