

**WESTLAKE CITY SCHOOLS  
BOARD OF EDUCATION AGENDA**

**Monday, December 17, 2007 – 5:30 p.m. – Regular Meeting  
Administration Building – Board Room  
27200 Hilliard Blvd.**

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

Call to Order      Time: \_\_\_\_\_

Roll Call:

Mrs. D'Ettorre Wargo \_\_\_\_\_  
Mr. Mays \_\_\_\_\_  
Mr. Marinucci \_\_\_\_\_  
Mr. O'Malley \_\_\_\_\_  
Ms. Rocco \_\_\_\_\_

Pledge of Allegiance

Acknowledgment of Visitors

Approval of Agenda

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

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

Roll Call Vote:

Mrs. D'Ettorre Wargo \_\_\_\_\_  
Mr. Mays \_\_\_\_\_  
Mr. Marinucci \_\_\_\_\_  
Mr. O'Malley \_\_\_\_\_  
Ms. Rocco \_\_\_\_\_

\*Hearing of Public (15 Minutes) Agenda Items

A. Approval of Minutes

1. Regular Meeting of November 26, 2007

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

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

Roll Call Vote:

Mrs. D'Ettorre Wargo \_\_\_\_\_  
Mr. Mays \_\_\_\_\_  
Mr. Marinucci \_\_\_\_\_  
Mr. O'Malley \_\_\_\_\_  
Ms. Rocco \_\_\_\_\_

B. Special Reports and Recognitions

- |  |             |
|--|-------------|
| 1. Resolution of Appreciation-Renee D'Ettorre Wargo                          | Exhibit B-1 |
| 2. Resolution of Appreciation-Joseph O'Malley                                | Exhibit B-2 |
| 3. Resolution to Recognize Excellence in Classified Service Award Recipients | Exhibit B-3 |
| 4. Resolution to Recognize Excellence in Teaching Award Recipients           | Exhibit B-4 |

C. Superintendent's Report – Dan Keenan

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 FY08 Appropriations  | Exhibit D-1-c |
| d. Resolution to Approve Kaiser Permanente Contract  | Exhibit D-1-d |
| e. Resolution to Adopt a Tax-Deferred Payroll Deduction Plan for Purchase or Restoration of STRS Ohio Credit | Exhibit D-1-e |
| f. Resolution to Issue Then and Now Certificate  | Exhibit D-1-f |

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 Substitutes and FMLA for Certified Staff Members  | Exhibit F-1-b-1 |
| 2. Resolution to Approve Substitutes and FMLA for Classified Staff Members | Exhibit F-1-b-2 |
| 3. Resolution to Approve Reclassification of Certificated Staff Members    | Exhibit F-1-b-3 |
| 4. Resolution to Approve Supplemental Resignations and Contracts           | Exhibit F-1-b-4 |
| c. Resolution to Approve Field Trip  | Exhibit F-1-c   |
| d. Resolution to Approve High School Head Custodian Job Description        | Exhibit F-1-d   |
| e. Resolution to Approve District Maintenance Worker Job Description       | Exhibit F-1-e   |
| f. Resolution to Approve Assistant Head Custodian Job Description          | Exhibit F-1-f   |

G. Director of Business Affairs Report

H. Director of Curriculum & Instruction Report

I. Board Items

- |  |             |
|--|-------------|
| 1. Resolution to Appoint President Pro Tem for 2008 Organizational Meeting | Exhibit I-1 |
| 2. Set Organizational Meeting Date and Time                                |             |

\*Meeting Open to Public (15 Minutes)

J. 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 OF APPRECIATION*

## **Renee D'Ettorre Wargo**

Board Member	President
2000-2007	2005-2007

WHEREAS, Renee D'Ettorre Wargo has served as a member of the Westlake Board of Education for eight years, and

WHEREAS, during her tenure she has served in the capacity as president for three years, and

WHEREAS, her leadership has been instrumental in the district being recognized by the State of Ohio as being Excellent, and

WHEREAS, her judgment, vision and concern for the education of youth has been valuable to the Board in the fulfillment of its responsibilities, and

WHEREAS, her service, leadership and commitment to the Westlake School District has brought enduring benefits to the youth and citizens of the Westlake City School District,

NOW, THEREFORE, BE IT RESOLVED that the Westlake Board of Education adopts this "Resolution of Appreciation" commending Renee D'Ettorre Wargo for dedication and faithful service and does hereby express its sincere appreciation to her on behalf of the citizens of the Westlake City School District and the staff of their schools, and

FURTHER BE IT RESOLVED that this resolution be duly recorded and spread on the minutes this 17<sup>th</sup> day of December, 2007, and the Treasurer is directed to deliver a copy of this resolution to Mrs. Renee D'Ettorre Wargo.

