

**WESTLAKE CITY SCHOOLS
BOARD OF EDUCATION MINUTES**

**Monday, April 26, 2010 – 5:30 p.m. – Regular Meeting
Board of Education – 27200 Hilliard Blvd.**

Call to Order: Time: 5:34 p.m.

Roll Call Vote:

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

Entered the meeting at 5:35 p.m.

Pledge of Allegiance: President Winter led the assembly in the Pledge of Allegiance.

Acknowledgment of Visitors: President Winter thanked all in attendance.

Approval of Agenda

Motion by Mr. Mays

Seconded by Mr. Sullivan

Roll Call Vote:

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

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

A. Approval of Minutes

1. Work Session of March 8, 2010

Motion by Mr. Mays

Seconded by Mr. Sullivan

Roll Call Vote:

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

2. Regular Meeting of March 22, 2010

Motion by Mr. Sullivan

Seconded by Ms. Rocco

Roll Call Vote:

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

B. Special Reports & Recognitions

1. Resolution to Recognize LBMS Students for the Ohio Math League Competition Exhibit B-1
2. Resolution to Recognize LBMS Students for the MathCounts Competition Exhibit B-2
3. Resolution to Recognize WHS & LBMS Students for National and Regional Scholastic Art Show Awards Exhibit B-3

President Winter declared a brief recess at 5:50 p.m. and resumed the meeting at 5:51 p.m.

4. Resolution to Recognize Excellence in Classified Service Award Recipient Exhibit B-4
5. Resolution to Recognize Excellence in Teaching Award Recipients Exhibit B-5
6. Resolution of Appreciation for Outgoing Administrator Exhibit B-6

President Winter declared a brief recess at 6:33 p.m. and resumed the meeting at 6:37 p.m.

C. Superintendent's Report

Superintendent Keenan reported on the following:

1. Our baseball coach, Jeff Short, was recognized for his 300th win on April 19th.
2. The WHS Concert and Symphonic Bands recently received Superior ratings at the Ohio Music Education Association state band contest.
3. State testing will continue this week.
4. Updated the Board on the 2010 QSCB allocation/process/deadline.
5. Updated the Board on the District bond campaign.
6. The purchase order deadline established by the District is April 30th.
7. The National Art Award winner is Wan Kwok.
8. The District was awarded two Safety Awards by the Bureau of Workers' Compensation during 2008-2009.

D. Treasurer's Report/Recommendations

1. Discussion Item - Financial Update - 3rd Quarter Report & Financial Forecast
 - CFO/Treasurer Pepera discussed the financial forecast and 3rd quarter financial report.
2. Action Items
 - a. Resolution to Approve Quarterly Report & Financial Forecast Exhibit D-2-a
 - b. Resolution to Authorize Treasurer to Return Advance Exhibit D-2-b
 - c. Resolution to Establish Appropriations Exhibit D-2-c
 - d. Resolution to Adjust FY10 Appropriations Exhibit D-2-d
 - e. Resolution to Issue Then and Now Certificate Exhibit D-2-e

- E. CAC Report - By-Laws – No report this month.
- CAC Open House will be held on May 25th
 - Ms. Winter mentioned the proposed Bylaws revision from the CAC

Motion:

Move to approve the Westlake City Schools Citizen Advisory Committee Bylaws

RES. #10-125

Motion by Ms. Winter
Seconded by Mr. Sullivan

Roll Call Vote:

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

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 and Employment for Staff Members and Supplemental Contracts | Exhibit F-1-b-1 |
| 2. Resolution to Approve Resignations and Employment of Substitutes for Staff Members and Supplemental Employment | Exhibit F-1-b-2 |
| 3. Resolution to Approve Reclassification of Certified Staff Members | Exhibit F-1-b-3 |
| 4. Resolution to Approve Certified Home Instruction | Exhibit F-1-b-4 |
| 5. Resolution to Approve Job Sharing for Certified Staff Members | Exhibit F-1-b-5 |
| 6. Resolution to Approve Continuing, Limited and Extended Limited Contracts for Certified Staff Members | Exhibit F-1-b-6 |
| 7. Resolution to Approve Extended Time for Certified Staff Member | Exhibit F-1-b-7 |
| 8. Resolution to Approve Stipend for AP Art History Curriculum Writing | Exhibit F-1-b-8 |
| 9. Resolution to Approve Stipends for Title I Teachers | Exhibit F-1-b-9 |
| 10. Resolution to Approve Stipend for Website SharePoint Conversion | Exhibit F-1-b-10 |
| 11. Resolution to Approve Stipends for LBMS Educational Field Trip | Exhibit F-1-b-11 |
| 12. Resolution to Approve Resignation of Administrative Staff Member for Purpose of Retirement | Exhibit F-1-b-12 |
| 13. Resolution to Approve Administrator Contract Renewal | Exhibit F-1-b-13 |
| 14. Resolution to Approve Stipends for Professional Development | Exhibit F-1-b-14 |
| c. Resolution to Approve Agreements for Admission of Tuition Pupils and Purchased Services | Exhibit F-1-c |
| d. Resolution to Approve Westlake High School Hockey Club | Exhibit F-1-d |

- e. Resolution to Approve Performance Contract for Lake Erie Nature & Science Center Summer School Program Exhibit F-1-e
- f. Resolution to Discourage Use of Alcohol and Driving of Vehicles Under the Influence Exhibit F-1-f
- g. Resolution Endorsing Staff Appreciation Week Exhibit F-1-g
- h. Resolution to Authorize Westlake City Schools to Submit 2009-2010 Exceptional Children Waiver Application Exhibit F-1-h

2. Discussion Items

Keenan: Discussed the proposed policy changes as reviewed by the Policy sub-committee.

Rocco: Stated she and Mr. Sullivan worked on the policy review and agreed to communicate any material issues/changes to the rest of the Board.

- a. First Reading of Policy BCFA/BCFB-Business Advisory Council to the Board/Family and Civic Engagement Committee
- b. First Reading of Policy BF-Board Policy Development & Adoption
- c. First Reading of Policy BFCA-Board Review of Regulations (Also CHB)
- d. First Reading of Policy BFD-Policy Dissemination
- e. First Reading of Policy BFG-Policy Review & Evaluation
- f. First Reading of Policy CHB-Board Review of Regulations (Also BFCA)
- g. First Reading of Policy DLC-R-Expense Reimbursements
- h. First Reading of Policy EBAA-Reporting of Hazards
- i. First Reading of Policy EBC-Emergency/Safety Plans
- j. First Reading of Policy EBCD-Emergency Closings
- k. First Reading of Policy EF/EFB-Food Services Management/Free and Reduced-Price Food Services
- l. First Reading of Policy GBR-Family & Medical Leave
- m. First Reading of Policy GBR-R-Family & Medical Leave
- n. First Reading of Policy GCPD-Suspension & Termination of Professional Staff Members
- o. First Reading of Policy GDC/GDCA/GDD-Support Staff Recruiting/Posting of Vacancies/Hiring
- q. First Reading of Policy GDPD-Suspension, Demotion & Termination of Support Staff Members
- r. First Reading of Policy IGAE-Health Education
- s. First Reading of Policy IGBA-Programs for Students with Disabilities
- t. First Reading of Policy IGBM-Credit Flexibility
- u. First Reading of Policy IGBM-R-Credit Flexibility
- v. First Reading of Policy IGCI-Community Service
- w. First Reading of Policy IGD-Cocurricular & Extracurricular Activities
- x. First Reading of Policy IGDJC-Creation of New Interscholastic Athletic Teams – Club Sports
- y. First Reading of Policy IKF-Graduation Requirements
- z. First Reading of Policy IND/INDA-School Ceremonies & Observances/Patriotic Exercises
- aa. First Reading of Policy JED-Student Absences & Excuses

- bb. First Reading of Policy JFC-Student Conduct (Zero Tolerance)
- cc. First Reading of Policy JFCF-Hazing & Bullying (Harassment, Intimidation & Dating)
- dd. First Reading of Policy JFCF-R-Hazing & Bullying (Harassment, Intimidation & Dating)
- ee. First Reading of Policy JGA-Corporal Punishment
- ff. First Reading of Policy JHG-Reporting Child Abuse
- gg. First Reading of Policy JN-Student Fees, Fines & Charges

G. Director of Business Affairs Report

Dave Puffer reported on the following District projects:

1. The Spring sports season is underway.
2. Stated he is approaching summer activities cautiously due to the outcome on the bond issue on May 4th.
3. The District's first summer bus inspection will occur before the end of the school year.

H. Board Items

1. West Shore Board Update

Winter: Updated the Board on the April 20th West Shore School Board meeting.

2. Confirmation of OSBA Workshop

Keenan: Confirmed that Cheryl Ryan from OSBA will facilitate the June 8th meeting at Porter Public Library.

3. Race to the Top

Keenan: He provided an overview of the May 17th deadline to apply for the Race to the Top grant.

Sullivan: He raised concern about some of the commitments of the LEA's (Local Educating Authority's).

Winter: Thanked Dr. Keenan for his work on this issue and stated she had similar concerns.

Cross: Asked Dr. Keenan if a recommendation on pursuit of Race to the Top will come on May 10th.

4. Cost Per Pupil

Sullivan: He requested the spreadsheet he distributed at the March 8th board meeting regarding cost per pupil comparisons be added to tonight's minutes.

Winter: Stated to Mr. Sullivan she doesn't feel this action is necessary but is fine with the request if the document contains a disclaimer regarding our specific district demographics and also includes a comment on the intended cost per pupil discussion to be held at the board retreat in August.

Mays: Stated he feels it would be better to wait until Dr. Keenan and Mr. Pepera present the data in August, rather than introduce this spreadsheet into the record.

Sullivan: Stated he respectfully disagrees with Mr. Mays.

Winter: Indicated she is fine with attaching Mr. Sullivan's numbers and the disclaimer with the understanding we will be further discussing this at the August retreat.

Rocco: Stated she would like to add the following disclaimer notations to the cost per pupil spreadsheet that will be entered into the record:

1. The total number of students.
2. The percentage of ESL students.
3. The percentage of special needs and IEP students.

4. Does the district transport and if they do, what is the mileage the buses cover, and how many schools do they go to, public as well as private?
5. How many students are mandated off school grounds for educational purposes pursuant to their IEP (which almost always raises our cost per student tremendously)?
6. What is the ranking of the District?
7. What are the yearly progress statistics?
8. What are some of the educational essentials such as: music, art, drama, gym, sports and extra-curricular activities?

Ms. Rocco further stated that that this is not an all-inclusive list, but are several notable items that she has found to affect cost per pupil amounts.

Winter: Stated to Mr. Pepera that Ms. Rocco's comments should be added to the cost per pupil spreadsheet to be entered into the record (Exhibit H-4).

Cross: Indicated that setting a goal first will help shape the conversation with other school districts. He would like to include this topic on the agenda of the next Board meeting.

Winter: The Board has already scheduled a time to discuss this topic at our August meeting. It is not responsible to set a goal without first getting all of the information.

She further reminded Mr. Cross that in 2004, the Westlake City School District Board of Education went through this very same exercise.

***Hearing of Public (15 Minutes)**

Harry Applegate: Clarified his comment regarding the proposed cost per pupil analysis.

Dave Centa: Indicated there was no explanation in the ballot language on any maintenance reserve funding for the new building if the school issue passes.

Keenan: A maintenance plan will be incorporated with the passage of the capital issue, and a separate revenue stream in the form of a permanent improvement initiative will be dedicated at a later date.

I. Adjournment

President Winter adjourned the meeting at 8:17 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. #10-114

RESOLUTION TO RECOGNIZE LEE BURNESON MIDDLE SCHOOL STUDENTS
FOR THE OHIO MATH LEAGUE COMPETITION

RESOLVED that the Westlake Board of Education recognizes and congratulates the following Lee Burneson Middle School students for their accomplishments in the Ohio Math League Competition.

The 7th Grade Team's composite score earned them a Ninth Place finish in the State, out of 102 participating schools.

7th Grade Team Awards

Regional Rank	1 st Place
State Rank	3 rd Place

7th Grade Individual Awards

Kartik Dhinakaran	1 st Place, Region & State
Aswin Bikkani	2 nd Place Region, 7 th Place State
Calvin Pozderac	3 rd Place Region, 14 th Place State

The 8th Grade Team's composite score earned them a Ninth Place finish in the State, out of 96 participating schools.

8th Grade Team Awards

Regional Rank	3 rd Place
State Rank	9 th Place

8th Grade Individual Awards

Austin Moran 2nd Place Region, 9th Place State

Motion by Mr. Mays

Seconded by Ms. Rocco

Roll Call Vote:

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

RESOLUTION TO RECOGNIZE LEE BURNESON MIDDLE SCHOOL STUDENTS
FOR MATHCOUNTS COMPETITION

RESOLVED that the Westlake Board of Education recognizes and congratulates the following Lee Burneson Middle School students for their First Place Regional Award in the MathCounts Competition:

1st Place Regional Team Members

Aswin Bikkani (Grade 7)
Kartik Dhinakaran (Grade 7)
Krish Shah (Grade 8)
Chris Tsuei (Grade 8)

Individual Awards

Kartik Dhinakaran - 23rd Place
(top 25% in State)

Motion by _____ Mr. Mays

Seconded by _____ Ms. Rocco

Roll Call Vote:

Ms. Winter _____ AYE

Mr. Sullivan _____ AYE

Mr. Cross _____ AYE

Mr. Mays _____ AYE

Ms. Rocco _____ AYE

EXHIBIT B-3
RES. #10-116

RESOLUTION TO RECOGNIZE WESTLAKE HIGH SCHOOL AND
LEE BURNESON MIDDLE SCHOOL STUDENTS
FOR NATIONAL AND REGIONAL SCHOLASTIC ART SHOW AWARDS

RESOLVED that the Westlake Board of Education recognizes and congratulates the following Westlake High School and Westlake High School students for their participation and accomplishments in the National and Regional Scholastic Art Show:

NATIONAL AWARD

American Vision Medalist & National Gold Key Award

Chris Dunlap – Metal Embossing “Old Church”

NATIONAL AWARD

National Gold Key

Kate Humphrey – Altered Book Sculpture “The Birds”

REGIONAL AWARDS

Regional Gold Key

Chris Dunlap – Metal Embossing “Old Church”

The American Vision Medalist is chosen from the National Gold Key recipients, and represents the top 1% in the nation.

Chris Dunlap, Lee Burneson Middle School student, and Ms. Debra Gantz, Lee Burneson Art Teacher; and Kate Humphrey, Westlake High School student, and Ms. Cris Filmer, Westlake High School Art Teacher, will travel to Carnegie Hall in New York City in June to receive these prestigious awards.

Motion by Mr. Mays

Seconded by Ms. Rocco

Roll Call Vote:

Ms. Winter AYE

Mr. Sullivan AYE

Mr. Cross AYE

Mr. Mays AYE

Ms. Rocco AYE

RESOLUTION TO RECOGNIZE EXCELLENCE
IN CLASSIFIED SERVICE AWARD RECIPIENTS

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

Diane Kramer

Motion by Mr. Mays

Seconded by Ms. Rocco

Roll Call Vote:

Ms. Winter AYE

Mr. Sullivan AYE

Mr. Cross AYE

Mr. Mays AYE

Ms. Rocco AYE

EXHIBIT B-5
RES. #10-118

RESOLUTION TO RECOGNIZE EXCELLENCE
IN TEACHING AWARD RECIPIENTS

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

Jan DeLuca

Susie Zkiab

Motion by Mr. Mays

Seconded by Ms. Rocco

Roll Call Vote:

Ms. Winter AYE

Mr. Sullivan AYE

Mr. Cross AYE

Mr. Mays AYE

Ms. Rocco AYE



RESOLUTION OF APPRECIATION

G. David Newman

Administrator, Teacher
1969-2010

WHEREAS, G. David Newman has served as a member of the Westlake City School staff for 41 years, and

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

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

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

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

FURTHER BE IT RESOLVED that this resolution be duly recorded and spread on the minutes this 26th day of April, 2010, and the Treasurer is directed to deliver a copy of this resolution to Mr. G. David Newman.

Carol Winter, President

Timothy Sullivan, Vice President

Nathaniel Cross, Member

Thomas Mays, Member

Andrea Rocco, Member

Motion by Mr. Mays
Seconded by Ms. Rocco

Roll Call Vote:

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

RESOLUTION TO APPROVE QUARTERLY REPORT AND FINANCIAL FORECAST

RESOLVED that the Westlake Board of Education approves the 3rd quarter financial update and five-year forecast.

