

**WESTLAKE CITY SCHOOLS
BOARD OF EDUCATION MINUTES**

**Monday, February 26, 2007 – 5:30 p.m. – Regular Meeting
Administration Building – Board Room
27200 Hilliard Blvd.**

Call to Order: Time: 5:30 p.m.

Roll Call:

Mrs. D'Ettorre Wargo	<u>Present</u>	
Mr. Mays	<u>Present</u>	
Mr. Beal	<u>Present</u>	
Mr. O'Malley	<u>Present</u>	Entered the meeting at 5:36 p.m.
Ms. Rocco	<u>Present</u>	

Pledge of Allegiance: President D'Ettorre Wargo led the assembly in the Pledge of Allegiance.

Acknowledgment of Visitors: President D'Ettorre Wargo thanked all in attendance.

Approval of Agenda

Motion by Mr. Beal
Seconded by Ms. Rocco

Roll Call Vote:

Mrs. D'Ettorre Wargo	<u>AYE</u>
Mr. Mays	<u>AYE</u>
Mr. Beal	<u>AYE</u>
Ms. Rocco	<u>AYE</u>

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

A. Approval of Minutes

1. Organizational Meeting of January 3, 2007

Motion by Mr. Mays
Seconded by Mr. Beal

Roll Call Vote:

Mrs. D'Ettorre Wargo	<u>AYE</u>
Mr. Mays	<u>AYE</u>
Mr. Beal	<u>AYE</u>
Ms. Rocco	<u>AYE</u>

2. Special Meeting of January 17, 2007

Motion by Ms. Rocco
Seconded by Mr. Mays

Roll Call Vote:

Mrs. D'Ettorre Wargo	<u>AYE</u>
Mr. Mays	<u>AYE</u>

Mr. Beal	<u>AYE</u>
Ms. Rocco	<u>AYE</u>

3. Regular Meeting of January 22, 2007

Motion by Mr. Beal

Seconded by Ms. Rocco

Roll Call Vote:

Mrs. D'Ettorre Wargo	<u>AYE</u>
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Mr. Mays	<u>AYE</u>
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Mr. Beal	<u>AYE</u>
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Ms. Rocco	<u>AYE</u>
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B. Special Reports and Recognitions

1. Resolution to Recognize Students for St. Edward Math Classic Competition Exhibit B-1

C. Superintendent's Report – Family Math (Dover)

Mike Laub, Dover Elementary principal, provided an overview on Dover Math Night. He explained the current core math offering in the District is called Investigations. The main goal of Math Night is to expose the program to families, explain the overall approach and provide an interactive experience for parents and students.

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 FY07 Appropriations | Exhibit D-1-c |

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 FMLA and Substitutes for Certificated Staff Members | Exhibit F-1-b-1 |
| 2. Resolution to Reclassification of Certificated Staff Members | Exhibit F-1-b-2 |
| 3. Resolution to Approve Employment, Link Employment and Substitutes for Classified Staff Members | Exhibit F-1-b-3 |
| 4. Resolution to Approve Reclassification of Classified Staff Members | Exhibit F-1-b-4 |
| 5. Resolution to Approve Staff Resignation for the Purpose of Retirement | Exhibit F-1-b-5 |
| 6. Resolution to Approve Appointment of Interim Personnel Coordinator | Exhibit F-1-b-6 |
| c. Resolution to Approve Field Trips | Exhibit F-1-c |
| d. Resolution to Approve Teacher Education Agreement | Exhibit F-1-d |
| e. Resolution to Approve Sunday Building Use | Exhibit F-1-e |
| f. Resolution to Approve 2008-2009 School Calendar | Exhibit F-1-f |
| g. Resolution to Accept and Approve Westlake High School Graduating Class of 2007 | Exhibit F-1-g |

- h. Resolution to Accept Bids and Award District-Wide Access Control System Exhibit F-1-h

2. Discussion Items

- a. First Reading of New Board of Education Policy BCCC – Treasurer’s Contract
- b. First Reading of Revised Board of Education Policy JFCF – Hazing and Bullying
- c. First Reading of Revised Board of Education Policy JHCD – Administering Medicine to Students
- d. First Reading of Revised Board of Education Policy JHCD-R – Administering Medicine to Students
- e. First Reading of Revised Board of Education Policy JHFD – Student Automobile Use
- f. First Reading of Revised Board of Education Policy KBA – Public’s Right to Know
- g. First Reading of Revised Board of Education Policy KBA-R – Public’s Right to Know
- h. First Reading of Revised Board of Education Policy KBA-E – Public Records Request

G. Director of Business Affairs Report

Dave Puffer reported on the following District projects:

- He updated the Board on the recent Calamity Day and the difficulty with snow removal.
- He commented briefly on some upcoming District projects including renovation of the Science lab at Westlake High School and HVAC system at Burneson.
- The District will implement a Point of Sale (POS) program for food service in the Spring.

H. Board Items

Beal: He commented on the recent Tax Incentive Review Committee held on February 13th. The committee found all current agreements to be in compliance although some revisions to a few agreements will be made to account for lower than expected growth. He further indicated the City acknowledged a tax abatement had been granted to a local company by the EPA without their knowledge. He further indicated the schools were never informed of this arrangement.

Looking to compliance, he commented the City was unclear on their role in collecting balances owed on these agreements and the Schools would follow up at a later date.

Beal: He indicated that it appears the Crocker Park construction is slowing down due to some projects being cancelled.

Wargo: She stated Rob Delane, the district’s search consultant, will meet with local community groups on Thursday, March 1st regarding the superintendent search. March 15th is the date for the Arts Council Forum at the PAC. March 19th the Board will meet to discuss prospective superintendent candidates.

Rocco: She suggested Mr. Delane meet with Dr. Costanza to obtain his perspective on school issues.

Board: All members agreed Mr. Delane should obtain input from the superintendent.

Rocco: She asked if the Board would review applicants for the superintendent position on March 19th.

Wargo: She stated applicants would be reviewed on March 19th in addition to the Board proceeding with the next steps involved in the interview process.

*Meeting Open to Public (15 Minutes) – No participation.

I. Adjourn to Executive Session

Time: 6:17 p.m.

Purpose: Sale of Property

Motion by Mr. O'Malley

Seconded by Mr. Mays

Roll Call Vote:

Mrs. D'Ettorre Wargo AYE

Mr. Beal AYE

Mr. Mays AYE

Mr. O'Malley AYE

Ms. Rocco AYE

Exited the meeting at 6:17 p.m.

Others in attendance: Costanza, Pepera, Puffer

Adjourn Executive Session and Return to Regular Session

Time: 7:11 p.m.