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

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

Roll Call Vote:

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

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

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

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

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

# *RESOLUTION OF APPRECIATION*

## **Joseph O'Malley**

Board Member  
2004-2007

WHEREAS, Joseph O'Malley has served as a member of the Westlake Board of Education for four years, and

WHEREAS, his leadership has been instrumental in the district being recognized by the State of Ohio as being Excellent, and

WHEREAS, his judgment, vision and concern for the education of youth has been valuable to the Board in the fulfillment of its responsibilities, and

WHEREAS, his service, leadership and commitment to the Westlake School District has brought enduring benefits to the youth and citizens of the Westlake City School District,

NOW, THEREFORE, BE IT RESOLVED that the Westlake Board of Education adopts this "Resolution of Appreciation" commending Joseph O'Malley for dedication and faithful service and does hereby express its sincere appreciation to him on behalf of the citizens of the Westlake City School District and the staff of their schools, and

FURTHER BE IT RESOLVED that this resolution be duly recorded and spread on the minutes this 17<sup>th</sup> day of December, 2007, and the Treasurer is directed to deliver a copy of this resolution to Mr. Joseph O'Malley.

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

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

Roll Call Vote:

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

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

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

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

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

RESOLUTION TO RECOGNIZE EXCELLENCE  
IN CLASSIFIED SERVICE AWARD

RESOLVED THAT

the Westlake Board of Education recognizes and congratulates the following staff members as recipients of the Excellence in Classified Service Award:

Mary Kay Auger

Gay Manella

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

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

Roll Call Vote:

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

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

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

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

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

RESOLUTION TO RECOGNIZE EXCELLENCE  
IN TEACHING SERVICE AWARD

RESOLVED THAT  
the Westlake Board of Education recognizes and congratulates the following staff members as  
recipients of the Excellence in Teaching Service Award:

Karen Huber

Christina Meecha

Motion by \_\_\_\_\_  
Seconded by \_\_\_\_\_  
Roll Call Vote:  
Mrs. D’Ettorre Wargo \_\_\_\_\_  
Mr. Beal \_\_\_\_\_  
Mr. Mays \_\_\_\_\_  
Mr. O’Malley \_\_\_\_\_  
Ms. Rocco \_\_\_\_\_

RESOLUTION TO ACCEPT FUNDS

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

Local Funds	Amount	Fund	Special Cost Center
eTech Ohio Professional Development FY08	\$2,970.00	452	9353

Motion by \_\_\_\_\_  
Seconded by \_\_\_\_\_  
Roll Call Vote:  
Mrs. D'Ettorre Wargo \_\_\_\_\_  
Mr. Mays \_\_\_\_\_  
Mr. Marinucci \_\_\_\_\_  
Mr. O'Malley \_\_\_\_\_  
Ms. Rocco \_\_\_\_\_

## RESOLUTION TO ESTABLISH APPROPRIATIONS

## RESOLVED THAT

the Westlake Board of Education establishes the following appropriations:

<b>e-TECH OHIO PROFESSIONAL DEVELOPMENT</b>	
<b>Fiscal Year 2008</b>	
<b>Account</b>	<b>Amount</b>
452-2200-100-9353	
Salaries & Wages	\$300.00
452-2200-200-9353	
Benefits	\$46.35
452-2200-400-9353	
Purchased Services	\$2,507.00
452-2200-500-9353	
Supplies & Materials	\$116.65

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

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

Roll Call Vote:

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

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

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

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

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

## RESOLUTION TO ADJUST FY08 APPROPRIATIONS

## RESOLVED THAT

the Westlake Board of Education adjusts the following FY08 appropriations:

<b>GENERAL FUND</b>			
<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
001-1100-400			
Instruction-Purchased Services	\$48,215.22	\$49,215.22	\$1,000.00
001-1100-500			
Instruction-Supplies	\$475,317.99	\$478,315.63	\$2,997.64
001-1100-600			
Instruction-Equipment	\$114,073.28	\$115,834.10	\$1,760.82
001-1200-400			
Special Education-Purchased Services	\$2,425.00	\$1,954.63	(\$470.37)
001-1200-600			
Special Education-Equipment	\$8,644.99	\$8,656.53	\$11.54
001-2100-400			
Support Services-Purchased Services	\$545,329.05	\$539,369.42	(\$5,959.63)
001-2100-500			
Support Services-Supplies	\$54,405.00	\$54,183.70	(\$221.30)
001-2100-600			
Support Services-Equipment	\$195.00	\$416.30	\$221.30
001-2200-400			
Support Services-Purchased Services	\$140,471.93	\$141,899.93	\$1,428.00
001-2200-500			
Support Services-Supplies	\$96,124.67	\$94,495.67	(\$1,629.00)
001-2200-600			
Support Services-Equipment	\$675.80	\$1,556.80	\$881.00

