

**WESTLAKE CITY SCHOOLS
BOARD OF EDUCATION MINUTES
Saturday, January 26, 2008 – 8:30 a.m.
Regular Meeting & Board Retreat
Westlake Porter Public Library – Porter Meeting Room (A)
27333 Center Ridge Road
Westlake, Ohio 44145**

Call to Order: Time: 8:30 a.m.

Roll Call:

Ms. Rocco	<u>Present</u>
Mr. Sullivan	<u>Present</u>
Mr. Marinucci	<u>Present</u>
Mr. Mays	<u>Present</u>
Ms. Winter	<u>Present</u>

Motion to Dispense with Pledge of Allegiance:

Motion by Mr. Marinucci

Seconded by Ms. Rocco

Roll Call Vote:

Ms. Rocco	<u>AYE</u>
Mr. Sullivan	<u>AYE</u>
Mr. Marinucci	<u>AYE</u>
Mr. Mays	<u>AYE</u>
Ms. Winter	<u>AYE</u>

Acknowledgment of Visitors: President Rocco thanked all in attendance.

Approval of Agenda

Motion by Mr. Marinucci

Seconded by Ms. Winter

Roll Call Vote:

Ms. Rocco	<u>AYE</u>
Mr. Sullivan	<u>AYE</u>
Mr. Marinucci	<u>AYE</u>
Mr. Mays	<u>AYE</u>
Ms. Winter	<u>AYE</u>

*Hearing of Public (15 Minutes) Agenda Items – None.

A. Approval of Minutes

1. Regular Meeting of December 17, 2007

Motion by Mr. Mays

Seconded by Mr. Sullivan

Roll Call Vote:

Ms. Rocco	<u>AYE</u>
Mr. Sullivan	<u>ABSTAIN</u>
Mr. Marinucci	<u>AYE</u>
Mr. Mays	<u>AYE</u>
Ms. Winter	<u>ABSTAIN</u>

B. Special Reports and Recognitions – None.

C. Superintendent's Report – None.

D. Treasurer's Report/Recommendations

1. Action Items

- | | |
|---|---------------|
| a. Resolution to Authorize Treasurer to Advance Funds | Exhibit D-1-a |
| b. Resolution to Accept Funds | Exhibit D-1-b |
| c. Resolution to Establish Appropriations | Exhibit D-1-c |
| d. Resolution to Rescind the Following FY08 Appropriations Adjustment
(Res. #07-324) | Exhibit D-1-d |
| e. Resolution to Rescind the Following FY08 Appropriations Adjustment
(Res. #07-352) | Exhibit D-1-e |
| f. Resolution to Adjust FY08 Appropriations | Exhibit D-1-f |

E. CAC Report – None.

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, Substitutes and FMLA for
Certified Staff Members | Exhibit F-1-b-1 |
| 2. Resolution to Approve Employment, Substitutes, FMLA and Medical
Leave for Classified Staff Members | Exhibit F-1-b-2 |
| 3. Resolution to Approve Reclassification of Certified Staff Members | Exhibit F-1-b-3 |
| 4. Resolution to Approve Resignation, Employment and Salary
Adjustments for Project Link Staff Members | Exhibit F-1-b-4 |
| 5. Resolution to Extend Appointment of Interim Personnel Coordinator | Exhibit F-1-b-5 |
| 6. Resolution to Approve Additional Hours for Adult Basic Literacy
Education Personnel | Exhibit F-1-b-6 |
| 7. Resolution to Approve Saturday School Stipend | Exhibit F-1-b-7 |
| 8. Resolution to Approve Resignation of Stipends for Washington DC
Middle School Educational Field Trip | Exhibit F-1-b-8 |
| 9. Resolution to Approve Supplemental Resignations and Contracts | Exhibit F-1-b-9 |
| 10. Resolution to Approve Employment of Staff for Grant and Committee
Work | Exhibit F-1-b-10 |
| 11. Resolution to Approve Certified Home Instruction | Exhibit F-1-b-11 |
| c. Resolution to Approve Tuition Pupils and Contracts | Exhibit F-1-c |
| d. Resolution to Approve Middle School Head Custodian Job Description | Exhibit F-1-d |
| e. Resolution to Approve Cleaner Job Description | Exhibit F-1-e |
| f. Resolution to Approve Increase in Substitute Pay Rates for Support Staff | Exhibit F-1-f |

g. Resolution to Approve Elementary School Head Custodian Job Description Exhibit F-1-g

2. Discussion Items

- a. First Reading of Policy DLC-R – Expense Reimbursements
- b. First Reading of Policy KBA-R – Public’s Right to Know
 - Superintendent Keenan reviewed the draft of each policy with the Board members.

G. Board Items

1. Recreation Commission

Rocco: Would like to see equal representation among Board members on these types of committees.

Mays: There is little involvement of a Board member on the Recreation committee. Meetings are typically held once a month. The Committee only makes recommendations to City Council. The Board may want to ask the Commission to notify the School Board if they are going to discuss any items dealing with the schools, and then the Board could send a delegate.

Keenan: The Recreation Commission has requested some space or a link on our district website. He indicated some critical issues that involve the schools and the City are the pool lease, the after-school recreation programs and the use of ball fields. He suggested that instead of a Board member, the Board utilize a school employee to be designated as a liaison to this committee.

2. CAC

Rocco: We should consider whether or not we need two school people at the CAC monthly meetings. If we feel this is necessary, is anyone interested in attending?

Winter: She thinks it is important to send Board representation to show the Board values the work the CAC does. She is willing to attend for the Board.

Mays: He agrees the Board should have some presence at these meetings but is not sure two representatives are needed.

Rocco: She will contact the CAC president to discuss their expectations on this issue.

Sullivan: The Superintendent attends these meetings so it already shows district support. He doesn’t think we necessarily need a Board representative at every meeting if the Superintendent will attend. If someone wants to attend, though, he doesn’t object.

Keenan: He verified his attendance at each meeting and that he provides a district perspective on various issues. He further commented this has been an instrumental committee for the district and wants to be sure we meet their expectations regarding Board and district-level involvement.

