

**WESTLAKE CITY SCHOOLS
BOARD OF EDUCATION MINUTES**

**Monday, June 25, 2007 – 5:30 p.m. – Regular Meeting
Administration Building – Board Room
27200 Hilliard Blvd.**

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

Roll Call:

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

Pledge of Allegiance: Vice President Mays led the assembly in the Pledge of Allegiance.

Acknowledgment of Visitors: Vice President Mays thanked all in attendance.

Approval of Agenda

Motion by Ms. Rocco
Seconded by Mr. O'Malley

Roll Call Vote:

Mr. Mays	<u>AYE</u>
Mr. O'Malley	<u>AYE</u>
Ms. Rocco	<u>AYE</u>

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

A. Approval of Minutes

1. Special Meeting of May 1, 2007

Motion by Ms. Rocco
Seconded by Mr. O'Malley

Roll Call Vote:

Mr. Mays	<u>AYE</u>
Mr. O'Malley	<u>AYE</u>
Ms. Rocco	<u>AYE</u>

2. Special Meeting of May 7, 2007

Motion by Ms. Rocco
Seconded by Mr. O'Malley

Roll Call Vote:

Mr. Mays	<u>AYE</u>
Mr. O'Malley	<u>AYE</u>
Ms. Rocco	<u>AYE</u>

3. Special Meeting of May 11, 2007

Motion by _____ Ms. Rocco

Seconded by _____ Mr. O'Malley

Roll Call Vote:

Mr. Mays _____ AYE

Mr. O'Malley _____ AYE

Ms. Rocco _____ AYE

4. Work Session of May 14, 2007

Motion by _____ Ms. Rocco

Seconded by _____ Mr. Mays

Roll Call Vote:

Mr. Mays _____ AYE

Mr. O'Malley _____ ABSTAIN

Ms. Rocco _____ AYE

****Motion does not pass for lack of required votes****

5. Special Meeting of May 21, 2007 (A.M)

Motion by _____ Ms. Rocco

Seconded by _____ Mr. O'Malley

Roll Call Vote:

Mr. Mays _____ AYE

Mr. O'Malley _____ AYE

Ms. Rocco _____ AYE

6. Regular Meeting of May 21, 2007

Motion by _____ Ms. Rocco

Seconded by _____ Mr. O'Malley

Roll Call Vote:

Mr. Mays _____ AYE

Mr. O'Malley _____ AYE

Ms. Rocco _____ AYE

7. Special Meeting of May 25, 2007

Motion by _____ Ms. Rocco

Seconded by _____ Mr. O'Malley

Roll Call Vote:

Mr. Mays _____ AYE

Mr. O'Malley _____ AYE

Ms. Rocco _____ AYE

B. Special Reports and Recognitions

1. Resolution to Recognize Westlake City Schools Retirees

Exhibit B-1

C. Superintendent's Report – None.

D. Treasurer's Report/Recommendations

1. Action Items

- a. Resolution to Accept Funds Exhibit D-1-a
 - b. Resolution to Establish Appropriations Exhibit D-1-b
 - c. Resolution to Adjust FY07 Appropriations Exhibit D-1-c
 - d. Resolution to Authorize Treasurer to Return Advance Exhibit D-1-d
 - e. Resolution to Approve Participation in 2008 Ohio School Boards Association Workers' Compensation Group Rating Program Exhibit D-1-e
 - f. Resolution Authorizing the Establishment of a Trust and a Health Reimbursement Arrangement (HRA) Plan Exhibit D-1-f
- E. CAC Reports – Diversity and Grade Level Configuration
- Diversity: Judy Friedman, Carol Winter, and Gina Wittenberg provided a report on the status of diversity in the Westlake City Schools. The report provided some background, findings and recommendations on diversity in the schools.
 - Grade Level Configuration: Christie Wiedt, John Doucette, and Marcia Columbro provided a report to the Board on school district restructuring and full-day kindergarten. The report provided research, a status of existing services and some recommendations.
- 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 Reclassification of Certificated Staff Members Exhibit F-1-b-1
 - 2. Resolution to Approve Resignation, Employment, Employment Change & FMLA for Certificated Staff Members Exhibit F-1-b-2
 - 3. Resolution to Approve Certificated Home Instruction Exhibit F-1-b-3
 - 4. Resolution to Approve Employment of Staff for Kindergarten Readiness Program and Summer Reading Program Exhibit F-1-b-4
 - 5. Resolution to Approve Summer School 2007 Resignation and Employment for Teaching Staff Exhibit F-1-b-5
 - 6. Resolution to Approve Employment of Adult Basic Literacy Education Personnel Exhibit F-1-b-6
 - 7. Resolution to Approve Resignation, Employment, Employment Change, FMLA and Substitutes for Classified Staff Members Exhibit F-1-b-7
 - 8. Resolution to Approve Summer Employment of Bus Drivers Exhibit F-1-b-8
 - 9. Resolution to Approve Employment of Certificated Extended School Year Tutors for 2007 Exhibit F-1-b-9
 - 10. Resolution to Approve Employment of Camp Link Personnel Exhibit F-1-b-10
 - 11. Resolution to Approve Supplemental Contracts Exhibit F-1-b-11
 - 12. Resolution to Approve Resignation and Employment of Exempt Staff Members Exhibit F-1-b-12
 - c. Resolution to Approve Project Link 2007-08 Parent/Student Handbook Exhibit F-1-c
 - d. Resolution to Approve Agreement for Participation in State Supported Instructional Television Service Exhibit F-1-d
 - e. Resolution to Approve Service Agreements for Admission of Tuition Pupils and Health Aide Services Exhibit F-1-e
 - f. Resolution to Approve Project Link & KidzArt Collaboration Exhibit F-1-f
 - g. Resolution to Approve Sunday Building Use Exhibit F-1-g
 - h. Resolution to Approve Transportation for Summer Field Trips Exhibit F-1-h

- i. Resolution to Approve Westlake City Schools AP Environmental Science Course of Study Exhibit F-1-i
- j. Resolution to Approve Westlake City Schools Conceptual Physics Course of Study Exhibit F-1-j
- k. Resolution to Approve Conceptual Physics and AP Environmental Science Materials Exhibit F-1-k
- l. Resolution to Approve Adoption of Word Study Program Exhibit F-1-l
- m. Resolution to Approve Adoption of K-12 Pyramid of Interventions Exhibit F-1-m
- n. Resolution to Approve District Insurance Policy Exhibit F-1-n

2. Discussion Items

- a. First Reading of Policy IGBE – Remedial Instruction
- b. First Reading of Policy JO-R – Student Records

G. Director of Business Affairs Report

Dave Puffer reported on the following District projects:

- Summer cleaning has begun.
- The annual bus inspection is coming up in July.
- The Science Lab project at the High School is underway.
- Informed the Board of a potential change order for the Holly Lane Roofing project due to issues with the existing roof decking configuration.

H. Director of Curriculum & Instruction Report – None.

I. Board Items

- 1. Resolution to Accept Resignation of Board Member Exhibit I-1

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

J. Adjournment

Vice President Mays adjourned the meeting at 7:09 p.m.

Vice President

Treasurer

*The public may address the Board during the periods of the meeting designated for public participation. Each person addressing the Board shall give his/her name and address. If several people wish to speak, each person is allotted three minutes until the total time allotted is used. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so. The period of public participation may be extended by a vote of the majority of the Board present and voting.