EXHIBIT D-1-c  
(Continued)

001-2400-400			
Admin-Purchased Services	\$281,886.84	\$281,636.84	(\$250.00)
001-2700-500			
Maintenance-Supplies	\$215,941.97	\$214,859.48	(\$1,082.49)
001-2700-600			
Maintenance-Equipment	\$1,885.03	\$2,469.58	\$584.55
001-2700-700			
Maintenance-Replacement Equipment	\$11,611.35	\$12,109.29	\$497.94
001-2800-400			
Transportation-Purchased Services	\$259,832.71	\$259,032.71	(\$800.00)
001-2800-700			
Transportation-Replacement Equipment	\$264,269.00	\$265,069.00	\$800.00
001-4500-800			
Sports-Miscellaneous	\$215.00	\$445.00	\$230.00
001-5300-400			
Architect/Engineering-Purchased Services	\$10,000.00	\$48,455.19	\$38,455.19
001-7200-900			
General Fund Transfers	<u>\$461,089.83</u>	<u>\$422,634.64</u>	<u>(\$38,455.19)</u>
<b>Total</b>	<b>\$2,992,609.66</b>	<b>\$2,992,609.66</b>	<b>\$0.00</b>
<b>INTERDISTRICT SUMMER SCHOOL</b>			
<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
011-1100-100-9011			
Summer School-Teacher Salaries	\$51,000.00	\$50,798.23	(\$201.77)
011-1100-500-9011			
Summer School-Supplies	<u>\$537.00</u>	<u>\$738.77</u>	<u>\$201.77</u>
<b>Total</b>	<b>\$51,537.00</b>	<b>\$51,537.00</b>	<b>\$0.00</b>

EXHIBIT D-1-c  
(Continued)

<b>COMMUNITY EDUCATION</b>			
<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
011-3200-400-9110			
Community Ed-Purchased Services	\$2,000.00	\$475.00	(\$1,525.00)
011-3200-500-9110			
Community Ed-Supplies	\$0.00	\$1,525.00	\$1,525.00
<b>Total</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$0.00</b>
<b>SUPPORT FUND</b>			
<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
018-3900-500-9720			
Sunshine - Admin Bldg	\$400.00	\$465.00	\$65.00
018-4600-500-9751			
Inservice Supplies - Bassett	\$11,050.00	\$8,438.37	(\$2,611.63)
018-4600-600-9751			
Inservice Equipment - Bassett	\$0.00	\$2,611.63	\$2,611.63
018-4600-500-9773			
Music Programs Supplies - Holly Lane	\$156.85	\$161.15	\$4.30
018-4600-600-9773			
Music Programs Equipment - Holly Lane	\$143.15	\$138.85	(\$4.30)
018-4600-600-9774			
Music Program Equipment - Burneson	\$500.00	\$2,825.00	\$2,325.00
<b>Total</b>	<b>\$12,250.00</b>	<b>\$14,640.00</b>	<b>\$2,390.00</b>
<b>ATHLETIC FUND</b>			
<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
300-4500-100-9500			
Athletics-Salaries	\$20,862.00	\$23,485.50	\$2,623.50
<b>Total</b>	<b>\$20,862.00</b>	<b>\$23,485.50</b>	<b>\$2,623.50</b>

EXHIBIT D-1-c  
(Continued)

<b>TITLE VI - B, IDEA 2006 - 2007</b>			
<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
516-1200-400-9607			
Special Instruction - Purchased Services	\$17,275.12	\$0.00	(\$17,275.12)
516-2100-400-9607			
Support Service - Purchased Svcs - Pupils	\$14,658.93	\$98,820.95	\$84,162.02
516-2200-200-9607			
Support Services - Benefits - Staff	\$1,926.40	\$0.00	(\$1,926.40)
516-2200-400-9607			
Support Services - Purchased Svcs - Staff	<u>\$64,960.50</u>	<u>\$0.00</u>	<u>(\$64,960.50)</u>
<b>Total</b>	<b>\$98,820.95</b>	<b>\$98,820.95</b>	<b>\$0.00</b>
<b>TITLE V, INNOVATIVE PROGRAMS 2006-2007</b>			
<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
573-2200-400-9207			
Prof Development - Purchased Services	\$0.00	\$66.09	\$66.09
573-3200-500-9207			
Non Public - Supplies & Materials	<u>\$66.09</u>	<u>\$0.00</u>	<u>(\$66.09)</u>
<b>Total</b>	<b>\$66.09</b>	<b>\$66.09</b>	<b>\$0.00</b>
<b>EARLY CHILDHOOD SPEC. ED., IDEA 2006 - 2007</b>			
<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
587-1200-500-9007			
Early Childhood Spec Ed-Supplies & Matls	\$2,292.21	\$0.00	(\$2,292.21)
587-2100-100-9007			
Early Childhood Spec Ed-Salaries & Wages	\$210.75	\$3,081.52	\$2,870.77
587-2100-200-9007			
Early Childhood Spec Ed - Benefits	<u>\$578.56</u>	<u>\$0.00</u>	<u>(\$578.56)</u>
<b>Total</b>	<b>\$3,081.52</b>	<b>\$3,081.52</b>	<b>\$0.00</b>