J. Adjournment

President D'Ettorre Wargo adjourned the meeting at 7:12 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 B-1
RES. #07-47

RESOLUTION TO RECOGNIZE LEE BURNESON MIDDLE SCHOOL STUDENTS
FOR THE ST. EDWARD MATH CLASSIC

RESOLVED THAT

the Westlake Board of Education recognizes and congratulates the following Lee Burneson Middle School students for their participation and accomplishments in the St. Edward Math Classic:

7th Grade Division - First Place Team

First Place Individual

Thomas Carroll

Second Place Individual

Jennifer Chern

White Ribbon Award

Ryan Milowicki

8th Grade Division - Second Place Team

Second Place Individual

Abhinay Ramachandran

Red Ribbon Award

Arunaditya Kulshreshtha

White Ribbon Award

Gaurav Idnany

Motion by _____ Ms. Rocco _____

Seconded by _____ Mr. Beal _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____ AYE _____

Mr. Mays _____ AYE _____

Mr. Beal _____ AYE _____

Mr. O'Malley _____ AYE _____

Ms. Rocco _____ AYE _____

RESOLUTION TO ACCEPT FUNDS

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

<u>State Funds</u>	<u>Amount</u>	<u>Fund</u>	<u>Special Cost Center</u>
Gifted Supplement Fiscal Year 2007	\$10,524.34	499	9911
<u>Local Funds</u>	<u>Amount</u>	<u>Fund</u>	<u>Special Cost Center</u>
Owen Rehorst Scholarship	\$50.00	007	9090

Motion by Mr. Mays

Seconded by Mr. O'Malley

Roll Call Vote:

Mrs. D'Ettorre Wargo	<u>AYE</u>
Mr. Mays	<u>AYE</u>
Mr. Beal	<u>AYE</u>
Mr. O'Malley	<u>AYE</u>
Ms. Rocco	<u>AYE</u>

EXHIBIT D-1-b
RES. #07-49

RESOLUTION TO ESTABLISH APPROPRIATIONS

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

PEPSI SCHOLARSHIP

Account

007-4600-400-9071

Donations

Amount

\$3,000.00

Motion by Mr. Mays

Seconded by Mr. O'Malley

Roll Call Vote:

Mrs. D'Ettorre Wargo AYE

Mr. Mays AYE

Mr. Beal AYE

Mr. O'Malley AYE

Ms. Rocco AYE

RESOLUTION TO ADJUST FY07 APPROPRIATIONS

RESOLVED THAT
the Westlake Board of Education adjust the following FY07 appropriations:

GENERAL FUND

Account	From	To	Difference
001-1100-200 Instruction-Benefits	\$5,133,348.59	\$4,792,657.78	(\$340,690.81)
001-1200-200 Special Education-Benefits	\$1,142,822.25	\$1,066,975.26	(\$75,846.99)
001-1300-200 Vocational Education-Benefits	\$110,787.34	\$103,434.59	(\$7,352.75)
001-1900-200 Other Instruction-Benefits	\$76,440.03	\$71,366.85	(\$5,073.18)
001-2100-200 Support Services-Benefits	\$620,842.78	\$579,638.60	(\$41,204.18)
001-2200-200 Support Services-Benefits	\$688,402.70	\$642,714.69	(\$45,688.01)
001-2400-200 Admin-Benefits	\$830,779.58	\$775,642.28	(\$55,137.30)
001-2500-200 Fiscal-Benefits	\$156,832.38	\$146,423.71	(\$10,408.67)
001-2600-200 Business-Benefits	\$97,664.87	\$91,183.03	(\$6,481.84)
001-2700-200 Maintenance-Benefits	\$679,906.06	\$634,781.96	(\$45,124.10)
001-2800-200 Trans-Benefits	\$993,434.73	\$927,502.31	(\$65,932.42)

EXHIBIT D-1-c
(Continued)

001-2900-200 Community Info-Benefits	\$15,967.76	\$14,908.01	(\$1,059.75)
001-1100-600 (Jan. adjustment) Instruction-Equipment	\$5,204.96	\$5,354.91	\$149.95
001-1100-600 (Feb. adjustment) Instruction-Equipment	\$5,354.91	\$705,354.91	\$700,000.00
001-1100-400 Instruction-Purchased Services	\$40,700.00	\$41,175.01	\$475.01
001-1100-500 Instruction-Supplies	\$359,852.74	\$361,558.06	\$1,705.32
001-1100-700 Instruction-Replacement	\$70,645.00	\$40,382.39	(\$30,262.61)
001-1200-500 Special Education-Supplies	\$12,497.52	\$12,768.92	\$271.40
001-1900-400 Other Instruction-Purchased Services	\$933,511.58	\$941,181.69	\$7,670.11
001-2100-400 Support Services-Purchased Services	\$573,762.49	\$595,354.99	\$21,592.50
001-2100-500 Support Services-Supplies	\$48,309.52	\$43,309.52	(\$5,000.00)
001-2200-400 Support Services-Purchase Services	\$113,935.29	\$121,335.29	\$7,400.00
001-2200-500 Support Services-Supplies	\$105,459.34	\$100,737.31	(\$4,722.03)
001-2200-600 Support Services-Equipment	\$758.70	\$1,997.70	\$1,239.00

EXHIBIT D-1-c
(Continued)

001-2200-700			
Support Services-Replacement Equipment	\$10,612.76	\$6,500.76	(\$4,112.00)
001-2300-400			
Board of Education-Purchased Services	\$1,650.00	\$9,150.00	\$7,500.00
001-2400-400			
Admin-Purchased Services	\$280,264.00	\$271,788.99	(\$8,475.01)
001-2400-500			
Support Services-Supplies	\$32,008.00	\$31,980.12	(\$27.88)
001-2400-600			
Admin-Equipment	\$467.00	\$494.88	\$27.88
001-2700-500			
Maintenance-Supplies	\$218,803.00	\$219,259.36	\$456.36
001-2800-400			
Transportation-Purchased Services	<u>\$260,635.18</u>	<u>\$264,747.18</u>	<u>\$4,112.00</u>
Total	\$13,621,661.06	\$13,621,661.06	\$0.00

FOOD SERVICE

Account	From	To	Difference
006-3100-200-9600			
Food Service-Retirement	\$158,000.00	\$147,346.00	(\$10,654.00)
006-3100-400-9600			
Food Service-Purchased Services	<u>\$1,540.00</u>	<u>\$12,194.00</u>	<u>\$10,654.00</u>
Total	\$159,540.00	\$159,540.00	\$0.00

FOOD SERVICE CATERING

Account	From	To	Difference
006-3100-200-9601			
Catering-Retirement	\$123.82	\$151.40	\$27.58

EXHIBIT D-1-c
(Continued)

006-3100-500-9601 Catering-Supplies	<u>\$4,076.18</u>	<u>\$4,048.60</u>	(\$ <u>27.58</u>)
Total	\$4,200.00	\$4,200.00	\$0.00

COMMUNITY EDUCATION

Account	From	To	Difference
011-3200-400-9110 Community Ed-Purchased Services	\$14.64	\$22.05	\$7.41
011-3200-500-9110 Community Ed-Supplies	<u>\$1,477.10</u>	<u>\$1,469.69</u>	(\$ <u>7.41</u>)
Total	\$1,491.74	\$1,491.74	\$0.00

PROJECT LINK

Account	From	To	Difference
011-3200-400-9111 Project Link-Purchased Services	\$4,000.00	\$3,679.20	(\$320.80)
011-3200-500-9111 Project Link-Supplies	<u>\$25,078.99</u>	<u>\$25,399.79</u>	<u>\$320.80</u>
Total	\$29,078.99	\$29,078.99	\$0.00