Motion by Ms. Rocco

Seconded by Mr. Sullivan

Roll Call Vote:

Ms. Winter AYE

Mr. Sullivan AYE

Mr. Cross AYE

Mr. Mays AYE

Ms. Rocco AYE

EXHIBIT D-2-b
RES. #10-121

RESOLUTION TO AUTHORIZE TREASURER TO RETURN ADVANCE

RESOLVED that the Westlake Board of Education authorizes the Treasurer to return the following advance:

From	To	Amount
Project Link (011-9111)	General Fund (001)	\$2,000.00

Motion by Mr. Mays

Seconded by Ms. Rocco

Roll Call Vote:

Ms. Winter AYE

Mr. Sullivan AYE

Mr. Cross AYE

Mr. Mays AYE

Ms. Rocco AYE

RESOLUTION TO ESTABLISH APPROPRIATIONS

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

SIRI GRANT	
Account	Amount
019-2213-100-9319	
Wages	\$1,832.36
019-2213-200-9319	
Benefits	\$402.22

Motion by Mr. Mays

Seconded by Ms. Rocco

Roll Call Vote:

Ms. Winter AYE

Mr. Sullivan AYE

Mr. Cross AYE

Mr. Mays AYE

Ms. Rocco AYE

EXHIBIT D-2-d
RES. #10-123

RESOLUTION TO ADJUST FY10 APPROPRIATIONS

RESOLVED that the Westlake Board of Education adjusts the following FY10 appropriations:

GENERAL FUND			
Account	From	To	Difference
001-1100-200			
Instructional- Benefits	\$4,903,663.32	\$4,902,009.87	(\$1,653.45)
001-1100-500			
Instructional-Supplies	\$678,706.78	\$673,095.20	(\$5,611.58)
001-1100-600			
Instructional-Equipment	\$190,617.78	\$196,860.69	\$6,242.91
001-1200-600			
Special Education-Equipment	\$2,905.00	\$1,874.01	(\$1,030.99)
001-1300-500			
General Vocational-Supplies	\$6,200.00	\$7,510.03	\$1,310.03
001-1900-400			
Other Instruction-Purchased Services	\$1,207,030.92	\$1,202,030.92	(\$5,000.00)
001-2100-100			
Support Services-Salaries	\$1,917,426.00	\$1,922,426.00	\$5,000.00
001-2100-400			
Support Services-Purchased Services	\$543,870.00	\$543,915.00	\$45.00
001-2100-500			
Support Services-Supplies	\$27,525.82	\$29,701.23	\$2,175.41
001-2100-600			
Support Services-Equipment	\$1,445.41	\$0.00	(\$1,445.41)
001-2200-500			
Support Services-Supplies	\$98,134.18	\$97,624.27	(\$509.91)

EXHIBIT D-2-d
(Continued)

001-2200-600			
Support Services-Equipment	\$27,810.03	\$28,319.94	\$509.91
001-2400-500			
Admin-Supplies	(\$21,224.07)	(\$24,783.97)	(\$3,559.90)
001-2600-400			
Business-Purchased Services	\$111,783.82	\$111,483.82	(\$300.00)
001-2700-400			
Maintenance-Purchased Services	\$1,965,934.29	\$1,973,157.45	\$7,223.16
001-2700-500			
Maintenance-Supplies	\$253,601.82	\$248,449.61	(\$5,152.21)
001-2900-200			
Community Info-Benefits	\$12,929.25	\$14,582.70	\$1,653.45
001-2900-500			
Community Info-Supplies	<u>\$5,887.60</u>	<u>\$5,991.18</u>	<u>\$103.58</u>
Total	\$11,934,247.95	\$11,934,247.95	(\$0.00)
CATERING			
Account	From	To	Difference
006-3100-100-9601			
Catering Wages	\$283.93	\$479.91	\$195.98
006-3199-200-9601			
Catering Benefits	\$46.52	\$88.92	\$42.40
006-3100-500-9601			
Catering Supplies	<u>\$5,039.67</u>	<u>\$4,801.29</u>	<u>(\$238.38)</u>
Total	\$5,370.12	\$5,370.12	\$0.00
IN-SERVICE			
Account	From	To	Difference
018-4600-500-9748			
Holly Lane Library-Supplies	\$9,000.00	\$9,109.38	\$109.38
018-4600-600-9748			
Holly Lane Library-Equipment	\$1,500.00	\$1,390.62	(\$109.38)

EXHIBIT D-2-d
(Continued)

018-4600-500-9764			
WHS-Supplies	\$11,100.00	\$13,816.11	\$2,716.11
018-4600-600-9764			
WHS-Equipment	\$3,000.00	\$283.89	(\$2,716.11)
018-4600-500-9774			
Holly Lane Music-Supplies	\$450.00	\$961.86	\$511.86
018-4600-500-9778			
WHS Choral-Supplies	<u>\$1,328.00</u>	<u>\$2,544.00</u>	<u>\$1,216.00</u>
Total	\$26,378.00	\$28,105.86	\$1,727.86
HOME TEAM MARKETING			
Account	From	To	Difference
019-4500-400-9927			
Home Team Marketing-Purchased Services	<u>\$1,261.00</u>	<u>\$1,800.00</u>	<u>\$539.00</u>
Total	\$1,261.00	\$1,800.00	\$539.00
WESTSIDE CONNECTIONS			
Account	From	To	Difference
019-1400-100-9929			
Westside Connections-Salaries	<u>\$2,100.00</u>	<u>\$2,268.00</u>	<u>\$168.00</u>
Total	\$2,100.00	\$2,268.00	\$168.00
ATHLETICS			
Account	From	To	Difference
300-4500-100-9500			
Athletics-Wages	\$11,127.42	\$13,374.08	\$2,246.66
300-4500-200-9500			
Athletics-Benefits	\$1,500.39	\$2,024.47	\$524.08
300-4500-600-9500			
Athletics-Supplies	\$12,273.64	\$16,428.96	\$4,155.32
300-4500-800-9500			
Athletics-Equipment	<u>\$31,118.72</u>	<u>\$36,576.58</u>	<u>\$5,457.86</u>
Total	\$44,892.75	\$55,030.01	\$12,383.92

EXHIBIT D-2-d
(Continued)

MONTESSORI CHILDREN'S SCHOOL FY10			
Account	From	To	Difference
401-3200-500-9510			
Supplies & Materials	\$25,836.51	\$27,336.51	\$1,500.00
401-3200-600-9510			
Equipment	\$2,000.00	\$500.00	(\$1,500.00)
Total	\$27,836.51	\$27,836.51	\$0.00
ST. BERNADETTE FY10			
Account	From	To	Difference
401-3200-500-9810			
Supplies & Materials	\$40,643.56	\$37,034.36	(\$3,609.20)
401-3200-400-9510			
Purchased Services	\$89,558.26	\$93,167.46	\$3,609.20
Total	\$130,201.82	\$130,201.82	\$0.00
EMIS FY10			
Account	From	To	Difference
432-2900-100-9410			
Salaries	\$3,021.00	\$7,585.02	\$4,564.02
Total	\$3,021.00	\$7,585.02	\$4,564.02
ABLE FY10			
Account	From	To	Difference
501-1400-600-9310			
Instruction - Equipment	\$450.00	\$309.99	(\$140.01)
501-2200-400-9310			
Support Services/PD - Purch Services	\$3,462.00	\$3,202.01	(\$259.99)
501-2200-500-9310			
Support Services-Supplies	\$250.00	\$500.00	\$250.00
501-2200-800-9310			
Prof Development - Other	\$100.00	\$250.00	\$150.00
Total	\$4,262.00	\$4,262.00	\$0.00

EXHIBIT D-2-d
(Continued)

TITLE VI-B FY10			
Account	From	To	Difference
516-2100-400-9610			
Supp Service - Purch Services	\$96,200.00	\$100,000.00	\$3,800.00
516-2200-100-9610			
Supp Svc/ProfDev - Salaries	\$48,000.00	\$44,200.00	(\$3,800.00)
Total	\$144,200.00	\$144,200.00	\$0.00
AARA S.D. STABLIZATION FY 10			
Account	From	To	Difference
532-2700-400-932N			
Purchased Services	\$100,528.16	\$112,472.25	\$11,944.09
Total	\$100,528.16	\$112,472.25	\$11,944.09
TITLE II-D FY10			
Account	From	To	Difference
533-2200-100-9910			
ProfDev - Salaries	\$2,432.35	\$2,439.67	\$7.32
533-2200-400-9910			
ProfDev - Purchased Services	\$964.77	\$941.77	(\$23.00)
Total	\$3,397.12	\$3,381.44	(\$15.68)
TITLE I FY10			
Account	From	To	Difference
572-1100-100-9110			
Instruction-Salaries	\$28,228.80	\$29,828.80	\$1,600.00
572-1100-400-9110			
Instruction-Purchased Services	\$52,193.10	\$53,513.10	\$1,320.00
572-1100-500-9110			
Instruction-Supplies	\$28,321.44	\$25,306.05	(\$3,015.39)
572-2200-100-9110			
Family/Community-Salaries	\$140.00	\$180.00	\$40.00
572-2200-200-9110			
Family/Community-Benefits	\$23.58	\$54.58	\$31.00

EXHIBIT D-2-d
(Continued)

572-2200-400-9110			
ProfDev - Purchased Services	\$9,073.63	\$7,473.63	(\$1,600.00)
572-3200-100-9110			
Non-Public-Salaries	\$4,607.28	\$4,497.20	(\$110.08)
572-3200-200-9110			
Non Public-Benefits	\$768.47	\$751.03	(\$17.44)
Total	\$123,356.30	\$121,604.39	(\$1,751.91)
ARRA: TITLE I FY10			
Account	From	To	Difference
572-1100-100-932N			
Instruction-Salaries	\$18,197.40	\$17,844.25	(\$353.15)
572-1100-500-932N			
Instruction-Supplies	\$87,725.22	\$87,161.39	(\$563.83)
572-3200-100-932N			
Non Public-Salaries	\$2,590.29	\$2,525.98	(\$64.31)
572-3200-200-932N			
Non Public-Benefits	\$429.51	\$421.84	(\$7.67)
Total	\$108,942.42	\$107,953.46	(\$988.96)
TITLE II-A FY10			
Account	From	To	Difference
590-2200-100-9010			
ProfDev - Salaries	\$25,614.07	\$27,614.07	\$2,000.00
590-2200-200-9010			
ProfDev - Benefits	\$3,873.20	\$4,207.20	\$334.00
590-2200-400-9010			
ProfDev- Purch Services	\$20,589.31	\$24,215.51	\$3,626.20
590-2200-500-9010			
ProfDev-Supplies	\$2,210.74	\$2,113.18	(\$97.56)
590-2200-600-9010			
ProfDev-Equipment	\$0.00	\$2,500.00	\$2,500.00

EXHIBIT D-2-d
(Continued)

590-3200-400-9010			
Non Public-Purch Services	<u>\$10,056.99</u>	<u>\$1,596.79</u>	<u>(\$8,460.20)</u>
Total	\$62,344.31	\$62,246.75	(\$97.56)

Motion by Mr. Mays

Seconded by Ms. Rocco

Roll Call Vote:

Ms. Winter AYE

Mr. Sullivan AYE

Mr. Cross AYE

Mr. Mays AYE

Ms. Rocco AYE

RESOLUTION TO ISSUE THEN AND NOW CERTIFICATE

RESOLVED that the Westlake Board of Education authorize a Then and Now Certificate for the following purchase order:

PO No.	Vendor	Description	Amount
80311	Squire, Sanders & Dempsey LLP	Legal Services-Bond Issue	\$4,075.00

Motion by Mr. Mays

Seconded by Ms. Rocco

Roll Call Vote:

Ms. Winter AYE

Mr. Sullivan AYE

Mr. Cross AYE

Mr. Mays AYE

Ms. Rocco AYE

EXHIBIT F-1-a
RES. #10-126

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:

Mr. Edward Barrett 6460 Madison Avenue North Ridgeville, OH 44039	Donated \$500.00 to Environmental Club at Lee Burneson Middle School to complete the Kenya 2010 trip and the Maasai Music Project.
Mr. Daniel Chonko 1850 Coes Post Run Westlake, OH 44145	Donated \$110.00 to Environmental Club at Lee Burneson Middle School to complete the Kenya 2010 trip and the Maasai Music Project.
Mr. & Mrs. James Corrigan 23021 Detroit Road Westlake, OH 44145	Donated \$25.00 to Environmental Club at Lee Burneson Middle School to complete the Kenya 2010 trip and the Maasai Music Project.
Mr. Angelo DiGuglielmo 9069 Arbor Bnd Hoover, AL 35244	Donated \$100.00 to Environmental Club at Lee Burneson Middle School to complete the Kenya 2010 trip and the Maasai Music Project.
Discount Drug Mart #10 27255 Detroit Road Westlake, OH 44145	Donated \$25.00 to Environmental Club at Lee Burneson Middle School to complete the Kenya 2010 trip and the Maasai Music Project.
Ms. Cathy DuBois 21205 Hilliard Blvd. Westlake, OH 44145	Donated \$40.00 to Environmental Club at Lee Burneson Middle School to complete the Kenya 2010 trip and the Maasai Music Project.
Mr. Stephen Flynn 6610 August Pines Pkwy Spring, TX 77389	Donated \$25.00 to Environmental Club at Lee Burneson Middle School to complete the Kenya 2010 trip and the Maasai Music Project.
Ms. Joan Hamilton 17950 Geauga Lake Road Chagrin Falls, OH 44023	Donated \$25.00 to Environmental Club at Lee Burneson Middle School to complete the Kenya 2010 trip and the Maasai Music Project.
Ms. Andrea Hassler 755 Mimosa Lane Reading, PA 19606	Donated \$25.00 to Environmental Club at Lee Burneson Middle School to complete the Kenya 2010 trip and the Maasai Music Project.
Humar Arc Corp. 1457 East 40th Street Cleveland, OH 44103	Donated \$500.00 to Environmental Club at Lee Burneson Middle School to complete the Kenya 2010 trip and the Maasai Music Project.
Ms. Patricia Koethe 25802 Hidden Acres Drive Westlake, OH 44145	Donated \$40.00 to Environmental Club at Lee Burneson Middle School to complete the Kenya 2010 trip and the Maasai Music Project.
Ms. Kim Michelich 1435 Canterbury Road Westlake, OH 44145	Donated \$20.00 to Environmental Club at Lee Burneson Middle School to complete the Kenya 2010 trip and the Maasai Music Project.
Ms. Susan Mulhern 1811 Coes Post Run Westlake, OH 44145	Donated \$30.00 to Environmental Club at Lee Burneson Middle School to complete the Kenya 2010 trip and the Maasai Music Project.

EXHIBIT F-1-a
(Continued)

Mr. William Primrose 23499 Quail Hollow Westlake, OH 44145	Donated \$20.00 to Environmental Club at Lee Burneson Middle School to complete the Kenya 2010 trip and the Maasai Music Project.
Mr. & Mrs. Brian Quinn 5625 Som Center Road Solon, OH 44139	Donated \$100.00 to Environmental Club at Lee Burneson Middle School to complete the Kenya 2010 trip and the Maasai Music Project.
Mr. & Mrs. Daniel Stuart 24533 Annie Lane Westlake, OH 44145	Donated \$10.00 to Environmental Club at Lee Burneson Middle School to complete the Kenya 2010 trip and the Maasai Music Project.
Mr. Daniel Warshay 321 Taber Avenue Providence, RI 02906	Donated \$100.00 to Environmental Club at Lee Burneson Middle School to complete the Kenya 2010 trip and the Maasai Music Project.
Ms. Loree Weiss Connors 28655 Brockway Drive Westlake, OH 44145	Donated \$100.00 to Environmental Club at Lee Burneson Middle School to complete the Kenya 2010 trip and the Maasai Music Project.
Mr. John Woodward 24925 Hall Drive Westlake, OH 44145	Donated \$150.00 to Environmental Club at Lee Burneson Middle School to complete the Kenya 2010 trip and the Maasai Music Project.
Mrs. Dawn Dawson 35211 Saddle Creek Drive Avon, OH 44011	Donated a lottery tree to Parkside Intermediate School's Silent Auction Fundraiser to benefit Pennies for Peace.
Ms. Annelise Gorenseh 129 Basswood Aiken, SC 29803-2688	Donated two pair of beaded earrings to Parkside Intermediate School's Silent Auction Fundraiser to benefit Pennies for Peace.
Ms. Annmarie Gorenseh 129 Basswood Aiken, SC 29803-2688	Donated three quilted bags to Parkside Intermediate School's Silent Auction Fundraiser to benefit Pennies for Peace.
Mr. Drew Hocevar 8497 Countryview Drive Broadview Hts., OH 44147	Donated a glass bowl, two glass vases, a paperweight, a glass plate, a sterling & lapis pendant, porcelain necklace and earrings, three garden plaques, a Drunn aluminum leaf, a tulip wall flower; Chinese papercuts, a Chinese purse and a print entitled, "The Flats" to Parkside Intermediate School's Silent Auction Fundraiser to benefit Pennies for Peace.
Mrs. Beth Holick 2834 Willow Run Westlake, OH 44145	Donated a basket of teas to Parkside Intermediate School's Silent Auction Fundraiser to benefit Pennies for Peace.
Ms. Christy Hooper 3562 Windsong Court Westlake, OH 44145	Donated a basket of notecards to Parkside Intermediate School's Silent Auction Fundraiser to benefit Pennies for Peace.
Mrs. Cindy Hronek 2977 Mapleview Avon, OH 44011	Donated a dog planter to Parkside Intermediate School's Silent Auction Fundraiser to benefit Pennies for Peace.
Mrs. Pat Lesh 9070 Fern Cove W. Olmsted Falls, OH 44138	Donated a cookie basket to Parkside Intermediate School's Silent Auction Fundraiser to benefit Pennies for Peace.

EXHIBIT F-1-a
(Continued)

Mrs. Penny Mead 1352 Eriewood Rocky River, OH 44116	Donated a doggie basket to Parkside Intermediate School's Silent Auction Fundraiser to benefit Pennies for Peace.
Mrs. Karen Mitiska 5324 Oakwood Drive Sheffield Village, OH 44054	Donated assorted jewelry to Parkside Intermediate School's Silent Auction Fundraiser to benefit Pennies for Peace.
Ms. Karen Morell 9428 Avon Beldon Road Grafton, OH 44044	Donated two fused glass necklaces to Parkside Intermediate School's Silent Auction Fundraiser to benefit Pennies for Peace.
Mr. & Mrs. Kevin O'Meara 30395 Greenview Pkwy. Westlake, OH 44145	Donated a Trader Joe's basket and two note card baskets to Parkside Intermediate School's Silent Auction Fundraiser to benefit Pennies for Peace.
Picture Taker 25000 Center Ridge Road, Ste. 1 Westlake, OH 44145	Donated a photography package to Parkside Intermediate School's Silent Auction Fundraiser to benefit Pennies for Peace.
Mrs. Kathy Pietroski 650 Center Court Avon Lake, OH 44012	Donated a candy basket to Parkside Intermediate School's Silent Auction Fundraiser to benefit Pennies for Peace.
Mrs. Jennifer Riley 24502 Cornerstone Westlake, OH 44145	Donated a copper sculpture, three ceramic bowls and four ceramic plates to Parkside Intermediate School's Silent Auction Fundraiser to benefit Pennies for Peace.
Ripcho Studio 7630 Lorain Avenue Cleveland, OH 44102	Donated a portrait package to Parkside Intermediate School's Silent Auction Fundraiser to benefit Pennies for Peace.
Ms. Kelly Roath 1006 Kenilworth Avenue Lakewood, OH 44107	Donated two felted purses to Parkside Intermediate School's Silent Auction Fundraiser to benefit Pennies for Peace.
Mr. Michael Walker 14412 Triskett Road Cleveland, OH 44111	Donated pottery vases to Parkside Intermediate School's Silent Auction Fundraiser to benefit Pennies for Peace.
Mr. John Waugh 8497 Countryview Drive Broadview Hts., OH 44147	Donated a stained glass Santa to Parkside Intermediate School's Silent Auction Fundraiser to benefit Pennies for Peace.
Superior Studio Ms. Sue Nelson 3615 Superior Ave., Bldg. 48 Cleveland, OH 44114	Donated two photographs to Parkside Intermediate School's Silent Auction Fundraiser to benefit Pennies for Peace.
Superior Studio Ms. Lavern Yousa 3615 Superior Ave., Bldg. 48 Cleveland, OH 44114	Donated a rug, a wooden pen, and an orange glass bowl to Parkside Intermediate School's Silent Auction Fundraiser to benefit Pennies for Peace.
Superior Studio Mr. Mike Zelenka 3615 Superior Ave., Bldg. 48 Cleveland, OH 44114	Donated two paperweights, three pieces of fruit, two longneck vases, a pumpkin, a platter, and a large vase with stand to Parkside Intermediate School's Silent Auction Fundraiser to benefit Pennies for Peace.