EXHIBIT D-1-c  
(Continued)

<b>TITLE II-A, IMPROVING TCHR QLTY 2006 - 2007</b>			
<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
590-2200-100-9007			
Support Services - Salaries & Wages	\$6,157.67	\$5,445.30	(\$712.37)
590-2200-200-9007			
Support Services - Benefits	\$1,478.75	\$1,068.00	(\$410.75)
590-2200-400-9007			
Support Services - Purchased Services	\$998.16	\$0.00	(\$998.16)
590-2200-500-9007			
Support Services - Supplies & Materials	\$1,640.89	\$0.00	(\$1,640.89)
590-3200-400-9007			
Non Public - Purchased Services	<u>\$0.00</u>	<u>\$3,762.17</u>	<u>\$3,762.17</u>
<b>Total</b>	<b>\$10,275.47</b>	<b>\$10,275.47</b>	<b>\$0.00</b>
<b>TITLE II-D, TECHNOLOGY FUND 2007-2008</b>			
<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
599-2200-400-9008			
Professional Development - Purchased Services	\$756.15	\$828.77	\$72.62
599-3200-400-9908			
Non Public - Purchased Services	<u>\$135.00</u>	<u>\$62.38</u>	<u>(\$72.62)</u>
<b>Total</b>	<b>\$891.15</b>	<b>\$891.15</b>	<b>\$0.00</b>

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

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

Roll Call Vote:

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

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

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

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

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

RESOLUTION TO APPROVE KAISER PERMANENTE CONTRACT

RESOLVED THAT

the Westlake Board of Education approves the Kaiser Permanente contract covering the period January 1, 2008 through September 30, 2008.

2008 Renewal for Westlake Schools  
Group #0555

Monthly Rates Effective  
January 1, 2008 through September 30, 2008

	CURRENT RATES	RENEWAL RATES
SINGLE:	\$418.33	\$464.35
FAMILY:	\$1,104.44	\$1,225.94

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

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

Roll Call Vote:

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

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

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

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

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

RESOLUTION TO ADOPT A TAX-DEFERRED PAYROLL DEDUCTION PLAN  
FOR PURCHASE OR RESTORATION OF STRS OHIO CREDIT

WHEREAS, Internal Revenue Code Section (414)(h)(2) permits employer “pickup” of the employee portion of contributions to a retirement plan, thereby resulting in tax deferral of employee contributions; and

WHEREAS, under the State Teachers Retirement System of Ohio (STRS Ohio) laws and rules, members may: (1) redeposit contributions previously withdrawn plus interest, and/or (2) purchase eligible credit.

NOW, THEREFORE, BE IT RESOLVED that in order to permit tax deferral for these additional amounts, any employee who wishes to purchase or restore STRS Ohio credit by payroll deduction must enter into a binding irrevocable payroll deduction authorization and such employee shall not have the option of choosing to receive the amounts directly instead of having them paid by the employer to STRS Ohio;

BE IT FURTHER RESOLVED that additional amounts herein specified, through payroll deduction from salary, are designated as being picked up by the employer and paid by the employer in accordance with Internal Revenue Code requirements.

This resolution adopted by Westlake Board of Education shall have an effective date of March 1, 2008.\*

\*Employers must notify STRS Ohio at least 60 days before the effective date of the resolution.

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

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

Roll Call Vote:

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

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

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

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

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

RESOLUTION TO ISSUE THEN AND NOW CERTIFICATE

RESOLVED THAT  
the Westlake Board of Education authorizes a Then and Now Certificate to Kesslers Sport Shop  
Inc. in the amount of \$9,690.00 for Nike team football jerseys.

Motion by \_\_\_\_\_  
Seconded by \_\_\_\_\_  
Roll Call Vote:  
Mrs. D'Ettorre Wargo \_\_\_\_\_  
Mr. Mays \_\_\_\_\_  
Mr. Marinucci \_\_\_\_\_  
Mr. O'Malley \_\_\_\_\_  
Ms. Rocco \_\_\_\_\_

RESOLUTION TO ACCEPT GIFTS AND CONTRIBUTIONS  
(ORC 3313.36)