SUPPORT FUND

Account	From	To	Difference
018-4600-500-9759 Library Supplies - Hilliard	\$8,402.85	\$8,237.85	(\$165.00)
018-4600-600-9759 Library Equipment - Hilliard	\$0.00	\$165.00	\$165.00
018-4600-400-9764 Inservice Purchased Services - WHS	\$1,820.90	\$1,880.90	\$60.00
018-4600-500-9764 Inservice Supplies - WHS	\$8,179.10	\$7,350.40	(\$828.70)

EXHIBIT D-1-c
(Continued)

018-4600-600-9764			
Inservice Equipment - WHS	\$0.00	\$768.70	\$768.70
018-4600-500-9766			
Guidance Supplies - WHS	\$43,450.00	\$43,113.29	(\$336.71)
018-4600-600-9766			
Guidance Equipment - WHS	\$1,600.00	\$1,936.71	\$336.71
018-4600-500-9778			
Choral Music Supplies - WHS	\$3,000.00	\$2,500.05	(\$499.95)
018-4600-600-9778			
Choral Music Equipment - WHS	<u>\$750.00</u>	<u>\$1,249.95</u>	<u>\$499.95</u>
Total	\$67,202.85	\$67,202.85	\$0.00

ATHLETIC FUND

Account	From	To	Difference
300-4500-500-9502			
Athletic Vending Mach. Supplies - WHS	\$8,000.00	\$8,617.50	\$617.50
300-4500-600-9502			
Athletic Vending Mach. Equipment - WHS	<u>\$2,000.00</u>	<u>\$1,382.50</u>	(\$ <u>617.50</u>)
Total	\$10,000.00	\$10,000.00	\$0.00

ST. PAUL 2006-2007

Account	From	To	Difference
401-3200-500-9707			
Supplies and Materials	<u>\$34,605.36</u>	<u>\$24,605.36</u>	(\$ <u>10,000.00</u>)
Total	\$34,605.36	\$24,605.36	(\$10,000.00)

Motion by Mr. Beal

Seconded by Ms. Rocco

Roll Call Vote:

Mrs. D'Ettorre Wargo AYE

Mr. Mays AYE

Mr. Beal AYE

Mr. O'Malley AYE

Ms. Rocco AYE

EXHIBIT F-1-a
RES. #07-51

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:

Henkel Consumer Adhesives
Ms. Cathy Wright
32150 Just Imagine Drive
Avon, OH 44011

Donated the following equipment to WHBS-TV at Westlake High School to enhance classroom, studio and mobile broadcast facilities: Sony digital-8 Handy Cam and tripod; 8 XLR microphone cords; computer speakers; 6 assorted power cords; 14 RCA cables; 2¼" audio cables; assorted audio connectors; 4 USB cables; 2 fire-wire cables; 2 small digital tri-pods; Sharp XV-100 LCD table top projector; 1998 Phillips 20" color TV w/VCR; 2000 Panasonic 12" color TV w/VCR; Panasonic PV-9400 VCR; Panasonic PV 4521 VCR.

Mr. and Mrs. Robert Peterson
1914 Waters Edge
Westlake, OH 44145

Donated \$1,000.00 to the Science Department at Westlake High School to purchase an LCD projector/laptop setup for the Biology/Science Department at Westlake High School.

Mr. and Mrs. Charles J. Rotkis
Rt. 1, P.O. Box 625
Sugar Grove, OH 43155

Donated \$100.00 to the Athletic Department at Westlake High School to fund the Frank M. Sarna Memorial Award scholarship for a track athlete.

The Scott Fetzer Foundation
Ms. Edith DeSantis, Fdn. Admin.
28800 Clemens Road
Westlake, OH 44145

Donated \$500.00 to WHBS-TV at Westlake High School to purchase new digital monitors for the control room in Studio A.

Time-Warner Cable Co.
Mr. Don Baurus, Manager
3300 Lakeside Avenue
Cleveland, OH 44114

Donated \$500.00 to WHBS-TV at Westlake High School to purchase a new DVD burner system for the control room in Studio A.

EXHIBIT F-1-a
(Continued)

Outback Steakhouse
Mr. Scott Goldschmitt, Gen. Manager
24900 Sperry Drive
Westlake, OH 44145

Donated \$180.00 in gift certificates (4 at \$45.00 each) to WHBS-TV at Westlake High School to award to the student athlete of the month on the *Demon Zone* show.

Club House Grill
Mr. Pete Kyrkos, General Manager
857 Columbia Road
Westlake, OH 44145

Donated \$50.00 in gift certificates to WHBS-TV at Westlake High School to award to the student athlete of the week on the *Demon Zone* show.

Macy's Midwest
Ms. Elizabeth Papagianis, Manager
Community Affairs
611 Olive Street
St. Louis, MO 63101

Donated \$300.00 in gift cards (30 at \$10.00 each) to WHBS-TV at Westlake High School to award to student athletes each week on the *Demon Zone* show.

Motion by Mr. O'Malley

Seconded by Ms. Rocco

Roll Call Vote:

Mrs. D'Ettorre Wargo AYE

Mr. Mays AYE

Mr. Beal AYE

Mr. O'Malley AYE

Ms. Rocco AYE

EXHIBIT F-1-b-1
RES. #07-52

RESOLUTION TO APPROVE FMLA AND SUBSTITUTES
FOR CERTIFICATED STAFF MEMBERS

RESOLVED THAT

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

Parental Leave / FMLA

Christine Latham	Effective:	02/26/07-06/08/07
Amy Klenz	Effective:	Approx. 03/19/07 through 06/08/07
Karen Glesius	Effective:	04/16/07-06/06/07
Hun Piazza	Effective:	02/07/07
Amy Spieth	Revised:	01/18/07-03/30/07

Long-Term Substitutes

Barbara Hallman Parr	Effective:	Approx. 03/19/07
WHS English	Rate:	Daily Rate
Luz-Elena Bermudez-Klopp	Effective:	02/01/07 & 02/02/07
WHS Foreign Language	Rate:	Daily Rate

Substitutes

Cristy Bowman	Carrie Monteleone	Mirela Pashaj	Kelly Pyros
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Motion by Ms. Rocco

Seconded by Mr. Beal

Roll Call Vote:

Mrs. D'Ettorre Wargo	<u>AYE</u>
Mr. Mays	<u>AYE</u>
Mr. Beal	<u>AYE</u>
Mr. O'Malley	<u>AYE</u>
Ms. Rocco	<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:

Effective 02-01-07:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Step</u>
Lindsay Kiktavy	BA+30	MA	0
Donna Richards	BA+10	BA+20	10

Motion by Ms. Rocco

Seconded by Mr. Beal

Roll Call Vote:

Mrs. D'Ettorre Wargo	<u>AYE</u>
Mr. Mays	<u>AYE</u>
Mr. Beal	<u>AYE</u>
Mr. O'Malley	<u>AYE</u>
Ms. Rocco	<u>AYE</u>

EXHIBIT F-1-b-3
RES. #07-54

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

RESOLVED THAT

the Westlake Board of Education approves employment, Link employment and substitutes for classified staff members for the 2006-2007 school year as follows:

