



Westlake Board of Education

Board Notes from Monday, 1/10/11 Organizational Meeting/Work Session

ORGANIZATIONAL MEETING

ELECTION OF OFFICERS:

1. The Board elected Thomas Mays as Board President for 2011 and administered the oath of office
 - a. Tim Sullivan: Referred to district policy concerning parliamentary law and Roberts Rules of Order. In my opinion interruptions, lack of impartiality and hostility on alternate feuds and motions damaged the Board in 2010. Requested the next Board president provides respect and courtesy provided by Roberts Rules of Order.
 - b. Carol Winter: Roberts Rules provide a good structure for all of us. Our policy allows for the president to make motions and partake in the debate.
2. The Board elected Carol Winter as Vice President for 2011 and administered the oath of office
3. Authorized the treasurer to file Form 904 (Certification of members and officers of the Board: Nate Cross, President Thomas Mays, Andrea Rocco, Timothy Sullivan, Vice President Carol Winter)

BOARD ORGANIZATIONAL MATTERS:

1. Adopted a tentative Board meeting calendar for 2011
 - a. Jan. 10: organizational meeting/work session
 - b. Jan. 24: Regular meeting
 - c. Feb. 15: work session
 - d. Feb. 28: regular meeting
 - e. March 7: work session
 - f. March 21: regular meeting
 - g. April 18: regular meeting
 - h. May 9: work session
 - i. May 23: regular meeting

- j. June 20: work session
 - k. June 30: regular meeting
 - l. July 18: regular meeting
 - m. Aug. 15: work session
 - n. Aug. 29: regular meeting
 - o. Sept. 12: work session
 - p. Sept. 26: regular meeting
 - q. Oct. 10: work session
 - r. Oct. 24: regular meeting
 - s. Nov. 14: work session
 - t. Nov. 28: regular session
 - u. Dec. 12: regular meeting
2. Approved the purchase of liability insurance for each Board member
 3. Established a board service fund for 2011
 4. Appointed Thomas Mays as OSBA legislative liaison
 5. Appointed Andrea Rocco & Timothy Sullivan to policy subcommittee
 6. Appointed Carol Winter & Nate Cross to curriculum subcommittee
 7. Appointed Thomas Mays to tax incentive review council

OTHER ORGANIZATIONAL MATTERS:

1. Approved bond of Board of Education members, superintendent and director of business affairs
2. Approved purchase of liability insurance for treasurer, administrative staff, volunteers, superintendent, teaching staff, support staff
3. Authorized treasurer to secure advances from Cuyahoga County Auditor for funds lawfully due the school district
4. Authorized transfer of funds
5. Approved standing authorizations for the treasurer and superintendent
6. Approved board members, superintendent and treasurer to attend appropriate seminars and conferences
7. Appointed school attorneys
 - a. Ulmer & Berne
 - b. Chester L. Sumpter & Associates LLC
 - c. Squire, Sanders & Dempsey
 - d. Kadish, Hinkel & Weibel
 - e. Pepple & Waggoner
 - f. Brindza, McIntyre & Seed LLP
8. Approved board of education membership in OSBA, OSBA legal assistance fund, Greater Cleveland School Boards Association, the Alliance and Westlake Chamber of Commerce
9. Appointed superintendent as purchasing agent/authority
10. Appointed director of business affairs as prevailing wage coordinator, asbestos coordinator, ADA compliance officer, safety coordinator, and records retention officer