RESOLVED THAT

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

Dean's Greenhouse & Flower Shop Attn: Ms. Debbie Dean-Espie 3984 Porter Road Westlake, OH 44145	Donated 12 poinsettia plants to Westlake City Schools Performing Arts Center to adorn the stage at the intermediate, middle and high school holiday concert performances.
Mr. Jim Gornik 30883 Lytham Circle Westlake, OH 44145	Donated a five foot, two-tiered computer desk to WHBS-TV at Westlake High School for the purpose of setting up another editing station in Studio A.
Hermes Sports & Events Ms. Katherine Gessner 1624 St. Clair Avenue, N.E. Cleveland, OH 44114-2006	Donated \$250.00 to the Girls Cross Country program at Westlake High School to purchase cross country equipment.
Hilliard Lakes Golf Course Mr. Ron Zaleski 31666 Hilliard Blvd. P.O. Box 112 Avon, OH 44011	Donated the use of the course (\$1,786.00 value) on 8/13/07, 8/16/07, 8/27/07, 9/10/07 and 9/17/07 for home girls golf matches to the Girls Golf program at Westlake High School.
Hyland Software Mr. Rick Kirk 28500 Clemens Road Westlake, OH 44145	Donated \$3,766.34 to the third grade at Dover Elementary to purchase a Smart Board System.
Westlake Demons Club Mr. Steve Steffas P.O. Box 45236 Westlake, OH 44145	Donated \$1,000.00 to the Softball program at Westlake High School to defray the cost of dugout repairs.
Westlake Demons Club Mr. Steve Steffas P.O. Box 45236 Westlake, OH 44145	Donated \$1,500.00 to the Volleyball program at Westlake High School to defray the cost of the volleyball hitting machine.

EXHIBIT F-1-a  
(Continued)

Westlake Junior Womens Club  
Foundation  
P.O. Box 45215  
Westlake, OH 44145

Donated \$300.00 to the Boys Basketball program  
at Westlake High School to purchase basketball  
equipment.

Ms. Kathryn M. Ielapi  
1370 Canterbury Road  
Westlake, OH 44145

Donated \$50.00 to the Girls Basketball program  
at Westlake High School to purchase girls  
basketball equipment.

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

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

Roll Call Vote:

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

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

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

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

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

RESOLUTION TO APPROVE EMPLOYMENT, SUBSTITUTES, FMLA AND  
PARENTAL LEAVE FOR CERTIFIED STAFF MEMBERS

RESOLVED THAT

the Westlake Board of Education approves employment, substitutes, parental leave and FMLA  
for certified staff members as follows:

Employment

Lee Ann Eyre                      Hilliard Long-Term Sub – Art                      Effective:                      01/03/2008

Substitutes

Frances Giovannazzo	Heather Kama-Starr	Cindy Schade	Kristin Cope	Amy Staib
Catherine McNamara	Heather Edgerly	Jessica Ferrari	William Hock	Alissa Wible
Kathryn Savona	Virginia Konchan	Irene Mayher		

FMLA

Mark Pepera	From: 11/27/07	To: 12/03/07
Ray Conti	From: 10/15/07	To: 12/12/07

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

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

Roll Call Vote:

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

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

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

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

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

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

RESOLVED THAT

the Westlake Board of Education approves employment, FMLA, and substitutes for classified staff members as follows:

Employment

Donald Brown	WHS Head Custodian	Effective: 01/01/08	Step 25, 8 Hrs/Day
Deborah Lukas	Hilliard Asst. Head Cust.	Effective: 01/01/08	Step 4, 8 Hrs/Day
James Daugherty	Maintenance Worker	Effective: 01/01/08	Step 9, 8 Hrs/Day

Substitutes

Frances Giovannazzo	Clerical, Secretary, Receptionist, Teacher Asst., Special Ed. Asst., Playground Asst., Kitchen Help
Gail Jirka	Student Attendant, Custodial/Cleaner
Marjorie Dwyer	Teacher Asst., Student Attendant, Library Asst.

FMLA

Jerry Slabaugh	Effective:	11/15/07-12/06/07
Lydia Bond	Effective:	12/21/07

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

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

Roll Call Vote:

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

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

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

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:

<u>Effective</u>	<u>Name</u>	<u>From</u>	<u>To</u>	<u>Step</u>
12/01/07	Jessica Molenaar	BA+10	BA+30	3
12/01/07	Susan Weitzel	BA+10	BA+20	5

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

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

Roll Call Vote:

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

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

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

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

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

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

**RESOLVED THAT**

the Westlake Board of Education approves the following supplemental resignations and contracts for the 2007-2008 school year (in-district and out-of-district):

Resignation

Louie Iacoboni                      WHS Freshman Wrestling (50%)

Employment

<u>Name</u>	<u>Position</u>	<u>In District</u>	<u>Step</u>
Mark Lenczewski	LBMS Student Council Advisor	Y	0
Mark Dougherty	LBMS Boys Asst. Track Coach	Y	0
Darlene Fossesco	LBMS Newspaper Advisor	Y	1