Marinucci: If we do not attend, we may be sending the wrong signal. He would like to see the Board continue to send representation.

Sullivan: We need to decide whether we want to do this, or is this a Board requirement? If it is a requirement, let’s designate one individual to attend the meetings. If not, why not attend on a rotational basis?

Mays: He sees value in one Board member being the designated representative.

President Rocco appointed Carol Winter as the Board representative to the CAC.

3. Music Booster Liaison

Rocco: She provided a brief history on the Music Booster liaison role. The Board needs to decide if they wish to continue in this fashion. She personally thinks it might send the wrong message, because the Board doesn't send representatives to other similar student organization groups.

Mays: The school actually provides funding for this organization's main purpose though which may be different than some of the other student-based organizations

Marinucci: How is this different from the Board involvement with the Demons Club?

Mays: The participation level is different. Music Boosters tends to be very active, but maybe we need additional involvement in some of the other major organizations such as the Demons Club.

Rocco: She doesn't think it's a good practice, because where does the Board involvement in these types of organizations end?

Winter: To achieve equality, the Board should not have a formal representative designated to any one of these types of groups.

Keenan: He attends these types of meetings from time to time but not every meeting. He made a recommendation to the Board back in the fall on this issue that it may be a good idea to have some administration involvement, but not Board member involvement on a direct basis. He is concerned appropriate channels may get cloudy if we operate differently with each of the organizations.

Marinucci: He is comfortable with the Superintendent's recommendation.

Sullivan: He is also comfortable with the Superintendent's recommendation.

Winter: She is also comfortable with the Superintendent's recommendation.

Mays: In response to the recent inquiry from Mr. Sullivan about local donations from the Board, he personally feels this is a slippery slope. He believes in such circumstances that Board members should donate on an individual basis.

H. Retreat Discussion Items – 9:21 a.m.

1. Board-Superintendent-Treasurer Operations

- Dr. Harry Eastridge facilitated a discussion on clarifying roles primarily between the Superintendent and the Board.
- The Board reviewed their Belief and Framework statements and reviewed the policies dealing with roles and responsibilities of the Superintendent and CFO/Treasurer.

Belief Statements

Board members made the following suggestions on changes to the current Belief Statements.

Marinucci: He suggested the Board modify statement #5, "*We have an obligation to preserve the community's assets and to provide a safe, well-maintained environment for learning. (Facilities)*" to include the word "financial" or "physical" prior to the word "assets."

Mays: He suggested the Board modify statement #2, "*We believe that the Westlake City School District is a superior performing student-focused district. (Academic)*" to include verbiage, "that the district should continue to strive to make Westlake City School District a superior performing, student-focused district."

Keenan: He asked if statement #2 could be revised as follows: “We believe we should continue to strive....”

Winter: She suggested the Board modify statement #1. “*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)*” She voiced concerned about “striving to make our students number one.” She suggests using verbiage such as “to the best of their ability.”

Keenan: He indicated that sometimes people have differing views about individuals’ abilities, so maybe we should not modify statement #1.

Framework

No changes.

Communications

Superintendent Keenan reviewed the current communication structure to Board members from the Superintendent and CFO/Treasurer. He asked if they wanted to see anything different. Board members will let the Superintendent or CFO/Treasurer know if current email distributions are not appropriate.

Rocco: She appreciates the lower volume of paper she is receiving.

Marinucci: He would like to be on all the schools’ distribution lists so that he is aware of the events throughout the district.

2. Financial Update

CFO/Treasurer Pepera provided a financial presentation depicting the current five-year forecast, fiscal outlook and some items to consider when considering or making financial decisions.

3. Academic Update

Pam Griebel, Director of Academic Services, provided an academic update to the Board. She also provided an overview of her job role and responsibilities.

4. Facility Update and Planning

The Superintendent shared some fiscal year 2008 goals with the Board and explained his major focus on school facilities issues in response to community concerns. He presented a game plan for addressing district maintenance concerns and expressed a need for an accelerated plan.

Dave Puffer, Director of Business Affairs, reviewed the OSFC study completed in 2002, the Land Use Study in 2005, and shared some additional capital need requirements data.

The Superintendent shared his two-phase plan for addressing facility needs. Phase I is to establish a Stakeholder Facility Committee and Phase II would be the recognition of problems through the use of data.

The Board agreed the Superintendent should pursue the Lesko facilities study and other components of his plan.

5. District Logo and Mascot

The Superintendent reviewed the history and current status of the district logo and mascot addressing some of the comments/issues raised by different groups/constituents. The Superintendent indicated he would not offer a suggested change at this time but rather encourage building personnel to utilize images/logos that would be generally accepted. He agreed to bring forth a recommendation on this issue at a later date.

6. Minutes

President Rocco asked the Board members to consider other options with recording Board meetings. This might provide an additional record for the CFO/Treasurer to reconstruct any discussion that takes place. The Superintendent asked the Board to reflect on this, but in the meantime, we could record the Board meetings on tape.

Mays: Where are we with holding meetings at alternative school locations?

Keenan: We can do this, but we need to be aware of logistical issues.

Mays: Holding meetings at school facilities might provide increased participation.

Winter: Do we want to discuss broadcasting of meetings?

Rocco: That can be a double-edged sword.

Mays: He thinks it would be cost prohibitive.

I. Adjournment

President Rocco adjourned the meeting at 3:31 p.m.

President

Treasurer

*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.