EXHIBIT F-1-a
(Continued)

Dover Elementary School PTA Ms. Carrie Simon 2300 Dover Center Road Westlake, OH 44145	Donated \$1,250.00 to the Library at Dover Elementary School to supplement the honorarium paid to Bill and Carol Wallace for their Author visit. Donated \$1,000.00 to the Art Department at Dover Elementary school towards replacement of our kiln.
Etech Ohio Commission 35 E. Chestnut Street, 8th Floor Columbus, OH 43215	Donated \$1,220.00 to TechMates Club at Westlake High School to purchase consumables and supplies for STEM activities in the Engineering and TechEd Department.
Jenkins Funeral Chapel LLC Mr. & Mrs. Keith Jenkins 2914 Dover Center Road Westlake, OH 44145	Donated \$1,500.00 to WHBS-TV at Westlake High School to award college scholarships to one or two graduating WHBS-TV seniors.
Mr. & Mrs. Scott Jucovics 20 Iroquois Drive Clarendon Hills, IL 60514	Donated \$50.00 to Westside Connections at Westlake High School to provide social and educational opportunities for adults with special needs in the Westlake area.
Ms. Therese Justice 28601 W. Oakland Road Bay Village, OH 44140	Donated \$50.00 to Westside Connections at Westlake High School to provide social and educational opportunities for adults with special needs in the Westlake area.
Mr. & Mrs. Rob Michelich 1435 Canterbury Road Westlake, OH 44145	Donated an alto saxophone to Music Program at Parkside Intermediate School to augment the number of school-owned instruments available for student use.

Motion by Mr. Mays

Seconded by Mr. Sullivan

Roll Call Vote:

Ms. Winter AYE

Mr. Sullivan AYE

Mr. Cross AYE

Mr. Mays AYE

Ms. Rocco AYE

EXHIBIT F-1-b-1
RES. #10-127

RESOLUTION TO APPROVE RESIGNATIONS, EMPLOYMENT
AND SUPPLEMENTAL CONTRACTS FOR STAFF MEMBERS
(In-District and Out-of-District)

RESOLVED that the Westlake Board of Education approves the leave, resignation and employment of staff members for the 2009-2010 school year, as follows:

Classified Resignation

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Kathy Mackenzie	Curriculum Secretary	04/01/2010	Vicki Beck	Receptionist	04/01/2010

Classified Employment

<u>Name</u>	<u>Building/Position</u>	<u>Effective Date</u>	<u>Step</u>	<u>Hrs</u>	<u>Days</u>	<u>Months</u>
Kymberly Fox	Dover Kitchen	04/12/2010	2	3.5	5	9
Kathy Mackenzie	WHS Athletic Sec., Class C	04/01/2010	10	7.5	5	10.25
Vicki Beck	Curriculum Secretary (Cler 2)	04/01/2010	6	7.5	5	12
Courtany Reinart	Human Resource Clerk (Cler 3)	07/01/2010	5	7.5	5	12

Certified Employment

<u>Name</u>	<u>Building/Position</u>	<u>Effective Date</u>	<u>Step</u>	<u>Hrs/Day</u>	<u>Days</u>
Les Szekely	WHS TV/Broadcasting Teacher	08/23/10	0	7.75	185 Days

Seasonal Employment

<u>Name</u>	<u>Building/Position</u>	<u>Effective Date</u>	<u>Step</u>
J. Edward Failor	Grounds Worker	03/08/2010	2
Justin Matus	Grounds Worker	02/22/2010	1

Supplemental Contract Employment

<u>Name</u>	<u>Position</u>	<u>In District</u>	<u>Step</u>
Bill Bongers	WHS Lacrosse Head Coach	Y	13
Sean Chalkwater	WHS Lacrosse Asst. Coach	Y	3
Ray Walczuk	WHS Spring Musical Band Director*	Y	N/A

*Board Supplemental Contract to be paid from - 200-Drama Account - \$1,500

Motion by Ms. Rocco

Seconded by Mr. Sullivan

Roll Call Vote:

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

RESOLUTION TO APPROVE RESIGNATIONS AND EMPLOYMENT
OF SUBSTITUTES FOR STAFF MEMBERS

RESOLVED that the Westlake Board of Education approves the resignations and employment of substitutes for staff members as follows:

Classified Substitute Resignation

Dolores Bott
Clarence Koch-Sub Cleaner

Certified Substitute Resignation

Kristin Cope

Classified Substitutes

Emily Harris - Teacher Asst., Special Ed. Asst., Student Attendant

Certified Substitutes

Kirk Manley

Classified Substitute Reappointment - 2010/2011 School Year

Mariana Martinez-Gigena
Emily Harris

Motion by _____ Ms. Rocco

Seconded by _____ Mr. Sullivan

Roll Call Vote:

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

EXHIBIT F-1-b-3
RES. #10-129

RESOLUTION TO APPROVE RECLASSIFICATION
OF CERTIFIED STAFF MEMBERS

RESOLVED that the Westlake Board of Education approves the reclassification of certified staff members as follows:

<u>Name</u>	<u>Step</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Lela Bakos	17	MA	MA+10	04/01/2010
Tiffany Baskette	2	BA+20	BA+30	04/01/2010
William Wilson	1	MA	MA+10	02/01/2010
Stephanie Xenos	16	MA	MA+10	04/01/2010

Motion by Ms. Rocco

Seconded by Mr. Sullivan

Roll Call Vote:

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

RESOLUTION TO APPROVE CERTIFIED HOME INSTRUCTION

RESOLVED that the Westlake Board of Education approves home instruction at the negotiated rate of pay:

Karen Schmidt to provide home instruction effective 04/14/2010-06/30/2010, not to exceed 92 hours.

Marianne Fouts to provide home instruction effective 03/30/2010-06/30/2010 not to exceed 16 hours.

Motion by Ms. Rocco

Seconded by Mr. Sullivan

Roll Call Vote:

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

EXHIBIT F-1-b-5
RES. #10-131

RESOLUTION TO APPROVE JOB SHARING
FOR CERTIFIED STAFF MEMBERS

RESOLVED that the Westlake Board of Education approves job sharing pursuant to Article 14 of the negotiated agreement with the Westlake Teachers' Association for the following certified staff members for the 2010-2011 school year. The contract of these staff members shall be .50 FTE.

Tracy Sicafuse & Michelle Kasunick	Dover Elementary
Lois Leonard & Michelle Patton	Hilliard Elementary
Kim d'Acunzo & Lisa Forshey	Holly Lane Elementary
Shannon Basile & Christine Latham	Parkside Intermediate
Amy Davey & Tracy Sidloski	Westlake High School
Kathleen Basen & Joanna Harmon	Holly Lane Elementary

Motion by Ms. Rocco
Seconded by Mr. Sullivan

Roll Call Vote:

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

RESOLUTION TO APPROVE CONTINUING, LIMITED AND
EXTENDED LIMITED CONTRACTS FOR CERTIFIED STAFF MEMBERS

RESOLVED that the Westlake Board of Education approves the following Continuing Contracts, Limited Contracts, and Extended Limited Contracts for certified staff members for the 2010-2011 school year.

Continuing Contracts

Stacey Abfall	Celina Bigio	Janice Hughes	Kate O'Leary	Krista Wadas
Kelly Atkinson	Amanda Caunter	Simon O'Doherty	Robert Patton	Jacob Schober
Kelly Bailey	Kimberly Cerrito			

Limited Contracts

Kathleen Basen	Amy Fife	Michael Kula	Trudy Pauken
Katie Beachler	Rebecca Gorek	Christine Latham	Susan Peplin
Dorothy Beyer	Nicole Goshen	Carolyn Maciag	Jennifer Petticord
Catherine Boettcher	Daniel Grigson	Alison Martin	Kip Primrose
Veronica Bozich	Kelly Hoover	Chelsea McDonald	Adam Purdy
Jennifer Britton	Sarah Horbol	Kathryn McGinty	Donna Richards
Kelly Bryan	John Horwatt	Rachael Meyrose	Jennifer Riley
Judy Buffington	Elizabeth Huffman	Christopher Milano	Natalie Rini
Jennifer Butler	Ellen Hurley	Laura Miller	Kelly Roath
Mark Campo	Scott Jones	Amal Mustafa	Caitlin Shea
Thomas DeLuca	Dan Jennings	Elizabeth Noren	Megan Thomas
Judy Dubil	Krissy Ingham	Valerie O'Connor	Michael Thoms
Cathy DuBois	Karen Kane	James Patrizi	William Wilson
Jessica Dye	Trish Kosik	Lisa Patton	Michael Wooley
Heather Eichenberg	Dee Kuolo		Elizabeth Zingales

Extended Limited Contracts

Tiffany Baskette Mark Lenczewski

Motion by Ms. Rocco

Seconded by Mr. Sullivan

Roll Call Vote:

Ms. Winter AYE

Mr. Sullivan AYE

Mr. Cross AYE

Mr. Mays AYE

Ms. Rocco AYE

EXHIBIT F-1-b-7
RES. #10-133

RESOLUTION TO APPROVE EXTENDED DAYS FOR CERTIFIED STAFF MEMBER

RESOLVED that the Westlake Board of Education approves extended days for certified staff member:

<u>Certified Extended Days</u>			
<u>Name</u>	<u>Building/Position</u>	<u>Effective Date</u>	<u>Not to Exceed</u>
Colleen Gray	Speech/Language Pathologist	03/23/2010	13 Days

Motion by Ms. Rocco
Seconded by Mr. Sullivan

Roll Call Vote:

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

RESOLUTION TO APPROVE STIPEND FOR
AP ART HISTORY CURRICULUM WRITING

RESOLVED that the Westlake Board of Education approves the stipend not to exceed 30 hours for the following staff member for AP Art History Curriculum Writing, to be paid from the SIRI Grant Funds at the negotiated rate:

AP Art History Curriculum Writing - 2009-2010 School Year

Beth Noren

Motion by Ms. Rocco

Seconded by Mr. Sullivan

Roll Call Vote:

Ms. Winter AYE

Mr. Sullivan AYE

Mr. Cross AYE

Mr. Mays AYE

Ms. Rocco AYE

EXHIBIT F-1-b-9
RES. #10-135

RESOLUTION TO APPROVE STIPENDS FOR TITLE I TEACHERS

RESOLVED that the Westlake Board of Education approves stipends for the following employees for attendance at the May Title I/Reading Program Parent Meeting on May 20, 2010, to be paid from the Title I funds, at the negotiated rate.

Attendance at Title I/Reading Program Parent Meeting
Not to exceed 1.5 hours per teacher

Leslie Telloni
Trudy Pauken
Cindy Archer
Marilyn Krock
Rachel Meyrose

Motion by Ms. Rocco

Seconded by Mr. Sullivan

Roll Call Vote:

Ms. Winter AYE

Mr. Sullivan AYE

Mr. Cross AYE

Mr. Mays AYE

Ms. Rocco AYE

RESOLUTION TO APPROVE STIPEND FOR
WEBSITE SHAREPOINT CONVERSION

RESOLVED that the Westlake Board of Education approves the stipend not to exceed 40 hours at the negotiated rate for the following staff member for Website SharePoint Conversion:

Website SharePoint Conversion- 2009-2010 School Year

Tom Urich

Motion by Ms. Rocco

Seconded by Mr. Sullivan

Roll Call Vote:

Ms. Winter AYE

Mr. Sullivan AYE

Mr. Cross AYE

Mr. Mays AYE

Ms. Rocco AYE

EXHIBIT F-1-b-11
RES. #10-137

RESOLUTION TO APPROVE STIPENDS FOR LEE BURNESON
MIDDLE SCHOOL EDUCATIONAL FIELD TRIP

RESOLVED that the Westlake Board of Education approves stipends for the following Lee Burneson Middle School staff members for supervision at the 2010 8th Grade Washington, DC Field Trip at \$100.00 per day, to be paid from LBMS 018-9761 Fund (Inservice):

Chaperones

Mike Bee
Brad Behrendt
Chuck Dubil
Cathy DuBois
Darlene Fossesco
Gregg Henderson
Mary Pat Kahler
Lindsay Kiktavy
Cherry Love
Chris Milano
Deb Oblak
Caitlin Shea
Michael Thoms
Mike Wooley

Substitutes

Vickie Emblom
Laura Grane
Don Jessie

Motion by Ms. Rocco

Seconded by Mr. Sullivan

Roll Call Vote:

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

RESOLUTION TO APPROVE RESIGNATION OF ADMINISTRATIVE STAFF MEMBER
FOR PURPOSE OF RETIREMENT

RESOLVED that the Westlake Board of Education accepts and approves the resignation for the purpose of retirement of the following administrative staff member:

Resignation

Timothy Rickard, Bassett Elementary School Principal

Effective July 1, 2010

Motion by Ms. Rocco

Seconded by Mr. Sullivan

Roll Call Vote:

Ms. Winter AYE

Mr. Sullivan AYE

Mr. Cross AYE

Mr. Mays AYE

Ms. Rocco AYE

EXHIBIT F-1-b-13
RES. #10-139

RESOLUTION TO APPROVE ADMINISTRATOR CONTRACT RENEWAL

RESOLVED that the Westlake Board of Education approves the renewal of the following administrator contracts as specified in their Administrative Contract:

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Through</u>
Timothy Barrett	Elementary School Principal	08/01/2010	07/31/2013
Gavin Berwald	Director of Transportation	08/01/2010	07/31/2013
Michael May	Assistant High School Principal	08/01/2010	07/31/2013
Stephanie Morgan	Director of Pupil Services	08/01/2010	07/31/2013
Susan Palchesko	Assistant Intermediate School Principal	08/01/2010	07/31/2013
Michael Waters	Project Link Coordinator	08/01/2010	07/31/2013

Motion by _____ Ms. Rocco

Seconded by _____ Mr. Sullivan

Roll Call Vote:

Ms. Winter _____ AYE

Mr. Sullivan _____ AYE

Mr. Cross _____ AYE

Mr. Mays _____ AYE

Ms. Rocco _____ AYE

RESOLUTION TO APPROVE STIPENDS FOR PROFESSIONAL DEVELOPMENT

RESOLVED that the Westlake Board of Education approves stipends for the following employees to be paid from the Title II-A funds, at the negotiated rate.

TI Nspire Professional Development
Not to exceed 3 hours per teacher
April 13, 2010

Michael Bee
Shawn Koski
Janet Lorincz
Cherry Love
Judy McMasters
Duane Miller
Lyn Newman
Michael Wooley
Stefanie Xenos

District Technology Professional Development
Not to exceed 30 hours
Various Dates

Kurt Thonnings-Instructor

Motion by _____ Ms. Rocco

Seconded by _____ Mr. Sullivan

Roll Call Vote:

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

EXHIBIT F-1-c
RES. #10-141

RESOLUTION TO APPROVE AGREEMENTS FOR ADMISSION OF TUITION PUPILS
AND PURCHASED SERVICES

RESOLVED that the Westlake Board of Education approves the following Agreements for Admission of Tuition Pupils and Purchased Services:

2009-2010 School Year

Back on Call - Speech & Language Services Contract

Motion by _____ Ms. Rocco

Seconded by _____ Mr. Sullivan

Roll Call Vote:

Ms. Winter _____ AYE

Mr. Sullivan _____ AYE

Mr. Cross _____ AYE

Mr. Mays _____ AYE

Ms. Rocco _____ AYE

RESOLUTION TO RECOGNIZE WESTLAKE HIGH SCHOOL HOCKEY CLUB

RESOLVED that the Westlake Board of Education recognizes Westlake High School Hockey Club (WHC) for purposes of interscholastic competition.

Discussion:

Mr. Keppler read a prepared statement supporting the recommendation for hockey as a designated club sport.

Cross: He asked Mr. Keppler about the estimated amount for annual expenses.

Keppler: Indicated to Mr. Cross the estimate is around \$30,000.

Mays: Asked Mr. Keppler if Westlake would be the only club in the OHSAA?

Keppler: Stated to Mr. Mays that there are other districts under OHSAA who operate in a similar fashion.