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

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

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

Roll Call Vote:

Mrs. D'Ettorre Wargo      \_\_\_\_\_

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

Mr. Marinucci              \_\_\_\_\_

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

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

RESOLUTION TO APPROVE FIELD TRIP

RESOLVED THAT

the Westlake Board of Education approves the following field trip:

Westlake High School & Lee Burneson Middle School  
Ski & Snowboard Club  
Monday, February 18, 2008 – 5:00 AM – 10:00 PM  
Holiday Valley Ski Resort  
Ellicotville, New York  
Approximate Cost Per Pupil - \$70-\$100

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

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

Roll Call Vote:

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

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

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

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

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

RESOLUTION TO APPROVE JOB DESCRIPTION OF  
WESTLAKE CITY SCHOOLS HIGH SCHOOL HEAD CUSTODIAN

RESOLVED THAT

the Westlake Board of Education approves the job description of Westlake City Schools High School Head Custodian (see attached).

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

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

Roll Call Vote:

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

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

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

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

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

## **WESTLAKE CITY SCHOOLS**

### **JOB DESCRIPTION**

**TITLE:** Head Custodian, High School

**RESPONSIBLE TO:** Building Principal, Assistant Principal or Designee

**TERM OF EMPLOYMENT:** 12 month, 8 hours/day

#### **QUALIFICATIONS:**

1. High School graduate or equivalent.
2. Prior experience and general knowledge of electrical, plumbing, carpentry.
3. Proficiency in the use of hand & power tools, cleaning & grounds keeping equipment.
4. Ability to climb and work on ladders and scaffolding and in confined spaces.
5. Ability to lift and carry 50 lbs.
6. Ability to stand, bend over, and stoop down for extended periods of time.
7. Effective oral, written, and computer communication skills.
8. Prior experience in school district custodial and/or cleaning operations.
9. Prior experience and general knowledge of HVAC including low pressure boilers.
10. Prior experience in supervision of employees.

#### **GENERAL DUTIES:**

Responsible for performing and supervising the cleaning and routine maintenance of Westlake High School; scheduling High School custodial employees; the use and safe keeping of High School equipment and tools; and coordinating High School grounds keeping and snow removal activities.

#### **ESSENTIAL ELEMENTS:**

1. Performs assigned routine and, as needed, emergency cleaning duties daily.
2. Coordinates and collaborates with Maintenance Department employees to complete routine maintenance and repairs.
3. Supervises, schedules, and assigns cleaning areas, including the Performing Arts Center, to other building custodial employees, including the Assistant Head Custodians.
4. Responds to and handles emergency situations as needed.
5. Responsible for ordering, receiving, storing, and inventorying of building custodial supplies.
6. Supervises shipping and receiving activities.
7. Coordinates and works with outside contractors.
8. Operates grounds keeping and snow removal equipment.
9. Completes required health, safety, fire code, and routine maintenance reports.
10. Supervises, schedules, and assists with setting up and tearing down furniture, equipment, and other required items for school day and after school events.
11. Attends Head Custodian and other professional development meetings, as directed by the Director of Business Affairs.
12. Communicates information from professional development meetings to the High School custodial staff.
13. Communicates positively with staff, students, and public.

## **WESTLAKE CITY SCHOOLS**

### **JOB DESCRIPTION**

#### **SPECIFIC DUTIES:**

1. Develops cleaning schedules and assigns daily duties and tasks for all custodial employees as needed.
2. Secures sub custodians as needed, utilizing the electronic sub list.
3. Regularly inspects work of custodial employees.
4. Notifies custodial employee of unsatisfactory performance and involves the principal as needed.
5. Responsible for operation and routine maintenance of HVAC equipment and systems.
6. Supervises and performs scheduled routine preventive maintenance activities.
7. Completes the activities associated with the building inspection checklist.
8. Maintains clean and safe boiler rooms, custodial slop sinks, and storage areas.
9. Supervises, schedules, and assists with the removal of snow, ice and debris from walks and entrance ways as needed.
10. Responsible for establishing procedures for securing the High School after hours.
11. Supervises, schedules, and assists with maintenance of outside grounds in proximity to the building.
12. Reviews and prepares payroll records and time off requests (compensatory time, vacation, personal leave) for submission to payroll.
13. Maintains a sufficient inventory of required custodial supplies.
14. Requests custodial supplies, tools, and equipment from the Director of Business Affairs, as needed.
15. Completes and submits maintenance work orders utilizing the electronic ticket system for items that require repair beyond routine maintenance.
16. Coordinates with and assists maintenance personnel when a work order requires additional help.
17. Responsible for maintaining and safe keeping hand and power tools, grounds keeping and cleaning equipment assigned to the High School.
18. Responsible for establishing procedures for following safety guidelines provided in training/safety manuals and utilizing manufacturers' installed equipment safety devices.
19. Orders and maintains, as needed, proper safety equipment, including fire safety equipment, security systems, etc.
20. Performs other duties as assigned by the principal within the general scope of the job description.