<u>Employment:</u>	Jan Schmitt	Effective:	01/29/07
	WHS Kitchen Helper	Rate:	Step 1, 3.75 Hrs/Day
	Susan Pease	Effective:	01/29/07
	WHS Cashier	Rate:	Step 11, 5 Hrs/Day
	Mary Dunn	Effective:	02/07/07
	LBMS Supervision Asst.	Rate:	Step 0, 3.75 Hrs/Day
	Howard Coleman	Effective:	01/27/07
	Bassett Cleaner	Rate:	Step 7, 5 Hrs/Day
<u>Link</u>	Carol Andrews	Effective:	01/29/07
<u>Employment:</u>	Project Link Leader	Rate:	Step 3
<u>Substitutes:</u>	Sandy Strodbeck		Playground Asst., Receptionist, Custodial, Kitchen Helper

Motion by _____ Ms. Rocco

Seconded by _____ Mr. Beal

Roll Call Vote:

Mrs. D'Ettorre Wargo	<u>AYE</u>
Mr. Mays	<u>AYE</u>
Mr. Beal	<u>AYE</u>
Mr. O'Malley	<u>AYE</u>
Ms. Rocco	<u>AYE</u>

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EXHIBIT F-1-b-4
RES. #07-55

RESOLUTION TO APPROVE RECLASSIFICATION
OF CLASSIFIED STAFF MEMBERS

RESOLVED THAT
the Westlake Board of Education approves the reclassification of classified staff members as follows:

Effective 02-01-07:

<u>Name</u>	<u>From</u>	<u>To</u>
Maura Robison	Step 1	Step 3
Holly Lane Special Ed. Asst.		

Motion by _____ Ms. Rocco

Seconded by _____ Mr. Beal

Roll Call Vote:

Mrs. D'Ettorre Wargo	<u>AYE</u>
Mr. Mays	<u>AYE</u>
Mr. Beal	<u>AYE</u>
Mr. O'Malley	<u>AYE</u>
Ms. Rocco	<u>AYE</u>

EXHIBIT F-1-b-5
RES. #07-56

RESOLUTION TO APPROVE STAFF RESIGNATION
FOR THE PURPOSE OF RETIREMENT

RESOLVED THAT

the Westlake Board of Education approves the following staff resignation for the purpose of retirement:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Joan Kotulak	Bus Driver	07/01/07
Norma Todd	WHS Asst. Cook	04/01/07

Motion by Ms. Rocco

Seconded by Mr. Beal

Roll Call Vote:

Mrs. D'Ettorre Wargo AYE

Mr. Mays AYE

Mr. Beal AYE

Mr. O'Malley AYE

Ms. Rocco AYE

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EXHIBIT F-1-b-6
RES. #07-57

RESOLUTION TO APPROVE APPOINTMENT OF INTERIM PERSONNEL
COORDINATOR

RESOLVED THAT

the Westlake Board of Education approves the appointment of Virginia Baker as Interim Personnel Coordinator from February 22, 2007 through August 1, 2007 on a per diem basis consistent with Step 5 of the Personnel Coordinator Salary Schedule as specified by contract.

Motion by Ms. Rocco

Seconded by Mr. Beal

Roll Call Vote:

Mrs. D'Ettorre Wargo AYE

Mr. Mays AYE

Mr. Beal AYE

Mr. O'Malley AYE

Ms. Rocco AYE

EXHIBIT F-1-c
RES. #07-58

RESOLUTION TO APPROVE FIELD TRIPS

RESOLVED THAT

the Westlake Board of Education approves the following field trips:

Lee Burneson Middle School
Eighth Grade American History Trip
Washington, D.C.
Monday-Wednesday, June 4-6, 2007
Approximate Cost Per Pupil - \$350.00

Motion by Mr. Beal

Seconded by Mr. Mays

Roll Call Vote:

Mrs. D'Ettorre Wargo AYE

Mr. Mays AYE

Mr. Beal AYE

Mr. O'Malley AYE

Ms. Rocco AYE

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07-92

EXHIBIT F-1-d
RES. #07-59

RESOLUTION TO APPROVE TEACHER EDUCATION AGREEMENT

RESOLVED THAT

the Westlake Board of Education approves the Agreement with Ohio Northern University Center for Teacher Education to continue Teacher Education and Licensure Standards for the period 2006-2009.

Motion by Mr. Beal

Seconded by Mr. Mays

Roll Call Vote:

Mrs. D'Ettorre Wargo AYE

Mr. Mays AYE

Mr. Beal AYE

Mr. O'Malley AYE

Ms. Rocco AYE

EXHIBIT F-1-e
RES. #07-60

RESOLUTION TO APPROVE SUNDAY BUILDING USE

RESOLVED THAT

the Westlake Board of Education approves Sunday building use as follows:

St. Bernadette School	WHS Outdoor Track, Concession Stand, Press Box Sundays, 04/01/07 – 05/20/07, 11:00 AM-7:00 PM
Westlake Kiwanis Club	WHS Kitchen & Cafeteria Pancake Breakfast Fundraiser Sundays – 03/18/07 & 10/28/07, 6:00 AM – 2:00 PM
Westlake Soccer Association	Parkside Gym & Classrooms 'D' License Coaching Clinic Sunday, 03/25/07 & 04/01/07

Motion by Mr. Beal

Seconded by Mr. Mays

Roll Call Vote:

Mrs. D'Ettorre Wargo AYE

Mr. Mays AYE

Mr. Beal AYE

Mr. O'Malley AYE

Ms. Rocco AYE

February 26, 2007
07-94

EXHIBIT F-1-f
RES. #07-61

RESOLUTION TO APPROVE 2008-2009 SCHOOL CALENDAR

RESOLVED THAT

the Westlake Board of Education approves the Westlake City School District School Calendar for 2008-2009 school year (attached).

Motion by _____ Ms. Rocco _____

Seconded by _____ Mr. Beal _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____ AYE _____

Mr. Mays _____ AYE _____

Mr. Beal _____ AYE _____

Mr. O'Malley _____ AYE _____

Ms. Rocco _____ AYE _____

WESTLAKE CITY SCHOOL DISTRICT 2008-2009 SCHOOL CALENDAR

AUG '08 3 days				
M	T	W	Th	F
18	19	20	21	22
25	26	27	28	29

SEPT '08 21 days				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

OCT '08 22 days				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

NOV '08 17 days				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

DEC '08 15 days				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JAN '09 18 days				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

FEB '09 19 days				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

MAR '09 22 days				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APR '09 16 days				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY '09 20 days				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE '09 7 days				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12

Opening Staff Meeting	Tues	08/26
All Students Start	Wed	08/27
Kindergarten Starts	Thurs	08/28
Labor Day	Mon	09/01
NEOE Day	Fri	10/17
End of 1st Grading Period	Fri	10/31
Staff Inservice Day	Tues	11/04
Compensatory Day	Wed	11/26
Thanksgiving Vacation	Thurs-Fri	11/27-11/28
Winter Vacation	Sat-Sun	12/20-01/04
End of 2nd Grading Period	Fri	01/16
Martin Luther King Day	Mon	01/19
Teacher Records Day	Tues	01/20
Presidents' Day	Mon	02/16
End of 3rd Grading Period	Fri	03/27
Spring Break	Fri-Sun	04/10-04/19
Memorial Day	Mon	05/25
Last Student Day	Tues	06/09
Teacher Records Day	Wed	06/10