EXHIBIT D-1-a
RES. #08-24

RESOLUTION TO AUTHORIZE TREASURER TO ADVANCE FUNDS

RESOLVED THAT

the Westlake Board of Education authorizes the Treasurer to advance the following funds:

From	To	Amount
General Fund (001)	Project Link (011-9111)	\$2,319.20

Motion by Mr. Marinucci

Seconded by Mr. Sullivan

Roll Call Vote:

Ms. Rocco AYE

Mr. Sullivan AYE

Mr. Marinucci AYE

Mr. Mays AYE

Ms. Winter AYE

RESOLUTION TO ACCEPT FUNDS

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

State Funds	Amount	Fund	Special Cost Center
Gifted Supplement FY08	\$10,835.12	499	9913

Motion by Mr. Marinucci

Seconded by Mr. Sullivan

Roll Call Vote:

Ms. Rocco	<u>AYE</u>
Mr. Sullivan	<u>AYE</u>
Mr. Marinucci	<u>AYE</u>
Mr. Mays	<u>AYE</u>
Ms. Winter	<u>AYE</u>

EXHIBIT D-1-c
RES. #08-26

RESOLUTION TO ESTABLISH APPROPRIATIONS

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

GIFTED SUPPLEMENT	
Fiscal Year 2008	
Account	Amount
499-2100-400-9913	
Support Services-Purchased Services	\$3,988.75
499-2100-500-9913	
Support Services - Supplies & Materials	\$6,846.37

Motion by _____ Mr. Marinucci

Seconded by _____ Ms. Winter

Roll Call Vote:

Ms. Rocco	<u>AYE</u>
Mr. Sullivan	<u>AYE</u>
Mr. Marinucci	<u>AYE</u>
Mr. Mays	<u>AYE</u>
Ms. Winter	<u>AYE</u>

RESOLUTION TO RESCIND THE FOLLOWING FY08
APPROPRIATIONS ADJUSTMENT
(RESOLUTION #07-324)

RESOLVED THAT
the Westlake Board of Education rescinds the following FY08 appropriations adjustment
(Resolution #07-324):

TITLE VI-B, IDEA 2007-2008			
Account	From	To	Difference
516-3200-400-9608			
Non-Public Purchased Services	\$49,787.15	\$41,650.67	(\$8,136.48)
Total	\$49,787.15	\$41,650.67	(\$8,136.48)

Motion by _____ Mr. Mays

Seconded by _____ Mr. Sullivan

Roll Call Vote:

Ms. Rocco _____ AYE

Mr. Sullivan _____ AYE

Mr. Marinucci _____ AYE

Mr. Mays _____ AYE

Ms. Winter _____ AYE

EXHIBIT D-1-e
RES. #08-28

RESOLUTION TO AMEND THE FOLLOWING FY08
APPROPRIATIONS ADJUSTMENTS
(RESOLUTION #07-352)

RESOLVED THAT
the Westlake Board of Education amends the following FY08 appropriations adjustments
(Resolution #07-352):

TITLE VI-B, IDEA 2006-2007			
Account	From	To	Difference
516-1200-400-9607			
Special Instruction-Purchased Services	\$24,931.75	\$7,656.63	(\$17,275.12)
516-2200-200-9607			
Support Services-Benefits-Staff	\$6,687.85	\$4,761.45	(\$1,926.40)
EARLY CHILDHOOD SPEC. ED., IDEA 2006-2007			
Account	From	To	Difference
587-2100-100-9007			
Early Childhood Spec Ed - Salaries & Wages	\$2,584.40	\$5,455.17	\$2,870.77
587-2100-200-9007			
Early Childhood Spec Ed - Benefits	\$1,482.24	\$903.68	(\$578.56)

Motion by Mr. Mays

Seconded by Mr. Sullivan

Roll Call Vote:

Ms. Rocco AYE

Mr. Sullivan AYE

Mr. Marinucci AYE

Mr. Mays AYE

Ms. Winter AYE

RESOLUTION TO ADJUST FY08 APPROPRIATIONS

RESOLVED THAT
the Westlake Board of Education adjusts the following FY08 appropriations:

GENERAL FUND			
Account	From	To	Difference
001-1100-500			
Instruction-Supplies	\$478,315.63	\$477,126.33	(\$1,189.30)
001-1100-600			
Instruction-Equipment	\$115,834.10	\$116,511.28	\$677.18
001-1300-500			
Vocational-Supplies	\$8,092.78	\$8,604.90	\$512.12
001-2100-100			
Support Services-Salaries	\$1,817,645.00	\$1,748,483.27	(\$69,161.73)
001-2100-400			
Support Services-Purchased Services	\$539,369.42	\$608,531.15	\$69,161.73
001-2200-400			
Support Services-Purchased Services	\$141,899.93	\$149,825.24	\$7,925.31
001-2200-500			
Support Services-Supplies	\$94,495.67	\$94,494.36	(\$1.31)
001-2300-400			
Board of Education-Purchased Services	\$6,200.00	\$5,496.00	(\$704.00)
001-2300-800			
Board of Education-Miscellaneous	\$6,800.00	\$7,504.00	\$704.00
001-2400-500			
Admin-Supplies	\$40,215.02	\$39,755.41	(\$459.61)
001-2400-600			
Admin-Equipment	\$383.98	\$743.59	\$359.61

EXHIBIT D-1-f
(Continued)

001-2400-800			
Admin-Miscellaneous	\$35,423.00	\$35,523.00	\$100.00
001-2700-400			
Maintenance-Purchased Services	\$1,515,732.00	\$1,512,407.20	(\$3,324.80)
001-2700-500			
Maintenance-Supplies	\$214,859.48	\$215,659.48	\$800.00
001-2700-700			
Maintenance-Replacement Equipment	\$12,109.29	\$12,634.09	\$524.80
001-5300-400			
Architect/Engineering-Purchased Services	\$48,455.19	\$50,455.19	\$2,000.00
001-7400-900			
Advances Out	<u>\$30,000.00</u>	<u>\$22,076.00</u>	<u>(\$7,924.00)</u>
Total	\$5,105,830.49	\$5,105,830.49	\$0.00
BOND RETIREMENT			
Account	From	To	Difference
002-6100-810-9002			
Bond Retirement-Repayment of Debt	\$2,619,363.00	\$2,224,419.25	(\$394,943.75)
002-6100-820-9002			
Bond Retirement-Repayment of Debt Int.	<u>\$0.00</u>	<u>\$394,943.75</u>	<u>\$394,943.75</u>
Total	\$2,619,363.00	\$2,619,363.00	\$0.00
PERMANENT IMPROVEMENT			
Account	From	To	Difference
003-5200-400-9003			
Permanent Improvement-Purchased Svcs	\$13,564.81	\$12,790.00	(\$774.81)
003-5200-700-9003			
Permanent Improvement-Replacemnt Equip	<u>\$0.00</u>	<u>\$1,082.55</u>	<u>\$1,082.55</u>
Total	\$13,564.81	\$13,872.55	\$307.74