#### **ENVIRONMENTAL AND SAFETY REQUIREMENTS:**

1. May be required to handle bodily fluids and may be exposed to blood borne pathogens.
2. May be required to handle chemicals and other hazardous materials and substances.

RESOLUTION TO APPROVE JOB DESCRIPTION OF  
WESTLAKE CITY SCHOOLS DISTRICT MAINTENANCE WORKER

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

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

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

Roll Call Vote:

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

**WESTLAKE CITY SCHOOLS**  
**JOB DESCRIPTION**

**TITLE:** Maintenance Worker  
**RESPONSIBLE TO:** Maintenance Team Leader and/or Business Affairs  
**TERM OF EMPLOYMENT:** 12 month, 8 hours/day

**QUALIFICATIONS:**

1. Minimum of high school diploma or equivalent, additional training preferred.
2. Prior experience and experience of school district and/or commercial maintenance.
3. Proficiency in one or more of the skilled trade areas of plumbing, electrical, HVAC and carpentry.
4. Proficiency in the use of hand and power tools, snow removal and grounds keeping equipment.
5. Ability to climb and work on ladders and scaffolding and in building confined spaces.
6. Ability to lift and carry 50 lbs.
7. Ability to stand, bend over, and stoop down for extended periods of time.
8. Effective oral, written, and computer communication skills.
9. Valid driver's license.

**GENERAL DUTIES:**

Responsible for repairing and maintaining equipment, buildings and grounds; regularly scheduled preventive maintenance; safe transport of District equipment, supplies, furniture, and materials; use and safeguarding of District tools and equipment; and grounds keeping and snow removal activities.

**ESSENTIAL ELEMENTS:**

1. Completes building and equipment maintenance duties as assigned by the Maintenance Team Leader and/or the Director of Business Affairs.
2. Coordinates and collaborates with building head custodians to complete routine maintenance and repairs.
3. Operates light trucks, tractors, grounds keeping and snow removal and excavating equipment.
4. Responds to and handles emergency situations as needed.
5. Performs shipping and receiving activities, including unloading trucks, storing and delivering District furniture, maintenance supplies, parts, and materials.
6. Repairs electrical, mechanical, HVAC, and plumbing equipment and irrigation systems.
7. Cleans athletic facilities, including fields, grandstands, and restrooms.
8. Completes required health, safety and routine maintenance reports.
9. Coordinates and works with outside contractors.
10. Assumes duties and responsibilities as Team Leader when assigned.

**WESTLAKE CITY SCHOOLS**  
**JOB DESCRIPTION**

**SPECIFIC DUTIES:**

1. Reports observed facility or equipment repair and/or safety issues to the Maintenance Team Leader or other Administrator.
2. Repairs custodial, grounds keeping and snow removal equipment.
3. Performs assigned grounds and athletic field duties.
4. Performs snow and ice removal as assigned.
5. Responsible for securing maintenance shop, other District buildings, equipment, vehicles.
6. Reports damage to or loss of tools, equipment, and safety devices to the Maintenance Team Leader.
7. Maintains job sites in a clean, orderly manner, including removal of repair debris.
8. Participates in maintenance team meetings for planning, assignments, and in-service.
9. Responsible for following safety guidelines provided in training and safety manuals, and utilizing manufacturers' installed equipment safety devices.
10. Responsible for the use, maintenance and safekeeping of maintenance tools, equipment, and vehicles.
11. Perform interior and exterior building remodeling, renovating and painting.
12. May perform weekend and holiday building checks as assigned by the Maintenance Team Leader.
13. Performs other duties as assigned by the Maintenance Team Leader or the Director of Business Affairs within the general scope of the job description.

**ENVIRONMENTAL AND SAFETY REQUIREMENTS:**

1. May be required to handle bodily fluids and may be exposed to blood borne pathogens.
2. May be required to handle chemicals and other hazardous materials and substances.
3. May be required to use hazardous tools and equipment.

RESOLUTION TO APPROVE JOB DESCRIPTION OF  
WESTLAKE CITY SCHOOLS ASSISTANT HEAD CUSTODIAN

RESOLVED THAT

the Westlake Board of Education approves the job description of Westlake City Schools Assistant Head Custodian (see attached).