- = Teacher Work Day (No Students)
 □ = Compensatory Day (No School)
 ⊗ = No School
 # = End of Grading Period

Qtr 1:	08/27-10/31/08	46
Qtr 2:	11/03-01/16/09	42
Qtr 3:	01/21-03/27/09	47
Qtr 4:	03/30-06/09/09	45

TOTAL DAYS: 180

First Semester - August 27, 2008 through January 16, 2009 = 88 days

Second Semester - January 21, 2009 through June 9, 2009 = 92 days

RESOLUTION TO ACCEPT AND APPROVE WESTLAKE
HIGH SCHOOL GRADUATING CLASS OF 2007

WHEREAS, the High School Principal has certified that the members of the 2007 graduating class (see attached) have or will have completed all requirements set forth for high school graduation by the State of Ohio including passing all State ninth grade proficiency examinations on or before the date set for graduation; and

WHEREAS, the High School principal has certified that the members of the graduating class have or will have completed all requirements set forth for high school graduation by the Board of Education on or before the date set for graduation,

NOW, THEREFORE, BE IT RESOLVED that the students who continue to meet all requirements for graduation as set forth by the State of Ohio and Board of Education shall be so graduated;

BE IT FURTHER RESOLVED that under the provisions of ORC 3313.61, the Board President, Treasurer, Superintendent and High School Principal shall sign the diplomas;

AND, BE IT FURTHER RESOLVED to pay for the diplomas out of the General Fund.

Motion by Mr. Mays

Seconded by Mr. Beal

Roll Call Vote:

Mrs. D'Ettorre Wargo AYE

Mr. Mays AYE

Mr. Beal AYE

Mr. O'Malley AYE

Ms. Rocco AYE

Westlake High School Graduating Class of 2007

Bashir Abed Abu Hamdeh
Zahabiyah Shabbir Adenwalla
Odai Saleh Alzuraiki
Amanda Elizabeth Andrews
Monica Suman Arora
Sayed Assad
Kevin James Auger
Tyler Matthew August
Stephanie Elizabeth Baddour
Jordon Taylor Banda
Sara Theresa Baran
Chad Mathew Bari
Kevin Michael Basch
Jacqueline Ann Basista
Jacqueline Rae Beas
Amanda A Benkalowycz
Michael Andrew Benko
Bradley David Benson
Aash Bhandari
James Emil Bigenho
Jonathan Charles Bish
Kevin Connor Blakeslee
Jeffrey Michael Boudon
Kimberly Anne Boyd
Amanda Anne Bracken
Matthew Thomas Brannon
Sean Thomas Breeden
Corey Anthony Brown
Christina Nicole Bucur
Douglas Lawrence Bullard
Jessica Kelsey Burbach
James Alex Butler
Emily Dorothy Buzzard
Benjamin Taylor Carroccio
Caitlin Marie Chadwick
Daniel David Chido
Gabrielle N Chukri
Rachael Rose Cobb
Elizabeth Brittany Coffey
Romey Lemor Coles III
Michael Douglas Cook
Brendan Michael Corrigan
Nikole Marie Corrigan
Shannon Elizabeth Crabtree
Jacquelyn May Crawford
Gregory Michael Csorba
Susan Marie Czelstan
Amanda Marie Cziryak
John Christopher Daniel
Andrew Jeffrey Daniels
Samantha RayAnn Darabant
Amy Delynn Dawson
Laurel Elizabeth DeMarco
Carlee Nicole DeMore
Jeffrey Allan Desler

Jeffrey Alexander Detwiler
Sagarika Devarakonda
Richard Charles DiBiasi
Morgan Elizabeth DiDonna
Vincent Michael DiDonna
Marva Mercedes Dixon
Dena Doleh
Hiba Yousef Doleh
Melanie Susan Doychak
Jessica Claire Drapac
Ashley Marie Dreher
Abigail Louise Drellishak
Kaitlin Ann Duffy
Natalie Marie Dulzer
Stephen Tyler
Jon Scott Eager, Jr.
Shannon Marie Eagle
Traci Jean Edmunds
Summer Elder
Michael Thomas Elias
Quentin Anthony Ellis
Mary Catherine Ellis
Kerry Elizabeth Emery
Austin Addison Emser
Aaron William Fazulak
Alexander Kurt Field
Terrence Blaise Fillar
Benjamin Lowell Fisher
Grace Maura Flanagan
Michael Joseph Flood
Sean Patrick Flynn
Rachel Ann Foecking
Aaron Elijah Ford
David Dean Forrest
Megan Marie Fortney
Bart Daniel Gabbard
Cara Lorraine Gagliano
Chelsea Erin Garner
Susan Marie Gelston
Nadia Ali Ghanem
James Merritt Giafagna
Samuel Yong Tae Gibbons
Brandon Charles Gilbert
Brendon Robert Goede
Ilia Gotlib
Jason Allen Grahovac
Jeffrey Michael Green
Amber Michelle Grega
Bryan Anthony Gully
Jimmy Ziming Guo
Karen Lynne Hackman
Tempest Nicole Hall
Feras Samih Hamdan
Kelly Marie Hammond
Jessica Christine Hardin

Bryant Allan Hardy
Jason Michael Harms
James Vasile Hategan
Rachel Ann Hemphill
Michael Robert Herman
Anne Marie Hertl
Kevin Michael Hicks
Kelly Marie Hilden
Andrew John Hilt
Robert George Hilt
Joseph Robert Hinkle
Robert Siferd Hipkind
Greg Allen Hodge
Meghan Kathleen Honohan
Colleen Ann Horvath
Leah Marie Hottel
Nicholas Robert House
Sarah Ann Hrabik
Ting Jane Hsu
Samah Aisha Ibrahim
Sarah Elaine Ivancic
Muneer Jaber
Kevin Brian Jakupca
Ryan Thomas Jarvis
Ryan Anthony Johnston
Laura Emily Claasen Jones
Alison Kathleen Kaiser
Kristen Lynn Karohl
Mara Katarina Kaulins
Debra Ann Keger
Bradley Richard Kerber
Claire Elizabeth Knowlton
Jordan Alexandra Kolarik
Samantha Anne Kopack
Christopher William Kovalak
Matthew Raymond Kramer
Bryan Joseph Kristy
Pooja Kumar
Sarah Marie Kurczaba
Joy Rebecca Kushinsky
Charles Bruce Kutina
Fadi Jihad Lahoud
James Lahoud
Daniel Taylor Lammers
Allen Michael Lancashire
Kelsey Lee Lapping
Matthew Leslie Larson
Thomas James Lavelle
Brooke Susanne Lawrence
Kimberly Anne Lawson
Kathleen Theresa Lazar
Danielle Allison Liggett
Ryan Edward Lima
Justin Jay Liptak
Drew Brenders Lisy