EXHIBIT D-1-f
(Continued)

BUILDING FUND			
Account	From	To	Difference
004-5100-400-9097			
Building Fund-Professional Services	\$0.00	\$177.29	\$177.29
Total	\$0.00	\$177.29	\$177.29
FOOD SERVICE CATERING			
Account	From	To	Difference
006-3100-100-9601			
Catering-Salaries	\$1,500.00	\$771.53	(\$728.47)
006-3100-500-9601			
Catering-Supplies	\$3,000.00	\$3,728.47	\$728.47
Total	\$4,500.00	\$4,500.00	\$0.00
NORDSON CORPORATION FOUNDATION FY08			
Account	From	To	Difference
019-1100-500-9718			
Supplies & Materials	\$233.66	\$0.00	(\$233.66)
019-1100-600-9718			
Equipment	\$3,766.34	\$4,000.00	\$233.66
Total	\$4,000.00	\$4,000.00	\$0.00
ATHLETICS			
Account	From	To	Difference
300-4500-100-9500			
Athletics-Salaries	\$23,485.50	\$23,709.50	\$224.00
300-4500-500-9502			
Vending Machines-Supplies	\$8,261.03	\$8,661.03	\$400.00
300-4500-600-9502			
Vending Machines-Equipment	\$4,338.97	\$3,938.97	(\$400.00)
Total	\$36,085.50	\$36,309.50	\$224.00

EXHIBIT D-1-f
(Continued)

ST. BERNADETTE 2007 - 2008			
Account	From	To	Difference
401-3200-500-9808			
Supplies & Materials	\$80,068.36	\$77,068.36	(\$3,000.00)
401-3200-600-9808			
Equipment	\$2,000.00	\$5,000.00	\$3,000.00
Total	\$82,068.36	\$82,068.36	\$0.00
ABLE INSTRUCTIONAL 2006 - 2007			
Account	From	To	Difference
501-1400-100-9307			
Instruction - Salaries & Wages	\$15,907.50	\$23,044.58	\$7,137.08
501-1400-200-9307			
Instruction - Benefits	\$2,632.53	\$897.45	(\$1,735.08)
501-2200-100-9307			
Support Service - Salaries & Wages	\$15,871.00	\$12,276.00	(\$3,595.00)
501-2200-200-9307			
Support Services - Benefits	\$2,557.91	\$1,895.91	(\$662.00)
501-2200-400-9307			
Support Services - Purchased Services	\$1,145.00	\$0.00	(\$1,145.00)
Total	\$38,113.94	\$38,113.94	\$0.00
ABLE INSTRUCTIONAL 2007 - 2008			
Account	From	To	Difference
501-1400-100-9308			
Instruction - Salaries & Wages	\$31,716.00	\$14,481.42	(\$17,234.58)
501-1400-500-9308			
Instruction - Supplies & Materials	\$0.00	\$4,500.00	\$4,500.00
501-1400-600-9308			
Instruction - Equipment	\$0.00	\$5,300.00	\$5,300.00

EXHIBIT D-1-f
(Continued)

501-2200-100-9308			
Support Service - Salaries & Wages	\$31,800.00	\$31,744.00	(\$56.00)
501-2200-400-9308			
Support Service/PD - Purchased Services	\$1,735.00	\$4,425.58	\$2,690.58
501-2200-500-9308			
Support Service - Supplies & Materials	\$0.00	\$3,500.00	\$3,500.00
501-2200-800-9308			
Prof Development - Other	\$0.00	\$300.00	\$300.00
501-3200-400-9308			
Family/Community - Purchased Services	\$0.00	\$1,000.00	\$1,000.00
Total	\$65,251.00	\$65,251.00	\$0.00
TITLE VI - B, IDEA 2007 - 2008			
Account	From	To	Difference
516-2100-400-9608			
Support Service - Purc. Services - Pupils	\$226,178.25	\$234,314.83	\$8,136.58
516-3200-400-9608			
Non Public - Purchased Services	\$49,787.15	\$41,650.57	(\$8,136.58)
Total	\$275,965.40	\$275,965.40	\$0.00
TITLE II-A, IMPROVING TCHR QLTY 2006 - 2007			
Account	From	To	Difference
590-1100-100-9007			
Instruction - Salaries & Wages	\$0.00	\$10,275.47	\$10,275.47
590-2200-100-9007			
Support Services - Salaries & Wages	\$5,445.30	\$0.00	(\$5,445.30)
590-2200-200-9007			
Support Services - Benefits	\$1,068.00	\$0.00	(\$1,068.00)

EXHIBIT D-1-f
(Continued)

590-3200-400-9007			
Non Public - Purchased Services	<u>\$3,762.17</u>	<u>\$0.00</u>	<u>(\$3,762.17)</u>
Total	\$10,275.47	\$10,275.47	\$0.00
TITLE II-A, IMPROVING TCHR QLTY 2007 - 2008			
Account	From	To	Difference
590-2200-100-9008			
Prof Development - Salaries & Wages	\$18,750.00	\$24,195.30	\$5,445.30
590-2200-200-9008			
Prof Development - Benefits	\$3,432.00	\$4,500.00	\$1,068.00
590-3200-400-9008			
Non Public - Purchased Services	\$1,150.00	\$4,912.17	\$3,762.17
590-1100-100-9008			
Instruction - Salaries & Wages	<u>\$34,883.45</u>	<u>\$24,607.98</u>	<u>(\$10,275.47)</u>
Total	\$58,215.45	\$58,215.45	\$0.00
TITLE II-A, IMPROVING TCHR QLTY 2007 - 2008			
Account	From	To	Difference
590-2200-100-9008			
Prof. Development - Salaries & Wages	\$24,195.30	\$22,294.33	(\$1,900.97)
590-2200-400-9008			
Prof Development - Purchased Services	<u>\$3,629.01</u>	<u>\$5,529.98</u>	<u>\$1,900.97</u>
Total	\$27,824.31	\$27,824.31	\$0.00

Motion by Mr. Marinucci

Seconded by Ms. Winter

Roll Call Vote:

Ms. Rocco	<u>AYE</u>
Mr. Sullivan	<u>AYE</u>
Mr. Marinucci	<u>AYE</u>
Mr. Mays	<u>AYE</u>
Ms. Winter	<u>AYE</u>

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:

Stan and Marcia Bullard
1864 Halls Carriage Path
Westlake, OH 44145

Donated \$200.00 to WHBS-TV at Westlake High School to help purchase a new teleprompter system in Studio A.