Motion by Ms. Rocco

Seconded by Mr. Sullivan

Roll Call Vote:

Ms. Winter AYE

Mr. Sullivan AYE

Mr. Cross AYE

Mr. Mays AYE

Ms. Rocco AYE

RECOGNITION OF WESTLAKE HIGH SCHOOL HOCKEY CLUB

The Westlake Board of Education recognizes the Westlake High School Hockey Club for the purpose of the Westlake High School Hockey Club sponsoring a Hockey Team for Westlake students. This recognition is based on the following conditions:

1. The Westlake High School Hockey Club (WHHC) is a registered not-for-profit corporation with the State of Ohio. The corporate status will remain in good standing during the period of recognition.
2. The WHHC will fully fund all costs associated with the operation of the club. Funds will be raised by application fees, donations, and through fundraising activities. There will be no cost whatsoever to the school system or school board.
3. The club will pay for all direct and ancillary costs including, but not limited to, the following:
 - a. payments, stipends, fees for coaches;
 - b. game fees, referee fees, all costs associated with games, ice costs;
 - c. transportation costs;
 - d. equipment costs such as nets, goals, goalie equipment, sticks, pucks, gloves, skates, pads, etc.
 - e. insurance costs;
 - f. helmets (may be paid by individual athletes).
4. The Westlake Hockey Team must function for three years as a club team before it will be considered as an interscholastic high school sport.
5. The Board of Education may withdraw recognition of the Westlake High School Hockey Club by September 30 of any school year. The team may participate in OSHAA Tournaments as a club/varsity team under this agreement.
6. The Westlake Hockey Club will deposit with the Board of Education, by September 15 of the inception year, the full amount of estimated expenses associated with the Hockey Club for the year. The District Treasurer will notify the club of anticipated expenses prior to September 1. Annually thereafter, the Westlake Hockey Club will deposit with the Board of Education by April 15 of each year the full amount of estimated expenses associated with the Hockey Club for the year. The District Treasurer will notify the club of anticipated expenses prior to April 1. Prior to July 1, the Treasurer will advise the club of actual costs and submit an invoice for any additional costs or issue a refund for any unused funds. Failure to make a timely deposit of funds may result in the withdrawal of recognition of the club.
7. All team members, the coaches, the Club, and the school district will be listed as named insureds on the USA Hockey, Inc. insurance policy. Each student will be required to be a member of the USA Hockey, Inc. as a condition of participation. The school district will also name the Hockey Club as an additional insured on the District Liability Policy.

8. All team members will abide by Westlake High School and Athletic Code of Conduct and Eligibility requirements. All required forms from the WHS Physical packet must be completed, signed and returned to the WHS Athletic Office prior to participation.
9. The school district will provide access, on an availability basis, indoor facility for club sessions and outdoor practice facilities.
10. Students who join the club will be charged a fee to partially fund the club. In addition, the club will be responsible for all equipment (pads, gloves, shorts, mouth guards, sticks, skates, etc.). Jerseys and helmets will be provided by the club and/or participants. Helmets and jerseys will be the property of the club, but will become the property of the school in the event that the team becomes a scholastic sport or the club is dissolved. The club association will be responsible for the maintenance of equipment owned by the club including maintenance of the helmets.
11. The Club shall comply with all federal and state laws, as well as the District Athletic Code of Conduct, regarding student participation.
12. Coaching stipends will be paid through the Westlake Board of Education and shall comply with Federal and State requirements.
13. Gate receipts from admissions charged for WHHC matches will be collected in accordance with the Westlake City Schools fiscal procedures and deposited in the Westlake City Schools treasury. Gate receipts will be credited toward WHHC expenses.
14. The Club shall designate by August 1st each year a contact person to receive communications from the school district.

Fred Keppler, President WHHC

Daniel J. Keenan, Superintendent of Schools

Date

Date

EXHIBIT F-1-e
RES. #10-143

RESOLUTION TO APPROVE PERFORMANCE CONTRACT FOR
LAKE ERIE NATURE AND SCIENCE CENTER SUMMER SCHOOL PROGRAM

RESOLVED that the Westlake Board of Education approves the performance contract with Lake Erie Nature and Science Center (LENSC) which will be used to house the “Wild About Reading” Summer Intervention Program for qualified students in grades 1-4 (2010-2011 school year). Program will mimic one Bay Village Schools has been doing at this facility for the past seven years. Fee will be paid from Title I funds:

Lake Erie Nature and Science Center Rental
\$13,387.00 - Paid from Title I funds

Summer School – Reading Intervention Program

Motion by Ms. Rocco

Seconded by Mr. Sullivan

Roll Call Vote:

Ms. Winter AYE

Mr. Sullivan AYE

Mr. Cross AYE

Mr. Mays AYE

Ms. Rocco AYE

RESOLUTION TO DISCOURAGE USE OF ALCOHOL
AND DRIVING OF VEHICLES UNDER THE INFLUENCE

WHEREAS, the Board of Education is concerned about the welfare of students in this and all school districts, and

WHEREAS, the Board is aware of the custom of receptions for graduating senior high school students, and

WHEREAS, we deplore and discourage the use of alcohol by underage persons, and the driving of motor vehicles by anyone who has been drinking, and

WHEREAS, we wish to aid an effort to reduce and halt alcohol-related injuries and death,

THEREFORE, BE IT RESOLVED that the Board of Education requests that parents and other adults refrain from providing alcohol to students and other minors, and that all citizens refrain from drinking and driving.

Motion by Ms. Rocco

Seconded by Mr. Sullivan

Roll Call Vote:

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

EXHIBIT F-1-g
RES. #10-145

RESOLUTION ENDORSING STAFF APPRECIATION WEEK
(May 3-7, 2010)

WHEREAS, May 3-7, 2010, has been declared Staff Appreciation Week, and

WHEREAS, the Westlake City School District has the benefit of a caring, capable staff, and

WHEREAS, the school staff serve in partnership with the parents of our community's children, and

WHEREAS, the staff is at the heart of a quality educational program, and

WHEREAS, the effectiveness of the school program requires the cooperation and participation of the entire school family, and

WHEREAS, the Westlake school staff has demonstrated a strong commitment to establishing and maintaining quality educational programs, and

WHEREAS, the Westlake community appreciates the dedicated efforts of the staff,

NOW, THEREFORE, BE IT RESOLVED, the Westlake Board of Education declares May 3-7, 2010, as Westlake Staff Appreciation Week. The Westlake Board of Education extends to all members of the staff their sincerest appreciation for the continuing efforts to provide quality education to each Westlake students.

Motion by Ms. Rocco

Seconded by Mr. Sullivan

Roll Call Vote:

Ms. Winter AYE

Mr. Sullivan AYE

Mr. Cross AYE

Mr. Mays AYE

Ms. Rocco AYE

April 26, 2010
10-260

EXHIBIT F-1-h
RES. #10-146

RESOLUTION TO AUTHORIZE WESTLAKE CITY SCHOOLS
TO SUBMIT 2009-2010 EXCEPTIONAL CHILDREN WAIVER APPLICATION

RESOLVED that the Westlake Board of Education authorizes Westlake City Schools to submit a Waiver Application to the Ohio Department of Education Office for Exceptional Children for the 2009-2010 school year.

Motion by Ms. Rocco

Seconded by Mr. Sullivan

Roll Call Vote:

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

File: BCFA/BCFB
BUSINESS ADVISORY COUNCIL TO THE BOARD/
FAMILY AND CIVIC ENGAGEMENT COMMITTEE

NEW POLICY

The Board shall appoint a Business Advisory Council/Family and Civic Engagement Committee whose membership and organization shall be determined by the Board in accordance with State law. Membership of the committee must include parents, community representatives, health and human service representatives, business representatives and any other representatives identified by the Board.

This committee advises and provides recommendations to the Board on matters specified by the Board, including, but not necessarily limited to, the delineation of employment skills, the development of curriculum to instill these skills, changes in the economy and in the job market and the types of employment in which future jobs are most likely to be available. This committee also makes suggestions for developing a working relationship among businesses, labor organizations and educational personnel in the District.

The committee must work with local county family and children first councils to recommend qualifications and responsibilities that should be included in the job description for school family and civic engagement coordinators. The committees also must develop five-year family and civic engagement plans and provide annual progress reports on the development and implementation of the plans. The plan and progress reports must be submitted to the county family and children first council.

Finally, meetings of the committee fall under the auspices of the Open Meetings Act (Sunshine Law).

Adoption Date:

Legal Ref.: ORC 121.22(B); 3313.174; 3313.821

Cross Refs.: BCE, Board Committees
BCF, Advisory Committees to the Board
BCFA, Business Advisory Council to the Board
IGBL, Parental Involvement

File: BF
BOARD POLICY DEVELOPMENT AND ADOPTION

Policy Development System

~~The Board, representing the people of the District, is the governing body that determines all questions of general policy to be employed in the conduct of the public schools.~~

Proposals regarding District policy **Board policies and operations** may originate ~~in~~ **at** any of several sources, **including students, community residents, employees, Board members, consultants, or civic groups.** ~~÷ a parent, a taxpayer, an employee or an employee organization, a student or student organization, a member of the Board, the superintendent, a consultant, a civic group, etc .~~ **A careful and orderly process is used when examining policy proposals prior to Board action.**

The formulation and adoption of written policies constitute the basic method by which the Board exercises its leadership in the operation of the District. The study and evaluation of reports concerning the execution of its written policies constitute the basic method by which the Board exercises its control over District operations.

The formal adoption of policies is recorded in the minutes of the Board. Only those written statements so adopted and recorded are regarded as official Board policy.

~~In all cases, proposed new or amended policies shall explicitly state their potential contribution, either direct or intermediary, in furthering the stated goals of the schools as adopted by the Board.~~

The superintendent is authorized and directed to establish and maintain an administrative process that will ensure that recommended policies are beneficial to the school system. Action on all such policy proposals shall be taken finally by the Board in accord with its bylaws.

Preliminary Development Of Policies

~~Proposals regarding District policies and operations may originate at any of several sources, including parents, students, community residents, employees, Board members, the superintendent, consultants or civic groups. A careful and orderly process will be used in examining such proposals prior to action upon them by the Board.~~

~~Final action on such proposals, whatever their source, will be by the Board~~ **on proposals shall be in accordance with this policy in accord with its policy on policy adoption.** The Board ~~will take~~ **takes** action on most matters on the basis of recommendations presented by the Superintendent. **However, temporary approval may be granted by the Board in lieu of formal adoption to address emergency conditions or special events which may occur before formal action can be taken.** The superintendent ~~will base his/her recommendations on the results of study and upon the judgment of the professional staff and study committees.~~

Policy Adoption

Policies introduced and recommended to the Board should not be adopted until a subsequent meeting in order to permit further study and provide opportunity for interested parties to react. However, temporary approval may be granted by the Board in lieu of formal adoption to address emergency conditions or special events that may occur before formal action can be taken.

Unless otherwise specified, a new policy or policy amendment is effective as of the date of adoption by the Board and supersedes all previous policies in that area. Unless otherwise specified, the repeal of a policy is effective as of the date the Board takes such action.

~~If the Board by majority vote declares a policy proposed to be urgent necessity, a vote for adoption may be made on the first reading.~~

Adoption Date: May 23, 2002

Revision Date:

Legal Ref.: ORC 3313.20(A)

**Cross Refs.: AD, Development of Philosophy of Education
BDDG, Minutes
BFCA, Board Review of Regulations (also CHB)
BFD, Policy Dissemination
BFE, Administration in Policy Absences (also CHD)
BFF, Suspension of Policies
BFG, Policy Review and Evaluation
CH, Policy Implementation**

File: BFCA (Also CHB)
BOARD REVIEW OF REGULATIONS

State law requires the Board to make rules and regulations for the government of the District, its employees, students and all other persons entering the District's grounds and premises.

Before issuance, Board regulations are properly titled and coded as appropriate to subject and in conformance with the codification system selected by the Board. Those **regulations** officially approved by the Board are so marked. All others **regulations** appearing in the manual are considered approved, provided that they are in accordance with the accompanying Board policy.

The Board ~~reviews~~ **may review** regulations developed by the administration to implement policy. The Board revises or nullifies ~~such these~~ **administrative** regulations only when they are inconsistent with policies adopted by the Board or when they are not in the best interest of the District.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: ORC ~~3313.17; 3313.20; 3313.33; 3313.47~~ **3313.20(A)**

Cross Refs.: **BF, Board Policy Development and Adoption**
CH, Policy Implementation
CHC, Regulations Dissemination

File: BFD
POLICY DISSEMINATION

The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the regulations needed to put them into effect. Accessibility **to policies** ~~is to~~ extends to all members of the school community. A policy concerning a particular group ~~or groups~~ in the District is distributed to ~~those groups~~ **the group** prior to the policy's effective date **of the policy**.

Distributed policy manuals remain the property of the Board and are considered as "on loan" to anyone, or any organization in whose possession they might be at any time. Manuals are subject to recall at any time deemed necessary for purposes of updating.

The Board's policy manual is considered a public record and is open for inspection in a location designated by the Board.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: **ORC 3313.20(A)**
OAC 3301-35-02(C)(2)

Cross Refs.: BF, Board Policy Development and Adoption

File: BFG
POLICY REVIEW AND EVALUATION

The Board reviews its policies on a continuing basis in an effort to keep its written policies consistent with community values and compliant with Federal and State law. Well-written, consistent and compliant policies may be used as a basis for Board action and administrative decisions.

~~In an effort to keep its written policies current so that they may be used consistently as a basis for Board action and administrative decision, the Board reviews its policies on a continuing basis.~~

The Board evaluates how the policies have been executed by the ~~school~~ staff and weighs the results. It relies on the ~~school~~ staff, students and the community for providing evidence of the effect of the policies that it has adopted.

The Superintendent has the continuing responsibility of calling to the Board's attention all policies that are outdated or ~~for other reasons appear to~~ need revision. To accomplish this, the Superintendent may request input from any Board or advisory committee.

Adoption Date: May 23, 2002

Revision Date:

Cross Refs.: AD, Development of Philosophy/Mission Statement of Education
BF, Board Policy Development and Adoption

File: CHB (Also BFCA)
BOARD REVIEW OF REGULATIONS

State law requires the Board to make rules and regulations for the government of the District, its employees, students and all other persons entering the District's grounds and premises.

Before issuance, Board regulations are properly titled and coded as appropriate to subject and in conformance with the codification system selected by the Board. Those **regulations** officially approved by the Board are so marked. All others **regulations** appearing in the manual are considered approved, provided that they are in accordance with the accompanying Board policy.

The Board ~~reviews~~ **may review** regulations developed by the administration to implement policy. The Board revises or nullifies ~~such these~~ **administrative** regulations only when they are inconsistent with policies adopted by the Board or when they are not in the best interest of the District.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: ORC ~~3313.17; 3313.20; 3313.33; 3313.47~~ **3313.20(A)**

Cross Refs.: **BF, Board Policy Development and Adoption**
CH, Policy Implementation
CHC, Regulations Dissemination

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.
6. Rewards and Frequent Flyer Accounts

Accrual of personal frequent-flyer miles, hotel "bonus points", credit card or retail "rewards", or any other reward under similar affinity programs is strictly prohibited.

Adoption Date: May 23, 2002

Revision Date: February 11, 2008

Revision Date:

File: DLC-R

Page 1 of 1

Westlake City School District

File: EBAA
REPORTING OF HAZARDS

The Board is concerned with the safety of students and staff members and, therefore, ~~attempts to~~ **comply** ~~complies~~ with all federal and state ~~statutes~~ **laws** and regulations to protect them from **known** hazards that ~~may result from industrial accidents or from the presence of asbestos materials and products or conditions identified by the State Board of Health as injurious~~ **pose an immediate risk** to health and safety.

Toxic Hazards

Toxic hazards exist in chemicals and other substances used in the school setting such as in laboratories, science classrooms, kitchens and in the cleaning of rooms and equipment.

The superintendent appoints an employee to serve as the District's Toxic Hazard Preparedness (THP) officer. The THP officer ~~will~~:

1. ~~identify~~ **identifies** potential sources of toxic hazard in cooperation with material suppliers who shall supply the THP officer with material safety data sheets (MSDS);
2. ensures that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning and the name and address of the manufacturer or responsible party;
3. maintains a current file of MSDS for every hazardous material present on District property;
4. designs and implements a written communication program which:
 - A. lists hazardous materials present on District property;
 - B. details the methods used to inform staff and students of the hazards; and
 - C. describes the methods used to inform contractors and their employees of any hazardous substances to which they may be exposed and of any corrective measures to be employed;
5. conducts a training program for all District employees to include such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment and the District's plan for communication, labeling, etc.; and
6. establishes and maintains accurate records for each employee at risk for occupational exposure, including name, Social Security number, hepatitis B vaccine status, results of exams, medical testing and follow-up procedures for exposure incidents and other information provided by and to health care professionals.

In fulfilling these responsibilities, the THP officer may enlist the aid of county and municipal authorities and others knowledgeable about potential toxic hazards.

Asbestos Hazards

In its efforts to comply with the Asbestos Hazard Emergency Response Act, the Public Employment Risk Reduction Act and the Asbestos Abatement Contractors Licensing Act, the Board recognizes its responsibility to:

1. inspect all District buildings for the existence of asbestos or asbestos-containing materials;
2. take appropriate action based on the inspections;
3. establish a program for dealing with friable asbestos, if found;
4. maintain a program of periodic surveillance and inspection of facilities or equipment containing asbestos; and
5. comply with EPA regulations governing the transportation and disposal of asbestos and asbestos-containing materials.

The superintendent appoints a person to develop and implement the District's Asbestos-Management Program that will ensure proper compliance with federal and state laws and the appropriate instruction of staff and students.

The superintendent also ensures that, when conducting asbestos abatement projects, each contractor employed by the District is licensed pursuant to the Asbestos Abatement Contractors Licensing Act.

Occupational Exposure Training

All employees with occupational exposure are required to participate in a training program at the time of their initial assignment to tasks where occupational exposure may occur.

Follow-up training for employees is provided one year after their initial training. Additional training is provided when changes such as modifications of tasks and procedures or institution of new tasks or procedures affect employees' occupational exposure.

A record of attendance at occupational exposure training is completed and maintained by the THP officer following each training session. Such records are maintained for three years from the date of the training.

Records Availability

All records required to be maintained are made available upon request for examination and copying by the employee and employee representatives and under the provisions of PERRA. Medical records, however, are not made available to employee representatives or other persons without written consent of the employee.