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Nathan Colby Locklear
James Willson Long
Raheem Loti-Fard
Chelsea Taylor Lovelace
Nhi Bao Luong
Aidan Joseph MacBride
Matthew Alan Maciag
Moises Antonio Madera
Madhavi Maheshwer
Ashley Nicole Mance
Danielle Lynne Manco
Nicholas David Manella
James Joseph Mannion
Sharon Josephine Mansour
Antonia Altieri Marinucci
Rocio Augusta Marks
Eileen Alexandra Marquard
Douglas Mitchell Martin
Sarah Elizabeth Mayer
Kari Lynn Mayornick
Matthew Franklin McAllester
Robin McClain
Tara Brown McCrone
Natalie Virginia McGee
Alexandra Katherine Medoro
Brian Patrick Messersmith
Jodi Lynn Mikoy
Nicole Marie Miller
Robert William Mills
Adam Daniel Miltner
Matthew Gregory Mitro
Jacquelyn Leigh Mueller
Brian Charles Munch
Mohamad Akram Mustafa
Mohamed Sam Mustafa
Lauren Rae Myers
Fatin Sami Najjar
Fida Sami Najjar
Carol Jean Najpaver
Laura Ann Nedorost
Justin William Nelson
Sulin Ngo
Bradley Quentin Noel
Caitlin Marie Nugent
Tracelia Jolanda Ohmer
Meredith Garvey Olson
Elizabeth Anne Ontolchik
Leanne Marie Orange
Kaitlin Elizabeth Orr
Maxwell Johnston Ouzts
Ajay Palaparty
Adam Bradley Pandrangi
Rachel Beth Pankiw

Julianna Sarah Parma
Rakesh Rajnikant Patel
Dana Joy Patton
Andrew Robert Paulenski
Patrick James Pavlik
Ashley Rose Pease
Gina Maria Teresa Perciavalle
Benjamin Clark Perrings
Alison Kate Pierre
Michael Alexander Plantz
Erin Elizabeth Pophal
Lindsey Ann Pothast
Mark David Pothier
Kelsey Marie Prendergast
Bradley Edwin Priest
Libero Joseph Puccini
Alyssa Marie Puzitiello
Rachel Marie Puzitiello
Gareth Todd Rahman
Michael Patrick Rankin
Alexandra Maria Rapaport
Suhad Khalil Rasheed
Alexander Curtis Richards
Joseph J. Rivalsky
Melissa Anne Roberts
Alyssa Nicole Rodriguez
Jaclyn Rae Rolko
Colton Lee Rooney
Dylan Jay Rooney
James David Roth
Maura Karen Ruane
Zachary Ian Rumancik
James Edmond Ryan
Namita S. Sabade
Tahani Salem
Stephania Lucie Salomon
Sophia Athena Sandalakis
Lauren Noele Schaefer
Lauren Julia Schmitz
Michelle Ann Schmitz
Pamela Jane Schmitz
David Michael Schrupf
David Allen Schuerger
Jenna Marie Schuld
Anthony Jeffrey Sedivy
Elizabeth Christine Seibolt
David Miles Selfridge
Samer Shalodi
Natalie Lenore Shear
Lila Emily Sheikhi
Maha Othman Shemisa
Robert James Simmerer
James Michael Singley

Hannah Rose Simon
Abbey Caitlin Smanik
Jennifer Ashley Smith
Alyse Marie Smorag
Michael Joseph Solarz
Amanda Blair Soley
Devin Michael Spikowski
Larissa Ann Spreng
Kirsten Elizabeth Stark
Dominic Louis Stellato
Mallory Lynn Sterba
Kyle Patrick Sternquist
Ashley Alexandra Strodbeck
Bryan Kelly Sutton
Kathryn Therese Tabar
Suzanne Mae Tabbaa
Brandon Joseph Tabor
Yu-Chun Tang
Cheryl Anne Tasse
Jeffrey Scott Tolman
Brittany Kathryn Tompkins
Kelsey Lynn Torboli
Gregory Joseph Turk
Anthony Michael Tursivio
Steven Frank Udovic
Alex Joseph James Ullman
Brent Thomas Vande Velde
Joshua David Vet
Adam MacAfee Vicarel
Korey John Walsh
Stephen James Walters
Charley Yue Wang
Adam Frederic Warner
Cara Madeline Weisenberger
Daniel Lawrence Weiskittel
Emily Gayle Weitz
Jihad Michael Widdi
Stephanie Elizabeth Williams
Travis Roy Winar
Christan Dorothy Winner
Patrick Alan Wisniewski
Kristina Marie Wolf
Kayla Marie Wolters
Lauren Kay Wright
Tyler Jonathan Wulf
Georgia Eva Xanthopoulos
Alexandra Megan Yunaska
Eric W. Zhou
Michael William Zinn
Amanda Lynn Zolnay
Jeremy Ryan Zudell

Honorary Diploma

Michela Canclini

EXHIBIT F-1-h
RES. #07-63

RESOLUTION TO ACCEPT BIDS AND AWARD
DISTRICT WIDE ACCESS CONTROL SYSTEM BID

WHEREAS, bids were solicited by advertisement by the Westlake City School District for a District-Wide Access Control System as required by law, received, and publicly opened February 21, 2007, and

WHEREAS, the following base bids were received and selected:

CONTRACTOR NAME	BASE BID	ALTERNATE BID
Integrated Precision Systems	\$ 29,668.35	\$ 4,967.88
Southeast Security	\$ 29,920.00	\$ 5,780.00
ADT	\$ 35,211.00	\$ 6,223.00
RJ Martin	\$ 36,650.00	\$ 6,790.00
Doan Pyramid	\$ 40,942.00	\$ 6,062.00
Jacco	\$ 42,910.00	\$ 4,530.00
Ullman Electric	\$ 48,500.00	\$ 7,380.00
Paladin	\$ 51,005.55	\$ 8,519.54

WHEREAS, reference checks and a review of submitted bid documents demonstrate that Integrated Precision Systems (IPS) is the lowest responsive and responsible bidder for the Base Bid,

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Westlake City School District awards the District-Wide Access Control project bid to Integrated Precision Systems of Twinsburg Ohio for the Base Bid amount of \$29,668.35, and that the Board President and Treasurer are authorized to sign the contract.

Motion by Mr. O'Malley

Seconded by Mr. Beal

Roll Call Vote:

Mrs. D'Ettorre Wargo AYE

Mr. Mays AYE

Mr. Beal AYE

Mr. O'Malley AYE

Ms. Rocco AYE

File: BCCC
TREASURER'S CONTRACT

The appointment of the Treasurer is secured through a written agreement stating the terms of the contract. The contract meets all State requirements and protects the rights of both the Board and the Treasurer.

The Treasurer is appointed for a term not to exceed five years. The initial contract can be for not less than one year or more than five years. The term commences on August 1 and continues through July 31 of the year in which the contract expires.

Salary and benefits are determined by the Board at the time of the appointment and are reviewed by the Board each year. The Treasurer's salary may be increased or decreased during his/her term of office. However, any decrease must be a part of a "uniform plan" affecting salaries of all District employees.

The termination procedures that currently apply to teachers and other administrators, requiring a due process hearing, now apply to the Treasurer.