Eveready Battery Company
Mr. Jimmy Lee
25225 Detroit Road
Westlake, OH 44145

Donated batteries to the Science Department at Westlake High School to operate lab equipment.

John Kiczek and Chris Seuffert
25560 Hilliard Blvd.
Westlake, OH 44145

Donated \$2,500.00 to the Library at Parkside Intermediate School to purchase and install a multimedia presentation/projection system for use with library lessons, school-wide research projects, other curricular activities and staff development activities.

John Kiczek and Chris Seuffert
25560 Hilliard Blvd.
Westlake, OH 44145

Donated \$2,500.00 to the Library at Hilliard Elementary School to purchase a multimedia presentation system.

Mrs. Patty McHugh
1407 Mendelssohn Drive
Westlake, OH 44145

Donated \$101.85 worth of books purchased at the Hilliard Library Scholastic Book Fair at Hilliard Elementary School to enrich our library collection.

Nordson Corporation
Ms. Cecilia Render
28601 Clemens Road
Westlake, OH 44145

Donated \$500.00 to WHBS-TV at Westlake High School to purchase two digital, telex, behind-the-ear microphone/headsets for our sports broadcasters.

Mrs. Susan Racela
25025 Hilliard Blvd.
Westlake, OH 44145

Donated \$200.00 to the Library at Hilliard Elementary School to buy books for the library collection.

EXHIBIT F-1-a
(Continued)

Rego's Fresh Market
Mr. Chuck Rego
1499 Columbia Road
Westlake, OH 44145

Donated \$96.00 worth of holiday cupcakes for Christmas, Valentine's Day and Easter to WHBS-TV at Westlake High School to give out to all coaches and athletes on special *Demon Zone* shows.

Varsity Gold, Inc.
Mr. Steve Mehalik
6855 Chaffee Court
Brecksville, OH 44141

Donated \$697.00 to the Marching Band at Westlake High School to purchase music and percussion equipment.

Music Boosters
Ms. Deb Yandala, President
27200 Hilliard Blvd.
Westlake, OH 44145

Donated a Fender Stratocaster electric guitar to the Music Department at Parkside Intermediate School for use in general music classes and students involved in guitar instruction.

Motion by Mr. Mays

Seconded by Mr. Sullivan

Roll Call Vote:

Ms. Rocco	<u>AYE</u>
Mr. Sullivan	<u>AYE</u>
Mr. Marinucci	<u>AYE</u>
Mr. Mays	<u>AYE</u>
Ms. Winter	<u>AYE</u>

RESOLUTION TO APPROVE RESIGNATIONS, SUBSTITUTES,
AND FMLA FOR CERTIFIED STAFF MEMBERS

RESOLVED THAT

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

Substitute Resignation

Hanora Cadek Catherine McNamara

Teacher Resignation

Chad Pado Effective: 06/09/08

Substitutes

Linda Hammond Anne Kramer Brian Esch Teresa Boylan Britni Neiling
Mark Konchan

FMLA

Keith Ohnhaus 01/28/08-02/25/08
Heather Marinelli 03/05/08-06/05/08

Motion by Mr. Mays

Seconded by Mr. Marinucci

Roll Call Vote:

Ms. Rocco	<u> AYE </u>
Mr. Sullivan	<u> AYE </u>
Mr. Marinucci	<u> AYE </u>
Mr. Mays	<u> AYE </u>
Ms. Winter	<u> AYE </u>

EXHIBIT F-1-b-2
RES. #08-32

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

RESOLVED THAT

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

Employment

Stephanie Karohl	Dover Cleaner (9 months/yr)	Effective: 01/14/08	Step 0 5.5 Hrs/Day, 5 Days/Week
Rudy Ringwall	LBMS Head Custodian	Effective: 01/14/08	Step 12, 8 Hrs/Day, 5 Days/Week
Toby Barvincak	LBMS Asst. Head Cust.	Effective: 01/14/08	Step 5, 8 Hrs/Day, 5 Days/Week
Joanne Hurst	Bus Driver	Effective: 01/14/08	From 2.75 to 5 Hrs/Day

Substitutes

Donna Winter	Clerical, Secretary, Receptionist, Kitchen Helper, Student Attendant, Supervision Asst.
Stephanie Karohl	Custodial, Cleaner, Kitchen
Darlene Glass	Special Ed. Asst.
Judith Mack	Special Ed. Asst.

FMLA

Michele Yehlik	Effective:	01/03/08-01/17/08
Brenda Wirth	Effective:	01/04/08-01/15/08

Medical Leave

Joan Mitchell	Effective:	01/08/08
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Motion by Mr. Mays

Seconded by Mr. Marinucci

Roll Call Vote:

Ms. Rocco	<u>AYE</u>
Mr. Sullivan	<u>AYE</u>
Mr. Marinucci	<u>AYE</u>
Mr. Mays	<u>AYE</u>
Ms. Winter	<u>AYE</u>

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>
01/01/08	Sarah Gorius	BA+10	BA+20	4
01/01/08	Jody Guzman	BA+10	BA+20	7
01/01/08	Sarah Furey	MA	MA+10	8
01/01/08	Michael Allan	BA+10	BA+20	4
01/01/08	Kate Albert	BA+10	BA+20	4

Motion by Mr. Mays

Seconded by Mr. Marinucci

Roll Call Vote:

Ms. Rocco	<u>AYE</u>
Mr. Sullivan	<u>AYE</u>
Mr. Marinucci	<u>AYE</u>
Mr. Mays	<u>AYE</u>
Ms. Winter	<u>AYE</u>