Other Conditions Injurious to the Safety or Health of Building Occupants

In addition to the reporting of toxic hazards, the Board directs the Superintendent/designee to comply with all Board of Health inspections, ~~as required by OAC 3701-54~~, to ensure that conditions injurious to the safety or health of persons on District property are minimized.

During a Board of Health inspection, each building principal/designee provides:

1. access to the building and grounds ~~at any time~~ during regular school hours;
2. a record of inspections of the school grounds and buildings for dangerous and recalled products ~~that have been identified by the State Board of Health;~~
3. any records or other information the Board of Health considers necessary to evaluate the health and safety of the school and
4. a representative who accompanies the sanitarian during the course of the inspection, with advance notice from the board of health and upon request of the sanitarian.

~~If a report is submitted to the board of health following a school inspection, the Superintendent/designee develops and submits a written plan for abatement of conditions identified by the inspection report. The plan of abatement is submitted within 60 days of receipt of the inspection report.~~

~~The Superintendent/designee provides written notification to the board of health when abatement, as outlined in the plan, has been completed.~~

~~Each building is surveyed annually, by a representative appointed by the Superintendent/designee, for dangerous products and conditions that have identified in notices from the board of health. All dangerous products or conditions found on school grounds or within school buildings are abated or controlled, immediately or within 30 days of receipt of the notice from the board of health. Any action taken is documented on the board of health transmittal form. Completed transmittal forms are retained in a central location for verification by board of health inspectors.~~

Liability Disclaimer

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

Adoption Date: May 23, 2002

Revision Date: September 22, 2008

Revision Date:

Legal Refs.: 29 CFR 1910.1030

Asbestos School Hazard Abatement Act, 20 USC 4011 et seq.

Asbestos Hazard Emergency Response Act, 15 USC 2641 et seq.

Comprehensive Environmental Response, Compensation and Liability Act,
42 USC 9601 et seq.

ORC 117.102; 3313.473; 3313.643; 3313.71; 3313.711; **3313.719** 3314.15;
~~3701.93 through 3701.936~~; 3707.26; 4113.23; 4123.01 et seq.

Public Employment Risk Reduction Act, ORC 4167.01 et seq.

Cross Refs.: EB, Safety Program

EBBC, Bloodborne Pathogens

EBC, Emergency/Safety Plans

ECG, Integrated Pest Management

GBE, Staff Health and Safety

File: EBC
EMERGENCY/SAFETY PLANS
(THIS POLICY **REPLACES** EBD, CRISIS MANAGEMENT)

The Board acknowledges that the safety and well-being of students and staff are high priorities. Although emergencies cannot be predicted, effective prevention and management strategies are used to minimize the effects of emergency situations arising in the District.

An emergency is defined as an event which threatens the actual safety and security of students, employees or visitors of the District or whose impact threatens the feeling of safety and security, both of which are detrimental to a positive learning environment. Emergencies include, **but are not limited to**, fire, natural disasters, medical emergencies, industrial accidents, suicide, death of a student or employee, acts of violence, trauma and terrorism.

Comprehensive School Safety Plans and Drills

The Board directs the Superintendent/designee to prepare emergency/safety plans for use by staff and students ~~in each school building in case of fire, civil emergencies and natural disasters~~. The plans are posted in each classroom and other areas accessible to students.

The comprehensive safety plan sets a protocol for addressing and responding to serious threats to the safety of the school property, students, staff, ~~and~~ volunteers **and visitors**. Each protocol includes procedures deemed appropriate by the Board or governing authority for responding to threats and emergency events including, but not limited to, notification of appropriate law enforcement personnel, calling upon specified emergency response personnel for assistance and informing parents of affected students.

The administration reviews the plan annually, considering the most current information dealing with the subjects, as well as making relevant information about the plan known to the community. When the comprehensive safety plan is used, assessment of the way the emergency was handled is completed by the Board and the administration. Suggestions for improvement, if necessary, are solicited from all stakeholders.

State law determines the type and number of drills the District must conduct in order to adequately prepare staff and students for emergency ~~and disaster~~ situations. Drills provide both students and staff with practice in responding to emergency conditions should such conditions occur.

A copy of each school building's current comprehensive safety plan and blueprint is filed with the law enforcement agency that has jurisdiction over the school building and, upon request, the fire department that serves the political subdivision in which the school building is located. A copy of each school building's current comprehensive safety plan and floor plan is filed with the Ohio Attorney General. The floor plan is used solely by law enforcement responding to an emergency in the building and is not a public record.

The District's comprehensive safety plan must be updated no later than every three years and within 90 days whenever a major modification to an individual school building necessitates changes in that building's plan.

Administrative Rules/Protocols

The Board directs each building principal/designee to develop administrative rules/protocols regarding the topics listed below. The rules/protocols are kept in the building and central office and produced to Board of Health sanitarians, upon request, during board of health inspections.

1. A list of dangerous or recalled products, ~~as identified by the State Board of Health.~~
2. Radon rules or protocols including evidence that the school has been built radon resistant or has been tested for radon within the past five years.
3. An asbestos management plan including evidence of inspection for asbestos within three years, evidence of periodic surveillance within the past six months and a copy of the yearly written notice to the public referencing asbestos inspection and the availability of the asbestos management plan for review.
4. A school-wide safety or crisis management plan, which provides a protocol for responding to any emergency events and a protocol providing for immediate notification to the appropriate fire department and board of health in the event of any spill or release of a hazardous substance on school grounds.
5. Guidance regarding bloodborne pathogen risk reduction.
6. Procedures for administering medications to students.
7. A written comprehensive safety plan addressing:
 - A. safety management accountabilities and strategies;
 - B. safe work practices;
 - C. accident analysis procedures;
 - D. job safety analysis procedures;
 - E. safety committees and employee involvement strategies;
 - F. employee safety and health training;
 - G. treatment of sick or injured workers;
 - H. safety and health hazard audits;
 - I. ergonomics;
 - J. transportation safety;
 - K. identification and control of physical hazards;
 - L. substance abuse;
 - M. school violence prevention and
 - N. personal protective equipment.
8. A written chemical hygiene plan, which sets forth procedures, equipment, personal protective equipment and work practices that are capable of protecting employees and students from the health hazards of chemicals in the school.

9. Material **safety** data sheets for every hazardous chemical used in the school building or on the school grounds for cleaning, maintenance or instruction. (These must be kept where the chemicals are stored in addition to the central office of each building).
10. Protocols on staff and student hand washing.
11. No smoking signs.
12. The District's integrated pest management policy.
- ~~13. A flushing protocol if lead pipes or lead-lined storage wells are used.~~
14. Protocols for using automated external defibrillators (AEDs);
15. Protocols for responding to in-school crises, including student crime, suicide, death **a** of student or employee, acts of violence (including bomb threats and school intruders), trauma, accidents and/or terrorism.
16. Protocols for the management of students with life-threatening allergies.

Adoption Date: May 23, 2002

Revision Date: September 22, 2008

Legal Refs.: ORC 149.433; 2305.235; 2923.11; 3301.56; 3313.20; 3313.536; 3313.717; **3313.719**
3314.03; 3314.16; 3701.85; 3737.73; 3737.99
OAC 3301-35-06; ~~3701-54-09~~

Cross Refs.:	EBAA, Reporting of Hazards	EFH, Food Allergies
	EBBA, First Aid	GBE, Staff Health and Safety
	EBBC, Bloodborne Pathogens	JHF, Student Safety
	ECA, Buildings & Grounds Security	JHCD, Administering Medicines to Students
	ECG, Integrated Pest Management	KBCA, News Releases
	EEAC, School Bus Safety Program	KK, Visitors to the Schools
	EF/EFB, Food Services Management/Free and Reduced Price Food Services	
	Emergency/Safety Plans Handbook	

File: EBCD
EMERGENCY CLOSINGS

The Superintendent/designee may close the schools, dismiss students early or delay the opening of schools in the event of hazardous weather or other emergencies that threaten the safety or health of students or staff members. It is understood that the superintendent takes such action only after consultation with transportation and weather authorities.

In the event that the Superintendent/designee shortens the school day by no more than two hours due to hazardous weather, either at the beginning or the end of the given school day, that day will not be designated a calamity day.

Parents, students and staff members are informed early in each school year of the method of notification in the event of emergency closings or early dismissals.

Prior to September 1 of each year, the Board adopts a resolution specifying a contingency plan under which the students make up days the schools were closed because of calamity. These make-up days are beyond the ~~five~~ **number of** calamity days provided for by law.

The contingency plan cannot in any way conflict with the collective bargaining agreement.

The District may make up excess calamity days by increasing the length of one or more school days in increments of one-half hour.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: ORC 3313.48; 3313.482; ~~3313.483~~; **3313.642**; 3317.01; 3737.73
OAC 3301-35-06

Cross Refs.: **EBC, Emergency/Safety Plans
ID, School Day**

Contract Refs.: Teachers' Negotiated Agreement
Support Staff Negotiated Agreement

File: EF/EFB

FOOD SERVICES MANAGEMENT/FREE AND REDUCED-PRICE FOOD SERVICES

The Board operates a food services program in its schools. Food preparation is centralized for elementary, intermediate and secondary schools when appropriate. Food services ~~may~~ include breakfasts and lunches in all schools through participation in the National Child Nutrition Programs.

The food services staff cooperates with the principals of the schools in matters essential to the proper functioning of the food services program. The responsibility for control of students using the cafeteria rests with the building principal.

All prices set for school breakfasts, lunches and milk are subject to Board approval, except for a la carte food prices. The Food Services Supervisor sets these prices without Board approval.

As required for participation in the National Child Nutrition Programs, the Board agrees that:

1. **breakfast and a "Type A" lunch is are made available to students, provided at least one-fifth of the students are eligible under Federal law for free meals;**
2. ~~students who qualify receive free or reduced-price meals;~~ **breakfast is made available in every school in which the parents of at least one-half of the children enrolled have requested that the breakfast program be established;**
3. students who qualify receive free or reduced-price meals;
4. all meals must meet USDA nutritional standards;
5. the management of food services ~~shall comply~~ **complies** with all federal, state and local regulations; and
6. a summer meal program is provided to students attending a state-mandated summer remedial program.

All students are expected to eat lunch at school and may not leave school grounds during the lunch hour, except when permission has been granted by the principal. Students are permitted to bring their lunches from home and to purchase milk and incidental items.

School lunch funds and other food service funds are kept in a special account.

The District provides for at least one employee, who has received instruction in methods to prevent choking and has demonstrated an ability to perform the Heimlich maneuver, to be present while students are being served.

Students with Special Dietary Needs

At the beginning of each school year, or at the time of enrollment, parents are responsible for communicating any special dietary needs of their child, including food allergies, to the District. Students with dietary needs that qualify as disabilities under law will be provided reasonable accommodation.

Substitutions to regular school meals provided by the District ~~will be~~ **are** made for students who are unable to eat ~~such~~ **regular school** meals due to a qualifying dietary need when that need is certified in writing by the student's physician. ~~Such Substitute~~ **Such Substitute** meals ~~will be~~ **are** provided in the most integrated setting appropriate to the special needs of the student.

The nature of the student's qualifying dietary need, the reason ~~such~~ **this** need prevents the student from eating regular school meals (including foods to be omitted from the student's diet), the specific diet prescription along with the needed substitution must be specifically stated in the physician's statement. The District, in compliance with the USDA Child Nutrition Division guidelines, ~~will~~ provides substitute meals to food-allergic students based upon the physician's signed statement.

The District ~~shall~~ develops and implements administrative regulations for the management of food-allergic students. Such regulations ~~shall~~ include, but **are** not ~~be~~ limited to, school-wide training programs regarding food allergy education, staff development regarding food allergy identification and management, allergy emergency drills, strategies for the identification of students with life-threatening food allergies and management skills including avoidance measures, designation of typical symptoms and dosing instructions for medications.

Adoption Date: May 23, 2002 Revision Date: October 24, 2002

Legal Refs.: ORC 3313.81; 3313.812; 3313.813; **3313.719; 3314.03; 3326.11**
National School Lunch Act, 42 USC 1751 et seq.
Child Nutrition Act of 1966, 42 USC 1771 et seq.
Americans with Disabilities Act **of 2008**, 42 USC ~~12112~~ **12101** et seq.
Rehabilitation Act of 1973, 29 USC 794

Cross Refs.: ACB, Nondiscrimination on the Basis of Disability
EFF, Food Sale Standards
EFG, Student Wellness Program
JHCD, Administering Medicines to Students

File: GBR
FAMILY AND MEDICAL LEAVE

The Board provides leave to eligible employees consistent with the Family and Medical Leave Act of ~~1993~~ (FMLA). Eligible employees are entitled to up to 12 work weeks (~~and in one instance, or 26~~ work weeks **to care for a covered service member**) of unpaid family and medical leave in any 12-month period. The Board continues to pay the District's share of the employee's health benefits during the leave. In addition, the District restores the employee to the same or a similar position after the termination of the leave in accordance with Board policy.

In complying with the FMLA, the District adheres to the requirements of applicable Federal and State laws.

Additional information is contained in the regulations which follow this policy.

Adoption Date: May 23, 2002

Revision Date: April 27, 2009

Revision Date:

Legal Refs.: Family & Medical Leave Act of 1993; 29 USC 2601 et seq.; 29 CFR Part 825
ORC 124.38; 3313.20;
3319.08; 3319.13; 3319.131; 3319.14 3319.141

Cross Refs.: GCBD, Professional Staff Leaves and Absences
GDBD, Support Staff Leaves and Absences

Contract Refs.: Teachers' Negotiated Agreement
Support Staff Negotiated Agreement

File: GBR-R
FAMILY AND MEDICAL LEAVE

An employee who has worked for the District for at least 12 months is eligible for 12 work-weeks of FMLA leave during a 12-month period, provided the employee worked at least 1,250 hours in the 12 months preceding the beginning of the leave. An employee may be eligible for 26 work weeks of FMLA leave during a 12-month period to care for a covered service member with a serious injury or illness.

Types of Leave – An eligible employee may take FMLA leave for the following purposes:

1. birth and to care for of a newborn child;
2. ~~to care for, or spend additional time with, an adopted child or foster child;~~ **at the time an employee is granted placement of an adopted or foster care child;**
3. to care for a spouse, child, **or** parent ~~or, in limited circumstances, next of kin~~ with a serious health condition. ~~(if person cared for is a “covered service member,” then leave allowed is 26 weeks);~~
An employee may not take FMLA leave to care for a parent-in-law;
4. ~~to recover~~ **recovery** from a serious health condition ~~or that keeps the employee from performing the essential functions of his/her job;~~
5. to respond to a “qualifying exigency” that arises because a spouse, child or parent is on **covered** active duty or has been called to **covered** active duty as a member of the **Armed Forces**. ~~National Guard or Reserves in support of a contingency operation.~~
6. **to care for a spouse, child, parent or next of kin who is or was a member of the Armed Forces and who is currently undergoing medical treatment, recuperation or therapy for either a serious illness or injury that was incurred in the line of duty or for a serious illness or injury that existed before the beginning of active duty and was aggravated by service in the line of duty. In order to be eligible, veterans must have been members of the Armed Forces within five years of receiving such treatment.**

An employee may elect, or the Board may require an employee, to use accrued paid vacation, personal or sick leave for purposes of a family leave. An employer cannot compel an employee to use accrued medical/sick leave in any situation for which the leave could not normally be used.

Spouses Employed by the District

If a husband and wife eligible for leave are employed by the District, their combined amount of leave for birth, adoption, foster care placement and parental illness may be limited to 12 weeks. ~~An employee may not take FMLA leave to care for a parent-in-law.~~

If a husband and wife eligible for leave are employed by the District, their combined amount of leave to care for a covered service member is limited to 26 weeks.

Intermittent and Reduced Leave

Intermittent leave is leave taken in separate blocks of time due to a single illness or injury.

Reduced leave is a leave schedule that reduces **the** employee’s usual number of hours per work week or hours per workday.

Intermittent or reduced leave is available ~~only~~ for the employee's own serious health condition; ~~or to~~ care for a seriously ill spouse, child or parent; **to care for a covered service member's serious injury or illness; or for leave taken due to a qualifying exigency.** Such leave may ~~not~~ be used for the birth or adoption/ placement of a child **only if the Board agrees.**

~~The employee who wishes to use intermittent or reduced leave must have the prior approval of the Board/designee. Although the Board/designee and employee may agree to an intermittent or reduced leave plan, the employee who uses family leave is not automatically entitled to use such leave on an intermittent or reduced leave schedule.~~

If an employee needs leave intermittently or on a reduced leave schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt the employer's operations.

The Board may provide such leave for medical purposes, but the Superintendent may transfer the employee to a position which is equivalent, but more suitable for intermittent periods of leave. The employee must furnish the Board with the expected dates of the planned medical treatment and the duration of the treatment. The Superintendent must authorize such leave in writing.

Benefits

The Board maintains the employee's health coverage under the group health insurance plan during the period of FMLA leave. **Prior to the beginning of the FMLA leave,** the employee should make arrangements with the CFO/Treasurer to pay the employee's share of health insurance (e.g., family coverage) ~~prior to the beginning of the FMLA leave.~~

The employee will not lose any other employment benefit accrued prior to the date on which leave began but is not entitled to accrue seniority or employment benefits during the **unpaid** leave period. Employment benefits could include group life insurance, sick leave, annual leave, educational benefits and pensions.

Notice

When the FMLA leave is foreseeable, the employee must notify the Superintendent of his/her request for leave at least 30 days prior to the date when the leave is to begin. If the leave is not foreseeable, the employee must give notice as early as is practical. When the employee requests **pre-scheduled** medical leave, the employee must make reasonable attempts to schedule treatment so as not to disrupt the District's operations. The Board may deny the leave if the employee does not meet the notice requirements.

Certification

The Board may require the employee to provide certification from a health care provider containing specific information required under the law if he/she requests a medical leave. If there is a question concerning the validity of such certification, a second and, if necessary, a third opinion can be required, both at the expense of the District. Upon the employee's return to work, the Board requires that the employee present a fitness statement from the employee's health care provider certifying that the employee is able to return to work.

Restoration

When the employee returns from the leave, the Board restores the employee to the same or an equivalent position with equivalent benefits, pay, terms and conditions of employment in accordance with Board policy.

Under certain circumstances, the Board may deny restoration to a key employee. The Board complies with the notice requirements of the FMLA in denying restoration. A key employee is one who is among the highest paid 10% of the employees and whose absence would cause the District to experience a substantial and grievous economic injury.

Instructional Employees

Special leave rules apply to instructional employees. Instructional employees are those whose principal function is to teach and instruct students in a small group or individual setting. This term includes teachers, athletic coaches, driving instructors and special education assistants such as signers for the hearing impaired. It does not include teacher assistants or aides who do not have as their principal job actual teaching or instructing, nor does it include auxiliary personnel such as counselors, psychologists or curriculum specialists. It also does not include cafeteria workers, maintenance workers or bus drivers.

Limitations apply to instructional employees who take intermittent or reduced leave. If the leave requested is:

1. to care for a family member, **to care for a covered service member**, or for the employee's own serious health condition;
2. foreseeable based on planned medical treatment and
3. the employee would be on leave for more than 20% of the total number of working days over the period the leave would extend.

The Board then may require the employee to choose either to:

1. take leave for a period or periods of a particular duration not greater than the planned treatment or
2. transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits, and which better accommodates recurring periods of leave than does the employee's regular position.

The following limitations also apply to instructional employees who take leave near the end of a semester **for purposes other than the employee's own serious health condition.** ~~When an instructional employee begins leave more than five weeks before the end of a semester the Board may require the employee to continue taking leave until the end of the semester if:~~

1. When an instructional employee begins leave more than five weeks before the end of a semester, the Board may require the employee to continue taking leave until the end of the semester if the leave will last at least three weeks and the **employee would return to work during the three-week period before the end of the semester**
2. ~~the employee would return to work during the three-week period before the end of the semester.~~

When an instructional employee begins leave less than five weeks before the end of the semester, the Board may require the employee to continue taking leave until the end of the semester if the leave will last more than two weeks and the employee would return to work during the two-week period before the end of the semester.

3. When an instructional employee begins leave less than three weeks before the end of a semester and the leave lasts more than five working days, the Board may require the employee to continue taking leave until the end of the semester.

~~When an instructional employee begins leave for a purpose other than the employee's own serious health condition during the five week period before the end of the semester, the Board may require the employee to continue taking leave until the end of the semester if:~~

~~1. the leave will last more than two weeks and~~

~~2. the employee would return to work during the two week period before the end of the semester.~~

~~When an instructional employee begins leave for a purpose other than the employee's own serious health condition during the three week period before the end of a semester and the leave lasts more than five working days, the Board may require the employee to continue taking leave until the end of the semester.~~

In all cases, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. Any additional leave required by the Board is not counted as FMLA leave. However, the Board is required to maintain the employee's group health insurance and restore the employee to the same or equivalent job upon the conclusion of the leave.

Failure to Return

The Board is entitled to recover health care premiums paid during the leave if the employee fails to return from leave. Recovery cannot occur if the employee fails to return because of the continuation, recurrence or onset of a serious health condition or due to circumstances beyond the control of the employee.

Adoption Date: May 23, 2002

Revision Date: April 27, 2009

File: GCPD
SUSPENSION AND TERMINATION OF PROFESSIONAL STAFF MEMBERS

Suspension

The Board may suspend a ~~teacher~~ **professional staff member** pending final action to terminate his/her contract if, in its judgment, the character of the charges warrants such action.

Termination

The contract of a ~~teacher~~ **professional staff member** may be terminated for ~~gross inefficiency or immorality; for willful and persistent violations of reasonable regulations of the Board; or for other~~ good and just cause. Before terminating any contract, the Board ~~furnishes~~ **will furnish** the **professional staff member** ~~teacher~~ with a written notice signed by the CFO/ Treasurer of its intention to consider termination of his/her contract **and** specification of the grounds for such consideration. ~~and of his/her right to request a hearing by the Board or an independent referee.~~ **The Board informs the professional staff member of his/her right to request a hearing by the Board or by an independent referee.** At such a hearing, both parties may be represented by counsel and present and cross-examine witnesses. A stenographic record of the proceedings ~~will be~~ **is** made. After the hearing, the Board ~~will~~ **make** ~~make~~ **makes** its determination by majority vote. Any order of termination of a contract will state the grounds for termination.

If the suspension or termination is based in whole or in part on the results of a consumer report (as that term is used in the Fair Credit Reporting Act), the Board furnishes the professional staff member with pre-adverse action and adverse action notices required by the Fair Credit Reporting Act.

Teachers may only be suspended or terminated under the terms of the collective bargaining agreement and/or State law.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: Fair Credit Reporting Act: 15 USC 1681 et seq.
ORC 124.36
3319.02; 3319.11; 3319.16; 3319.161; 3319.17

Cross Refs.: GBQ, Criminal Records Check

Contract Ref.: Teachers' Negotiated Agreement

File: GDC/GDCA/GDD
SUPPORT STAFF RECRUITING/POSTING OF VACANCIES/HIRING

The recruitment and selection of suitable candidates for positions is the responsibility of the Superintendent, who confers with principals and other supervisors before making a selection. An employee may apply for any vacancy for which he/she is qualified.

All appointments to the support staff are made by the Superintendent subject to confirmation by the Board. In making these appointments, the Superintendent carefully observes all pertinent laws **and negotiated agreements**, as well as any regulations which may be approved from time to time by the Board.

The Board fixes conditions of employment as well as wages, hours and other benefits for support staff members upon the recommendation of the Superintendent or as determined by the negotiated agreement.

A goal of the Board is to seek the most highly qualified candidates for job vacancies. To ensure that widespread knowledge of such openings is available to all interested persons, the Board will advertise positions. With the school system, vacancies will be posted according to current negotiated agreements. ~~—concurrently, vacancies will be advertised in the county newspaper having the largest daily circulation and/or professional journals and periodicals as directed by the Board.~~

Rehiring of Retirees

If an employee is retiring and seeks re-employment in the same position, **then public notice must be given 60 days prior to the date re-employment is to begin.** ~~and is being recommended for the position, the school district must provide notice 60 days prior to the date re-employment is to begin.~~ The notice must state that the person is or will be retired and is seeking re-employment in the District. The notice must include the time, date and location of a public meeting, which must take place 15 to 30 days prior to employment.

Adoption Date: May 23, 2002

Revision Date: September 16, 2004

Revision Date:

Legal Refs.: **The Elementary & Secondary Education Act; 20 USC 1221 et seq.**
Fair Credit Reporting Act; 15 USC 1681 et seq.
ORC Chapter 124; 3309.345; 3319.04; 3319.081 et seq.; 3319.39; 3327.10; 4141.29

OAC ~~3301-35-03(A);~~ **3301-35-05; 3301-35-06; 3309-1-61**

Cross Refs.: AC, Nondiscrimination
GBA, Equal Opportunity Employment
ACA, Nondiscrimination on the Basis of Sex
ACB, Nondiscrimination on the Basis of Disability
GBQ, Criminal Record Check
~~GCC, Professional Staff Recruiting~~
GCD, Professional Staff Hiring

Contract Refs.: Support Staff Negotiated Agreement

File: GDPD
SUSPENSION, DEMOTION AND TERMINATION OF SUPPORT STAFF MEMBERS

The employment of support staff members may be terminated for violation of written policies and regulations as set forth by the Board or for incompetency, inefficiency, dishonesty, **drunkenness, illegal drug activity/controlled substance activity**, ~~intoxication~~, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, sexual battery, certain ethics violations, conflict of interest or any other acts of misfeasance, malfeasance or nonfeasance.

The Board may also suspend an employee for a definite period of time or demote, with or without pay, an employee for these same reasons ~~consistent with the negotiated agreement~~.

The action of the Board to terminate the contract of any employee or to suspend or demote him/her is done in compliance with all statutory ~~negotiated~~ and constitutionally mandated procedures, including the opportunity for a hearing prior to the termination, and if a hearing is required, prior to the suspension or demotion.

Adoption Date: May 23, 2002

Legal Refs.: Fair Credit Reporting Act; 15 USC 1681 et seq.
ORC 124.32; 124.33; 124.34; 124.36; 3319.04; 3319.081; 3319.083

Cross Refs.: GBQ, Criminal Record Check

Contract Refs.: Support Staff Negotiated Agreement

File: IGAE
HEALTH EDUCATION

The Board is committed to a sound, comprehensive health education program as an integral part of each student's general education. At a minimum, the health education program meets the requirements established by **State** law and includes ~~practical training in procedures to be used in student wellness, first aid, safety, fire prevention and cardiopulmonary resuscitation .~~ **instruction in nutrition; drugs, alcohol and tobacco; venereal disease; personal safety and assault prevention (grades K-6) and dating violence prevention (grades 7-12)..**

The Board believes that the greatest opportunity for effective health education lies with the public schools because of the opportunity to reach almost all students at an age when positive, lifelong health, ~~and wellness~~ **and safety** habits may be instilled ~~and the availability of qualified personnel to conduct health education programs.~~

The health education program emphasizes a contemporary approach to the presentation of health, ~~and wellness~~ **and safety** information, skills and knowledge necessary for students to understand the functioning and proper care of the human body **and tools for recognizing the characteristics of healthy relationships and the warning signs of dating violence.**

In an effort to promote a relevant approach to the instruction of health education, the Board continues to stress the need for curricular, personnel and financial commitments to ensure a health education program of high quality in the public schools.

Adoption Date: May 23, 2002

Revision Date: August 14, 2006

Revision Date:

Legal Refs.: ORC 3313.60
OAC 3301-35-02

Cross Refs.:	EB, Safety Program	IGAH, Family Life Education
	EBC, Emergency/Safety Plans	IGAI, Sex Education
	EFG, Student Wellness	JFCF, Hazing & Bullying
	IGAF, Physical Education	JHG, Reporting Child Abuse
	IGAG, Drugs, Alcohol & Tobacco Ed.	JHF, Student Safety
	JFC, Student Conduct (Zero Tolerance)	EBBA, First Aid
	GBEA, HIV/AIDS (Also JHCCA)	EBBC, Bloodborne Pathogens

File: IGBA
PROGRAMS FOR STUDENTS WITH DISABILITIES

~~The Board is committed to providing education for all youth of compulsory age who are legal residents of the District.~~ All students with disabilities **(SWD) living** within the District are identified, evaluated and placed in appropriate educational programs. Additionally, all parentally-placed private school children with disabilities who reside in a state other than Ohio and attend a private school within the District are located, indentified and evaluated. Due process requirements, procedural safeguards and confidential treatment of information are adhered to as ~~provided for in Ohio Department of Education Standards~~ **required by State and Federal law.**

The Superintendent is expected to supervise all special education programs and to assign a member of the staff to coordinate efforts. The person designated is responsible for the identification **of students with disabilities, the evaluation of disabilities and evaluation procedures,** ~~diagnosis, and~~ the design of Individualized Education Programs (IEP), ~~and plans for these students for and placement and evaluation procedures.~~ All procedures are in accordance with **State and Federal law.** ~~federal and state requirements.~~

The IEP determined for each identified student is developed in accordance with the student's individual needs. The plan provides for **re-evaluation of the student's needs, progress and effectiveness of the program being offered.** ~~monitoring and tracking student progress and reporting the progress to parents or guardians at least as often as those not under such a plan.~~

Although the District requires all students with disabilities to be tested, each student with a disability is considered individually relative to his/her participation in the District's educational and testing programs. Alternative assessments may be required and students must make yearly gains as defined by the adequate yearly progress indicator adopted by the State Board of Education and be at a proficient level by the year 2014. ~~The District requires all students with disabilities participate, to the extent possible as determined by the IEP team, in district and Ohio Department of Education's testing initiatives. This includes but is not limited to diagnostic assessments, achievement tests, tests of proficiency and alternate assessments (if deemed appropriate by the IEP team).~~

The Board, by resolution, directs the administration to comply with and follow the Ohio Department of Education, Office of Exceptional Children's model special education policies and procedures. ~~The Board directs the administration to develop a plan to comply with school choice and supplemental service sanctions.~~

Adoption Date: May 23, 2002
Revision Date: September 16, 2004

Revision Date: October 13, 2008
Revision Date:

Legal Refs.: The Elementary and Secondary Education Act; 20 USC 1221 et. seq.
Individuals with Disabilities Education Improvement Act; 20 USC 1400 et.seq.
Rehabilitation Act; 29 USC 706(8), 794, 794a,
504 Regulations 34 C.F.R. Part 104; 504 Regulations 34 C.F.R.300.131
Americans With Disabilities Act **of 2008**; 42 USC 12101 et seq.
State Department of Education, Special Education Policies and Procedures,
Free Appropriate Public Education-101
ORC 3313.50; 3323.01 et seq.; 3325.01 et seq.
OAC **Chapter** 3301-51; 3301-55-01

Cross Refs.: ACB, Nondiscrimination on the Basis of Disability
IGBJ, Title I Programs
IL, Testing Programs
JB, Equal Educational Opportunities
JGF, Discipline of Students with Disabilities
KBA, Public's Right to Know

File: IGBM
CREDIT FLEXIBILITY

NEW POLICY

The Board recognizes that an effective educational program is one that provides opportunities for students to customize aspects of their learning around their respective needs and interests. Credit flexibility is one method to motivate and increase student learning by allowing access to more resources, customization around individual student needs and the use of multiple measures of learning.

Credit flexibility shifts the focus from “seat time” to performance. Students can earn units of high school credit based on an individually approved credit flexibility plan. The intent of credit flexibility is to meet increased expectations for high school graduation in response to globalization, technology and demographics, and to meet the demand for 21st century skills.

In accordance with State law, the District must develop and implement a credit flexibility plan that enables students to earn high school credit by:

1. completing coursework;
2. testing out or showing mastery of course content;
3. pursuing an educational option and/or an individually approved option and/or
4. any combination of the above.

The Superintendent/designee develops the District’s credit flexibility plan consistent with the provisions of the following regulation.

Adoption Date:

Legal Refs.: Carnegie Design Team Report to the State Board of Education, *New Emphasis on Learning: Ohio’s plan for credit flexibility shifts the focus from “seat time” to performance* (March 2009)

ORC 3313.60; 3313.603; 3313.609; 3313.6013; 3313.611; 3313.613; 3313.614;
3313.90; 3321.04; Chapter 3324; Chapter 3365

OAC Chapter 3301-34; 3301-35-06; Chapter 3301-46; Chapter 3301-51; Chapter
3301-61

Cross Refs.: IGAD, Career-Technical Education IGE, Adult Education Programs
IGBH, Alternative School Programs IKA, Grading Systems
IGCB, Experimental Programs IKE, Promotion and Retention of Students
IGCD, Educational Options (Also LEB) IKEB, Acceleration
IGCF, Home Instruction IKF, Graduation Requirements
IGCH, Postsecondary Enrollment Options (Also LEC)

File: IGBM-R
CREDIT FLEXIBILITY

NEW POLICY

In accordance with State law, the District's plan for credit flexibility must:

1. identify the multiple methods of communication and frequency of each method the District will use to communicate the aspects of the credit flexibility policy and plan to students and parents on an on-going basis;
2. allow for demonstrated proficiency options on an on-going basis;
3. allow for graded options for demonstrated proficiency;
4. allow demonstration of proficiency to count towards course requirements for graduation;
5. determine credit equivalency for a Carnegie unit;
6. prohibit capping or limiting the number of courses or credits earned through credit flexibility;
7. allow for both simultaneous credit and/or partial credit to be earned;
8. not prohibit access to online education, postsecondary options or services from another district, as approved by the Board;
9. allow, if so desired, for the acceptance of credit from other districts and educational providers;
10. establish provisions for instances when students do not or cannot complete requirements and
11. establish a review process and submit data to the Ohio Department of Education about the methods and frequency of communication with students and parents.

In addition, the Superintendent/designee collects performance data including, but not limited to, the number of participating students, total credits earned and extent to which student participation reflects diversity of the student body.

The Ohio Department of Education recommends that the Superintendent maintain a "library" of courses that were previously accepted to assist students, parents and teachers with understanding available options (or those unique to local contexts and regional economic development interests).

Adoption Date:

File: IGCI
COMMUNITY SERVICE LEARNING

The District is committed to preparing its ~~high school~~ students for active participation in community affairs in keeping with the tradition of volunteerism **and civic responsibility**. The implementation of a community service ~~education learning~~ program provides students with ~~the opportunity~~ **opportunities** to receive training and support to assist them in becoming valuable community members.

Community service ~~learning~~ is an unpaid activity that provides service to an individual or group to address a school or community need. The activity must be developmentally appropriate, ~~and~~ meaningful to the student, **and effectively use their skills**.

The District may offer community service education that acquaints students with the history and importance of volunteer service and with a wide range of existing community needs. Community service opportunities that meet the requirements of State law may be considered an elective towards graduation and/or granted special recognition in the student's record or on the student's high school diploma.

Through participation in community service, students have the opportunity to:

1. **develop knowledge and respect for community and citizenship;**
2. **learn that problems can be solved by working together;**
3. **understand the responsibilities involved in citizenship;**
4. **explore career opportunities;**
5. **increase self-esteem and appreciation for others;**
6. **become sensitive to others and appreciate cultural diversity and**
7. **overcome interpersonal barriers.**

Once the program for community service education has been required, students are ready to begin earning credit hours that may be used to meet graduation requirements. A community service advisory committee develops and implements the community service plan. Upon adoption by the Board, a copy of the plan is sent to the Ohio Department of Education. The community service plan is reviewed periodically by the advisory committee and, if necessary, revised by the Board at least once every five years.

Adoption Date: May 23, 2002

Revision Date:

**Legal Refs.: ORC 3313.60; 3313.605
OAC 3301-35-04**

Cross Refs.: IKF, Graduation Requirements
JGD, Student Suspension
JGE, Student Expulsion

File: IGD
COCURRICULAR AND EXTRACURRICULAR ACTIVITIES

The purpose of education is to develop the whole person of the student. For this reason, an educational program must embody, as an essential element, activities that involve students beyond the classroom and foster the values that come from interaction and united effort. Such activities form a logical extension of the required and general curriculum and the elective or special curriculum.

~~All extracurricular activities will be organized and administered in such a way so as to ensure educational benefits to all participating students. Student participation in the programs will be on a voluntary basis. A record of each student's extracurricular activities will be part of his/her permanent record.~~

~~Extracurricular activities can be grouped under the categories of interscholastic athletics, intramurals, service organizations, academic organizations, honorary organizations and student government. The purpose and objectives, organization and financial plans of all extracurricular activities will be properly documented and on file with the building principal.~~

The Board has established the criteria for cocurricular and extracurricular activities consistent with its philosophy of, and goals for, education. All activity programs must ~~meet these criteria:~~

1. ~~Student activities must~~ have educational value for students.
2. ~~Student activities must~~ be in balance with other curricular offerings in the schools and be supportive of, and never in competition with, the academic program; **and**
3. ~~Student activities must~~ be managed in a professional manner.

The Board may require that students pay reasonable fees to participate in cocurricular and extracurricular activities.

The following guidelines will govern the student activity programs:

1. Student activities are those school-sponsored activities that are voluntarily engaged in by students, have the approval of the school administration, and do not carry credit toward promotion or graduation.
2. Each school, under the direction of the principal and professional staff, ~~will have~~ **has** a student activity program designed to stimulate student growth and development by supplementing and enriching the curricular activities. All receipts and expenditures will be accounted for through the activity account.
3. Each activity should be designed to contribute directly to the educational, civic, social and ethical development of the students involved.
4. The student activity program ~~will~~ receives the same attention in terms of philosophy, objectives, social setting, organization and evaluation that is given the regular school curriculum.
5. Each school ~~will~~ develops written guidelines and procedures regulating the creation, organization, administration and dissolution of student activity programs. The Superintendent ~~will~~ reports annually to the Board the general purposes, plans and financial status of the cocurricular and extracurricular programs of the District.
6. The expenses involved in participating in any school activity and in the total program for a school year should be set so that a majority of the students may participate without financial strain. Special consideration may be given **in cases** where the expense of participating creates exclusion.
7. Activities must be open to all students regardless of race, color, national origin, **ancestry** citizenship status, religion, sex, sexual orientation, economic status, age, disability or military status.

8. Activities must not place undue burdens upon students, teachers, or schools.
9. **Activities should not interfere with regularly scheduled classes. This limitation often requires conducting such activities beyond the regular school day, if possible. Activities should be held on non-school time or at an appropriately designed school time. Unless specifically authorized by the Board, school-sponsored activities will not be held on Sunday.**
10. Activities at any level should be unique, not duplications of others already in operation.
11. **Students participating in cocurricular and extracurricular activities are expected to demonstrate responsible behavior and good conduct. The Board encourages the development and promotion of sportsmanship in all phases of the educational process, including athletics and all other cocurricular and extracurricular activities. Students absent from school (not in attendance for at least one-half of the school day) are not permitted to participate in extracurricular activities that day.**
12. **Students suspended and expelled from school are banned from extracurricular activities. Students may also be suspended from extracurricular activities for violations of the Student Code of Conduct or the code of conduct of the particular activity in which they participate. Students absent from school are not permitted to participate in extracurricular activities on that date. Students absent from school (not in attendance for at least one-half of the school day) are not permitted to participate in extracurricular activities that day.**
- ~~12.~~ 13. Annually, the Board directs the Superintendent/designee to identify supplemental contract positions that supervise, direct or coach a student activity program which involves athletic, routine/regular physical activity or health and safety considerations. Upon the identification of the position, the individual must complete the requirements established by the Ohio Department of Education, ~~Ohio~~ State law and the Ohio Administrative Code.
- ~~13.~~ 14. Students may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at an interscholastic competition, extracurricular event or other school-sponsored activity.
- ~~14.~~ 15. Students may be removed from extracurricular activities when ~~their~~ the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption in such setting. If a student is removed from extracurricular activities, such removal may include all extracurricular activities **in which the student is involved.**
16. **Resident students attending STEM schools are permitted to participate in the District's extracurricular activities, including interscholastic athletics.**

Removal/Suspension from Extracurricular Activities/Interscholastic Athletics

1. Students suspended or expelled from school are prohibited from participating in or attending extracurricular activities or interscholastic sports during the period of their expulsion or suspension.
2. The building principal may suspend or remove students from any particular or all extracurricular activities or interscholastic athletics for violations of the Code of Student Conduct (Policy JG) for a period up to one school year.

Adopted: May 23, 2002 Revised: September 22, 2008
Revised: August 24, 2005 Revised:

Legal References

ORC 3313.537; 3313.58; 3313.59; 3313.664; 3315.062; **3319.16**; Chapter 4112; ~~5903.01(G)~~
OAC 3301-27-01; 3301-35-06

Cross References

AFI, Evaluation of Educational Resources	JED, Student Absences & Excuses
DJ, Purchasing	JGD, Student Suspension
IGDB, Student Publications	JGDA, Emergency Removal of Student
IGDC, Student Social Events	JGE, Student Expulsion
IGDF, Student Fundraising Activities	JL, Student Gifts and Solicitations
IGDG, Student Activities Funds Management	JN, Student Fees, Fines & Charges
IGDJ, Interscholastic Athletics	KGB, Public Conduct on District Property
IGDK, Interscholastic Extracurricular Eligibility	KK, Visitors to the Schools
JECBC, Admission of Students from Nonchartered or Home Schooling	Student Handbooks

File: IGDJC
CREATION OF NEW INTERSCHOLASTIC ATHLETIC TEAMS – CLUB SPORTS
NEW POLICY

The Board of Education believes that it is important to maintain a co-curricular activities program sufficiently varied to meet the wide range of vocational, recreational, social, and cultural needs and interests of the students. The Board supports the creation of new athletic activities in buildings to meet the interests of students and the community.

For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive sport contests, games, events or sport exhibitions involving individual students or teams of students of this District with any schools outside this District.

A. Procedure for Implementation

1. A new sport team in a building must achieve club status for three (3) consecutive years prior to consideration for receiving Board approval as a school-sponsored interscholastic sport.
2. The athletic director and building principal must review the Club Evaluation (see Section C).
3. There must be recommendation by the building principal to the Superintendent and Board of Education (see Section D).
4. Board approval.

B. Approval of Club Status

For purposes of this policy, those teams considered on "club status" must adhere to the following:

1. must be a sport approved by O.H.S.A.A. or a sport being considered by the conference with which Westlake is affiliated;
2. cannot receive any monetary support from the school;
3. the coaches will be volunteers or the number of paid coach(es) and amount of compensation shall be determined only after conferring with the school athletic director, high school principal and superintendent;
4. no uniforms will be provided to students by the school;
5. school facilities (indoor/outdoor) can be used as long as the club does not interfere with an existing school-sponsored interscholastic team. The club sponsor must complete necessary building use forms;
6. any financial obligations shall be processed through a District Activity Account.

Due to their "club status" specifically with respect to two (2) to five (5) above, these teams are not eligible for District-sponsored awards and/or recognition at District-sponsored awards programs.

Requests for club status must be submitted to the principal and contain the following:

1. a statement of purpose and rationale
2. intended outcomes for students
3. number of students participating; numbers of students participating should meet minimal numbers appropriate for a specific athletic team
4. plan of operation: facilities to be used, availability of games, scheduling arrangements, timeline for existence of the club
5. person in charge (responsibilities to be addressed include scheduling of transportation, officials, facility set-up, preparation of schedule and re-scheduling events, student physical exams, event supervision)

The principal will review each request and either reject or approve.

C. Club Evaluation

Annually the person in charge shall submit a report that will cover the following items no later than one (1) month after the conclusion of the season to the appropriate school Athletic Coordinator:

1. number of participants completing entire season
2. budget – defining costs involved/where money was allocated
3. inventory
4. number of contests completed, dates of competitions, and listing of opponents
5. reasons for any cancelled games or competitions
6. any other information requested by the Athletic Director

Failure to submit a report will result in a break of consecutive years and may result in loss of club status.

For approved clubs, an annual review for three (3) consecutive years will be conducted by the appropriate school athletic director. The evaluation will examine:

1. if the sport is approved by O.H.S.A.A. or if the sport is being considered by the conference with which Westlake is affiliated;
2. if sufficient interest exists to satisfy numerical requirements to create a new team;
3. Board costs of creation of a new interscholastic team (coach/es salaries, uniforms, equipment, facility costs, officials, etc.);
4. availability of practice and contest facilities;
5. scheduling possibilities:
 - a. middle school – conference
 - b. high school – conference and nonconference
6. availability of qualified coaches, officials, trainers and additional Athletic Coordinators, etc.;

7. availability of transportation;
8. availability of locker room and lockers;
9. feasibility of Board financing for three (3) to five (5) years.

D. Recommendation to Administration/Approval for New Interscholastic Teams

1. Upon collection of such information, the athletic director shall discuss with the principal such findings.
2. The principal shall then make a recommendation to the Superintendent, along with providing a rationale for his/her decision, to approve/disapprove creation of a new interscholastic athletic team.
3. Creation of new programs of interscholastic athletics must receive Board approval.

E. Guidelines for New Interscholastic Athletic Teams

The following guidelines apply to new interscholastic athletic teams/participants/coaches:

1. Adherence to District/Building/Conference athletic policies.
2. Compliance with financial and bookkeeping controls established in conformance with the recommendations of the State Auditor.
3. Student participation must satisfy the academic, attendance, and behavioral guidelines of the school, District, athletic conference, and O.H.S.A.A.
4. Completion of any reports required by the District, principal, conference, O.H.S.A.A. or building athletic policies and guidelines.

F. Eligibility Status for Approved Club Teams Not Granted Interscholastic Status After Implementation Period

After three (3) years approved clubs which are not granted status as an interscholastic team but have followed the guidelines set forth in letter C of this policy will be eligible for the following:

1. Participation in all school-sponsored seasonal sports recognition programs.
2. Club athletic letters based on criteria specific to each individual sport.
3. School-sponsored transportation to and from athletic contests.

**IMPLEMENTATION OF THIS POLICY SHALL BE IN FULL COMPLIANCE
WITH ALL REQUIREMENTS OF TITLE IX.**

Adoption Date:

File: IKF
GRADUATION REQUIREMENTS

The Board desires that its standards for graduation meet **or exceed** the minimum standards of the Ohio Department of Education as well as **State law and, further,** ~~those of the North Central Association of Colleges and Secondary Schools and further~~ that our high schools will compare ~~favorable~~ **favorably** with **other** high schools in the state **that are** recognized for ~~their~~ excellence.

Graduation Requirements

	<u>Class of 2002</u>	<u>Class of 2003</u>	<u>Class of 2006</u>
English	4.0 units	4.0 units	4.0 units
Math	2.0 units	3.0 units* *Algebra I required as 1 of 3	3.0 units*
PE and Health	1.5 units	1.5 units	1.5 units
Fine Arts	1.0 unit	1.0 unit	1.0 unit
Science	3.0 units	3.0 units	3.0 units
Social Studies	3.0 units	3.0 units	3.0 units
Career	-.5 unit	-.5 unit	-.5 unit
<u>Delete Problem Solving with Class of 2002</u>			
Technology	-.5 unit	-.5 unit	-.5 unit
Electives	6.5 units	6.5 units	6.5 units
TOTAL	22.0 unit	23.0 units	23.0 units

~~The Board assumes that at the time of graduation each student will have fulfilled all academic and financial obligations. A good school record, scholastically and otherwise, is the best recommendation an applicant can offer, either to a college or for a job. A record of good personal behavior and cooperation will be expected.~~

The State minimum requirements for graduation from high school are as follows.

<u>Minimum</u>	<u>Units</u>	<u>Ohio Core</u>	<u>Units</u>
English Language Arts	4.0	English Language Arts	4.0
Social Studies, including one-half unit of American History and one-half unit of American Government	3.0	Social Studies, including one-half unit of American History and one-half unit of American Government	3.0
Science, including one unit each in Physical Science and Biology	3.0	Science, with inquiry-based lab experience, including one unit each in Physical Science and Life Sciences and one unit in Chemistry, Physics or other physical science, Advanced Biology or other life science, Astronomy, Physical Geology or other earth or space science	3.0
Mathematics	3.0	Math, including one unit of Algebra II or its equivalent	4.0
Health	0.5	Health	0.5
Physical Education	0.5	Physical Education	0.5
Electives *	6.0	Electives **	5.0
Total	20.0	Total	20.0

The minimum requirements for graduation also include:

1. student electives* of at least one unit or two half units, from the areas of business/technology, fine arts and/or foreign language;
2. units earned in English language arts, mathematics, science and social studies shall be delivered through integrated academic and technical instruction and
3. passing all State required examinations.

The Ohio Core requirements for graduation also include:

1. student electives** of any one or combination of the following: foreign language, fine arts (two semesters in any of grades 7-12), business, career-technical education, family and consumer sciences, technology, agricultural education or additional English language arts, math, science or social studies courses not otherwise required under the Ohio Core;
2. units earned in social studies shall be integrated with economics and financial literacy and
3. passing all State required examinations.

Westlake High School Graduation Requirements Through 2011-2014

Total Credits: 23 / MUST be enrolled in 4 Core Classes

<u>Graduation Courses</u>	<u>CLASS OF 2011-2013</u>	<u>CLASS OF 2014 & BEYOND</u>
English	4.0 credits (See Course of Study for junior/senior requirements)	4.0 credits (See Course of Study for junior/senior requirements)
Math	3.0 credits (1 credit Algebra 1)	4.0 credits (1 credit Algebra II)
Social Studies	3.0 credits (1 credit World History, 1 credit American History, 0.5 credit Government, and 0.5 credit Economics)	3.0 credits (1 credit World History, 1 credit American History, 0.5 credit Government, and 0.5 credit Economics)
Science	3.0 credits (1 credit Physical Science, 1 credit Biological Science)	3.0 credits (1 credit physical science, 1 credit life science, 1 credit advanced study)
Foreign Language	N/A	N/A
Health/PE	1.5 credits	1.5 credits
Practical/Fine Arts	1.0 credit	1.0 credit
Computer Ed/Business/Engineering & Technology Education	0.5 credit	0.5 credit
Electives	7.0 credits	6.0 credits
TOTAL:	23.0 Credits	23.0 Credits
10 th Grade OGT *Subject to legislative mandate	*10 th grade OGT	*TBD

Summer School

Summer school credits ~~will be~~ **are** accepted toward graduation ~~providing~~ **provided that** administrative approval has been given prior to registration for the course.

Educational Options

High school credit is awarded to students who successfully complete Board-approved educational options that count toward the graduation requirements and subject area requirements.

~~The District will accept credits earned toward graduation in another school District from only those schools chartered by the State Department of Education.~~

~~Classes of 2000 and Up: Must be enrolled in at least four "core" courses each year.~~

~~Students in all graduating classes until 2006 must pass all section of the 9th grade proficiency test. Students graduating in 2007 and thereafter must pass all sections of the Ohio Graduation Test or pass four of five tests, have achieved an attendance rate during high school of 97%, not been expelled, be within 10 points of passing on the failed test, have a 2.5 GPA in courses of the test not passed, have participated in offered intervention programs, and have letters of recommendation from the principal and teachers.~~

Post Secondary Enrollment Options

Credit is awarded for a courses successfully completed ~~outside of regular school hours by a student~~ at an accredited postsecondary institution. High school credit awarded for a course successfully completed under this section of the Ohio Revised Code counts toward the graduation requirements and subject area requirements of the District. If the District offers a course comparable to the course successfully completed, then comparable credit for the completed equivalent course shall be awarded. If no comparable course is offered, the District shall grant to the student an appropriate number of credits in a similar subject area.

~~The course can be free of charge or paid by the student's parent or guardian.~~

Correspondence Courses

High school courses offered through correspondence courses are accepted for credit toward graduation only when they meet the following criteria.

1. Credits earned in correspondence schools directly affiliated with state universities are evaluated by the school administration for students who wish to qualify for graduation from high school.
2. Credits earned from correspondence schools not directly affiliated with an accredited college or university may not be applied toward graduation.
3. Credits earned from schools that have been established primarily for correspondence study, rather than an institution primarily for residence study, are not accepted toward graduation.

Coursework Completed Prior to Ninth Grade

~~Student work completed prior to the ninth grade is applied towards graduation credit if the course is taught by a licensed teacher and is designated by the Board as meeting the curriculum requirements.~~

Student work successfully completed prior to the ninth grade is applied towards graduation credit if the course is taught by a teacher holding a license valid for teaching high school and is designated by the Board as meeting the high school curriculum requirements.

~~High school courses offered through the United States Armed Forces Institute by cooperating colleges and universities are accepted for credits toward graduation as follows:~~

- ~~1. An official transcript must be received from the school offering the course. Credits granted must comply with State Department of Education regulations and also North Central Association of Colleges and Secondary Schools requirements.~~
- ~~2. No more than eight Carnegie units of credit or equivalent quarter hours may be granted for courses in the armed forces.~~

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: ORC **3301.07(D)(3)**; 3313.60; **3313.6014**; 3313.603; **3313.605**; 3313.61; **3345.06**
OAC ~~3301-35-02~~; 3301-35-04

Cross Refs.: **IGBM, Credit Flexibility**
IGCA, Summer Schools
IGCD, Educational Options (Also LEB)
IGCH, Postsecondary Enrollment Options (Also LEC)
IGCI, Community Service Learning
JN, Student Fees, Fines and Charges

File: IND/INDA
SCHOOL CEREMONIES AND OBSERVANCES/PATRIOTIC EXERCISES

The Board believes that special recognition should be given to national holidays. The building principal should encourage a discreet observance of these holidays that have become a part of the American heritage. These observances may, in some instances, be in the form of a school assembly while in other instances they are a part of the classroom work.

~~Teaching about religious holidays or religion should be aligned with the Board approved curriculum. Teaching should be objective, avoid any doctrinal impact and should avoid any implication that religious doctrines have the support of school authority.~~

~~The school system recognizes that holidays are observed differently by different religious groups. We respect the fact that some individuals' beliefs do not include religious observances.~~

The Board directs the administration to develop specific activities within each building to convey the meaning and significance of Veterans Day. The observance must be at least one hour long, except in buildings that schedule class periods of less than an hour. In those buildings, the observance must be at least one standard class period in length.

Religious Holidays and Observances

The following guidelines govern the observance of, and teaching about, religious holidays in the schools.

1. The public schools must be neutral in matters of religion. The school must show no preference for one religion over another. They must refrain from the promotion of any religion or all religions; consequently, no religious celebrations may be conducted by the public schools.
"Religious celebration" is defined as:
 - a. a formal observance, including worship or religious services of any kind, whether or not conducted by a member of the clergy. Religious observances cannot be justified by the fact that the majority of students or individuals in a given community happen to approve of the practice or by the fact that individual students may absent themselves upon parental request;
 - b. the display of religious objects or symbols, except those that are integral parts of a short-term study in the curriculum, such as art, history, etc., or
 - c. the presentation of religious music, except to the extent that such music is presented for its musical rather than its religious content. Songs or music programs that have significance for a particular religion should not be sung or performed in the school during the period that coincides with the community celebration of the events portrayed in the music. Festive songs that cannot be associated with a religious celebration are permitted.
2. A program or observance related to a religious holiday in theme or timing should be evaluated as to its purpose and effect. If either the purpose or the effect is judged to be religious rather than secular, the activity should not be undertaken.

3. The school should avoid any activity, display or exhibit that promotes or gives its approval to religious matters.

Pledge of Allegiance

The Board believes that appreciation of country is promoted by the ceremonies and observances held in the schools and that the United States flag is a symbol of our democratic heritage, ideals and freedom.

The Board requires the daily recitation of the Pledge of Allegiance at each school at the beginning of the school day. The Board also recognizes that the beliefs of some prohibit participation in the Pledge of Allegiance or other opening exercises; such persons may be excused from these exercises.

The Board prohibits the intimidation of any student by other students or staff aimed at coercing participation in reciting the pledge.

School Prayer

The Board certifies that it does not have, nor will it adopt, any policies that deny or prevent participation in constitutionally protected school prayer. This certification is submitted annually to the Ohio Department of Education by October 1.

Adoption Date: May 23, 2002

Revision Date:

Revision Date: July 3, 2003

Legal Refs.: ORC 5.23; **3313.601**; 3313.602; 3313.63; 3313.80
U.S. Const. Amend. I, Establishment Cl.
The Elementary and Secondary Education Act; 20 USC 1221 et seq.

Cross Refs.: ~~IB, Academic Freedom~~
~~KLB, Public Complaints About the Curriculum or Instructional Materials~~

File: JED
STUDENT ABSENCES AND EXCUSES

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school work; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be excused include, but are not limited to:

1. personal illness of the student;
2. illness in the student's family;
3. needed at home to perform necessary work directly and exclusively for parents or legal guardians (applied to students over 14 years of age only)
4. death in the family;
5. quarantine for contagious disease; or
6. religious reasons;
7. **traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to four days); or**

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by ~~Ohio~~ **State** law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

The Board discourages student absences from school for family trips or other planned absences. Absences for these purposes should be kept to a minimum and must comply with Board regulations governing these types of absences. **The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.**

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 10 consecutive days or a total of at least 15 days during a semester or term.

Adoption Date: May 23, 2002
Revision Date: August 24, 2005

Revision Date:

Legal Refs.: ORC **3313.609; 3319.16; 3321.01; 3321.03; 3321.04; 3321.13; 3321.14; 3321.19; 3321.38; 4510.32**
~~4507.061~~
OAC ~~3301-35-02; 3301-35-03~~
~~3301-51-13~~

Cross Refs.: **IGAC, Teaching about Religion** **IKB, Home work**
JEDB, Student Dismissal Precautions **JHCC, Communicable Diseases**
JHC, Student Health Services and Requirements

File: JFC
STUDENT CONDUCT
(Zero Tolerance)

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive, **harassing, intimidating, bullying or any other** inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property ~~school-owned, leased, or operated school vehicles or busses~~ and/or at school-related events is subject to approved student discipline regulations. **Students are also subject to discipline, as outlined in the Student Code of Conduct for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process.** The Superintendent/designee develops regulations that establish strategies ranging from prevention to intervention to address student misbehavior, **and provides continuing instruction in dating violence prevention in health education courses in grades 7 through 12.**

Students and parents receive, at the beginning of each school year or upon ~~entering~~ **enrolling in the District schools** during the year, written **information on the** rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct that are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the Student Code of Conduct and the fact that any violations of the Student Code of Conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the **Student** Code of Conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this ~~division~~ **provision** extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters that might lead to a reduction of the expulsion period include the student’s mental and/or physical characteristics or conditions; the age of the student and its relevance to the punishment; the prior disciplinary history of the student and/or the intent of the perpetrator.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

Circumstances in Which Student Discipline is Appropriate

~~As detailed below, students are subject to school disciplinary action up to and including emergency removal, suspension and expulsion for any and all action(s) that directly affect the good order, efficiency, morale, management and welfare of the school. Students shall be subject to discipline for misconduct occurring in any of the following situations:~~

- ~~1. while in school, on school grounds, or in sight of school premises during, immediately before or immediately after school hours (including schools where the student is not in attendance);~~
- ~~2. while on school-owned, leased or operated buses or vehicles;~~

- ~~3. while waiting at school bus stops, walking to and from school bus stops or walking to and from school;~~
- ~~4. while engaged in or attending school related activities whether on or off school grounds;~~
- ~~5. while on school grounds, at any time when school premises are being used by the school or by school related groups;~~
- ~~6. while engaging in any conduct which directly affects the good order, morale, management and welfare of the school and~~
- ~~7. any conduct directed at a District official or employee or the property of such official regardless of where it occurs.~~

Serious Criminal Offenses

The Superintendent is authorized to expel a student from school for a period not to exceed one year for committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or serious physical harm to property while the student is at school, on any other property owned or controlled by the Board, or at an interscholastic competition, an extracurricular event, or any other school program or activity. Any expulsion under this division shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Serious physical harm to persons means any of the following:

- ~~1. any physical harm that carries a substantial risk of death;~~
- ~~2. any physical harm that involves some permanent incapacity, whether partial or total, or that involves some temporary, substantial incapacity;~~
- ~~3. any physical harm that involves some permanent disfigurement or that involves some temporary, serious disfigurement or~~
- ~~4. any physical harm that involves acute pain of such duration as to result in substantial suffering or that involves any degree of prolonged or intractable pain.~~

Adoption Date: May 23, 2002

Revision Date: May 22, 2006

Revision Date:

Legal Refs.: **Gun-Free Schools Act; 20 USC 8921**
The Elementary and Secondary Education Act; 20 USC 1221 et seq.
Children's Internet Protection Act; (P.L. 106-554, HR 4577, 2000, 114 Stat 2763)
ORC 3313.20; 3313.534; 3313.66; 3313.661; 3313.662
OAC 3301-35-03

Cross Refs.: ~~ABC, Student Involvement in Decision Making (Also JFB)~~
JFCJ, Dangerous Weapons in the Schools **ECAB, Vandalism**
EDE, Computer/Online Services EBC, Emergency/Safety Plans
JFCK, Use of Electronic Communication Equipment by Students
AC, Nondiscrimination JFCA, Student Dress Code
JFCEA, Gangs JG, all subcodes
JFCF, Hazing and Bullying **JGA, Corporal Punishment**
JGDA, Emergency Removal of Student **JGD, Student Suspension**
JGE, Student Expulsion Student Handbooks

File: JFCF
HAZING AND BULLYING

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

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, **harassment and intimidation** is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. **The intentional act also includes violence within a dating relationship.** The behavior causes both mental and/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. **This behavior is prohibited on school property or at a school-sponsored activity.**

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

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

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, teacher, or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

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

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

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

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, 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 State and Federal law.

No one is permitted to 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.

~~The Board directs the Superintendent/designee to develop procedures to comply with this policy.~~

Adoption Date:	May 23, 2002	Revision Date:	September 22, 2008
Revision Date:	August 24, 2005	Revision Date:	April 27, 2009
Revision Date:	March 19, 2007	Revision Date:	
Legal Refs.:	ORC 117.53; 2307.44; 2903.31; 3301.22; 3313.666; 3313.667; 3314.03; 3319.073		
Cross Refs.:	AC, Nondiscrimination	JFC, Student Conduct (Zero Tolerance)	
	EDE, Computer/Online Services	JFCEA, Gangs	
	IGAE, Health Education	JHG, Reporting Child Abuse	
	IIBH, District Website Publishing	Student Handbook	
	JFCK, Use of Electronic Communications Equipment by Students		

File: JFCF-R
HAZING AND BULLYING
(Harassment, Intimidation and Dating Violence)

NEW POLICY

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

School Personnel Responsibilities and Complaint Procedures

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
 - A. posting slurs on web sites, social networking sites, blogs or personal online journals;
 - B. sending abusive or threatening e-mails, web site postings or comments and instant messages;
 - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
 - D. using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

Teachers and Other School Staff

Teachers and other school staff who witness acts of hazing, bullying and/or dating violence as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

Complaints

1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

3. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.

Intervention Strategies

1. Teachers and Other School Staff

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying and/or dating violence in other interactions with students.

School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

2. Administrator Responsibilities

A. Investigation

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of hazing, bullying and/or dating violence were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

B. Non-disciplinary Interventions

When verified acts of hazing, bullying and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

C. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required timelines.

Report to the Parent or Guardian of the Perpetrator

If, after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal/designee notifies the parent or guardian of the perpetrator, in writing, of that finding. If disciplinary consequences are imposed against such student, a description of such discipline is included in such notification.

Strategies are developed and implemented to protect students from additional harassment, intimidation or bullying, and from retaliation following reporting of incidents.

Reports to the Victim and His/Her Parent or Guardian

If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

School administrators shall notify both the parents of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

Police and Child Protective Services

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.

The District must also investigate incidents of hazing, bullying and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating. All District personnel must cooperate with investigations by outside agencies.

Adoption Date:

File: JGA
CORPORAL PUNISHMENT

~~No person employed by or representative acting on behalf of the Board of the District may inflict or cause to be inflicted corporal punishment as a means of discipline upon a student.~~

~~School employees/school representatives may use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the student or for the protection of persons or property. The use of restraint as defined herein shall not be considered corporal punishment. School employees/school representatives must be comfortable in using whatever reasonable measures are appropriate to maintain the health, safety and welfare of their students.~~

~~This policy applies to all representatives of the Board including but not limited to volunteers, student teachers and chaperones.~~

Corporal punishment is prohibited and shall not be used as a form of discipline in the District. The Board expects the administration, faculty and staff to use other forms of discipline, counseling and referral, including communication and meetings with the parents to promote appropriate, positive behavior.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events are dealt with according to approved student discipline regulations.

Teachers, principals, administrators and support staff are authorized by law to use, within the scope of their employment, "such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense or for the protection of persons or property."

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: ORC 2903.11; 3313.20; 3319.41

Cross Refs.: ECAB, Vandalism
IGAG, Teaching About Drugs, Alcohol, Tobacco
JFC & JFC-R, Student Conduct
JG, Student Discipline
Student Handbook

File: JHG
REPORTING CHILD ABUSE

All employees of the District who know or **have reasonable cause to** suspect that a child under 18 years of age or a disabled child under 21 years of age has suffered, or is suffering **or faces a threat of suffering** any type of abuse or neglect are required to immediately report such information to the Public Children Services Agency or the local law enforcement agency.

To ensure prompt reports, procedures for reporting are made known to the school staff. A person who participates in making such reports is immune from any civil or criminal liability, provided the report is made in good faith.

The Board ~~hereby~~ directs the Superintendent/designee to develop a program of in-service training in child abuse prevention for all ~~elementary school~~ nurses, teachers, counselors, school psychologists and administrators. This program is developed in consultation with public or private agencies or persons involved in child abuse prevention or intervention programs.

Each person employed by the Board to work as ~~an elementary school~~ a nurse, teacher, counselor, school psychologist or administrator shall complete at least four hours of in-service training in **the prevention of** child abuse ~~prevention~~, violence and substance abuse, **school safety** and the promotion of positive youth development within two years of commencing employment with the district, and every five years thereafter.

In addition, middle and high school employees who work as teachers, counselors, nurses, school psychologists and administrators must receive training in dating violence prevention. The curriculum for training in dating violence prevention is developed by the Superintendent/designee and training must occur within two years of commencing employment and every five years thereafter.

Conversely, public children's services agencies must notify the Superintendent of any allegations of child abuse and neglect reported to them involving the District, as well as the disposition of the investigation.

Adoption date:	May 23, 2002	Revision Date:	September 22, 2008
Revision Date:	September 16, 2004	Revision Date:	

Legal Refs.: ORC 2151.011; 2151.421; 3313.662; **3313.666**; 3319.073

Cross Refs.:	EB, Safety Program	EBC, Emergency/Safety Plans
	IGAE, Health Education	JHF, Student Safety
	JFCF, Hazing and Bullying (Harassment, intimidation and Dating Violence)	

File: JN
STUDENT FEES, FINES AND CHARGES

Materials Fees

Students enrolled in District schools are furnished basic textbooks without cost. However, a fee for consumable materials and supplies used in the instructional program is established at the beginning of each school year and may vary as the cost of materials and supplies fluctuates. Such fees are to be deposited in the rotary operating funds of the Board to defray the cost of the materials and supplies.

The Board directs the Superintendent/designee to prepare a schedule of fees for materials to be used in courses of instruction and a schedule of charges that may be imposed for damage to school property.

~~If the District receives Disadvantaged Pupil Impact Aid funds, it cannot charge a student recipient of Aid to Dependent Children or Disability Assistance~~ **The district does not charge students eligible for free lunch under the National School Lunch Act or Child Nutrition Act** a fee for any materials needed to participate fully in a course of instruction. **This exception only applies to recipients of free lunch, not students who receive reduced-price lunch.** This provision does not apply to extra-curricular activities and student enrichment programs that are not a course of instruction.

Fines

When school property, equipment or supplies are damaged, lost or taken by individuals, a fine is assessed. The fine is reasonable, seeking only to compensate the school for the expense or loss incurred. **Free lunch eligibility does not exempt a student from paying fines for damage to school property.**

The late return of borrowed books or materials from the school libraries is subject to appropriate fines.

All fines collected are sent to the CFO/Treasurer for deposit in the General Fund of the Board.

Please note the school district will assess a \$30 fee for any check returned because of non-sufficient funds, stop payment, or account closure. This fee will be in addition to the amount of the returned check.

Subsequent payments to settle delinquent accounts will only be accepted in the form of cash, money order, or bank certified funds. The school district will not accept further personal checks until the above debt has been satisfied.

Collection of Student Fees and Fines

The administration may establish regulations for the collection of student fees and fines.

~~No diploma shall be delivered to a graduating senior nor shall any transcripts be~~ **Grades and credits are not** made available to any student, graduate or to any requesting same on his/her behalf until all fees and fines have been paid in full. Participation in extracurricular field trips will not be permitted unless payment has been received. Students will be prohibited from participating in commencement exercises unless payment has been received.

~~The criteria utilized for the determination of financial need will be eligibility for free or reduced lunch through the District's food service program. A waiver of confidentiality free/reduced lunch program form must be completed before a student's fee will be waived or reduced.~~

Collection Process

1. The principal will advise parents of fees due at the beginning of the school year.
2. The principal and Treasurer will establish a collection process for unpaid fees and fines. **The first week of October, the Principal may send a letter from the Treasurer and an invoice to parents of students with outstanding fees and fines.**
3. A payment schedule may be arranged at the building level with full payment to be received by June 15.

Adoption Date: May 23, 2002

Revision Date: September 16, 2004

Revision Date:

Legal Refs.: ORC 3313.642; 3329.06

National School Lunch Act of 1946, 42 USC 1751

Child Nutrition Act of 1966, 42 USC 1771

Cross Refs.: IGCB, Experimental Programs

IGCD, Educational Options (Also LEB)

Tim Sullivan Comparison of Annual Operating Expenses for Budget Discussion at 3-5-10 BOE Meeting

2007-2008 School Year	<u>Cost per Student</u>	<u>Number of Students In Westlake</u>	<u>Annual Expense if Westlake Cost per Student was the Same</u>	<u>Annual Savings if Westlake Cost per Student was the Same</u>
Westlake	\$ 11,919	4040	\$ 48,152,760	\$ -
Rocky River	\$ 11,196		\$ 45,231,840	\$ 2,920,920
Similar Districts per ODE	\$ 10,710		\$ 43,267,350	\$ 4,885,410
Bay Village	\$ 10,645		\$ 43,005,800	\$ 5,146,960
Average (WL, Bay, RR, Av, Av Lk)	\$ 10,356		\$ 41,838,240	\$ 6,314,520
Avon Lake	\$ 10,047		\$ 40,589,880	\$ 7,562,880
Avon	\$ 7,974		\$ 32,214,960	\$ 15,937,800
Lowest in All Expenditure Types	\$ 6,747		\$ 27,257,880	\$ 20,894,880

Disclaimer

Please note the Board will be discussing this issue at their August 28, 2010 retreat. In order to make valid comparisons, it is important the reader understand the cost per pupil figures contained above do not necessarily take into consideration the following factors:

- Total student enrollment
- Percentage of ESL students
- Percentage of special needs students
- Differences in transportation due to logistics or number of public and non-public students served
- The number of students mandated to be placed out of the district
- The educational ranking of the district and yearly progress statistics
- The inclusion/exclusion of educational essentials such as music, art, drama, gym, sports and extra-curriculars that are included in the curriculum

April 26, 2010
10-318

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