If the Board intends to nonrenew the Treasurer's contract, notice in writing of the intended nonrenewal must be given to the Treasurer on or before March 1 of the year in which the contract expires.

The Board may permit an individual who does not hold a valid Treasurer's license to serve as District Treasurer as long as the individual meets the qualifications for licensure and has applied for a license but has not yet received the State Board of Education's decision.

Nothing in this policy shall prevent the Board from making the final determination regarding the renewal or nonrenewal of the Treasurer's contract.

Adoption Date:

Legal Refs.: ORC 3301.074
 3313.22 et. seq.; 3313.31
 3319.01; 3319.04

Cross Refs.: BCC, Qualifications and Duties of the Treasurer
 BCCA, Incapacity of the Treasurer
 BCCB, Evaluation of the Treasurer (Also AFBA)

File: JFCF
HAZING AND BULLYING

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Permission, consent or assumption of risk by an individual subjected to hazing **and/or bullying** does not lessen the prohibition contained in this policy.

Hazing Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, ~~faculty member~~, teacher, or other employee of the District shall encourage, permit, condone or tolerate any hazing **and/or bullying** activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing **and/or bullying**.

Administrators, ~~faculty members~~, teachers, and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing **and/or bullying**. If hazing **and/or bullying** or planned hazing **and/or bullying** is discovered, involved students are informed by the discovering ~~school~~ District employee of the prohibition contained in this policy and are required to end all hazing **and/or bullying** activities immediately. All hazing **and/or bullying** incidents are reported immediately to the ~~superintendent~~ **Principal** and the appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all reported incidents of bullying and post the report on the District's website.

The administration shall provide training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training shall be provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers are provided with qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, ~~faculty members~~, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with ~~Ohio~~ State law.

No one shall retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

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~~Written copies of this policy will be available to all District students and employees. In addition, this policy will be incorporated into building, staff and student handbooks and will be the subject of discussion at employee staff meetings or in-service programs.~~

Adoption May 23, 2002

Revision Date: August 24, 2005

Revision Date:

Legal Refs.: ORC **117.53**; 2307.44; 2903.31;
3313.666; 3313.667
3314.03; 3319.073

Cross Refs.: AC, Nondiscrimination
EDE, Computer/Online Services
IIBH, District Website Publishing
JFC, Student Conduct (Zero Tolerance)
JFCEA, Gangs
JFCK, Use of Electronic Communications Equipment by Students
JHG, Reporting Child Abuse
Student Handbook

File: JHCD
ADMINISTERING MEDICINES TO STUDENTS

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following.

1. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
2. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
3. The school nurse or other designated individual must receive and retain a statement which complies with ~~Ohio~~ **State** law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
4. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
5. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."
6. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Inhalers for Asthma

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

In order for a student to possess the ~~possessing an~~ inhaler, he/she must have written approval from **the student's** ~~his/her~~ physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

Epinephrine Autoinjectors

Students are permitted to carry and use an epinephrine autoinjector (epi-pen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epi-pen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates.

Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

Adoption date: May 23, 2002

Revision Date:

Legal Refs.: ORC 2305.23; 2305.231
 3313.64; 3313.712; 3313.713; **3313.716**; **3313.718**; **3314.03**;
 3314.141
 OAC 3301-35-06

Cross Refs.: EBBA, First Aid
 JFCH, Alcohol Use by Students
 JFCI, Student Drug Abuse

File: JHCD-R
ADMINISTERING MEDICINES TO STUDENTS

Students needing medication are encouraged to receive the medication at home, if possible.

1. The person or persons designated to administer medication receives a written request, signed by the parent(s) having care or charge of the student, that the drug be administered to the student.
2. Each person designated to administer medication receives a statement, signed by the physician or other person licensed to prescribe medication, which includes all of the following information:
 - A. the name and address of the student;
 - B. the school and class in which the student is enrolled;
 - C. the name of the drug and the dosage to be administered;
 - D. the times or intervals at which each dosage of the drug is to be administered;
 - E. the date on which the administration of the drug is to begin;
 - F. the date on which the administration of the drug is to cease;
 - G. any severe adverse reactions which should be reported to the physician and one or more telephone numbers at which the person who prescribed the medication can be reached in case of an emergency and
 - H. special instructions for administration of the drug, including sterile conditions and storage.
3. The parent(s) agree to submit a revised statement signed by the physician who prescribed the drug to the person designated to administer medication if any of the information provided by the person licensed to prescribe medication as described above changes.
4. The person authorized to administer the drug receives a copy of the statement described above.
5. The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescribing physician or other licensed professional.

The person designated by the Board establishes a location in each school building for the storage of drugs to be administered. All such drugs shall be stored in that location in a locked storage place. Drugs which require refrigeration may be kept in a refrigerator in a place not commonly used by students.

No person who has been authorized by the Board to administer a drug and has a copy of the most recent statement which was given to him/her prior to administering the drug is liable for administering or failing to administer the drug, unless such person acts in a manner which constitutes "gross negligence or wanton or reckless misconduct."

Board policy and regulations regarding dispensation of medication must be formally adopted by the Board and may be changed, modified or revised only by action of the Board.

Inhalers

In order for a student to possess and use an inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

The physician's written approval must specify the minimum following information:

1. the student's name and address;
2. the name of the medication contained in the inhaler;
3. the date the administration of the medication is to begin;
4. the date, if known, that the administration of the medication is to cease;
5. written instructions which outline the procedures school personnel should follow in the event that the asthma medication does not produce the expected relief from the student's asthma attack;
6. any severe adverse reactions that may occur to the student using the inhaler that should be reported to the physician;
7. any severe reactions that may occur to another student for whom the inhaler is not prescribed, should he/she receive a dose of the medication;
8. at least one emergency telephone number for contacting the physician;
9. at least one emergency telephone number for contacting the parent, guardian or other person having care or charge of the student in an emergency and
10. any other special instructions from the physician.

In no circumstances will the District, any member of the Board or any Board employee be liable for injury, death or loss of person or property when a District employee prohibits a student from using an inhaler because the employee believes, in good faith, that the required written approvals have not been received by the principal. Additionally, liability cannot accrue because the employee permits the use of an inhaler when the employee believes in good faith that the written approval(s) have been received by the appropriate authority.

Epinephrine Autoinjectors

Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

The prescriber's written approval must specify at least the following information:

- 1. Student's name and address;**
- 2. Names and dose of the medication contained in the autoinjector;**
- 3. The date the administration of the medication is to begin and, if known, the date the administration of the medication is to cease;**

4. Acknowledgement that the prescriber has determined that the student is capable of possessing and using the epi-pen appropriately and has provided the student with training in the proper use of the epi-pen;
5. Circumstances in which the epi-pen should be used;
6. Written instructions that outline procedures school personnel should follow if the student is unable to administer the medication or the medication does not produce the expected relief from the student's anaphylaxis (allergic response);
7. Any severe reaction that:
 - a. the student may experience that should be reported to the prescriber or
 - b. may occur to another student for whom the medication is not prescribed, if that student receives a dose of the medication
8. At least one emergency telephone number each for contacting the prescriber and the parent;
9. Any other special instructions from the prescriber.