EXHIBIT F-1-b-4
RES. #08-34

RESOLUTION TO APPROVE RESIGNATION, EMPLOYMENT, AND
SALARY ADJUSTMENTS FOR PROJECT LINK STAFF MEMBERS

RESOLVED THAT

the Westlake Board of Education approves resignation, employment, and salary adjustments for Project Link staff members as follows:

Resignation

Colleen O'Patry Effective: 01/25/08

Employment

Judith Mack Project Link Leader Effective: 12/21/07 Step 3

Salary Adjustment

Cora Miner Site Coordinator Effective: 01/28/08 Step 8

Carol Andrews Project Link Leader Effective: 01/28/08 Step 4

Motion by Mr. Mays

Seconded by Mr. Marinucci

Roll Call Vote:

Ms. Rocco	<u>AYE</u>
Mr. Sullivan	<u>AYE</u>
Mr. Marinucci	<u>AYE</u>
Mr. Mays	<u>AYE</u>
Ms. Winter	<u>AYE</u>

RESOLUTION TO EXTEND APPOINTMENT OF INTERIM PERSONNEL COORDINATOR

RESOLVED THAT

the Westlake Board of Education approves the extended appointment of Virginia Baker as Interim Personnel Coordinator beginning January 1, 2008 through July 31, 2008, on a month-to-month basis.

Motion by _____ Mr. Mays

Seconded by _____ Mr. Marinucci

Roll Call Vote:

Ms. Rocco	<u>AYE</u>
Mr. Sullivan	<u>AYE</u>
Mr. Marinucci	<u>AYE</u>
Mr. Mays	<u>AYE</u>
Ms. Winter	<u>AYE</u>

EXHIBIT F-1-b-6
RES. #08-36

RESOLUTION TO APPROVE RESIGNATIONS AND ADDITIONAL HOURS
FOR ADULT BASIC LITERACY EDUCATION PERSONNEL

RESOLVED THAT

The Westlake Board of Education approves the additional employment hours for the following personnel for the Adult Basic Literacy Education (A.B.L.E.) Program. Contracts are to be paid out of A.B.L.E. Project Number 045062-AB-S1-2007C, A.B.L.E. Project Number 045062-AB-S1-2008 and A.B.L.E. English Literacy and Civics Education Project Number 045062-AB-S2-2008.

ADDITIONAL HOURS

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Hourly Rate</u>	<u>Not to Exceed</u>
Vera Gillis	A.B.L.E. Assistant	20	\$ 24.00	\$ 480.00
Gloria Muntean	A.B.L.E. Teacher	150	\$ 19.00	\$ 2,850.00

RESIGNATIONS

<u>Name</u>	<u>Position</u>
Fred Jennings	A.B.L.E. Coordinator
Anne Jennings	A.B.L.E. Assistant
Fred Jennings	A.B.L.E. Assistant

Motion by Mr. Mays

Seconded by Mr. Marinucci

Roll Call Vote:

Ms. Rocco	<u>AYE</u>
Mr. Sullivan	<u>AYE</u>
Mr. Marinucci	<u>AYE</u>
Mr. Mays	<u>AYE</u>
Ms. Winter	<u>AYE</u>

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EXHIBIT F-1-b-7
RES. #08-37

RESOLUTION TO APPROVE SATURDAY SCHOOL STIPEND

RESOLVED THAT

the Westlake Board of Education approves stipend for Saturday School supervision at the rate of \$80.00 for the following employee:

Jeff Huber (Substitute)

Motion by Mr. Mays

Seconded by Mr. Marinucci

Roll Call Vote:

Ms. Rocco	<u>AYE</u>
Mr. Sullivan	<u>AYE</u>
Mr. Marinucci	<u>AYE</u>
Mr. Mays	<u>AYE</u>
Ms. Winter	<u>AYE</u>

EXHIBIT F-1-b-8
RES. #08-38

RESOLUTION TO APPROVE RESIGNATION OF STIPENDS FOR WASHINGTON, DC
MIDDLE SCHOOL EDUCATIONAL FIELD TRIP

RESOLVED THAT

the Westlake Board of Education approves the resignation of stipends for the following Lee Burneson Middle School staff members for supervision at the 2008 8th Grade Washington DC Field Trip:

Name

Mary Mann
Sandy Vontroba

Motion by Mr. Mays

Seconded by Mr. Marinucci

Roll Call Vote:

Ms. Rocco	<u>AYE</u>
Mr. Sullivan	<u>AYE</u>
Mr. Marinucci	<u>AYE</u>
Mr. Mays	<u>AYE</u>
Ms. Winter	<u>AYE</u>

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

Kelly Crawford LBMS Asst. Girls Track Coach

Employment

<u>Name</u>	<u>Position</u>	<u>In District</u>	<u>Step</u>
Ryan McCartney	WHS Varsity Boys Tennis Head Coach	N	4
Angelo Mango	WHS Freshman Wrestling Coach 50%	N	0
Richard Marinelli	WHS Boys Track Head Coach	N	8
Stephen Radachi	WHS JV Boys' Tennis Head Coach	N	0
Daniel Berkheimer	WHS Asst. Boys' Track Coach	Y	20

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.

Board Discussion:

Mays: Are these supplemental positions all recommendations of the A.D or Principal, or are they committee based?

Keenan: All supplemental positions are recommendations from the athletic director or building principal.