11. Appointed superintendent as Title IX hearing officer, nondiscrimination hearing officer, sexual harassment hearing officer, suspension hearing officer, expulsion hearing officer
12. Reaffirmed the Vision Statement and Mission Statement of the Westlake City Schools
 - a. Vision Statement: The Westlake City School District will provide a dynamic, student centered, 21st Century learning environment. Our district will be characterized by high achievement, actively engaged learners, mutual respect, shared knowledge, pursuit of new skills and capabilities, collaborative learning, willingness to take action, a team commitment to data-driven continuous improvement, and tangible results.
 - b. Mission Statement: We Educate for Excellence ... Empowering all students to achieve their educational goals, to direct their lives, and to contribute to society.
13. Reaffirmed Board of Education belief statements
 - a. Leadership in Education is not about our district being number one, it is about striving to make our students number one. We must develop their skills, we must harness our resources, from the outside as well as inside. We must employ the best and brightest and focus on taking care of students. The rest flows from that point forward.
(Leadership in Education)
 - b. We believe that the Westlake City School District is a superior performing student-focused district. (Academic)
 - c. Our primary responsibility is to insure that every student is challenged to excel and to achieve at his or her maximum potential. (Academic)
 - d. The support of the community is critical to our district's success and will be earned through effective, open, and honest communication and demonstrated results.
(Communications)
 - e. We have an obligation to preserve the community's assets and to provide a safe, well-maintained environment for learning. (Facilities)
 - f. The administration, staff and Board are partners in the entire educational process for our students and are responsible for removing those barriers which could impact upon the achievement of our students. (Road Blocks) (Administration/Staff)
 - g. The administration, staff and Board have a responsibility to work collaboratively in a climate of mutual respect, focusing on student achievement. (Climate)
 - h. Extracurricular and co-curricular programs and activities are an integral part of the educational process and can significantly contribute positively to the character of our students while bringing significant recognition, pride and support from the community
(Extracurricular/Co-curricular)
14. Reaffirmed Framework for Board operations

Meeting adjourned.

WORK SESSION

1. President Thomas Mays indicated the Board will forgo payment for the second meeting of the night

SPECIAL REPORTS & RECOGNITIONS

1. Girls' soccer team recognized for top GPA in Ohio and top 10 in nation.
2. Middle school math team scored 1st in state in national math tournament for 3rd consecutive year
3. HS school student earned a perfect ACT score. Same student informed his research project will be presented at American College of Medicine
4. Staff member recognized for exemplary syllabus for AP German
5. Third perfect audit for treasurer's office, 3rd consecutive
6. Staff Excellence
 - i. Excellence in Classified Staff – Tim Heiman & Donna Stephenson
 - ii. Excellence in Teaching – Bobbi English & Marilyn Krock

CAC REPORT

1. CAC reported on WHS school start times
2. Phase 2 of the project includes bus change costs, athletic concerns, a survey (teachers, parents, students, employers), measurement tools, communication plan

DISCUSSION ITEMS

1. Board docs: System that allows a board of education to go paperless
 - a. Treasurer Mark Pepera: Lite v. Pro version, expense doesn't warrant consideration. Lite product takes us from paperless solution from inception to board meeting. Lite product costs slightly less than what we are expending now to prepare agendas (paper agendas, delivery charges)
 - b. Superintendent Dr. Keenan: Organizationally it is agenda setting software.
 - c. Board requested a demonstration from the company at the March 7 meeting
2. Facility Update
 - a. In design and development phase at the middle school. Met with different departments to lay out the rooms.
 - b. WHS still out to budget.
 - c. Renderings of middle school have been received from MKC for input
 - d. Bob Teitenberg/Turner Construction: provided a budget update. Design development estimate is where drawings 70% complete. You're going to start seeing it. Design schedule timelines will include city updates for planning commission. Construction timeframe will include every activity from laying block to installing windows to keep us on track with the project. Red Brick is down. Water valve still must be fixed. Tree survey ongoing at both sites to establish parking areas and driveways. Wetlands bank purchase

will be done for middle school site. Final soil borings going on in various locations to determine where foundations go.

ACTION ITEMS

1. Approved 2011-2012 and 2012-2013 school calendars
2. Board members agreed to forgo payment for 2nd Jan. 10, 2011 meeting

TREASURER'S ITEMS

1. Approved 2011-2012 tax budget
2. Approved audit report – 3rd consecutive “perfect” audit. No citations or findings.

NEXT REGULAR MEETING: The next meeting of the Board will be Monday, Jan. 24, at 5:30pm at the Westlake Schools Administration Building.

For more detailed information on these items, visit

<http://beta.westlake.k12.oh.us/boe/meetingschedule/default.aspx>