Whenever a student is administered epinephrine at school or at an activity, event or program sponsored by the school or in which the school is a participant, a school employee must immediately request assistance from an emergency medical service provider. Request for medical assistance applies whether the student self-administers the medication or a school employee administers it to the student.

The Board and District employees are not liable in damages in a civil action for injury, death or loss to person or property allegedly arising if:

1. A school employee prohibits a student from using an epi-pen because he/she has a good faith belief that the conditions for carrying and using the medication have not been satisfied;
2. A school employee permits a student to carry and use an epi-pen because of the good faith that the conditions have been satisfied; or
3. In instances in which a student is rightfully permitted to carry an epi-pen, the use of the medication by a student for whom it was not prescribed.

All immunities granted to schools under the sovereign immunity law or any other law apply.

Adoption date: May 23, 2002

Revision Date:

File: JHFD
STUDENT AUTOMOBILE USE

1. A parking fee shall be assessed.
2. No student will be permitted to drive a car to school without a written application from a parent or guardian. The completed application does not guarantee parking privileges for the student.
3. When permission is granted, it will be with the following limitations:
 - A. The vehicle driven to school must display an official tag issued by the school and be parked in the designated student area.
 - B. Upon arrival at school, the car is to be parked and locked for the duration of the student's school day. Should the car be driven off campus without permission, the student will be subject to the provisions of the Code of Conduct.
 - C. The laws of the State of Ohio and the City of Westlake are to be observed at all times.
 - D. The school cannot assume responsibility for the driver or his/her passengers.
 - E. In compliance with State law, student drivers under the age of 17 years old are not permitted to transport more than one person who is not a family member unless the driver is accompanied by his/her parent, guardian or custodian.**
4. Students may lose their driving privilege for violation of either Code of Conduct or other school rules.
5. The student who violates school rules and regulations and parks illegally will be towed at the owner's expense in accordance with the Ohio Revised Code 4513.60, Paragraph B.
6. Students who are granted parking tags are expected to drive every day.
7. Students driving to school should be expected to arrive at the appropriate time. The attendance office will not excuse students who miss classes due to a flat tire, engine trouble, car will not start, train held-me-up or other car-related excuses.
8. The speed limit for vehicles in the Westlake High School lot is 10 mph. Students are not permitted to drive behind the school, in the east faculty lot or through the front loop at any time.
9. There will be a replacement cost for parking tags.

Adoption date: May 23, 2002

Revision Date:

Legal Refs.: ORC 2305.23; 2305.231; 3313.712; 3313.713
 OAC 3301-35-03

Cross Refs.: EBBA, First Aid
 JFCH, Alcohol Use by Students
 JFCI, Student Drug Abuse

File: KBA
PUBLIC'S RIGHT TO KNOW

~~In fulfillment of the rationale for the creation of public governing bodies, the meetings and the records of the Board will be considered a matter of public information.~~

~~Educational matters will be discussed and decisions made at public meetings of the Board, except for such matters as are properly discussed in private executive sessions.~~

~~The Board supports the right of the people to know about the programs and services of their schools and will make every effort to disseminate information.~~

~~Each principal is authorized and expected to use all means available to keep the school's community informed about the school's program and activities; however, the release of information of District-wide interest is to be coordinated by the superintendent.~~

~~The Board recognizes the importance of public records as the record of the acts of this District and the repository of information about the District. Members of the public have the right to inspect and copy, with certain exceptions, the public records of this District.~~

~~The public records of this District are defined by ORC 149.43. The Board shall make the public records of this District available for inspection and copying with the exception of those records exempted from such inspection and copying by law. The CFO/Treasurer or his/her designee will be the person responsible for public records.~~

The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. Each principal is authorized and expected to keep the school's community informed about the school's programs and activities. The release of information of district-wide interest is to be coordinated by the Superintendent.

Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters as are properly discussed in private executive sessions.

The official minutes of the Board, its written policies, its financial records and all other public records are open for inspection in the Treasurer's office during the hours when the administration offices are open. A copy of the records retention schedule shall also be made available to the public.

Records pertaining to individual students and other confidential materials are not released for inspection by the public or any unauthorized persons, either by the ~~CFO~~/Treasurer, Superintendent or other persons responsible for the custody of confidential files. Only that information deemed "directory information" may be released from an individual student's file, and only after complying with the regulations prepared by the administration for the release of such information. Student records that consist of "personally identifiable information" generally are exempt from disclosure. Student directory information, however, is released unless the parents have affirmatively withdrawn their consent to release in writing.

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.

The District may ask that the request be put in writing. However, the District must notify the requester that it is not mandatory to do so.

The District provides an opportunity for a records requester making an ambiguous or overly broad request to revise the request by informing the requester of the manner in which records are maintained.

If a public records request is denied, the District provides an explanation with legal authority as to the reason for the denial of the request. If any information is redacted because it is exempt from public inspection, the person requesting to inspect the record will be notified of the redaction.

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. A fee may be charged for copies. The District may require the fee charged for copies be paid in advance.

The person making a mail request pays the cost of postage and other supplies in advance. 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.

The Board's public records policy is posted in a conspicuous location in the central office and in all other District buildings and employee handbooks provided by the District.

~~In order to ensure all citizens have an equal right to examine and copy the records of this District, and to ensure the inspection does not endanger the safety of the records or unreasonably interfere with the discharge of the duties of the CFO/Treasurer or his/her designee, all requests for the inspection of public records shall be made in accordance with regulations which follow this policy.~~

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: **Family Educational Rights and Privacy Act; 20 USC, Section 1232g**
ORC 121.22
149.43
3319.321
OAC 3301-35-03; **3301-35-04**

Cross Refs.: BDC, Executive Sessions
BDDG, Minutes
GBL, Personnel Records
GBS, HIPAA Privacy
IGBA, Programs for Special Needs Students
JO, Student Records
KA, School-Community Relations Goals
KKa, Recruiters in the Schools

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.** ~~must first fill out a signed request.~~ Each request ~~must~~ **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 ~~plus actual costs including benefits for personnel time in securing and copying records.~~ 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 Date: May 23, 2002

Revision Date:

File: KBA-E
WESTLAKE CITY SCHOOLS BOARD OF EDUCATION
PUBLIC RECORDS REQUEST

Failure to complete a written request shall not be the basis for denying access to review or copy records.

1. Name: _____
2. Address: _____
3. Phone No.: _____ Business Phone No.: _____
4. Check one: _____ I would like a copy of the Public Records.
 _____ I would like to review the Public Records.

Date

Signature

I wish to review the following record(s) (be specific). (Records must already be in existence and will not be created based on requests).

I understand I will be contacted by a member of the District within 72 hours, excluding weekend and holidays, as to when I may view these records. I also understand if I wish to have a copy made of these records, the copies will be made by a member of the District and be provided to me at cost. I further understand I am not permitted to remove any record(s) from the office where they are maintained.

Signature

Date

Time

Signature of Administrator
Releasing Information

Date

Time

RECEIPT/ACKNOWLEDGEMENT FORM

The undersigned hereby acknowledges that he/she has been given copies of and/or has been permitted to review the public records requested on _____.

Date

Signature

Adoption Date: May 23, 2002

Revision Date: _____