Motion by _____ Mr. Mays

Seconded by _____ Mr. Marinucci

Roll Call Vote:

Ms. Rocco	<u>AYE</u>
Mr. Sullivan	<u>AYE</u>
Mr. Marinucci	<u>AYE</u>
Mr. Mays	<u>AYE</u>
Ms. Winter	<u>AYE</u>

EXHIBIT F-1-b-10
RES. #08-40

RESOLUTION TO APPROVE EMPLOYMENT OF STAFF FOR
GRANT AND COMMITTEE PROGRAMS

RESOLVED THAT

The Westlake Board of Education approves the employment of the following staff members for the STEM Grant work and Technology Subcommittee at the negotiated rate of pay:

STEM Grant Work

Judy McMasters	Not to Exceed 10 Hours
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Technology Subcommittee

Kathleen Bartos	Not to Exceed 6 Hours
Matthew Bourn	Not to Exceed 6 Hours
Amy Butcher	Not to Exceed 6 Hours
Kim Geletka	Not to Exceed 6 Hours
Nancy Jackson	Not to Exceed 6 Hours
Rebecca Kowalski	Not to Exceed 6 Hours
Sandy Sopko	Not to Exceed 6 Hours
Kurt Thonnings	Not to Exceed 6 Hours
Wendy Thrasher	Not to Exceed 6 Hours
Albie Weiss	Not to Exceed 6 Hours
Ashley Witman	Not to Exceed 6 Hours
Jim Bingham	Not to Exceed 6 Hours
Nicolette Miller	Not to Exceed 6 Hours
Darlene Horbol	Not to Exceed 6 Hours
Duane Miller	Not to Exceed 6 Hours

Motion by Mr. Mays

Seconded by Mr. Marinucci

Roll Call Vote:

Ms. Rocco	<u>AYE</u>
Mr. Sullivan	<u>AYE</u>
Mr. Marinucci	<u>AYE</u>
Mr. Mays	<u>AYE</u>
Ms. Winter	<u>AYE</u>

RESOLUTION TO APPROVE CERTIFIED HOME INSTRUCTION

RESOLVED THAT

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

Ann Peebles to provide home instruction to students on an as-needed basis for the 2007-2008 school year.

Rita Shields to provide home instruction to students on an as-needed basis for the 2007-2008 school year.

Kate O'Leary to provide home instruction to students on an as-needed basis for the 2007-2008 school year.

Jeff Huber to provide home instruction to students on an as-needed basis for the 2007-2008 school year.

Sara Neville to provide home instruction to students on an as-needed basis for the 2007-2008 school year.

David Ruschau to provide home instruction to students on an as-needed basis for the 2007-2008 school year.

Motion by Mr. Sullivan

Seconded by Mr. Marinucci

Roll Call Vote:

Ms. Rocco	<u>AYE</u>
Mr. Sullivan	<u>AYE</u>
Mr. Marinucci	<u>AYE</u>
Mr. Mays	<u>AYE</u>
Ms. Winter	<u>AYE</u>

EXHIBIT F-1-c
RES. #08-42

RESOLUTION TO APPROVE SERVICE AGREEMENTS FOR
ADMISSION OF TUITION PUPILS AND CONTRACTS

RESOLVED THAT

the Westlake Board of Education rescinds and approves the following Agreements for Admission of Tuition Pupils and Contracts for the 2007-2008 school year:

Admission of Tuition Pupil Contract

ESC Cuyahoga County – Audiology Services

Service Contract

Ace Home Health Services

Motion by _____ Mr. Sullivan _____

Seconded by _____ Mr. Marinucci _____

Roll Call Vote:

Ms. Rocco	_____ AYE _____
Mr. Sullivan	_____ AYE _____
Mr. Marinucci	_____ AYE _____
Mr. Mays	_____ AYE _____
Ms. Winter	_____ AYE _____

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EXHIBIT F-1-d
RES. #08-43

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

RESOLVED THAT

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

Motion by Mr. Sullivan

Seconded by Mr. Marinucci

Roll Call Vote:

Ms. Rocco	<u>AYE</u>
Mr. Sullivan	<u>AYE</u>
Mr. Marinucci	<u>AYE</u>
Mr. Mays	<u>AYE</u>
Ms. Winter	<u>AYE</u>

13.0. A

**WESTLAKE CITY SCHOOLS
JOB DESCRIPTION**

TITLE: Head Custodian, Middle 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 Lee Burneson Middle School; scheduling Middle School custodial employees; the use and safe keeping of Middle School equipment and tools; and coordinating Middle 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 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.

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12. Communicates information from professional development meetings to the Middle School custodial staff.
13. Communicates positively with staff, students, and public.

13.0. A

**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 Middle 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 Middle 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.

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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.

EXHIBIT F-1-e
RES. #08-44

RESOLUTION TO APPROVE JOB DESCRIPTION OF
WESTLAKE CITY SCHOOLS CLEANER

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

Motion by Mr. Sullivan

Seconded by Mr. Marinucci

Roll Call Vote:

Ms. Rocco AYE

Mr. Sullivan AYE

Mr. Marinucci AYE

Mr. Mays AYE

Ms. Winter AYE

WESTLAKE CITY SCHOOLS
JOB DESCRIPTION

TITLE: **Cleaner**

RESPONSIBLE TO: Building Head Custodian, Assistant Custodian, and Building Principal

TERM OF EMPLOYMENT: Working months and hours per day will vary by the specific building and job posting.

QUALIFICATIONS:

1. High School graduate or equivalent.
2. Effective oral, written, and computer communication skills.
3. Ability to lift and carry 50 lbs.
4. Prior experience in school district and/or cleaning operations.
5. Proficiency in the use of cleaning, grounds keeping and snow removal equipment.
6. Ability to climb and work on ladders and scaffolding and in confined spaces.
7. Ability to stand, bend over, and stoop down for extended periods of time.

GENERAL DUTIES:

Responsible for performing building cleaning and the use and safekeeping of building equipment and tools; may be asked to assist with light maintenance.

ESSENTIAL ELEMENTS:

1. Performs assigned routine cleaning and, as needed, emergency cleaning duties daily.
2. Responsible for securing the building by locking all doors and windows, and turning off lights, and setting the alarm at the end of the shift.
3. Operates floor cleaning, grounds keeping, and snow removal equipment.
4. Assists in setting up and tearing down furniture, equipment, and other required items for school day and after school day events.
5. Communicates positively with staff, students, and public.
6. Responds to and assists in emergency situations as needed.
7. Assists in unloading trucks and storing supplies.
8. May be asked to assume the responsibilities and duties of the building Assistant/Head Custodian if assigned.

SPECIFIC DUTIES:

1. Completes the housekeeping/cleaning activities required in his/her assigned cleaning area.
2. Completes the activities with the building inspection checklist.
3. Assists in maintaining clean and safe boiler rooms, custodial slop sinks, and storage areas.