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

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

Roll Call Vote:

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

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

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

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

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

**WESTLAKE CITY SCHOOLS**  
**JOB DESCRIPTION**

**TITLE:** Assistant Head Custodian

**RESPONSIBLE TO:** Building Head Custodian, Building Principal, or Principal Designee

**TERM OF EMPLOYMENT:** 12 month, 8 hours/day

**QUALIFICATIONS:**

1. High School graduate or equivalent.
2. Prior experience and general knowledge of electrical, plumbing, carpentry.
3. Proficiency in the use of hand and power tools, cleaning and grounds keeping equipment.
4. Ability to climb and work on ladders and scaffolding and in confined spaces.
5. Ability to lift and carry 50 lbs.
6. Ability to stand, bend over, and stoop down for extended periods of time.
7. Effective oral, written, and computer communication skills.
8. Prior experience in school district custodial and/or cleaning operations.
9. Prior experience in supervision of employees.

**GENERAL DUTIES:**

Responsible for performing and supervising building cleaning and routine maintenance, supervising building custodial employees; and the use and safekeeping of building equipment and tools.

**ESSENTIAL ELEMENTS:**

1. Performs assigned routine cleaning and, as needed, emergency cleaning duties daily.
2. Supervises, cleaning areas of other building custodial employees.
3. Responsible for securing building by locking all doors and windows, turning off all lights, and setting the alarm at the end of the shift.
4. Responds to and handles emergency situations as needed.
5. Helps unload trucks, receives, checks and stores supplies.
6. Operates floor cleaning, grounds keeping and snow removal equipment.
7. Responsible for setting up and tearing down furniture, equipment, and other required items for school day and after school day events.
8. Secures substitute custodians utilizing the electronic sub list.
9. Communicates positively with staff, students, and public.
10. Assumes responsibilities and duties of the building Head Custodian when assigned.

## **WESTLAKE CITY SCHOOLS**

### **JOB DESCRIPTION**

#### **SPECIFIC DUTIES:**

1. Completes the housekeeping /cleaning activities required in his/her assigned cleaning area.
2. Supervise cleaning schedules and assigns daily duties and tasks for all his/her shift custodial employees as needed.
3. Regularly inspects work of custodial employees on his/her shift.
4. Notifies a custodial employee of unsatisfactory performance and involves the head custodian as needed.
5. Assists in the operation and routine maintenance of HVAC equipment and systems.
6. Assists with and performs scheduled routine preventive maintenance activities.
7. Completes the activities associated with the building inspection checklist.
8. Assists in maintaining clean and safe boiler rooms, custodial slop sinks, and storage areas.
9. Responsible for and assists with the removal of snow, ice and debris from walks and entrance ways as needed.
10. Assists with maintenance of outside grounds in proximity to the building.
11. Assists in maintaining a sufficient inventory of required custodial supplies.
12. Informs head custodian of the need for a sufficient inventory of required custodial supplies.
13. Completes and submits maintenance work orders utilizing the electronic ticket system for items that require repair beyond routine maintenance.
14. Coordinates with and assists maintenance personnel when a work order requires additional help.
15. Responsible for maintaining and safe keeping of hand and power tools, grounds keeping and cleaning equipment assigned to the building.
16. Responsible for following safety guidelines provided in training and safety manuals, and utilizing manufacturers' installed equipment safety devices.
17. Assists with ordering and maintaining, as needed, proper safety equipment, including fire safety equipment, security systems, etc.
18. Notifies the head custodian in writing of problems and/or repairs which were not completed.
19. Performs other duties as assigned by the Head Custodian or Principal within the general scope of the job description.

#### **ENVIRONMENTAL AND SAFETY REQUIREMENTS:**

1. May be required to handle bodily fluids and may be exposed to blood borne pathogens.
2. May be required to handle chemicals and other hazardous materials and substances.

NOMINATION AND ELECTION OF OFFICER  
(ORC 3313.14)

I, Mark Pepera, Treasurer, called for nominations for President Pro Tem.

\_\_\_\_\_ placed the name of

\_\_\_\_\_ in nomination.

\_\_\_\_\_ placed the name of

\_\_\_\_\_ in nomination.

WHEREAS, the Board voted on the first nominee for the position of President Pro Tem of the Board of Education with the following results:

Renee D'Ettorre Wargo	Aye	No	Abstain
Joseph Marinucci	Aye	No	Abstain
Thomas Mays	Aye	No	Abstain
Joseph O'Malley	Aye	No	Abstain
Andrea Rocco	Aye	No	Abstain

WHEREAS, the Board voted on the second nominee for the position of President Pro Tem of the Board of Education with the following results:

Renee D'Ettorre Wargo	Aye	No	Abstain
Joseph Marinucci	Aye	No	Abstain
Thomas Mays	Aye	No	Abstain
Joseph O'Malley	Aye	No	Abstain
Andrea Rocco	Aye	No	Abstain

NOW, THEREFORE, BE IT RESOLVED under the provisions of Ohio Revised Code 3313.14, the Board member herein named received the majority of AYE votes cast by the Board and is hereby declared President Pro Tem of the Board of Education:

President Pro Tem: \_\_\_\_\_