EXHIBIT B-1
RES. #07-182

RESOLUTION TO RECOGNIZE WESTLAKE CITY SCHOOLS RETIREES

RESOLVED THAT

the Westlake Board of Education recognizes and congratulates the following Westlake City Schools retirees:

Administrative Staff

James Costanza

Certified Staff

Nicolette Carlson
Diane Richards
Lorene Mihalko
Jerry Miller
Gary Simpson
Marjorie Wahl
Susan Wilson

Classified Staff

Mary Carbone
Delores Chesar
Greta Hoyer
Joan Kotulak
Evelyn Kutchko
Sherry Lekan
Cheryl Masciere
Richard Ormsby
Norma Todd

Motion by Mr. O'Malley

Seconded by Ms. Rocco

Roll Call Vote:

Mr. Mays AYE

Mr. O'Malley AYE

Ms. Rocco AYE

RESOLUTION TO ACCEPT ADDITIONAL FUNDS

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

<u>Additional State Funds</u>	<u>Amount</u>	<u>Fund</u>	<u>Special Cost Center</u>
Education Management Information System FY07	\$1,827.24	432	9447

<u>Additional Federal Funds</u>	<u>Amount</u>	<u>Fund</u>	<u>Special Cost Center</u>
Adult Basic & Literacy Education-Instructional FY07	\$6,000.00	501	9307
Early Childhood Special Education, IDEA FY07	\$ 500.00	587	9007

Motion by _____ Ms. Rocco

Seconded by _____ Mr. O'Malley

Roll Call Vote:

Mr. Mays AYE

Mr. O'Malley AYE

Ms. Rocco AYE

EXHIBIT D-1-b
RES. #07-184

RESOLUTION TO ESTABLISH APPROPRIATIONS

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

Adult Basic and Literacy Education

Fiscal Year 2007

Account	Amount
501-1400-500-9307	\$6,000.00
Adult /Cont. Ed. Supplies and Materials	

Early Childhood Special Education, IDEA

Fiscal Year 2007

Account	Amount
587-2200-400-9007	\$500.00
Purchased Services	

Motion by _____ Ms. Rocco

Seconded by _____ Mr. O'Malley

Roll Call Vote:

Mr. Mays	<u>AYE</u>
Mr. O'Malley	<u>AYE</u>
Ms. Rocco	<u>AYE</u>

RESOLUTION TO ADJUST FY07 APPROPRIATIONS

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

GENERAL FUND

Account	From	To	Difference
001-1100-100 Instruction-Salaries	\$14,890,125.98	\$14,889,435.34	(\$690.64)
001-1100-200 Instruction-Benefits	\$4,557,853.51	\$4,549,779.73	(\$8,073.78)
001-1100-400 Instruction-Purchased Service	\$77,044.09	\$77,494.09	\$450.00
001-1100-500 Instruction-Supplies	\$459,208.13	\$469,896.26	\$10,688.13
001-1100-600 Instruction-Equipment	\$1,011,707.87	\$296,219.87	(\$715,488.00)
001-1100-700 Instruction-Replacement Equipment	\$37,833.22	\$261,689.04	\$223,855.82
001-1200-400 Special Education-Purchased Services	\$3,795.00	\$3,763.49	(\$31.51)
001-1200-500 Special Education-Supplies	\$11,321.23	\$11,239.31	(\$81.92)
001-1300-500 Vocational-Supplies	\$7,294.28	\$6,783.32	(\$510.96)
001-1900-200 Other Instruction/Prevention-Benefits	\$84,514.97	\$92,525.57	\$8,010.60
001-2100-400 Support Services-Purchased Services	\$603,650.62	\$601,194.56	(\$2,456.06)
001-2100-500 Support Services-Supplies	\$41,340.83	\$41,409.27	\$68.44
001-2200-400 Support Services-Purchase Services	\$121,215.75	\$119,628.11	(\$1,587.64)

EXHIBIT D-1-c
(Continued)

001-2200-500 Support Services-Supplies	\$92,416.89	\$80,990.41	(\$11,426.48)
001-2200-600 Support Services-Equipment	\$3,419.37	\$8,250.73	\$4,831.36
001-2300-100 Board of Education-Salaries	\$17,559.36	\$18,625.00	\$1,065.64
001-2300-200 Board of Education-Benefits	\$1,242.61	\$1,366.83	\$124.22
001-2300-400 Board of Education-Purchased Services	\$9,150.00	\$9,173.27	\$23.27
001-2300-500 Board of Education-Supplies	\$1,800.67	\$2,648.92	\$848.25
001-2400-200 Admin-Benefits	\$733,277.83	\$732,756.34	(\$521.49)
001-2400-400 Admin-Purchased Services	\$272,126.19	\$275,544.00	\$3,417.81
001-2400-500 Admin-Supplies	\$34,068.49	\$34,334.19	\$265.70
001-2400-800 Admin-Misc.	\$47,497.32	\$41,902.28	(\$5,595.04)
001-2500-400 Fiscal-Purchased Services	\$39,229.75	\$39,045.25	(\$184.50)
001-2500-800 Fiscal-Misc.	\$613,118.00	\$618,713.04	\$5,595.04
001-2600-500 Business-Supplies	\$3,455.00	\$3,837.17	\$382.17
001-2700-400 Maintenance-Purchased Services	\$1,619,008.17	\$1,618,233.17	(\$775.00)
001-2700-500 Maintenance-Supplies	\$218,726.25	\$218,566.00	(\$160.25)
001-2700-600 Maintenance-Equipment	\$697.00	\$1,878.82	\$1,181.82

EXHIBIT D-1-c
(Continued)

001-2700-700			
Maintenance-Replacement Equipment	\$12,167.82	\$11,567.82	(\$600.00)
001-2800-400			
Transportation-Purchased Services	\$264,747.18	\$265,522.18	\$775.00
001-5600-700			
Gen. Bldg Imprvmnt-Replacement Equip	<u>\$0.00</u>	<u>\$486,600.00</u>	<u>\$486,600.00</u>
Total	\$25,890,613.38	\$25,890,613.38	\$0.00

FOOD SERVICE

Account	From	To	Difference
006-3100-100-9600			
Food Service-Salaries	<u>\$297,675.94</u>	<u>\$330,666.32</u>	<u>\$32,990.38</u>
Total	\$297,675.94	\$330,666.32	\$32,990.38

FOOD SERVICE CATERING

Account	From	To	Difference
006-3100-100-9601			
Catering-Salaries	\$1,104.17	\$1,204.61	\$100.44
006-3100-200-9601			
Catering-Benefits	\$175.74	\$191.20	\$15.46
006-3100-500-9601			
Catering-Supplies	<u>\$9,372.05</u>	<u>\$9,256.15</u>	<u>(\$115.90)</u>
Total	\$10,651.96	\$10,651.96	\$0.00

FOX/LUSTENBERGER ENDOWMENT

Account	From	To	Difference
008-4600-400-9080			
Fox/Lustenberger-Scholarship	<u>\$500.00</u>	<u>\$1,000.00</u>	<u>\$500.00</u>
Total	\$500.00	\$1,000.00	\$500.00

EXHIBIT D-1-c
(Continued)

PROJECT LINK

Account	From	To	Difference
011-2400-100-9111 Link-Admin Salaries	\$47,507.77	\$45,507.77	(\$2,000.00)
011-3200-200-9111 Link-Benefits	\$53,500.00	\$52,898.84	(\$601.16)
011-3200-400-9111 Link-Purchased Services	\$7,631.32	\$7,767.52	\$136.20
011-3200-500-9111 Link-Supplies	\$49,117.00	\$49,581.96	\$464.96
011-7400-900-9111 Link-Return of Advance	<u>\$8,000.00</u>	<u>\$10,000.00</u>	<u>\$2,000.00</u>
Total	\$165,756.09	\$165,756.09	(\$0.00)

SUPPORT FUND

Account	From	To	Difference
018-4600-500-9773 Music Program Supplies - Holly Lane	\$3,050.98	\$2,910.98	(\$140.00)
018-4600-600-9773 Music Program Equipment - Holly Lane	<u>\$159.00</u>	<u>\$299.00</u>	<u>\$140.00</u>
Total	\$3,209.98	\$3,209.98	\$0.00

ATHLETIC FUND

Account	From	To	Difference
300-4500-500-9500 Athletics Supplies - WHS	\$125,622.95	\$129,462.74	\$3,839.79
300-4500-800-9500 Athletics Misc - WHS	<u>\$26,900.00</u>	<u>\$23,060.21</u>	<u>(\$3,839.79)</u>
Total	\$152,522.95	\$152,522.95	\$0.00

EXHIBIT D-1-c
(Continued)

MONTESSORI CHILDREN'S SCHOOL 2006-2007

Account	From	To	Difference
401-3200-500-9507 Supplies and Materials	<u>\$20,238.74</u>	<u>\$20,565.97</u>	<u>\$327.23</u>
Total	\$20,238.74	\$20,565.97	\$327.23

**WESTLAKE MONTESSORI SCHOOL
2006-2007**

Account	From	To	Difference
401-3200-500-9607 Supplies and Materials	<u>\$7,645.37</u>	<u>\$7,744.30</u>	<u>\$98.93</u>
Total	\$7,645.37	\$7,744.30	\$98.93

ST. PAUL 2006-2007

Account	From	To	Difference
401-3200-500-9707 Supplies and Materials	\$25,432.08	\$26,518.36	\$1,086.28
401-3200-600-9707 Equipment	<u>\$16,366.00</u>	<u>\$17,503.99</u>	<u>\$1,137.99</u>
Total	\$41,798.08	\$44,022.35	\$2,224.27

ST. BERNADETTE 2005-2006

Account	From	To	Difference
401-3200-500-9806 Supplies and Materials	\$64,937.96	\$62,585.77	(\$2,352.19)
401-3200-600-9806 Equipment	<u>\$0.00</u>	<u>\$2,352.19</u>	<u>\$2,352.19</u>
Total	\$64,937.96	\$64,937.96	\$0.00

ST. BERNADETTE 2006-2007

Account	From	To	Difference
401-3200-100-9807 Salaries and Wages	\$27,097.70	\$28,218.81	\$1,121.11
401-3200-200-9807 Benefits	\$17,374.83	\$17,544.24	\$169.41

EXHIBIT D-1-c
(Continued)

401-3200-400-9807			
Purchased Services	\$111,609.41	\$111,351.10	(\$258.31)
401-3200-500-9807			
Supplies and Materials	\$38,340.00	\$35,244.32	(\$3,095.68)
401-3200-600-9807			
Equipment	<u>\$42,055.26</u>	<u>\$47,532.07</u>	<u>\$5,476.81</u>
Total	\$236,477.20	\$239,890.54	\$3,413.34

LE CHAPERON ROUGE 2006-2007

Account	From	To	Difference
401-3200-500-9907			
Supplies and Materials	<u>\$21,348.01</u>	<u>\$21,637.19</u>	<u>\$289.18</u>
Total	\$21,348.01	\$21,637.19	\$289.18

ETECH OHIO PROFESSIONAL DEVELOPMENT

Fiscal Year 2007

Account	From	To	Difference
452-2200-100-9352			
Salaries and Wages	\$2,449.50	\$2,325.00	(\$124.50)
452-2200-200-9352			
Benefits	\$376.69	\$359.22	(\$17.47)
452-2200-500-9352			
Supplies and Materials	<u>\$0.00</u>	<u>\$141.97</u>	<u>\$141.97</u>
Total	\$2,826.19	\$2,826.19	\$0.00

Motion by Ms. Rocco

Seconded by Mr. O'Malley

Roll Call Vote:

Mr. Mays AYE

Mr. O'Malley AYE

Ms. Rocco AYE

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 (001-9111)	General Fund (001)	\$2,000.00

Motion by Ms. Rocco

Seconded by Mr. O'Malley

Roll Call Vote:

Mr. Mays AYE

Mr. O'Malley AYE

Ms. Rocco AYE

EXHIBIT D-1-e
RES. #07-187

RESOLUTION TO APPROVE PARTICIPATION IN THE 2008 OHIO SCHOOL BOARDS
ASSOCIATION WORKERS' COMPENSATION GROUP RATING PROGRAM

RESOLVED THAT

the Westlake Board of Education approves participation in the 2008 Ohio School Boards
Association Workers' Compensation Group Rating Program.

Motion by _____ Ms. Rocco

Seconded by _____ Mr. O'Malley

Roll Call Vote:

Mr. Mays _____ AYE

Mr. O'Malley _____ AYE

Ms. Rocco _____ AYE

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A TRUST
AND A HEALTH REIMBURSEMENT ARRANGEMENT (“HRA”) PLAN

WHEREAS, the Westlake City School District (“Employer”) intends to establish a health reimbursement arrangement (“HRA”) plan that provides a tax-free defined contribution account to reimburse employees for medical, dental, vision, and tax qualified long term care premiums and out-of-pocket expenses and that is in the best interest of the Employer and its employees; and

WHEREAS, IRS guidelines and regulations allow an Employer to offer such HRA plan; and

WHEREAS, the Employer provides for the welfare of its eligible employees and their spouses and dependents by providing welfare benefit plans, including such HRA plan; and

WHEREAS, the Employer is a political sub-division of the State of Ohio exempt from federal income tax and the Internal Revenue Code of 1986; and

WHEREAS, it is an integral part of the Employer’s exempt activities and an essential function to offer such HRA plan to employees; and

WHEREAS, the Employer desires to use the services of HRA Administrator, LLC, a member of the AIG VALIC family of companies, and its agents and contract service providers, to administer such HRA plan; and

WHEREAS, the Employer intends to establish a trust (the “Trust”), for the purpose of funding plan contributions, and to serve as trustee thereunder; and

WHEREAS, such HRA plan established by the Employer will be administered in accordance with such Trust instrument, a plan document, and an adoption agreement (“Plan Documents”) on file in the Employer’s office.

NOW, THEREFORE, the Westlake Board of Education of the Employer hereby resolves as follows:

Section 1. The Employer is hereby authorized to establish such HRA plan using HRA Administrator, LLC (and its agents and contract service providers) as its plan administrator for the benefit of eligible employees, as defined by Employer policies or collective bargaining agreements.

Section 2. The Employer is hereby authorized to establish the Trust and to act as trustee thereunder.

EXHIBIT D-1-f
(Continued)

Section 3. The Plan will be funded by Employer contributions in amounts determined from time to time pursuant to Employer policies and collective bargaining agreements.

Section 4. The CFO/Treasurer is authorized to execute documents and establish policies and procedures consistent with Plan Documents and applicable Employer policies and collective bargaining agreements necessary to effect the adoption and administration of the HRA plan and to comply with all laws applicable thereto.

ADOPTED this _____ day of June, 2007

WESTLAKE BOARD OF EDUCATION

By: _____
Renee D'Ettorre Wargo, President

Attest

Motion by _____ Ms. Rocco

Seconded by _____ Mr. O'Malley

Roll Call Vote:

Mr. Mays _____ AYE

Mr. O'Malley _____ AYE

Ms. Rocco _____ AYE

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:

Westlake Music Boosters
Ms. Diane L. Williams, Treasurer
25990 Williams Drive
Westlake, OH 44145

Donated \$18,700.00 to District music programs representing the Music Boosters' annual system music donation to Westlake City Schools.

Holiday Inn Cleveland West
Mr. Tom Hibsman, General Manager
1100 Crocker Road
Westlake, OH 44145

Donated a one-night stay with breakfast for two to WHBS-TV at Westlake High School to award to the Educator of the Year on the final Demon Zone show of 2006-2007.

Jennifer and John Graham
26959 Westwood Lane
Olmsted Twp., OH 44138

Donated \$50.00 to WHBS-TV at Westlake High School to help make scholarships available to senior broadcast students.

Mr. Bob Mullin
25815 Rose Road
Westlake, OH 44145

Donated assorted golf clubs to the Physical Education Department at Westlake High School to add to our school clubs for student use during class and during PE outings.

Motion by Mr. O'Malley

Seconded by Ms. Rocco

Roll Call Vote:

Mr. Mays	<u>AYE</u>
Mr. O'Malley	<u>AYE</u>
Ms. Rocco	<u>AYE</u>

EXHIBIT F-1-b-1
RES. #07-190

RESOLUTION TO APPROVE RECLASSIFICATION
OF CERTIFICATED STAFF MEMBERS

RESOLVED THAT

the Westlake Board of Education approves the reclassification of certificated staff members as follows:

Effective 06-01-07:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Step</u>
Brooke Martin	BA+20	MA	11
Elizabeth Ruper	MA+10	MA+20	17

Motion by Ms. Rocco

Seconded by Mr. O'Malley

Roll Call Vote:

Mr. Mays AYE

Mr. O'Malley AYE

Ms. Rocco AYE

RESOLUTION TO APPROVE RESIGNATION, EMPLOYMENT, EMPLOYMENT
CHANGE AND FMLA FOR CERTIFICATED STAFF MEMBERS

RESOLVED THAT

the Westlake Board of Education approves resignation, employment, employment change and FMLA for certificated staff members as follows:

Resignation

Kathleen Keaggy Smith	Effective:	06/11/07
Anthony Chiaravalle	Effective:	07/31/07
Nancy Thornton, Substitute Teacher		

Employment

Kathryn Beachler	Parkside 6th Grade	Effective:	08/27/07	Rate:	BA, Step 0
Catherine Boettcher	Holly Lane 2nd Grade	Effective:	08/27/07	Rate:	BA, Step 1
Shannon Fortuna	Dover 3rd Grade	Effective:	08/27/07	Rate:	BA+20, Step 3
Krista Wadas	Dover 3rd Grade	Effective:	08/27/07	Rate:	BA, Step 1
Chelsea McDonald	Dover Long-Term Sub	Effective:	08/27/07	Rate:	BA, Step 0
Mark Lenczewski	LBMS Guidance Counselor	Effective:	08/27/07	Rate:	MA, Step 10
Stephanie Griffin	Music Long-Term Sub	Effective:	08/27/07	Rate:	BA, Step 1
Natalie DiCostanzo	Bassett Intervention Spec.	Effective:	08/27/07	Rate:	MA, Step 6

Employment Change

Kathleen Burkart	Speech Pathologist	From:	0.8 FTE	To:	1.0 FTE
Joy Horvath	Foreign Language	From:	0.83 FTE	To:	1.0 FTE

FMLA

Amy Davey	Effective:	08/27/07 – 11/20/07
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Motion by _____ Ms. Rocco

Seconded by _____ Mr. O'Malley

Roll Call Vote:

Mr. Mays	<u>AYE</u>
Mr. O'Malley	<u>AYE</u>
Ms. Rocco	<u>AYE</u>

EXHIBIT F-1-b-3
RES. #07-192

RESOLUTION TO APPROVE CERTIFICATED HOME INSTRUCTION

RESOLVED THAT
the Westlake Board of Education approves home instruction as follows:

Suzanne Ferio to provide 5 hours of home instruction for a student eligible under IDEIA
effective May 4, 2007.

Christina Meecha to provide 5 hours of home instruction for a student eligible under IDEIA
effective May 15, 2007.

Julie McAulay to provide 5 hours of home instruction for a student eligible under IDEIA
effective May 21, 2007.

Motion by _____ Ms. Rocco _____

Seconded by _____ Mr. O'Malley _____

Roll Call Vote:

Mr. Mays _____ AYE _____

Mr. O'Malley _____ AYE _____

Ms. Rocco _____ AYE _____

RESOLUTION TO APPROVE EMPLOYMENT OF STAFF FOR KINDERGARTEN
READINESS PROGRAM AND SUMMER READING PROGRAM

RESOLVED THAT

the Westlake Board of Education approves the employment of the following staff members for the Kindergarten Readiness Program and for the Summer Reading Program, contingent upon sufficient enrollment, at the negotiated rate of pay:

KINDERGARTEN READINESS PROGRAM

Janice Hughes	Not to Exceed 55 Hours
Jenny Clark	Not to Exceed 55 Hours
Kate Albert	Not to Exceed 55 Hours

SUMMER READING PROGRAM

Janice Hughes	Not to Exceed 51 Hours
Julie McAuley	Not to Exceed 51 Hours

Motion by _____ Ms. Rocco _____

Seconded by _____ Mr. O'Malley _____

Roll Call Vote:

Mr. Mays	<u>AYE</u>
Mr. O'Malley	<u>AYE</u>
Ms. Rocco	<u>AYE</u>

EXHIBIT F-1-b-5
RES. #07-194

RESOLUTION TO APPROVE RESIGNATION AND EMPLOYMENT AND FOR
SUMMER SCHOOL 2007 TEACHING STAFF

RESOLVED THAT

the Westlake Board of Education approves the resignation and employment of the following Summer School 2007 teaching staff at the negotiated summer school rate, dependent upon sufficient enrollment.

RESIGNATIONS

<u>Teacher</u>	<u>Subject</u>	<u># of Days</u>
Sue Griffiths	Physical Education	28
John Kaminski	Pre-Algebra	14
Beth Shonk	English 12	14

EMPLOYMENT

Tony Shoulders	Physical Education	28
Elizabeth Delzani	Pre-Algebra	14
Kim Craigs	English 12	28

Motion by Ms. Rocco

Seconded by Mr. O'Malley

Roll Call Vote:

Mr. Mays	<u>AYE</u>
Mr. O'Malley	<u>AYE</u>
Ms. Rocco	<u>AYE</u>

RESOLUTION TO APPROVE EMPLOYMENT OF ADULT
BASIC LITERACY EDUCATION PERSONNEL

RESOLVED THAT

the Westlake Board of Education approve the employment of the Adult Basic Literacy Education Personnel (A.B.L.E. Program). Contracts to be paid out of A.B.L.E. Project Number 045062-AB-S1-2006C, A.B.L.E. Project Number 045062-AB-S1-2007 and A.B.L.E. English Literacy and Civics Education Project Number 045062-AB-S2-2007.

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Hourly Rate</u>	<u>Not To Exceed</u>
Joanne Pecuch	A.B.L.E. Teacher	40	\$22.00	\$880.00

Motion by Ms. Rocco

Seconded by Mr. O'Malley

Roll Call Vote:

Mr. Mays AYE

Mr. O'Malley AYE

Ms. Rocco AYE

EXHIBIT F-1-b-7
RES. #07-196

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

RESOLVED THAT

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

Resignation: Tina Staggs – Classified Substitute

Sandy Westfall, WHS Asst. Princ. Sec. Effective: 08/11/07

Eric Baker, Senior Technician Effective: 06/30/07

Employment: Sandy Westfall

Dover Elementary Secretary

Effective: 08/13/07

Rate: Step 15, 7.5 Hrs/Day

FMLA:

Maureen Hagerty
Receptionist

From: 05/31/07

To: 07/05/07

Donna Wright
Bus Driver

From: 05/10/07

To: 05/18/07

Employment Change: Howard Coleman, Summer Cleaner

From Step 8 to Step 7

Kelsie Majercak, Summer Cleaner

From Step 0 to Step 1

Substitutes: Katrina Lieg

Handicap Supervision Asst-Trans

David Stringer

Custodian

Motion by _____ Ms. Rocco

Seconded by _____ Mr. O'Malley

Roll Call Vote:

Mr. Mays _____ AYE

Mr. O'Malley _____ AYE

Ms. Rocco _____ AYE

RESOLUTION TO APPROVE SUMMER EMPLOYMENT OF BUS DRIVERS

RESOLVED THAT

the Westlake Board of Education approves the summer 2007 employment of the following bus drivers:

<u>Name</u>	<u>Name</u>	<u>Name</u>
Diane Christian	Lydia Bond	Rodger Meadows
Linda Clemons	Rosemary Geib	Denise Wering
Lorrie Knapp	Barbara Biel	James Carlin
Elizabeth West	Reda Perusek	Emma Loving
Marcia Krucek	Daryl Cooke	Edward Moran
Jackie Hollis	Susan Kantner	William Carlin
Pam Phillips	Jody Ovelgonne	Cindy Manning
Carol Flannick	Jerry Lewis	Steve Maler
Karen Ormsby	Sherry West	Robyn Nock
Barbara Italiano	Carole Metzger	D. Rooney
Michele Yehlik	Angela Robinson	Juan Sanchez
Laurie Whiting	Jerry Slabaugh	James Joyce
Sandee Kodysh	Eileen Winter	
Mary Scavelli	Cathy Rasmussen	Leona Pennington (Aide)

Motion by _____ Ms. Rocco

Seconded by _____ Mr. O'Malley

Roll Call Vote:

Mr. Mays	_____ AYE
Mr. O'Malley	_____ AYE
Ms. Rocco	_____ AYE

EXHIBIT F-1-b-9
RES. #07-198

RESOLUTION TO APPROVE EMPLOYMENT OF CERTIFICATED
EXTENDED SCHOOL YEAR TUTORS FOR 2007

RESOLVED THAT

the Westlake Board of Education approves the employment of the following staff as Extended School Year Tutors at the negotiated rate of pay:

Erin Blahnik to perform extended school year services to IDEIA identified students not to exceed 50 hours effective June 11, 2007 at the negotiated rate of pay.

Stacy Ryan to perform extended school year speech and language services to IDEIA identified students not to exceed 80 hours effective June 11, 2007 at the negotiated rate of pay.

Christina Meecha to perform extended school year services to IDEIA identified students not to exceed 50 hours effective June 11, 2007 at the negotiated rate of pay.

Suzanne Ferio to perform 12 hours of extended school year services for a student eligible under IDEIA effective June 11, 2007 at the negotiated rate of pay.

Motion by _____ Ms. Rocco

Seconded by _____ Mr. O'Malley

Roll Call Vote:

Mr. Mays _____ AYE

Mr. O'Malley _____ AYE

Ms. Rocco _____ AYE

RESOLUTION TO APPROVE EMPLOYMENT
OF CAMP LINK PERSONNEL

RESOLVED THAT
the Westlake Board of Education approves the employment of the following Camp Link
personnel effective 6/09/07.

<u>Name</u>	<u>Position</u>	<u>Step</u>	<u>Effective</u>
Christine Bott	Site Coordinator	3	06/13/07
Tricia Anezinis	Camp Link Leader	5	06/11/07
Stacie Connors	Camp Link Leader	2	06/13/07
Ryan Minnich	Camp Link Leader	3	06/11/07
Lisa Morrow	Camp Link Leader	3	06/20/07

Motion by _____ Ms. Rocco

Seconded by _____ Mr. O'Malley

Roll Call Vote:

Mr. Mays _____ AYE

Mr. O'Malley _____ AYE

Ms. Rocco _____ AYE

EXHIBIT F-1-b-11
RES. #07-200

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

RESOLVED THAT
the Westlake Board of Education approves the following supplemental resignations and contracts
(in-district and out-of-district):

<u>Name</u>	<u>Position</u>	<u>In District</u>	<u>Step</u>
<u>2006-2007 School Year</u>			
<u>Employment</u>			
Jenny Marlowe-Naida	WHS Spring Musical Director	N	0
<u>2007-2008 School Year</u>			
<u>Employment Change</u>			
Mary Beth Schneider	Bassett Jump Rope Advisor	N	From Step 5 to Step 7
<u>Employment</u>			
Jacob Schober	LBMS 7th Grade Asst. Football Coach	Y	0
Dennis Sullivan	LBMS Faculty Manager (90%)	Y	2
Ben Hodge	LBMS Faculty Manager (10%)	Y	0
Robert Patton	WHS Boys Golf Coach	Y	2
Ray Walczuk	WHS Band Director	Y	18
Scott Rovniak	WHS Assistant Band Director	Y	18
Eric Richardson	WHS Chorus Director	Y	15
Ray Walczuk	WHS Debonair Advisor	Y	15
Ray Walczuk	WHS Demonette Advisor	Y	8
Laura Wolverton	WHS Majorette Advisor	N	14
Kathy McGinty	WHS Teen Institute Advisor	Y	10
Sarah Furey	WHS AFS Advisor	Y	0
Tony Hoty	WHS WHBS Advisor	Y	14
JoAnn Hoty	WHS WHBS Technical Assistant	Y	9
Tom Kopcak	WHS WHBS Field Assistant	N	3
Fred Jennings	WHS Student Activities Advisor	Y	20
Laura Miller	WHS Newspaper Advisor	Y	1
Stefanie Golas-Xenos	WHS Freshman Class Advisor	Y	1
Trina Powers	WHS Sophomore Class Advisor	Y	5
Amy Davey	WHS Junior Class Advisor	Y	7
Mindy Clark	WHS Senior Class Advisor	Y	3
Lyn Newman	WHS Honor Society Advisor	Y	7
Trina Powers	WHS Pep Club Advisor	Y	10

EXHIBIT F-1-b-11
(continued)

Kim Cerrito	WHS Literary Magazine Advisor	Y	0
Louis Pelton	WHS Computer Club Advisor	Y	4
Ray Walczuk	WHS Pep Band	Y	13
Sara Neville	WHS Academic Challenge Assistant	Y	1
Sarah Furey	WHS Academic Challenge Advisor	Y	2
Ray Walczuk	WHS Chamber Orchestra Advisor	Y	16
Sandy Packis	WHS Ski Club Co-Advisor	Y	1
Patrick McMorrow	WHS Ski Club Co-Advisor	Y	1
Judi Spitzer	WHS Drama Advisor	Y	13
Robert Clancy	WHS Key Club Co-Advisor	N	6
Ann Marie Keel	WHS Key Club Co-Advisor	Y	0
Kathy McGinty	WHS Student Leadership Co-Advisor	Y	9
Stefanie Golas-Xenos	WHS Student Leadership Co-Advisor	Y	6
Karen Petrus	WHS Project Support Advisor	Y	10
Scott Kutz	WHS Tech Mates Advisor	Y	8
Nicolette Miller	WHS French Club Co-Advisor	Y	6
Judy Bates	WHS French Club Co-Advisor	Y	6
Lisa Patton	WHS Latin Club Advisor	Y	8
Ursula Hays	WHS German Club Advisor	Y	6
Florica Podway	WHS Spanish Club Advisor	Y	6
Sarah Furey	WHS Bowling Club Co-Advisor	Y	2
Cindy Konscack	WHS Bowling Club Co-Advisor	N	2
Emily Field	WHS Freshman Football Cheerleader Advisor	N	0
Emily Field	WHS Freshman Basketball Cheerleader	N	0

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

Motion by Ms. Rocco

Seconded by Mr. O'Malley

Roll Call Vote:

Mr. Mays AYE

Mr. O'Malley AYE

Ms. Rocco AYE

EXHIBIT F-1-b-12
RES. #07-201

RESOLUTION TO APPROVE RESIGNATION AND EMPLOYMENT
FOR EXEMPT STAFF MEMBERS

RESOLVED THAT

the Westlake Board of Education approves resignation, employment, employment change and FMLA for certificated staff members as follows:

Resignation

Kim Katz, Payroll & Accounting Clerk Effective: 06/30/07

Employment

Kim Katz, Accounting Clerk/Grant Programs Effective: 07/01/07 Rate: Clerical 1, Step 5

Motion by _____ Ms. Rocco

Seconded by _____ Mr. O'Malley

Roll Call Vote:

Mr. Mays	<u>AYE</u>
Mr. O'Malley	<u>AYE</u>
Ms. Rocco	<u>AYE</u>

June 25, 2007
07-368

EXHIBIT F-1-c
RES. #07-202

RESOLUTION TO APPROVE PROJECT LINK
2007-2008 PARENT/STUDENT HANDBOOK

RESOLVED THAT
the Westlake Board of Education approves the Project Link 2007-2008 Parent/Student Handbook.

Motion by _____ Ms. Rocco _____

Seconded by _____ Mr. O'Malley _____

Roll Call Vote:

Mr. Mays _____ AYE _____

Mr. O'Malley _____ AYE _____

Ms. Rocco _____ AYE _____

EXHIBIT F-1-d
RES. #07-203

RESOLUTION TO APPROVE AGREEMENT FOR PARTICIPATION IN
STATE SUPPORTED INSTRUCTIONAL TELEVISION SERVICE

RESOLVED THAT

the Westlake Board of Education approves the Agreement for Participation in State Supported Instructional Television Service for 2007-2008 school year.

Motion by _____ Ms. Rocco _____

Seconded by _____ Mr. O'Malley _____

Roll Call Vote:

Mr. Mays _____ AYE _____

Mr. O'Malley _____ AYE _____

Ms. Rocco _____ AYE _____

RESOLUTION TO APPROVE SERVICE AGREEMENTS FOR
ADMISSION OF TUITION PUPILS AND HEALTH AIDE SERVICES

RESOLVED THAT
the Westlake Board of Education approves the following Agreements for Admission of Tuition Pupils and Contracts:

Extended School Year 2006-2007:

PSI Affiliates, Inc. – Health Aide Services
PSI Affiliates, Inc. – Registered Nurse Services
Mary O’Doherty – Physical Therapy Services
United Cerebral Palsy Assoc. of Greater Cleveland

2007-2008 School Year:

Positive Education Program (ESC of Cuyahoga County)
Cleveland Clinic Center for Autism
Re-Education Services, Inc.

Motion by _____ Ms. Rocco

Seconded by _____ Mr. O’Malley

Roll Call Vote:

Mr. Mays	<u>AYE</u>
Mr. O’Malley	<u>AYE</u>
Ms. Rocco	<u>AYE</u>

EXHIBIT F-1-f
RES. #07-205

RESOLUTION TO APPROVE PROJECT LINK & KIDZART COLLABORATION

RESOLVED THAT

the Westlake Board of Education approves the collaboration between Project Link and KidzArt to provide fall, winter and spring after school art enrichment classes Bassett, Dover, Hilliard and Holly Lane for the 2007-2008 school year.

Motion by Ms. Rocco

Seconded by Mr. O'Malley

Roll Call Vote:

Mr. Mays AYE

Mr. O'Malley AYE

Ms. Rocco AYE

June 25, 2007
07-372

EXHIBIT F-1-g
RES. #07-206

RESOLUTION TO APPROVE ADOPTION OF K-12 PYRAMID OF INTERVENTIONS

RESOLVED THAT

the Westlake Board of Education approves the adoption of the Pyramid of Interventions for grades K-12.

Motion by _____ Mr. O'Malley _____

Seconded by _____ Ms. Rocco _____

Roll Call Vote:

Mr. Mays _____ AYE _____

Mr. O'Malley _____ AYE _____

Ms. Rocco _____ AYE _____

EXHIBIT F-1-h
RES. #07-207

RESOLUTION TO APPROVE WESTLAKE CITY SCHOOLS
CONCEPTUAL PHYSICS COURSE OF STUDY

RESOLVED THAT
the Westlake Board of Education approves the Westlake City Schools Conceptual Physics
Course of Study.

Motion by Ms. Rocco

Seconded by Mr. O'Malley

Roll Call Vote:

Mr. Mays AYE

Mr. O'Malley AYE

Ms. Rocco AYE

June 25, 2007
07-374

EXHIBIT F-1-i
RES. #07-208

RESOLUTION TO APPROVE WESTLAKE CITY SCHOOLS
ADVANCED PLACEMENT ENVIRONMENTAL SCIENCE COURSE OF STUDY

RESOLVED THAT
the Westlake Board of Education approves the Westlake City Schools Advanced Placement
Environmental Science Course of Study.

Motion by _____ Ms. Rocco _____

Seconded by _____ Mr. O'Malley _____

Roll Call Vote:

Mr. Mays _____ AYE _____

Mr. O'Malley _____ AYE _____

Ms. Rocco _____ AYE _____

EXHIBIT F-1-j
RES. #07-209

RESOLUTION TO APPROVE ADOPTION OF
THE WORD STUDY PROGRAM

RESOLVED THAT

the Westlake Board of Education approves the adoption of the Word Study Program, including the following program resources:

Grades K-3:

“Words Their Way”

Published by Pearson Learning Group, Copyright 2005

Authors: Donald Bear and Maria Invernizzi

Grades 4-6:

“Spelling Connections”

Published by Zaner Bloser, Copyright 2007

Authors: Catherine Snow, Robert Selman, Patric Walker

Grades 3-6:

“Word Wisdom”

Published by Zaner Bloser, Copyright 2005

Authors: Catherine Snow, Robert Selman, Patric Walker

Discussion:

- Pam Griebel, Principal, Holly Lane Elementary, provided an overview of the development of the District’s Word Study Program.

Motion by Ms. Rocco

Seconded by Mr. O’Malley

Roll Call Vote:

Mr. Mays AYE

Mr. O’Malley AYE

Ms. Rocco AYE

RESOLUTION TO APPROVE SUNDAY BUILDING USE

RESOLVED THAT

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

Westlake Soccer Association

3 v 3 Soccer Tournament

Lee Burneson Middle School

Back Fields

Sunday, July 15, 2007, 8:00 AM – 5:00 PM

Motion by Ms. Rocco

Seconded by Mr. O'Malley

Roll Call Vote:

Mr. Mays AYE

Mr. O'Malley AYE

Ms. Rocco AYE

EXHIBIT F-1-1
RES. #07-211

RESOLUTION TO APPROVE TRANSPORTATION FOR
SUMMER FIELD TRIPS

RESOLVED THAT
the Westlake Board of Education approves transportation for the following summer field trips:

*St. Bernadette School	06/14/07	Shrine of Our Lady
*Fit by Five Preschool	08/01/07	Safety Town

*All Costs Reimbursed

Motion by Ms. Rocco

Seconded by Mr. O'Malley

Roll Call Vote:

Mr. Mays	<u>AYE</u>
Mr. O'Malley	<u>AYE</u>
Ms. Rocco	<u>AYE</u>

RESOLUTION TO APPROVE ADOPTION OF
CONCEPTUAL PHYSICS AND AP ENVIRONMENTAL SCIENCE MATERIALS

RESOLVED THAT
the Westlake Board of Education approves the adoption of the following materials and program resources:

Conceptual Physics:

Conceptual Physics – The High School Physics Program
Published by Pearson/Prentice-Hall, Copyright 2006, ISBN 0-13-166301-1
Author: Paul G. Hewitt

AP Environmental Science:

Environment, 5th Edition
Published John Wiley and Sons, Copyright 2006
Authors: Raven and Berg

Keeping Things Whole
Published by Great Books Foundation, Copyright 2003
Author: Tickell

Laboratory Investigations: AP Environmental Science
Published by Peoples Publishing Group, Copyright 2005
Author: William Molnar

Motion by _____ Ms. Rocco

Seconded by _____ Mr. O'Malley

Roll Call Vote:

Mr. Mays	_____ AYE
Mr. O'Malley	_____ AYE
Ms. Rocco	_____ AYE

EXHIBIT F-1-n
RES. #07-213

RESOLUTION TO AWARD DISTRICT INSURANCE COVERAGE

RESOLVED THAT

the Westlake Board of Education award the District's insurance coverage for Fleet, Liability (\$1,000,000 each claim, \$2,000,000 aggregate, and \$10,000,000 umbrella) and Property insurance coverage for the period July 1, 2007 through June 30, 2008 to Todd Associates, Cleveland, Ohio, who submitted the low total premium quote in the amount of \$131,737, as specified below.

Todd Associates (Ohio Schools Council)	\$131,737
Ohio School Plan (Ohio School Boards Association)	\$172,218

Motion by Ms. Rocco

Seconded by Mr. O'Malley

Roll Call Vote:

Mr. Mays	<u>AYE</u>
Mr. O'Malley	<u>AYE</u>
Ms. Rocco	<u>AYE</u>

RESOLUTION TO ACCEPT RESIGNATION OF BOARD MEMBER

RESOLVED THAT
the Westlake Board of Education accepts the resignation of Board Member David Beal effective
June 13, 2007.

Discussion:

- Rocco: She stated that she would miss Mr. Beal.

Motion by _____ Mr. O'Malley _____

Seconded by _____ Ms. Rocco _____

Roll Call Vote:

Mr. Mays	<u>AYE</u>
Mr. O'Malley	<u>AYE</u>
Ms. Rocco	<u>AYE</u>

File: IGBE
REMEDIAL INSTRUCTION

The educational program is designed and operated to be developmentally appropriate and avoid the necessity for remedial education. In those cases in which students have clearly not performed commensurate with their capabilities, efforts are made to remedy the condition and attain the learning results sought.

The Board directs the classroom teachers of students in the first, second and third grades to annually assess and identify, at the end of the school year, the reading skills of each student who is reading below grade level. The parent or guardian is notified of each student whose reading skills are below grade level and intervention services are provided to the student.

Students who are reading below grade level at the end of the third grade are offered intense remediation services during the summer following third grade, **and provides an additional opportunity to take the Reading Achievement Test.**

Intervention services are offered to students who fail to attain a proficient score on a third, fourth, fifth, sixth, seventh or eighth grade Achievement Test.

Intervention services are also offered to students who:

- **score below the proficient level on a fourth, fifth, sixth, seventh or eighth grade achievement test and**
- **are not demonstrating academic performance at their grade level based on the results of a diagnostic assessment.**

The District involves the student's parent(s) and classroom teacher in developing the intervention strategy and offers to the parent(s) the opportunity to be involved in the intervention.

Intervention services will be offered to students who fail to attain proficient score on the following tests:

1. any fourth, sixth or ninth grade proficiency test or
2. on a third, fourth, fifth, sixth, seventh, eighth or tenth grade achievement test.

Any fourth or sixth grade student who fails to pass three or more of the five proficiency tests is offered summer remediation.

Any student who scores at the limited proficient level on an Ohio Graduation Test must receive intervention services.

Students in the fourth and sixth grades failing to pass three or more of the five proficiency test requirements may be retained in their current grade levels for the next school year, regardless of whether the student attends summer school remediation.

Fourth grade students who receive a below basic score on the fourth grade reading proficiency test are provided one of three options:

1. promotion to fifth grade if the principal and reading teacher agree that other evaluations of the student's work indicate the student is academically prepared for fifth grade;
2. promotion to fifth grade with "intensive intervention" in that grade or
3. retention in fourth grade.

Effective July 1, 2003

The fourth grade reading guarantee is replaced with the third grade reading guarantee.

Third grade students who receive a below basic/limited proficient score on the third grade reading achievement test and fourth grade students who receive a limited proficient score on the fourth grade reading proficiency test are provided one of three options:

1. promotion to the next grade if the principal and reading teacher agree that other evaluations of the student's work indicate the student is academically prepared for the next **fourth** grade;
2. promotion to the next **fourth** grade with "intensive intervention" **services** in that grade or
3. retention in the current **third** grade.

Certain specified students who are offered intervention services either after-hours or in summer classes are truant if they don't attend the intervention programs.

Intervention services will be offered to students who are not making satisfactory progress toward the attainment of the statewide academic standards for their grade level.

The superintendent is directed to maintain remedial instructional programs or intervention that assist all students in meeting and maintaining minimum levels of student proficiency in communication and computation skills. These programs include procedures to evaluate student achievement related to the remedial program objectives and standards. Ongoing communication between teaching staff members and parents of students participating in remedial educational programs is coordinated by the superintendent and the administrative staff. The superintendent is directed to evaluate the remedial education programs and report to the Board each school year as to their effectiveness in maintaining minimum levels of student proficiency.

Adoption Date: May 23, 2002

Revision Date: September 16, 2004

Revision Date:

Legal Refs.: ORC 3301.07; 3301.0711(D)
3313.608; 3313.6012
OAC 3301-35-02

Cross Refs.: IKE, Promotion and Retention of Students

File: JO-R
STUDENT RECORDS

1. Each student's official school records include the following.
 - A. Records to be retained permanently
 - 1) name and address of parent(s)
 - 2) verification of date and place of birth
 - 3) dates and record of attendance
 - 4) course enrollment and grades
 - 5) test data
 - 6) date of graduation or withdrawal
 - B. Records of verifiable information to be retained during the student's school career
 - 1) medical/health data
 - 2) individual psychological evaluation (gathered with written consent of parent(s))
 - 3) individual intelligence tests, tests for learning disabilities, etc. (counselor-administered)
 - 4) other verifiable information to be used in educational decision making
2. Maintaining student records
 - A. Transcripts of the scholastic record contain only factual information. The District confines its record keeping to tasks with clearly defined educational ends.
 - B. Items listed under 1-A are retained for 100 years. Those listed under 1-B are retained during the student's enrollment and destroyed after graduation unless the school code imposes other restrictions.
 - C. Teacher and staff comments on student records are confined to matters related to student performance. Value judgments are excluded from the record.
 - D. Student records are considered as current educational and/or therapeutic tools and are available for use as such.

The following definitions of terms pertain to this statement of policy.

Student--any person who attends or has attended a program of instruction sponsored by the Board.

Eligible student--a student or former student who has reached age 18 or is attending a postsecondary school.

Parent--either legal parent of a student, unless his/her rights under the FERPA have been removed by a court order, a guardian or an individual acting as a parent or guardian in the absence of the student's parent(s).

Dates of attendance—means the period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester or a first quarter. The term does not include specific daily records of a student's attendance at an educational agency or institution.

Education records--any records (in handwriting, print, tapes, film or other medium) maintained by the District, an employee of the District or an agent of the District which are related to a student, except:

1. a personal record kept by a school staff member that meets the following tests:
 - A. aid it is in the sole possession of the individual who made it;
 - B. use only as a personal memory and
 - C. information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute;

2. an employment record which is used only in relation to a student's employment by the District (employment for this purpose does not include activities for which a student receives a grade or credit in a course) and
3. alumni records which relate to the student after he/she no longer attends classes provided by the District and the records do not relate to the person as a student.

Personal identifier -- any data or information which makes the subject of a record known, including the student's name, the student's address, the student's Social Security number, a student number, a list of personal characteristics or any other information which would make the student's identity known.

ANNUAL NOTIFICATION

Within the first three weeks of each school year, the District publishes in a notice to parents and eligible students their rights under Ohio and federal laws and under this policy. The District also sends home with each student a bulletin listing these rights; the bulletin is included with a packet of material provided parents or eligible students when the students enroll during the school year.

The notice includes:

1. the right of a parent(s) or eligible student to inspect and review the student's education records;
2. the intent of the District to limit the disclosure of information contained in a student's education records, except: (1) by the prior written consent of the student's parent(s) or the eligible student, (2) as directory information or (3) under certain limited circumstances, as permitted by law;
3. the right of a student's parent(s) or an eligible student to seek to correct parts of the student's education records which he/she believes to be inaccurate, misleading or in violation of student rights; this right includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent(s)' or eligible student's request;
4. the right of any person to file a complaint with the Department of Education if the District violates the FERPA and
5. the procedure that a student's parent(s) or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

An administrator arranges to provide translations of this notice to non-English-speaking parents in their native language.

LOCATIONS OF EDUCATION RECORDS

TYPES	OFFICE LOCATION	CUSTODIAN
<u>Cumulative School Records</u>	Principals	Principals
<u>Cumulative School Records</u> (Former Students)	Central Office/High School	Chief Archivist
<u>Health Records</u>	Principals	Principals
<u>Speech Therapy & Psychological Records</u>	Principals & Pupil Services	Principals
<u>School Transportation Records</u>	School Bus Garage	Pupil Transportation Director
<u>Special Test Records</u>	Principals	Principals
<u>Occasional Records</u> (Student education records not identified above; such as those in superintendent's office, in the school attorney's office, or in the personal possession of teachers)	Principals	Principals

PROCEDURE TO INSPECT EDUCATION RECORDS

Parents or eligible students may inspect and review education records to which they are entitled to have access upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. (See the schedule of fees for copies.)

Since a student's records may be maintained in several locations, the school principal may offer to collect copies of records or the records themselves from locations other than a student's school, so that they may be inspected at one site. If parents and eligible students wish to inspect records where they are maintained, school principals accommodate their wishes.

Parents or eligible students should submit to the student's school principal a written request which identifies as precisely as possible the record or records which he/she wishes to inspect.

The principal (or other custodian) contacts the parent(s) of the student or the eligible student to discuss how access is best arranged (copies, at the exact location or records brought to a single site).

The principal (or other custodian) makes the needed arrangements as promptly as possible and notifies the parent(s) or eligible student of the time and place where the records may be inspected. This procedure must be completed within 45 days or earlier after the receipt of the request for access.

If for any valid reason such as working hours, distance between record location sites or health, a parent(s) or eligible student cannot personally inspect and review a student's education records, the District arranges for the parent(s) or eligible student to obtain copies of the records. (See below information regarding fees for copies of records.)

When records contain information about students other than a parent(s)' child or the eligible student, the parent(s) or eligible student may not inspect and review the records of the other students.

FEES FOR COPIES OF RECORDS

The District does not deny parents or eligible students any rights to copies of records because of the following published fees. When the fee represents an unusual hardship, it may be waived, in part or entirely, by the records custodian. The District reserves the right to make a charge for copies, such as transcripts, which it forwards to potential employers or to colleges and universities for employment or admissions purposes. The District may deny copies of records (except for those required by law) if the student has an unpaid financial obligation to the District.

Federal law requires the District to provide copies of records for the following reasons:

1. when the refusal to provide copies effectively denies access to a parent(s) or eligible student;
2. at the request of the parent(s) or eligible student when the District has provided the records to third parties by the prior consent of the parent(s) or eligible student or
3. at the request of the parent(s) or eligible student when the District has forwarded the records to another district in which the student seeks or intends to enroll.

The fee for copies provided under federal law may not include the costs for search and retrieval. A fee shall be established annually by the CFO/Treasurer and shall be actual cost less hardship factor.

The fee for all other copies such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience. A fee shall be established annually by the CFO/Treasurer and shall be actual cost less hardship factor. (actual search, retrieval copying cost and postage, if any).

DIRECTORY INFORMATION

The District proposes to designate the following personally identifiable information contained in a student's education record as "directory information"; it discloses that information without prior written consent, except that directory information is not released for a profit-making plan or activity. Such information includes:

1. student's name
2. student's address
3. telephone number(s)
4. student's date and place of birth
5. participation in officially recognized activities and sports
6. student's achievement awards or honors
7. student's weight and height, if a member of an athletic team
8. major field of study
9. dates of attendance ("from and to" dates of enrollment)
10. date of graduation

Within the first three weeks of each school year, the District publishes the above list, or a revised list, of the items of directory information which it proposes to designate as directory information. For students enrolling after the notice is published, the list is given to the student's parent(s) or to the eligible student at the time and place of enrollment.

After the parents or eligible students have been notified, they have two weeks in which to advise the District in writing (a letter to the school superintendent's office) of any or all of the items which they refuse to permit the District to designate as directory information about that student.

At the end of the two-week period, each student's records are appropriately marked by the record custodians to indicate the items which the District designates as directory information about that student. This designation remains in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

USE OF STUDENT EDUCATION RECORDS

To carry out their responsibilities, school officials have access to student education records for legitimate educational purposes. The District uses the following criteria to determine who are school officials. An official is:

1. a person duly elected to the Board;
2. a person certificated by the state and appointed by the Board to an administrative or supervisory position;
3. a person certificated by the state and under contract to the Board as an instructor;
4. a person employed by the Board as a temporary substitute for administrative, supervisory or teaching personnel for the period of his/her performance as a substitute or
5. a person employed by, or under contract to, the Board to perform a special task such as a secretary, a CFO/Treasurer, Board attorney or auditor for the period of his/her performance as an employee or contractor.

School officials who meet the criteria listed above have access to a student's records if they have a legitimate educational interest in those records. A "legitimate educational interest" is the person's need to know in order to:

1. perform an administrative task required in the school employee's position description approved by the Board;
2. perform a supervisory or instructional task directly related to the student's education or
3. perform a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid.

The District releases information from or permits access to a student's education records only with a parent's or an eligible student's prior written consent, except that the school superintendent or a person designated in writing by the superintendent may permit disclosure under the following conditions:

1. when students seek or intend to enroll in another school district or a postsecondary school (upon the condition that the student's parents be notified of the transfer, receive a copy of the record and have an opportunity for a hearing to challenge the content of the record);
2. when certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the District;
3. when parties who provide, or may provide, financial aid to students need the information to:
 - A. establish the student's eligibility for the aid;
 - B. determine the amount of financial aid;
 - C. establish the conditions for the receipt of the financial aid or
 - D. enforce the agreement between the provider and the receiver of financial aid;
4. if an Ohio law adopted before November 19, 1974, required certain specific items of information to be disclosed in personally identifiable form from student records to state or local officials;
5. when the District has entered into a written agreement or contract for an organization to conduct studies on the District's behalf to develop tests, administer student aid or improve instruction;
6. when accrediting organizations need those records to carry out their accrediting functions;
7. when parents of eligible students claim the student as a dependent;
8. when it is necessary to comply with a judicial order or lawfully issued subpoena; the District makes a reasonable effort to notify the student's parent(s) or the eligible student before making a disclosure under this provision and
9. if the disclosure is an item of directory information and the student's parent(s) or the eligible student has not refused to allow the District to designate that item as directory information for that student.

The District permits any of its officials to make the needed disclosure from student education records in a health or safety emergency if:

1. the official deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;
2. the information is necessary and needed because of the emergency;

3. the persons to whom the information is to be disclosed are qualified and in positions to deal with the emergency or
4. time is an important and limiting factor in dealing with the emergency.

The district is required to permit the Ohio Department of Education to have access to personally identifiable information about a student if the Ohio Department of Education needs the information to:

- 1. notify the district or school attended in the district of threats or descriptions of harm included in the student's response to an achievement test question;**
- 2. verify the accuracy of the student's achievement test score, or**
- 3. determine whether the student satisfies the alternative conditions for a high school diploma.**

District officials may release information from a student's education records if the student's parent(s) or the eligible student gives his/her prior written consent for the disclosure. The written consent must include at least:

1. a specification of the records to be released;
2. the reasons for the disclosure;
3. the person or the organization or the class of persons or organizations to whom the disclosure is to be made;
4. the parent(s) or student's signature and
5. the date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parent(s) or the eligible student may obtain a copy of any records disclosed under this provision.

The District does not release information contained in a student's education records, except directory information, to any third parties, except its own officials, unless those parties agree that the information is not re-disclosed, without the parent(s)' or eligible student's prior written consent.

RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATION RECORDS

The District maintains an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits, with some exceptions listed below. This record is kept with, but is not a part of, each student's cumulative school records. It is available only to the record custodian, the eligible student, the parent(s) of the student or to federal, state or local officials for the purpose of auditing or enforcing federally supported educational programs.

The record includes:

1. the name of the person who or agency which made the request;
2. the interest which the person or agency has in the information;
3. the date on which the person or agency made the request and
4. whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The District maintains this record as long as it maintains the student's education record.

The records do not include requests for access or information relative to access which has been granted to parent(s) of the student or to an eligible student, requests for access or access granted to officials of the District who have a legitimate educational interest in the student; requests for, or disclosures of, information contained in the student's education records if the request is accompanied by the prior written consent of a parent(s) or eligible student or if the disclosure is authorized by such prior consent or for requests for, or disclosures of, directory information designated for that student.

PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS

Parents of students or eligible students have a right to seek to change any part of the student's records which they believe is inaccurate, misleading or in violation of student rights.

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" is used to describe a record that is inaccurate, misleading or in violation of student rights. The term "correct" is used to describe a record that is accurate, not misleading and not in violation of student rights. Also, in this section, the term "requester" is used to describe the parent(s) of a student or the eligible student who is asking the District to correct a record.

To establish an orderly process to review and correct the education records for a requester, the District may make a decision to comply with the request for change at several levels in the procedure.

First-level decision. When a parent of a student or an eligible student finds an item in the student's education records which he/she believes is inaccurate, misleading or in violation of student rights, he/she should immediately ask the record custodian to correct it. If the records are incorrect because of an obvious error and it is a simple matter to make the record change at this level, the records custodian makes the correction. If the records are changed at this level, the method and result must satisfy the requester.

If the custodian cannot change the records to the requester's satisfaction, or the records do not appear to be obviously incorrect, he/she:

1. provides the requester a copy of the questioned records at no cost;
2. asks the requester to initiate a written request for the change and
3. follows the procedure for a second-level decision.

Second-level decision. The written requests to correct a student's education records through the procedure at this level should specify the correction which the requester wishes the District to make. It should at least identify the item the requester believes is incorrect and state whether he/she believes the item:

1. is inaccurate and why;
2. is misleading and why and/or
3. violates student rights and why.

The request is dated and signed by the requester.

Within two weeks after the records custodian receives a written request, he/she:

1. studies the request;
2. discusses it with other school officials (the person who made the record or those who may have a professional concern about the District's response to the request);
3. makes a decision to comply or decline to comply with the request and
4. completes the appropriate steps to notify the requester or moves the request to the next level for a decision.

If, as a result of this review and discussion, the records custodian decides the records should be corrected, he/she effects the change and notifies the requester in writing that he/she has made the change. Each such notice includes an invitation for the requester to inspect and review the student's education records to make certain that the records are in order and the correction is satisfactory.

If the custodian decides the records are correct, he/she makes a written summary of any discussions with other officials and of his/her findings in the matter. He/She transmits this summary and a copy of the written request to the superintendent.

Third-level decision. The superintendent reviews the material provided by the records custodian and, if necessary, discusses the matter with other officials such as the school attorney or the Board (in executive session). He/She then makes a decision concerning the request and completes the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the superintendent notifies the requester in writing of the reasons for the delay and indicates a date on which the decision will be made.

If the superintendent decides the records are incorrect and should be changed, he/she advises the record custodian to make the changes. The record custodian advises the requester of the change as he/she would if the change had been made at the second level.

If the superintendent decides the records are correct, he/she prepares a letter to the requester which includes:

1. the District's decision that the records are correct and the basis for the decision;
2. a notice to the requester that he/she has a right to ask for a hearing to present evidence that the records are incorrect and that the District grants such a hearing;
3. advice that the requester may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense and
4. instructions for the requester to contact the superintendent or his/her designee to discuss acceptable hearing officers, convenient times and a satisfactory site for the hearing. (The District is not bound by the requester's positions on these items but may, as far as feasible, arrange the hearing as the requester wishes.)

Fourth-level decision. After the requester has submitted (orally or in writing) his/her wishes concerning the hearing officer, the time and place for the hearing, the superintendent, within a week, notifies the requester when and where the District will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer provides the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education records are incorrect as shown in the requester's written request for a change in the records (second level).

Within one week after the hearing, the hearing officer submits to the superintendent a written summary of the evidence submitted at the hearing. Together with the summary, the hearing officer submits his/her recommendation, based solely on the evidence presented at the hearing, that the records should be changed or remain unchanged.

The superintendent prepares the District's decision within two weeks of the hearing. That decision is based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. The District's decision is based solely on the evidence presented at the hearing. The superintendent may overrule the hearing officer if he/she believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the District's decision, the superintendent takes one of the following actions.

1. If the decision is that the District changes the records, the superintendent instructs the records custodian to correct the records. The records custodian corrects the records and notifies the requester as in the context of the second-level decision.
2. If the decision is that the District does not change the records, the superintendent prepares a written notice to the requester which includes:
 - A. the District's decision that the records are correct and will not be changed;
 - B. a copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the District's decision and
 - C. advice to the requester that he/she may place in the student's education records an explanatory statement which states the reasons why he/she disagrees with the District's decision and/or the reasons he/she believes the records are incorrect.

Final administrative step in the procedure. When the District receives an explanatory statement from a requester after a hearing, it maintains that statement as part of the student's education records as long as it maintains the questioned part of the records. The statement is attached to the questioned part of the records and whenever the questioned part of the records is disclosed, the explanatory statement is also disclosed.

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