WESTLAKE CITY SCHOOLS
JOB DESCRIPTION

4. Informs Assistant/Head Custodian of the need for a sufficient inventory of required custodial supplies.
5. Assists in maintaining and safekeeping of tools, grounds keeping and cleaning equipment assigned to the building.
6. Responsible for following safety guidelines provided in training and safety manuals and utilizing manufacturers' installed equipment safety devices.
7. Notifies the Assistant/Head Custodian of problems and/or repairs which need to be addressed
8. 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 containing blood and may be exposed to blood borne pathogens.
2. May be required to handle chemicals and substances that contain hazardous materials and substances.

RESOLUTION TO APPROVE INCREASE IN SUBSTITUTE
PAY RATES FOR SUPPORT STAFF

RESOLVED THAT

the Westlake Board of Education approves the following increases in substitute pay rates for support staff effective January 1, 2008:

Supervision and Teacher Assistants	From \$6.85 to \$7.00/Hour
Lunchroom	From \$6.85 to \$7.00/Hour

Motion by Mr. Sullivan

Seconded by Mr. Marinucci

Roll Call Vote:

Ms. Rocco	<u>AYE</u>
Mr. Sullivan	<u>AYE</u>
Mr. Marinucci	<u>AYE</u>
Mr. Mays	<u>AYE</u>
Ms. Winter	<u>AYE</u>

EXHIBIT F-1-g
RES. #08-46

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

RESOLVED THAT

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

Motion by Mr. Sullivan

Seconded by Mr. Marinucci

Roll Call Vote:

Ms. Rocco	<u>AYE</u>
Mr. Sullivan	<u>AYE</u>
Mr. Marinucci	<u>AYE</u>
Mr. Mays	<u>AYE</u>
Ms. Winter	<u>AYE</u>

WESTLAKE CITY SCHOOLS
JOB DESCRIPTION

TITLE: Head Custodian, Elementary 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 City Schools elementary buildings; scheduling Elementary School custodial employees; the use and safe keeping of Elementary School equipment and tools; and coordinating Elementary 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 to other building custodial employees, including the Assistant Head Custodian.
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 Middle 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 Middle 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 Elementary 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.

File: DLC-R
EXPENSE REIMBURSEMENTS

The following regulations relate to travel and other types of reimbursable expenses:

1. Travel Requests: These must be submitted through the appropriate administrators to the superintendent in advance and consistent with applicable negotiated agreements.
2. Transportation: All modes of transportation will be authorized consistent with the requirements of the assignment and the efficient and economic conduct of official business. Travel will be by the most direct route.
 - A. Public Conveyance: Round-trip tickets should be purchased if these offer a price advantage.
 - B. Automobile: Reimbursement will be made at the approved rate. Parking charges in reasonable amounts, as well as toll road, toll bridge and ferry charges are reimbursable.
 - C. Local Transportation: Local transportation such as taxicabs, airport limousines and buses may be used when justified. Justification must be given on the travel voucher.
 - D. Car Rentals: Rental cars may be used only in cases of emergencies or when no other means of public transportation is practical. Emergencies may include: cancelled airline flights or change in destination due to inclement weather or other circumstances; disabled personal automobile; disruption of other means of transportation.
3. Subsistence
 - A. Lodging: Any person on official District business who must provide lodging for himself/herself in connection with that business will be entitled to reimbursement for the cost.
 - B. Meals: Meals consumed by any person on official business will be reimbursed up to reasonable limits.
 - C. Luncheon or Dinner Meetings: Reimbursement may be claimed for costs incurred while on official business conducted at luncheon or dinner meetings.
4. Other Reimbursable Expense
 - A. Telephone, Telegraph and Postage: Telephone toll calls from or to the District must be charged to the District office, thereby eliminating a claim on an expense voucher. Calls other than from or to the District and telegrams should be charged whenever possible to the District. If an expense for telephone, telegraph, postage or certified or registered mail must be paid in cash, the claim may be made on an expense voucher as a miscellaneous expense. An explanation must be given, such as the origin and destination of the call. A receipt should be obtained.
 - B. Conference Registration Fees: Conference and convention registration fees are reimbursable as a miscellaneous expense on the travel expense voucher.
5. Expense Voucher and Receipts

Reimbursement for expense is obtained by submitting an expense voucher within 10 days after the month in which the expense was incurred. Vouchers submitted later are subject to delays in payments. The signed original **receipt** is required **unless the Treasurer has waived such a requirement due to extenuating circumstances**.

 - A. Attachments to Expense Voucher: Receipts are required for all expenditures for travel by public conveyance; local transportation; car rentals; parking, toll bridge and ferry charges; lodging; meals; conference and convention registration fees.
 - B. Payment of Travel Voucher: Checks for vouchers will be mailed to the address shown on the voucher.

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File: KBA-R
PUBLIC'S RIGHT TO KNOW

Inspection of Public Records

Any individual wishing to review a public record is requested to complete a Records Request Form (failure to complete a written request shall not be the basis for denying access to review or copy records). Each request should be filled out individually on a separate form. Each request must be submitted within five days of when he/she wishes to view the records. Requests for ongoing review of records in the future will not be honored. The CFO/Treasurer or his/her designee will review the request and communicate to the individual ~~within 72 hours, excluding weekends and holidays,~~ as to when the records may be reviewed. Records must already be in existence and will not be created based on requests. Records may not be removed. All requests will be honored within a reasonable time.

Any individual who wants to obtain a copy of a public record may request to have the record duplicated on paper, on the same medium on which the record is kept or on any other medium the superintendent/designee determines that the record can reasonably be duplicated as an integral part of normal operations. If the person seeking the copy makes a choice under this provision, the District must provide the record in accordance with that choice if available to the District.

An individual may purchase copies of the public records of this District upon the payment of a fee, \$.05 per page copy. The number of mail requests sent to any one person is limited to 10 a month unless the person certifies in writing that the records, or the information in them, will not be used for commercial purposes.

Adoption May 23, 2002
Date:

Revision Date: March 19, 2007

Revision Date: