

**WESTLAKE CITY SCHOOLS  
BOARD OF EDUCATION MINUTES**

**Thursday, August 19, 2004 – 7:00 p.m. – Regular Meeting  
Administration Building - 27200 Hilliard Blvd.**

Call to Order: Time: 7:00 p.m.

Roll Call:

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

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

Acknowledgment of Visitors – President LeChaix welcomed all visitors in attendance.

Approval of Agenda as Amended *to modify Exhibit E-I-b-7 (Rachel Kruse WHS Freshman Volleyball Coach)*

Motion by Mrs. D'Ettorre Wargo

Seconded by Ms. Rocco

Roll Call Vote:

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

\*Hearing of Public (15 minutes) Agenda Items

- Jeff Tasse, a representative of a parent group that represents high school music students, voiced concern regarding the anticipated funding for the District's music program. They would like the Board to make the budget for the music department a priority this fiscal year.
- Beal: What is the major issue or concern of this group?
- O'Malley: What prompted the visit of this group?
- Rick Kendall: Indicated the Music Booster's concern is focused more on all the schools rather than being focused on Westlake High School. The group here tonight is focused on the needs of music students at the High School.
- Wargo: Is there a specific reason for your request or can you pinpoint a child that will be impacted this year by this decision?
- William Pope: The band has a need for trombones in the high school.

- Beal: The District might want to consider an audit of their musical instrument inventory.
- O'Malley: Indicated he is more concerned with the issue regarding the communication of needs from the staff concerning this program.
- Costanza: Confirmed with the Board that the proposed music replacement and equipment budgets will be the same allocations as in the prior year. He further indicated that he is recommending the allocation for equipment to be delayed until the District has a better picture of its finances this school year.
- LeChaix: Do they have a rationale? Again asked the parent group if they could indicate a specific reason or deficiency in the music department.
- Conti: Indicated to the Board that he meets annually with the music department representatives to discuss their annual budgetary needs.
- Beal: The District may want to consider soliciting instrument donations from the public.

President LeChaix declared a brief recess at 7:25 p.m. and resumed the meeting at 7:28 p.m.

A. Approval of Minutes

1. Special Meeting of July 8, 2004

Motion by Mrs. D'Ettorre Wargo

Seconded by Ms. Rocco

Roll Call Vote:

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

B. Special Reports and Recognitions

1. Marilyn Lester – Wal-Mart Ohio Teacher of the Year
- Withdrawn – To be rescheduled at a later date.

C. Treasurer's Report/Recommendations

1. Action Items

- |  |               |
|--|---------------|
| a. Resolution to Accept Funds  | Exhibit C-1-a |
| b. Resolution to Adjust FY05 Temporary Appropriations                                    | Exhibit C-1-b |
| c. Resolution to Authorize Treasurer to Advance Funds                                    | Exhibit C-1-c |
| d. Resolution to Appoint Delegate and Alternate to the 2004 Annual OSBA Business Meeting | Exhibit C-1-d |
| e. Resolution to Approve Student Activity Purpose Statements and Budgets                 | Exhibit C-1-e |

D. CAC Report

- LeChaix: New and outgoing CAC members will be recognized at the September meeting.
- Wargo: What is the Board's role in CAC's project regarding the Performing Arts Center? If Board members are interested in participating, should they?
- Board: The Board unanimously agreed that if any member has an interest in participating in the Performing Arts Center activities, they should do so.

E. New Business

1. Action Items:

- |   |                  |
|---|------------------|
| a. Resolution to Accept Gifts and Contributions   | Exhibit E-1-a    |
| b. Resolutions to Approve Staff Recommendations   |                  |
| 1) Resolution to Approve Reclassification of Certificated Staff Members                           | Exhibit E-1-b-1  |
| 2) Resolution to Approve Employment of Certificated Teachers and Substitute Teachers              | Exhibit E-1-b-2  |
| 3) Resolution to Approve Stipends for Continuous Improvement Plan Summer Update Committee         | Exhibit E-1-b-3  |
| 4) Resolution to Approve Resignation and Rescission of Classified Staff Members                   | Exhibit E-1-b-4  |
| 5) Resolution to Approve Resignation of Supplemental Staff Member                                 | Exhibit E-1-b-5  |
| 6) Resolution to Approve Resignation and Reappointment of Classified Substitutes                  | Exhibit E-1-b-6  |
| 7) Resolution to Approve Supplemental Contracts   | Exhibit E-1-b-7  |
| 8) Resolution to Approve Employment and Change in Employment of Classified Staff Members          | Exhibit E-1-b-8  |
| 9) Resolution to Approve Reimbursement for Training for Classified Staff Members                  | Exhibit E-1-b-9  |
| 10) Resolution to Approve 2004-2005 Bus Driver Hours  | Exhibit E-1-b-10 |
| 11) Resolution to Approve Employment of Adult Basic Literacy Education (A.B.L.E.) Personnel       | Exhibit E-1-b-11 |
| 12) Resolution to Approve Employment of Project Link Personnel                                    | Exhibit E-1-b-12 |
| 13) Resolution to Approve Employment of Auxiliary Services Personnel                              | Exhibit E-1-b-13 |
| 14) Resolution to Approve Health Services for Non-Public Schools                                  | Exhibit E-1-b-14 |
| 15) Resolution to Approve Agreement for Health Aide Services                                      | Exhibit E-1-b-15 |
| c. Resolution to Approve Interdistrict Service Area Contract                                      | Exhibit E-1-c    |
| d. Resolution to Approve Lease Agreement  | Exhibit E-1-d    |
| e. Resolution to Approve Agreement for Special Education Services with Positive Education Program | Exhibit E-1-e    |
| f. Resolution to Approve the West Shore CTPD 023 Career-Technical Education Agreement             | Exhibit E-1-f    |

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|---|---------------|
| g. Resolution to Approve Agreement for Admission of Tuition Pupils                      | Exhibit E-1-g |
| h. Resolution to Approve Participation in the Education Concert Production Fund Program | Exhibit E-1-h |
| i. Resolution to Approve Foreign Exchange Student                                       | Exhibit E-1-i |
| j. Resolution to Approve Agreement for High-Speed Telephone Circuits                    | Exhibit E-1-j |

2. Discussion Items

- a. First Reading of Board of Education Policies
- 1) Policy DJH – Credit Cards (new)
  - 2) Policy DJH-R – Credit Cards (new)
  - 3) Policy EGACAA – Cellular Telephone Use Policy (new)
  - 4) Policy EHA – Data & Records Retention (revised)
  - 5) Policy EHA-R – Data & Records Retention (new)
  - 6) Policy GBCB – Staff Conduct (revised)
  - 7) Policy GCD – Professional Staff Hiring (revised)
  - 8) Policy GDC/GDCA/GDD – Support Staff Recruiting/Posting of Vacancies/Hiring (revised)
  - 9) Policy IE – Organization of Facilities for Instruction (revised)
  - 10) Policy IGBA – Programs for Special Needs Students (revised)
  - 11) Policy IGBE – Remedial Instruction (revised)
  - 12) Policy IGBI – English as a Second Language (revised)
  - 13) Policy IGDJ – Interscholastic Athletics (revised)
  - 14) Policy JEC – School Admission (revised)
  - 15) Policy JHG – Reporting Child Abuse (revised)
  - 16) Policy JHH – Notification about Sex Offenders (revised)
  - 17) Policy JN – Student Fees, Fines & Charges (revised)
  - 18) Policy KGB – Public Conduct on District Property (revised)

F. Director of Business Affairs Report

Gary Slocum reported on the following District projects:

- All buildings and grounds are ready for the start of the school year.
- The Transportation Department is geared up for the new school year. Informational letters have been mailed to the parents regarding bus schedules, and a call system is in place to handle questions/problems.
- Wargo: Who will address the traffic issue at Hilliard and Parkside?
- Superintendent Costanza: Mr. Slocum has been in contact with the City on this issue.
- Wargo: Would like better coordination of events at Westlake High School as a result of the construction.

G. Director of Curriculum & Instruction Report

Ray Conti reported on the following District initiatives:

- Confirmed that most of the text adoption materials have been received for the new school year.
- Indicated there are some minor issues obtaining consumable supplies.
- The Westlake Historical Society has offered its support in helping the third grade teachers with the curriculum.
- An inservice was held this summer for the science program.

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

I. Adjourn to Executive Session

Time: 9:07 p.m.

Purpose: To discuss negotiations

Motion by \_\_\_\_\_ Mrs. D'Ettorre Wargo

Seconded by \_\_\_\_\_ Mr. Beal

Mr. LeChaix \_\_\_\_\_ AYE

Mrs. D'Ettorre Wargo \_\_\_\_\_ AYE

Mr. Beal \_\_\_\_\_ AYE

Mr. O'Malley \_\_\_\_\_ AYE

Ms. Rocco \_\_\_\_\_ AYE

Others in attendance: Costanza, Pepera

Adjourn Executive Session and Return to Regular Session

Time: 9:30 p.m.

J. Board Items

O'Malley: What's the status of the LEECA Fiber agreement?

O'Malley: Does the City reimburse for tax challenge legal costs.

Treasurer Pepera: Indicated the City has agreed to reimburse the District for one-third of the cost.

Beal: The Revenue Assurance Committee met. The main points discussed at the meeting were:

1. The need to educate the community of school district finances.
2. The need for some professional assistance with public relations.
3. Concern regarding public relations of Crocker Park.
4. Concern about the perception of Performing Arts project and that the community should be aware this was a capital project.
5. Would like the Board to take a leadership role on the public relations position.
6. The concern that our expenses are greater than our revenues and the district will shortly deplete any reserves.
7. The Board must exercise caution on discretionary funds.

K. Adjournment

President LeChaix adjourned the meeting at 9:40 p.m.

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President

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Treasurer

\*The public may address the Board during the periods of the meeting designation 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  
(WITHDRAWN)

RESOLUTION TO RECOGNIZE CERTIFIED STAFF MEMBER

RESOLVED THAT  
the Westlake Board of Education recognizes and congratulates Marilyn Lester for being chosen as  
the Wal-Mart Ohio Teacher of the Year.

(To be rescheduled at a later date)

Motion by\_\_\_\_\_

Seconded by\_\_\_\_\_

Roll Call Vote:

Mr. LeChaix	_____
Mrs. D'Ettorre Wargo	_____
Mr. Beal	_____
Mr. O'Malley	_____
Ms. Rocco	_____

RESOLUTION TO ACCEPT FUNDS

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

<u><b>Federal Grant</b></u>	<u><b>Amount</b></u>	<u><b>Fund</b></u>	<u><b>Special Cost Center</b></u>
Adult Basic and Literacy Education Fiscal Year 2005	\$76,112.00	501	9305
Special Education Access Grant FY2005	\$11,250.00	516	9716

Motion by Mrs. D'Ettorre Wargo

Seconded by Mr. Beal

Mr. LeChaix AYE

Mrs. D'Ettorre Wargo AYE

Mr. Beal AYE

Mr. O'Malley AYE

Ms. Rocco AYE



EXHIBIT C-1-b  
RES. #04-215

RESOLUTION TO ADJUST FY05 TEMPORARY APPROPRIATIONS

RESOLVED THAT  
the Westlake Board of Education adjust the following FY05 temporary appropriations:

**GENERAL FUND**

<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
001-1900-400			
Gen. Instruction-Purchased Services	\$12,382.00	\$311,294.13	\$298,912.13
001-2600-600			
Business-Equipment	\$0.00	\$513.00	\$513.00
001-2800-400			
Trans. Purchased Services	\$92,195.00	\$97,362.01	\$5,167.01
001-2900-800			
Community Info-Memberships	<u>\$52.00</u>	<u>\$55.00</u>	<u>\$3.00</u>
<b>Total</b>	<b>\$104,629.00</b>	<b>\$409,224.14</b>	<b>\$304,595.14</b>

**AUDITORIUM**

<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
004-5500-600-9002			
Auditorium-Equipment	\$50,000.00	\$121,905.81	\$71,905.81
<b>Total</b>	<b>\$50,000.00</b>	<b>\$121,905.81</b>	<b>\$71,905.81</b>

**FOOD SERVICE CATERING**

<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
006-3100-500-9601			
Catering Supplies	\$0.00	\$369.83	\$369.83
<b>Total</b>	<b>\$0.00</b>	<b>\$369.83</b>	<b>\$369.83</b>

EXHIBIT C-1-b  
(Continued)

**LE CHAPERON ROUGE 2003 - 2004**

<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
401-3200-500-9904 Supplies and Materials	\$19,130.19	\$18,630.19	(\$500.00)
401-3200-600-9904 Equipment	<u>\$4,500.00</u>	<u>\$5,000.00</u>	<u>\$500.00</u>
<b>Total</b>	<b>\$23,630.19</b>	<b>\$23,630.19</b>	<b>\$0.00</b>

Motion by Mrs. D'Ettorre Wargo  
Seconded by Mr. Beal  
Mr. LeChaix AYE  
Mrs. D'Ettorre Wargo AYE  
Mr. Beal AYE  
Mr. O'Malley AYE  
Ms. Rocco AYE

EXHIBIT C-1-c  
RES. #04-216

RESOLUTION TO AUTHORIZE TREASURER TO ADVANCE FUNDS

RESOLVED THAT  
the Westlake Board of Education authorize the Treasurer to advance \$13,000 from the General Fund (001) to the Food Service Fund (006).

Motion by	<u>Mr. Beal</u>
Seconded by	<u>Mr. O'Malley</u>
Mr. LeChaix	<u>AYE</u>
Mrs. D'Ettorre Wargo	<u>AYE</u>
Mr. Beal	<u>AYE</u>
Mr. O'Malley	<u>AYE</u>
Ms. Rocco	<u>AYE</u>

RESOLUTION TO APPOINT DELEGATE AND ALTERNATE  
TO THE 2004 ANNUAL OSBA BUSINESS MEETING

RESOLVED THAT  
the Westlake Board of Education appoint Joseph O'Malley to serve as  
delegate and Andrea Rocco to serve as alternate to the OSBA Annual Business  
Meeting on November 8, 2004.

Motion by Mr. Beal  
Seconded by Mrs. D'Ettorre Wargo  
Mr. LeChaix AYE  
Mrs. D'Ettorre Wargo AYE  
Mr. Beal AYE  
Mr. O'Malley AYE  
Ms. Rocco AYE

EXHIBIT C-1-e  
RES. #04-218

RESOLUTION TO APPROVE STUDENT ACTIVITY  
PURPOSE STATEMENTS AND BUDGETS

RESOLVED THAT  
the Westlake Board of Education approve the following Student Activity Purpose Statements and  
Budgets (see attached).

Motion by	<u>Mrs. D'Ettorre Wargo</u>
Seconded by	<u>Mr. O'Malley</u>
Mr. LeChaix	<u>AYE</u>
Mrs. D'Ettorre Wargo	<u>AYE</u>
Mr. Beal	<u>AYE</u>
Mr. O'Malley	<u>AYE</u>
Ms. Rocco	<u>AYE</u>

**2004-05 PURPOSE STATEMENTS AND BUDGETS\***

<b>Fund SCC Description</b>	<b>Estimated Revenue</b>	<b>Estimated Expenses</b>
018 9720 Vending Machine - Red Brick	\$ 200.00	\$ 285.00
018 9722 Vending Machine - Transportation	\$ 1,600.00	\$ 1,300.00
018 9724 Vending Machine - WHS Teachers Lounge	\$ 2,000.00	\$ 1,700.00
018 9726 Board Contribution Fund	\$ 200.00	\$ 225.00
018 9748 Library - Holly Lane	\$ 4,850.00	\$ 4,850.00
018 9749 Library - Bassett	\$ 7,975.00	\$ 9,900.00
018 9751 In-Service Bassett	\$ 10,500.00	\$ 10,400.00
018 9753 In-Service Dover	\$ 3,850.00	\$ 3,825.00
018 9755 In-Service Hilliard	\$ 6,950.00	\$ 6,900.00
018 9756 Library - Dover	\$ 9,875.00	\$ 9,325.00
018 9757 In-Service Holly Lane	\$ 2,300.00	\$ 2,300.00
018 9759 Library - Hilliard	\$ 7,400.00	\$ 7,000.00
018 9760 Library - L.B.	\$ 4,650.00	\$ 4,600.00
018 9761 In-Service L.B.	\$ 183,200.00	\$ 183,200.00
018 9762 Library - P.S.	\$ 10,650.00	\$ 13,000.00
018 9763 In-Service P.S.	\$ 95,375.00	\$ 104,500.00
018 9764 In-Service WHS	\$ 9,000.00	\$ 8,700.00
018 9765 Music Fees - WHS	\$ 8,000.00	\$ 8,000.00
018 9766 Guidance - WHS	\$ 38,122.00	\$ 39,740.00
018 9767 Library - WHS	\$ 1,600.00	\$ 4,250.00
018 9770 Music Programs - Bassett	\$ 300.00	\$ 300.00
018 9771 Music Programs - Dover	\$ 2,750.00	\$ 2,750.00
018 9772 Music Programs - Hilliard	\$ 300.00	\$ 300.00
018 9773 Music Programs - Holly Lane	\$ 520.00	\$ 520.00
018 9774 Music Programs - Lee Burneson	\$ 2,500.00	\$ 2,500.00
018 9775 Music Programs - P.S.	\$ 900.00	\$ 875.00
018 9776 Band-Music Programs - WHS	\$ 3,000.00	\$ 3,000.00
018 9777 Strings - Music Program - L.B.	\$ 800.00	\$ 800.00
<b>Total 018 Fund</b>	<b>\$ 419,367.00</b>	<b>\$ 435,045.00</b>

(Continued)

**2004-05 PURPOSE STATEMENTS AND BUDGETS\***

<b>Fund</b>	<b>SCC</b>	<b>Description</b>	<b>Estimated Revenue</b>	<b>Estimated Expenses</b>
200	9111	Art Gallery - WHS	\$ 350.00	\$ 250.00
200	9131	Drama Club - WHS	\$ 10,500.00	\$ 10,500.00
200	9132	Drama Club - L.B.	\$ 3,500.00	\$ 3,500.00
200	9133	Drama Club - P.S.	\$ 1,005.00	\$ 755.00
200	9140	WHBS-TV50 - WHS	\$ 31,000.00	\$ 29,900.00
200	9150	Newspaper Club - L.B.	\$ 1,000.00	\$ 1,000.00
200	9151	Computer Club - WHS	\$ 300.00	\$ 150.00
200	9160	Computer Club - LB	\$ 1,200.00	\$ 1,200.00
200	9165	German Club - WHS	\$ 150.00	\$ 200.00
200	9170	Science Club - L.B.	\$ 10,000.00	\$ 10,000.00
200	9180	Ecology Honors - WHS	\$ 41,300.00	\$ 40,679.00
200	9195	French Club - WHS	\$ 200.00	\$ 200.00
200	9200	Foreign Language Club - WHS	\$ 4,500.00	\$ 4,130.00
200	9350	American Field Service (AFS) - WHS	\$ 1,400.00	\$ 1,130.00
200	9370	C.B.E. - WHS	\$ 1,700.00	\$ 1,250.00
200	9390	Work Study - WHS	\$ 500.00	\$ 1,450.00
200	9400	Band Activities - P.S.	\$ 800.00	\$ 775.00
200	9401	Chorus Activities - P.S.	\$ 200.00	\$ 100.00
200	9460	Encore/Orchestra - L.B.	\$ 10,200.00	\$ 10,200.00
200	9470	Music - L.B.	\$ 22,500.00	\$ 22,500.00
200	9490	Band - WHS	\$ 150,000.00	\$ 150,000.00
200	9491	Choir - WHS	\$ 51,400.00	\$ 57,100.00
200	9522	Bowling Club - WHS	\$ 350.00	\$ 250.00
200	9559	Ski Club - WHS	\$ 76,500.00	\$ 76,500.00
200	9560	Cheerleaders - L.B.	\$ 2,100.00	\$ 2,100.00
200	9561	Demonettes - WHS	\$ 3,000.00	\$ 3,000.00
200	9580	Student Supply Store - L.B.	\$ 600.00	\$ 600.00
200	9601	Peer Advocate Club - L.B.	\$ 1,000.00	\$ 900.00
200	9604	Project Support - WHS	\$ 200.00	\$ 200.00
200	9610	Student Council - P.S.	\$ 4,100.00	\$ 3,650.00
200	9611	Student Council - L.B.	\$ 4,000.00	\$ 3,900.00
200	9612	Student Council - WHS	\$ 17,000.00	\$ 16,700.00
200	9613	Student Activities - WHS	\$ 1,400.00	\$ 1,400.00
200	9614	Academic Challenge - WHS	\$ 100.00	\$ 158.00
200	9615	Student Council - Bassett	\$ 3,200.00	\$ 3,200.00
200	9631	Builders Club - L.B.	\$ 4,300.00	\$ 4,300.00

(Continued)

**2004-05 PURPOSE STATEMENTS AND BUDGETS\***

<b>Fund</b>	<b>SCC</b>	<b>Description</b>	<b>Estimated Revenue</b>	<b>Estimated Expenses</b>
200	9632	Key Club - WHS	\$ 1,350.00	\$ 1,070.00
200	9635	Pep Club - WHS	\$ 150.00	\$ 100.00
200	9636	Students Against Drunk Driving (SADD) WHS	\$ 100.00	\$ -
200	9650	TechMates Club - WHS	\$ 250.00	\$ 250.00
200	9680	Panorama - WHS	\$ 39,750.00	\$ 41,350.00
200	9690	Photography/Yearbook - L.B.	\$ 1,000.00	\$ 950.00
200	9691	Green & White - WHS	\$ 4,800.00	\$ 4,500.00
200	9692	Literary Magazine - WHS	\$ 500.00	\$ 425.00
200	9710	National Honor Society - WHS	\$ 2,100.00	\$ 2,100.00
200	9720	Leadership Challenge - WHS	\$ 9,000.00	\$ 10,500.00
200	9805	P. E. Action - WHS	\$ 500.00	\$ 1,500.00
200	9838	Class of 2005 - WHS	\$ 22,850.00	\$ 20,370.00
200	9839	Class of 2006 - WHS	\$ 5,200.00	\$ 4,050.00
200	9840	Class of 2007 - WHS	\$ 2,800.00	\$ 2,300.00
200	9841	Class of 2008 - WHS	\$ 1,600.00	\$ 1,600.00
		<b>Total 200 Fund</b>	<b>\$ 553,505.00</b>	<b>\$ 554,892.00</b>

<b>Fund</b>	<b>SCC</b>	<b>Description</b>	<b>Estimated Revenue</b>	<b>Estimated Expenses</b>
300	9500	Athletics - WHS	\$ 180,000.00	\$ 241,200.00
300	9502	Vending Machine Athletics - WHS	\$ 10,000.00	\$ 10,000.00
300	9562	Athletic Transportation - WHS	\$ 35,000.00	\$ 35,000.00
300	9563	Swim Pool - WHS	\$ 10,000.00	\$ 10,000.00
		<b>Total 300 Fund</b>	<b>\$ 235,000.00</b>	<b>\$ 296,200.00</b>

\*Original copies of Purpose Statements and Budgets are on file in the CFO/Treasurer's Office.



EXHIBIT E-1-a  
RES. #04-219

RESOLUTION TO ACCEPT  
GIFTS AND CONTRIBUTIONS  
(ORC 3313.36)

RESOLVED THAT

the Westlake Board of Education accept with gratitude the following donations and in so doing hereby acknowledges the positive and supportive activities of those listed:

Kaufmann's Department Store Ms. Melissa Thurstone, Manager 25801 Brookpark Road North Olmsted, OH 44070	Donated \$300.00 (30 gift certificates at \$10 each) to WHBS-TV at Westlake High School to give out to a student athlete each of the 30 weeks on the <i>Demon Zone</i> sports show.
King Printing Mr. Ron Hatcher, Owner 24700 Center Ridge Road Westlake, OH 44145	Donated \$198.00 in #10 envelopes, letterhead and business cards to WHBS-TV at Westlake High School to represent WHBS-TV in a professional look and manner.
Ms. Sally Jamieson 2473 Crimson Drive Westlake, OH 44145	Donated \$10.00 to WHBS-TV at Westlake High School to help purchase new digital video equipment for the new studio.
Woodard Photographic Mr. Roger Wilburn 26167 Detroit Road Westlake, OH 44145	Donated \$756.00 (84 pictures at \$9 each) in customized photos to WHBS-TV at Westlake High School to give an 8x10 color photo of the WHBS crew to all the 2003-04 station sponsors.
Tuffy Auto Service Center Mr. Bob Yesenko, Manager 27303 Detroit Road Westlake, OH 44145	Donated \$239.85 in parts and labor to WHBS-TV at Westlake High School for an oil change and lube on the WHBS van, front brakes on new truck #6 and recharged air conditioning on both vehicles.

Motion by Mr. Beal

Seconded by Mrs. D'Ettorre Wargo

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

RESOLUTION TO APPROVE RECLASSIFICATION  
OF CERTIFICATED STAFF MEMBERS

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

**Effective 09-01-04:**

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Step</u>
James Bingham	BA+10	BA+20	10
Pam DeAnna	BA+20	BA+30	7
Sandee Erdman	MA+10	MA+20	20
Susan Jennings	MA+10	MA+20	13
Diane Lee	MA+10	MA+20	20
Dawn Neff	MA+20	MA+30	18
Mary Beth Opron	BA+30	MA	9
Diane Reisdorff	MA+20	MA+30	13
Tharasa Szabo	MA	MA+10	13
Thomas Urich	BA+20	BA+30	11
Jennifer White	BA+10	BA+30	4

**Effective 09-01-03:**

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Step</u>
Tracie Sidloski (delayed due to leave of absence)	MA	MA+10	10

Motion by Mr. O'Malley

Seconded by Mr. Beal

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

EXHIBIT E-1-b-2  
RES. #04-221

RESOLUTION TO APPROVE EMPLOYMENT OF CERTIFICATED  
TEACHERS AND SUBSTITUTE TEACHERS

RESOLVED THAT

the Westlake Board of Education approves the employment and changes in employment of certificated teachers and substitute teachers for the 2004-2005 school year as follows, contingent upon full and complete compliance with all State of Ohio and Westlake Board of Education employment eligibility criteria and paid from General Fund unless otherwise noted.

Summer School Substitute 2004

William J. Harper

Substitutes 2004-2005 School Year

Carolyn Brown	Tracy Howitt
Jodi Bricely	Laurie Knowlton
David Diemert	Scott Verba
Tara Gallagher	Danielle Wagner
April Hawkins	

Change in Contract Status

Julie Hildebrand	From 0.5 to 1.0
Dover Elementary – 1 <sup>st</sup> Grade	Effective 08/23/04 – 01/18/05
	(Subject to teacher returning from maternity leave)

Motion by \_\_\_\_\_ Mr. O'Malley

Seconded by \_\_\_\_\_ Mr. Beal

Mr. LeChaix	_____ AYE
Mrs. D'Ettorre Wargo	_____ AYE
Mr. Beal	_____ AYE
Mr. O'Malley	_____ AYE
Ms. Rocco	_____ AYE

RESOLUTION TO APPROVE STIPENDS FOR CONTINUOUS  
IMPROVEMENT PLAN SUMMER UPDATE COMMITTEE

RESOLVED THAT

the Westlake Board of Education approves stipends for the following certificated staff members for Continuous Improvement Plan Summer Update Committee for 4 hours on August 6, 2004 at the negotiated rate of pay.

Susan Dodge  
Bobbe English  
Kim Toncar  
Sue Weitzel  
Jen White

Motion by Mr. O'Malley

Seconded by Mr. Beal

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

EXHIBIT E-1-b-4  
RES. #04-223

RESOLUTION TO APPROVE RESIGNATION AND RESCISSION  
OF CLASSIFIED STAFF MEMBERS

RESOLVED THAT  
the Westlake Board of Education accepts and approves the resignation and rescinding of  
employment of the following classified staff members:

Resignation:

Susan Munch  
Secretary, Director of Curriculum

Effective September 24, 2004

Rescission:

Lynn Pauly  
Holly Lane – Special Ed. Assistant

Effective August 5, 2004

Motion by \_\_\_\_\_ Mr. O'Malley \_\_\_\_\_

Seconded by \_\_\_\_\_ Mr. Beal \_\_\_\_\_

Mr. LeChaix	_____ AYE _____
Mrs. D'Ettorre Wargo	_____ AYE _____
Mr. Beal	_____ AYE _____
Mr. O'Malley	_____ AYE _____
Ms. Rocco	_____ AYE _____

RESOLUTION TO APPROVE RESIGNATION AND RESCISSION OF  
SUPPLEMENTAL STAFF MEMBERS

RESOLVED THAT  
the Westlake Board of Education accepts and approves the resignation and rescission of the  
following supplemental staff members:

Resignation:

John Horwatt                      Freshman Basketball Coach

Rescission:

Dianne Lewis                      WHS Key Club Co-Advisor

Motion by \_\_\_\_\_ Mr. O'Malley \_\_\_\_\_

Seconded by \_\_\_\_\_ Mr. Beal \_\_\_\_\_

Mr. LeChaix                      \_\_\_\_\_ AYE \_\_\_\_\_

Mrs. D'Ettorre Wargo                      \_\_\_\_\_ AYE \_\_\_\_\_

Mr. Beal                      \_\_\_\_\_ AYE \_\_\_\_\_

Mr. O'Malley                      \_\_\_\_\_ AYE \_\_\_\_\_

Ms. Rocco                      \_\_\_\_\_ AYE \_\_\_\_\_

EXHIBIT E-1-b-6  
RES. #04-225

RESOLUTION TO APPROVE REAPPOINTMENT AND RESIGNATION  
OF CLASSIFIED SUBSTITUTES

RESOLVED THAT

the Westlake Board of Education accepts and approves the reappointment and resignation of the following classified substitutes:

**Classified Substitutes Reappointed 2004-2005**

Alflen, Jeanne	Janmey, Terry	Perrings, Rebecca
Baker, Cecelia	Kelly, Kathleen	Perusek, Reda
Beck, Rena	Kelly, Nancy	Phillips, Pamela
Bernazzoli, Donna	Knapp, Lorrie	Piskura, Lynnise
Cepulo, Barney	Kodysh, Sandee	Robinson, Wanda
Christian, Diane	Kotulak, Joan	Sabo, Nancy
Clemons, Linda	Krucek, Marcia	Scavelli, Mary
Colic-Timm, Ana	Leheney, Maureen	Schwan, Cynthia
Cooke, Daryle	Lewis, Jerry	Smith, Eugene
Damron, Barb	Lewis, Sandra	Stroh, Jacqueline
DeAngelo, Mary	Liegl, Katarina	Synek, Anna
DeChant, Valerie	Locklear, Doris	Taricska-Spoth, Mary
Detwiler, Barbara	Maheshwer, Bhanumati	Tegel, Cheryl
Dunn, Mary	Mitiska, Ryan	Trudel, Judith
Dvorak, Susan	Mitterholzer, Ronald	Varvir, Fran
Ferrara, Gina	Monnolly, Rose	Weaver, Jennifer
Flannick, Carol	Nackowicz, Jacqueline	West, Elizabeth
Fox, Carol	Nock, Robyn	White, Delores
Grace, Joanne	O'Meara, Cheryl	Whiting, Laurie
Herman, Barbara	Ormsby, Karen	Wilder, Georgia
Hollis, Jackie	Paul, Sophie	Wolfe, Shirley
Italiano, Barb	Peacock, Erin	

EXHIBIT E-1-b-6  
(Continued)

**Resigned Classified Substitutes**

Bonnie Escher  
Kathy Fordos  
Charlene Kelly  
Nancy Kendall

Katie Koster  
Cora Miner  
Carol Salim  
Jane Sheehan

Callie Smith  
Donna Stephenson  
Eileen Winter

EXHIBIT E-1-b-7

Motion by Mr. O'Malley

Seconded by Mr. Beal

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



EXHIBIT E-1-b-7  
RES. #04-226

RESOLUTION TO APPROVE SUPPLEMENTAL CONTRACTS  
(IN-DISTRICT & OUT-OF-DISTRICT)

RESOLVED THAT  
the Westlake Board of Education approves supplemental contracts as follows for the 2004-2005 school year (in-district and out-of-district).

**In-District**

<u>Name</u>	<u>Position</u>	<u>Step</u>
Shaun Koski	WHS Girls Assistant Soccer Coach (new)	3
Susan Weitzel	LBMS 8 <sup>th</sup> Grade Volleyball Coach (was 7 <sup>th</sup> Grade Volleyball Coach)	1
Jeff Short	WHS Baseball Coach (was Step 2)	18
Heather Marinelli-Mooney	WHS Co-Advisor Key Club	0

**Out-of-District**

Dan Barringer	LBMS Faculty Manager	5
Rachel Kruse	WHS Freshman Volleyball Coach	2
Stacie L. Godek	LBMS 7 <sup>th</sup> Grade Volleyball Coach	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 Mr. O'Malley

Seconded by Mr. Beal

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

RESOLUTION TO APPROVE EMPLOYMENT AND CHANGE IN EMPLOYMENT  
FOR CLASSIFIED STAFF MEMBERS

RESOLVED THAT

the Westlake Board of Education approves employment and changes in employment for classified staff members for the 2004-2005 school year as follows:

NEW EMPLOYEES:

Sue Gierosky	Rate:	6.5 Hours/Day, Step 0 + \$0.30 extra
Holly Lane – Special Ed. Assistant	Effective:	08-23-04

Donna Keener	Rate:	6.5 Hours/Day, Step 4 + \$0.20 extra
Parkside – Student Attendant	Effective:	08-23-04

NEW SUBSTITUTES:

Anna Pavender	Substitute Bus Driver
Jean Bottemer	Handicap Supervision Asst. Transp., Kitchen Helper
Annie Peteya	Clerk/Typist, Secretary, Teacher Asst., Student Asst., Supervision Asst., Playground Asst., Receptionist
Jacqueline King	Teacher Asst., Student Asst., Supervision Asst., Handicap Supervision Asst. Transp., Custodial
Robert Carlin	Clerk/Typist, Secretary, Teacher Asst., Student Asst., Library Asst., Supervision Asst., Playground Asst., Handicap Supervision Asst. Transp., Receptionist, Maintenance, Custodial, Kitchen Helper

CHANGES FOR SUMMER 2004 WORK:

Barbara Damron	Driver	From 4.75 hours	To 4.5 hours
Wanda Robinson	Driver	From 4.0 hours	To 6.25 hours

Motion by Mr. O'Malley

Seconded by Mr. Beal

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

EXHIBIT E-1-b-9  
RES. #04-228

RESOLUTION TO APPROVE REIMBURSEMENT FOR TRAINING  
FOR CLASSIFIED STAFF MEMBERS

RESOLVED THAT  
the Westlake Board of Education approves reimbursement for Classified Staff Members for  
Commercial Drivers License per negotiated agreement, as follows:

<u>Name</u>	<u>Reimbursement</u>
Bruce Ashwood	\$85.00
Kellie Baumann	\$85.00
Ronald Mitterholzer	\$85.00
Robin Nock	\$85.00
John O'Boyle	\$85.00

Motion by Mr. O'Malley

Seconded by Mr. Beal

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

## RESOLUTION TO APPROVE BUS DRIVER HOURS

### RESOLVED THAT

the Westlake Board of Education approves the following Bus Driver hours for the 2004-2005 school year, beginning August 2004.

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Step</u>
Anost, Charles	Driver	6.75	18
Ashwood, Bruce	Driver	2.25	0
Bond, Lydia	Driver	4.5	16
Beach, Dennis	Driver (Sub)	0	1
Berriker, Lois	Driver	0	6
Bugaj, Margaret	Driver	2.25	3
Carlin, Robert	Driver	5	2
Carlin, James	Driver	5	3
Carlin, William	Driver	5	3
Cepulo, Barney	Driver	2.25	4
Christian, Diane	Driver	8	30
Clemons, Linda	Driver	8	23
Cooke, Daryle	Driver	5.25	12
Cowsette, Albert	Driver	0	2
Croyle, Judith	Driver	0	13
Damron, Barbara	Driver	7.5	13
Flannick, Carol	Driver	6.25	15
Geib, Rosie	Driver	7.5	13
Hejnal, Craig	Driver	0	4
Hollis, Jackie	Driver	7.5	21
Hughes, Adria	Driver	2	5
Italiano, Barb	Driver	8	15
Joyce, James	Driver	4	3
Jakubisin, Barbara	Driver	2.25	4
Kantner, S.	Driver	5	11
Kelly, Kathleen	Driver	4	9
Knapp, Lorrie	Driver	7	21
Kodysh, Sandee	Driver	2.5	14
Kotulak, Joan	Driver	5	7
Krucek, Marcella	Driver	8	21
Kubincanek, Celia	Driver	2	15
Lewis, Jerry	Driver	5	10
Lewis, Sandra	Driver	5	5
Loving, Emma	Driver	5	3
Maler, Steve	Driver	2.5	1
Manning, Cindy	Driver	4.75	2
West, Sherry	Driver	5.25	10
Meadows, Roger	Driver	5	4
Metzger, Carol	Driver	4.25	9

EXHIBIT E-1-b-10  
(Continued)

Name	Position	Hours	Step
Moran, Edward	Driver	4	3
Mott, Patricia	Driver	0	3
Myers, Michael	Driver	2.5	1
Musychak, James	Driver	4.75	4
Ormsby, Karen	Driver	7.25	15
Ovelgonne, Jody	Driver	5	11
Parkison, Patti	Driver	4	9
Peacock, Erin	Driver	5	4
Perusek, Reda	Driver	5	12
Phillips, Pam	Driver	8	18
Rafferty, Kenneth	Driver	5	3
Rasmussen, Catherine	Driver	4.75	4
Robinson, Angela	Driver	5	8
Robinson, Wanda	Driver	8	24
Saal, Robert	Driver	2	1
Scavelli, Mary	Driver	6.25	13
Selvaggio, J.	Driver	5	8
Slabaugh, J.	Driver	4.5	6
Smith, Eugene	Driver (sub)	0	2
Smith, Kenneth	Driver	4.75	8
Smith, Margaret	Driver	8	18
Urban, Melodie	Driver	5	10
Varvir, Fran	Driver	8	17
Weaver, Jennifer	Driver	2	6
Wering, Denise	Driver	5	4
West, Elizabeth	Driver	8	21
Whiting, Laurie	Driver	7.25	14
Winter, Eileen	Driver	4.75	4
Wolfe, Shirley	Driver	6.5	34
Yehlik, Michelle	Driver	7	15
Yockey, Robert	Driver	4.75	11

Motion by Mr. O'Malley

Seconded by Mr. Beal

Mr. LeChaix AYE

Mrs. D'Ettorre Wargo AYE

Mr. Beal AYE

Mr. O'Malley AYE

Ms. Rocco AYE

RESOLUTION TO APPROVE EMPLOYMENT OF ADULT  
BASIC LITERACY EDUCATION PERSONNEL

RESOLVED THAT

the Westlake Board of Education approves 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-S1-2004C, A.B.L.E. Project Number 045062-AB-S1-2005 and A.B.L.E. English Literacy and Civics Education Project Number 045062-AB-S2-2005.

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Hourly Rate</u>	<u>Not to Exceed</u>
Susan Bonnell	A.B.L.E. Teacher	450	\$23.00	\$10,350.00
James Bingham	A.B.L.E. Teacher	60	\$22.00	\$1,320.00
Susan Pocos	A.B.L.E. Teacher	150	\$20.00	\$3,000.00
Francine Elleman	A.B.L.E. Teacher	150	\$19.00	\$2,850.00
Lucille Faup	A.B.L.E. Teacher	60	\$22.00	\$1,320.00
Joanne Pecuch	A.B.L.E. Teacher	150	\$19.00	\$2,850.00
Anne Jennings	A.B.L.E. Assistant	330	\$20.00	\$6,600.00
Vera Gillis	A.B.L.E. Assistant	200	\$23.00	\$4,600.00
Ruth Barendt	A.B.L.E. Assistant	50	\$22.00	\$1,100.00
Frederick Jennings	A.B.L.E. Assistant	400	\$32.00	\$12,800.00
Frederick Jennings	A.B.L.E. Coordinator	300	\$32.00	\$9,600.00

Motion by Mr. O'Malley

Seconded by Mr. Beal

Mr. LeChaix AYE

Mrs. D'Ettorre Wargo AYE

Mr. Beal AYE

Mr. O'Malley AYE

Ms. Rocco AYE

EXHIBIT E-1-b-12  
RES. #04-231

RESOLUTION TO APPROVE EMPLOYMENT OF PROJECT LINK PERSONNEL

RESOLVED THAT

the Westlake Board of Education approves the employment of the following Project Link personnel effective 08/23/04:

<u>Name</u>	<u>Position</u>	<u>Step</u>
Roberta Ahern	Site Coordinator	5
Erin Gallagher	Site Coordinator	2
Jaclyn Marquitz	Site Coordinator	5
Cora Miner	Site Coordinator	4
Tricia Anezinis	Project Link Leader	4
Loureen Werner	Project Link Leader	2
Dorothy Yee	Project Link Leader	8
Ryan Sgro	Project Link Leader	1
Lisa Morrow	Project Link Leader	2
David Diemert	Project Link Leader	2
James Koontz	Project Link Leader	2
Kristen Adkins	Project Link Leader	0
Carol Flannick	Project Link Secretary	8

Motion by Mr. O'Malley

Seconded by Mr. Beal

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

RESOLUTION TO APPROVE EMPLOYMENT  
OF AUXILIARY SERVICES PERSONNEL

RESOLVED THAT

the Westlake Board of Education approves the employment of the following auxiliary personnel for St. Paul Lutheran School and St. Bernadette School for the 2004-2005 school year to be paid from the Auxiliary Services Fund.

Anna Bakalar  
St. Bernadette -Clerk/Typist

Rate: Class A, Step 20  
9 months, 4 days/week  
Plus 10 days extended time

Corlett Bine  
St. Paul Lutheran – Clerk/Typist

Rate: Class B, Step 14  
30 hours/week

Barbara Sennhenn  
St. Paul Lutheran – SST Teacher

Rate: BA, Step 20  
3-1/2 hours/day

Donna Collins  
St. Paul Lutheran – Speech Therapist

Rate: MA+20, Step 20  
20% Contract

Motion by Mr. O'Malley

Seconded by Mr. Beal

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



EXHIBIT E-1-b-14  
RES. #04-233

RESOLUTION TO APPROVE HEALTH SERVICES  
FOR NON-PUBLIC SCHOOLS

RESOLVED THAT  
the Westlake Board of Education approves services for non-public schools for the 2004-2005 school year as follows to be paid out of Auxiliary Service Funds.

**PSI Affiliates, Inc.:**

St. Bernadette

School Nurse	180 days	\$38,340.00
Speech & Hearing Pathologist	110 days	\$31,900.00
Psychologist	74 days	\$20,276.00
Educational Specialist	144 days	\$41,040.00

St. Paul Lutheran

School Nurse	9 days	\$ 1,917.00
Health Aides	540 hours	\$ 7,155.00

**Cuyahoga County Board of Health:**

Montessori Children's School

Registered Nurse	3 hours/month	\$ 1,125.75
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Motion by Mr. O'Malley

Seconded by Mr. Beal

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

August 19, 2004  
04-444

EXHIBIT E-1-b-15  
RES. #04-234

RESOLUTION TO APPROVE AGREEMENT  
FOR HEALTH AIDE SERVICES

RESOLVED THAT

the Westlake Board of Education approves the Service Agreement for Health Aide Services with PSI Affiliates, Inc. for the 2004-2005 school year, to be paid with IDEA Part B funds.

Green Road Development Center

\$27,495.00

Motion by Mr. O'Malley

Seconded by Mr. Beal

Mr. LeChaix AYE

Mrs. D'Ettorre Wargo AYE

Mr. Beal AYE

Mr. O'Malley AYE

Ms. Rocco AYE

EXHIBIT E-1-c  
RES. #04-235

RESOLUTION TO APPROVE INTERDISTRICT  
SERVICE AREA CONTRACT

RESOLVED THAT  
the Westlake Board of Education approves the Interdistrict Service Area Contract with the Educational Service Center of Cuyahoga County for the 2004-2005 school year, which includes the following to be paid out of Auxiliary Service Funds.

St. Paul Lutheran

Psychologist                      54 days

Motion by	<u>Mr. Beal</u>
Seconded by	<u>Mr. O'Malley</u>
Mr. LeChaix	<u>AYE</u>
Mrs. D'Ettorre Wargo	<u>AYE</u>
Mr. Beal	<u>AYE</u>
Mr. O'Malley	<u>AYE</u>
Ms. Rocco	<u>AYE</u>

RESOLVED THAT  
the Westlake Board of Education approves the following lease agreement for the 2004-2005 school year to be paid out of Auxiliary Service Funds.

Twelve month lease - \$1,200.00

Motion by _____	Mr. Beal
Seconded by _____	Mr. O'Malley
Mr. LeChaix	<u>AYE</u>
Mrs. D'Ettorre Wargo	<u>AYE</u>
Mr. Beal	<u>AYE</u>
Mr. O'Malley	<u>AYE</u>
Ms. Rocco	<u>AYE</u>

EXHIBIT E-1-e  
RES. #04-237

RESOLUTION TO APPROVE AGREEMENT FOR SPECIAL EDUCATION  
SERVICES WITH POSITIVE EDUCATION PROGRAM

RESOLVED THAT

the Westlake Board of Education approves the Agreement for Special Education Services with the Positive Education Program for the 2004-2005 school year.

Motion by Mr. Beal

Seconded by Mr. O'Malley

Mr. LeChaix AYE

Mrs. D'Ettorre Wargo AYE

Mr. Beal AYE

Mr. O'Malley AYE

Ms. Rocco AYE

RESOLUTION TO APPROVE THE WEST SHORE CTPD 023  
CAREER-TECHNICAL EDUCATION AGREEMENT

RESOLVED THAT  
the Westlake Board of Education approves the Career-Technical Education Agreement with  
Lakewood City Schools beginning August 1, 2004 and ending July 31, 2009.

Motion by	<u>Ms. Rocco</u>
Seconded by	<u>Mr. Beal</u>
Mr. LeChaix	<u>AYE</u>
Mrs. D'Ettorre Wargo	<u>AYE</u>
Mr. Beal	<u>AYE</u>
Mr. O'Malley	<u>AYE</u>
Ms. Rocco	<u>AYE</u>

EXHIBIT E-1-g  
RES. #04-239

RESOLUTION TO APPROVE AGREEMENT  
FOR ADMISSION OF TUITION PUPILS

RESOLVED THAT

the Westlake Board of Education approves Agreement for Admission of Tuition Pupils for services for special needs students with the Education Alternatives Program and the Berea Children's Home & Family Services for the 2004-2005 school year.

Motion by Mr. Beal

Seconded by Ms. Rocco

Mr. LeChaix AYE

Mrs. D'Ettorre Wargo AYE

Mr. Beal AYE

Mr. O'Malley AYE

Ms. Rocco AYE

RESOLUTION TO APPROVE PARTICIPATION IN THE  
EDUCATION CONCERT PRODUCTION FUND PROGRAM

RESOLVED THAT

the Westlake Board of Education approves participation in the Education Concert Production Fund Program with The Musical Arts Association, which operates The Cleveland Orchestra for the 2004-2005 school year.

Motion by Mr. Beal

Seconded by Ms. Rocco

Mr. LeChaix AYE

Mrs. D'Ettorre Wargo AYE

Mr. Beal AYE

Mr. O'Malley AYE

Ms. Rocco AYE



EXHIBIT E-1-i  
RES. #04-241

RESOLUTION TO APPROVE FOREIGN EXCHANGE STUDENT

RESOLVED THAT

the Westlake Board of Education approves the attendance of Foreign Exchange Student, Carolina Ruella, at Westlake High School for the 2004-2005 school year.

Motion by Mr. Beal

Seconded by Ms. Rocco

Mr. LeChaix AYE

Mrs. D'Ettorre Wargo AYE

Mr. Beal AYE

Mr. O'Malley AYE

Ms. Rocco AYE

August 19, 2004  
04-452

EXHIBIT E-1-j  
RES. #04-242

RESOLUTION TO APPROVE AGREEMENT FOR HIGH SPEED TELEPHONE CIRCUITS

RESOLVED THAT

The Board President and Treasurer are authorized to enter into an agreement with SBC Global Services for the lease of high speed telephone circuits per the attached agreement.

Motion by Mr. Beal

Seconded by Ms. Rocco

Mr. LeChaix AYE

Mrs. D'Ettorre Wargo AYE

Mr. Beal AYE

Mr. O'Malley AYE

Ms. Rocco AYE

**NEW POLICY**

File: DJH

**CREDIT CARDS**

The Board recognizes the efficiency and convenience afforded the day-to-day operation of the district through the use of credit cards under the supervision of the treasurer. However, credit cards are not to be used to circumvent the general purchasing procedures required by State law and Board policies.

The Board authorizes the use of credit cards in the following manner:

1. All credit cards issued to and in the name of the district shall be held and supervised by the treasurer and used only for approved district-related activities.
2. Credit cards may be used for district-related transportation, reservations and expenses, conference registrations and hotel reservation guarantees for the Board administration, or staff.
3. If monies are budgeted and deposited with the treasurer in advance, credit cards may be used by school employees for student trips and competitions for safety and security reasons.
4. With prior approval of the treasurer, credit cards may be used by school employees for school-related purchases from a vendor who does not accept purchase orders or vouchers.
5. Usually tips are not permitted to be paid with credit cards.
6. The treasurer keeps a record of all credit card use.
7. Receipts and appropriate form(s) are to be turned in with the credit card to the treasurer within five business days upon completion of approved use. Failure to turn in receipts and appropriate form(s) to the treasurer within five business days may result in the charges being deemed unrelated or unsubstantiated. The user is responsible for any unsubstantiated or unrelated purchases.
8. Credit cards shall be returned to the office of the treasurer prior to the end of the school year for safekeeping.

[Adoption date:

CROSS REFS.: DJ, Purchasing  
DJB, Petty Cash Accounts  
DLC, Expense Reimbursement  
GCL, Professional Staff Development Opportunities  
GDL, Support Staff Development Opportunities

**NEW POLICY**

File: DJH-R

**CREDIT CARDS**

Credit cards may be used for the following purposes:

1. School business travel, meetings, lodging and meals for out-of-district meetings or seminars are subject to the reimbursable limits established by the Board.
2. Gratuities are permissible only when card use is for group purchases and the tip is automatically added to bill.
3. Purchases from vendors that require a credit card as form of payment do not supercede the requirements of pre-approval of a purchase order for the purchase. The use of the Board's credit card for electronic commerce must be pre-approved by the submission of a purchase order prior to purchase.
4. The use of the Board's credit card over the Internet must be safeguarded at all times. All vendors must be pre-approved for use and must show sufficient proof of being a legitimate business entity. All purchases over the Internet are the sole responsibility of the Board's authorized buyer in the event of business fraud.
5. If the use of a tax-exempt form is not possible, the expenditure is allowed. The person using the credit card should take along the appropriate tax exemption form so that sales tax is not charged.

Upon returning from an approved business trip, an employee shall submit all original itemized invoices and original credit card charge receipts to the treasurer's office. Credit card statements will not suffice as invoices. Credit card statements will be mailed directly to the treasurer's office. Any late fees assessed to the district due to an employee failing to submit invoices and credit card receipts on a timely basis are the responsibility of the employee. Receipts for meals must include the names of all individuals for whom meals were provided and the purpose of the meeting.

The use of the Board's credit card is prohibited for the following items:

1. the purchase of personal goods or service for an administrator, an administrator's spouse, children or anyone employed or not employed by the Board and attending a district business function;
2. payment of any fines, penalties or personal liabilities incurred by the administrator or anyone else;
3. alcoholic beverages or tobacco;
4. fuel for use in a personal vehicle;
5. entertainment expenses, including pay-per-view movie charges; and/or
6. cash advances.

Persons using a Board's credit card for personal, nonauthorized purposes or undocumented expenditures shall be held personally responsible for those expenditures. Abuse of the credit card is subject to disciplinary procedures, including termination.

The use of a Board credit card does not supercede the required completion of a professional leave form when applicable. These procedures also dictate the reimbursement procedures of the Board.

[Adoption date:

**NEW POLICY**

File: EGACAA

## **CELLULAR TELEPHONE USE POLICY**

### **Purpose**

The purpose of this policy is to provide guidance to District employees regarding personal use of District - provided cellular telephones and wireless service.

### **Employee Use of District Owned Cellular Telephones**

1. The Westlake Board of Education, through the Superintendent or (designee) may provide cellular telephones and services to certain school district employees for reasons of safety or to conduct activities incident to their school district employment that either cannot be conducted on a land-line telephone or for which it would be inefficient or impractical to use a land-line telephone.
2. The school district provides cellular telephones to certain employees for the purpose of safety or efficiently conducting school district business. The use of school district-owned cellular telephones to make or receive personal calls is strongly discouraged, although it is understood that there may be unusual circumstances that may make personal use of the phone necessary. These should be infrequent.

### **Administrative Guidelines**

1. The request of and the rationale for request of the assignment of a Board issued cellular telephone, will be sent in writing to the Superintendent. The request will be reviewed and approved by the Superintendent or (designee).
2. The use of cellular telephones while operating any motor vehicle is subject to all applicable laws, rules and policies.
3. Employees shall avoid leaving cellular telephones in situations that increase the risk of theft. Cellular telephones should never be left unattended and/or unsecured. Employees are prohibited from loaning school district owned cellular telephones. Employees are prohibited from decorating or marking school district owned cellular telephones.
4. Cellular telephones or other equipment that is damaged in the course of business should be returned to the Business Office and it will be sent to the vendor for replacement or repair. Lost or stolen cellular equipment should be immediately reported to the Business Office.
5. The Director of Business Affairs shall manage the relationship with cellular providers and will place all orders for cellular telephones and services with the contracted vendor, take delivery of the equipment and provide necessary orientation and training to employees and monitor plans and overall usage.

**NEW POLICY**

File: EGACAA

6. On a periodic basis not less than annually, the Director of Business Affairs and CFO will review the school district's cellular needs and suggest changes in service agreements with the Superintendent to provide the most convenient and economical plan for the school district. Such review of the District's cellular telephone usage may encompass ad hoc review of the individual telephone usage based on detailed analysis of itemized invoices by the District's designee, and any other methods to assure appropriate, cost-effective and efficient use of cellular telephone service.
7. The Service Plan and cellular connectivity restrictions on each individual unit, will be determined by the Director of Business Affairs with approval of the Superintendent.
8. Employees may not operate or conduct a personal business from a school district cellular telephone. Employees are prohibited from using school district-owned cellular telephone in an illegal, illicit or offensive manner.
9. All restrictions regarding the use of telephones and personal cellular telephones by employees in the workplace are applicable to the use of school district owned cellular telephones.
10. When a Board issued cellular telephone is used for personal calls and if the calls result in additional cost to the District, the individual will be responsible for the cost of the calls including all applicable taxes, fees, and charges. If the wireless phone has a flat rate airtime plan, the user will be responsible for reimbursing the District for personal calls that cause the rate plan threshold minutes to be exceeded.
11. The Superintendent or designee has the right to review and question employees regarding cellular telephone bills generated by use of school district owned cellular telephones to ensure compliance with established policies and procedures.
12. Employees should be aware that all records pertaining to cell telephone usages are matters of public record.
13. Violations of this policy may subject an employee to disciplinary action or termination, as appropriate.
14. The Superintendent or designee will review cellular telephone usage patterns and volume, plans, equipment, and the districts personnel needs with respect to cellular telephone services.
15. District owned cellular telephones as well as all other district owned equipment will be returned in good condition to the district upon the termination of employment with the district.

[Adoption date:

File: EHA

## DATA AND RECORDS RETENTION

All records<sup>1</sup> are the property of the District and are not removed, destroyed, mutilated, transferred or otherwise damaged or disposed of, in whole or in part, except as provided by law or under the rules adopted by the District Records Commission (Commission). Such records shall be delivered by outgoing officials and employees to their successors and shall not be otherwise removed, transferred or destroyed unlawfully.

The Commission is composed of the Board President, the CFO/Treasurer, director of business affairs and the superintendent and meets at least once every 12 months.

The functions of the Commission are to review applications for one-time records disposal and schedules of records retention and disposition submitted by any employee of the District. Records may be disposed of by the District pursuant to the procedure outlined below. The Commission may at any time review any schedule it has previously approved and may revise that schedule.

The superintendent designates a "Records Officer" in each department/building who is responsible for all aspects of records retention within that department/building.

When District records have been approved for disposal, the Commission sends a list of such records to the Auditor of State. If he/she disapproves the action by the Commission, in whole or in part, he/she so informs the Commission within a period of 60 days, and these records are not destroyed. Before public records are disposed of, the Ohio Historical Society is informed and given the opportunity for a period of 60 days to select for its custody such public records as it considers to be of continuing historical value.<sup>2</sup>

### **Electronic Mail**

**Electronic mail sent or received by the Board and/or District employees may be considered a public record subject to public disclosure or inspection under Ohio's Sunshine Law. Upon sending or receiving electronic mail, all users shall segregate or store public electronic mail records.**

**All Board and District electronic mail communications are monitored in accordance with the attached regulation to ensure that all public electronic mail records are retained, archived and destroyed in compliance with State law.**

**District employees are subject to disciplinary action for violation of this policy and regulation.**

[Adoption date: May 23, 2002]

Revision date:

File: EHA

LEGAL REFS.: ORC 9.01  
149.35; 149.41; 149.43  
3313.29  
3319.321  
3701.028  
3729.46  
Family Educational Rights and Privacy Act; 20 USC 1232g et seq.  
Auditor of State Form RC-2

CROSS REF.: DI, Fiscal Accounting and Reporting  
**GBL, Personnel Records**  
**JO, Student Records**  
**KBA, Public's Right to Know**

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<sup>1</sup>Records include any documents devices or items, regardless of physical form or characteristic, created or received by or coming under the jurisdiction of the District which serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the District.  
ORC §149.011

<sup>2</sup>The Historical Society may not review or select for its custody the records set forth in ORC § 149.41(A) and (B).



## NEW POLICY

File: EHA-R

### DATA AND RECORDS RETENTION (Electronic Mail)

The Ohio Electronic Records Committee has established the following guidelines for managing electronic mail (e-mail).

Retention or disposition of e-mail messages must be related to the information they contain or the purpose they serve. The content, transactional information and any attachments associated with the message are considered a record (if they meet State law criteria). Because the content of e-mail messages may vary considerably, the content must be evaluated to determine the length of time messages must be retained.

There are two categories of e-mail retention: non-record messages and official record messages.

#### Non-Record Messages

E-mail messages that do not meet the criteria of the Ohio Revised Code definition of a record may be deleted at any time, unless they become part of some official record as a result of special circumstances. These items may be immediately deleted, or maintained in a "Non-Record" mail box and deleted later, just as you might trash the unwanted publications or promotional flyers.

Types of messages may include:

1. Personal Correspondence: Any e-mail not received or created in the course of state business may be deleted immediately, since it is not an official record. Examples include, but are not limited to, the "Let's do lunch" (not a business lunch) or "Can I catch a ride home" type of note.
2. Non-State Publications: Publications, promotional material from vendors and similar materials that are "publicly available" to anyone, are not official records. In the electronic world, this includes list serve messages (other than those you post in your official capacity), unsolicited promotional material ("spam"), files copied or downloaded from Internet sites, etc.

#### Official Record Messages

1. Transient Messages: This type of e-mail has a very limited administrative value. Transient messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt. The informal tone of transient messages might be compared to a communication that might take place during a telephone conversation in an office hallway.

Transient Documents: Include telephone messages, drafts and other limited documents, which serve to convey information of temporary importance in lieu of oral communication.

Retention: Until no longer of administrative value, then destroy

2. Intermediate Messages: E-mail messages that have more significant administrative, legal and/or fiscal value but are not scheduled as transient or permanent should be categorized under other appropriate record series. These may include (but are not limited to):

**NEW POLICY**

File: EHA-R

- A. General Correspondence: Includes internal correspondence (e.g. letters, memos); also, correspondence from various individuals, companies and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence district policy).  
Retention: 1 Year, then destroy
  - B. Routine Correspondence: Referral letters, requests for routine information or publications provided to the public by the District, which are answered by standard form letters.  
Retention: 6 Months, then destroy
  - C. Monthly and Weekly Reports: Document status of on-going projects and issues; advise supervisors of various events and issues.  
Retention: 1 Year, then destroy
  - D. Minutes of Agency Staff Meetings: Minutes and supporting records documenting internal policy decisions.  
Retention: 2 Years, then transfer to State Archives for their possible retention or destruction
3. Permanent Messages: E-mail messages that have significant administrative, legal and/or fiscal value and are scheduled as permanent also should be categorized under the appropriate record series. These may include, but are not limited to:
- A. Executive correspondence: Correspondence dealing with significant aspects of the administration of executive offices. Correspondence includes information concerning policies, program, fiscal and personnel matters.  
Retention: 2 Years, then transfer to State Archives
  - B. Departmental Policies and Procedures: Includes published reports, unpublished substantive reports and policy studies.  
Retention: Retain until superseded, obsolete or replaced, then transfer to State Archives for their possible retention or destruction

[Adoption date:

## STAFF CONDUCT

All staff members have a responsibility to make themselves familiar with, and to abide by, the laws of the State of Ohio and the negotiated agreement, the policies of the Board and the administrative regulations designed to implement them.

The Board expects staff members to conduct themselves in a manner which not only reflects credit to the District, but also presents a model worthy of emulation by students. **Staff members are not permitted to bring a deadly weapon or dangerous ordnance into a school safety zone.**

All staff members are expected to carry out their assigned responsibilities. Essential to the success of ongoing operations and the instructional program are the following specific responsibilities which are required of all personnel:

1. faithfulness and promptness in attendance at work;
2. support and enforcement of policies of the Board and regulations of the administration;
3. diligence in submitting required reports promptly at the times specified;
4. care and protection of District property;
5. concern and attention toward their own and the District's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times and
6. respect for students, parents and community members.

[Adoption date: May 23, 2002]

Revision date:

LEGAL REFS.: ORC 124.34  
3319.081; 3319.16; 3319.31; 3319.36

## PROFESSIONAL STAFF HIRING

The superintendent determines the District's personnel needs and recommends to the Board suitable candidates for employment. Through recruiting and evaluation procedures, the superintendent recruits and recommends to the Board the employment and retention of personnel.

It is the duty of the superintendent to see that persons nominated for employment in the schools meet all certification/licensure requirements and the requirements of the Board for the type of position for which the nomination is made.

The following guidelines are used in the selection of personnel.

1. There is no unlawful discrimination in the hiring process.
2. The quality of instruction is enhanced by a staff with widely varied backgrounds, educational preparation and previous experience. Concerted efforts are made to maintain staff diversity.
3. Interviewing and selection procedures ensure that the administrator who is directly responsible for the work of a staff member has an opportunity to aid in the selection process. The final recommendation to the Board is made by the superintendent.
4. No candidate is hired without an interview and a criminal record check.
5. All candidates are evaluated on the basis of their merits, qualifications and the needs of the District. In each instance, the superintendent and others having a role in the selection process seek to recommend the best qualified applicant for the job.

While the Board may accept or reject a nomination, an appointment is valid only if made with the recommendation of the superintendent. In the case of a rejection, it is the duty of the superintendent to make another nomination.

### Employment of Retired Administrators

The Board recognizes that recruiting and retaining highly qualified administrative personnel has become increasingly difficult in Ohio's competitive marketplace. Therefore the Board will, under appropriate circumstances, offer to enter into administrative employment agreements with qualified retired administrators whenever practical and when such action appears to be in the best interests of the District. Retired administrators may be employed as administrators on a part-time or full-time basis.

For purposes of this policy, a "retired administrator" is an individual who has retired pursuant to STRS or SERS rules and regulations.

The Board authorizes and directs the superintendent to develop administrative regulations to implement this policy at the soonest practicable time.

File: GCD

### **Rehiring of Retirees**

**If an employee is retiring and seeks re-employment in the same position, then notice must be given 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]  
Revised date:

LEGAL REFS.: Fair Credit Reporting Act; 15 USC 1681 et seq.

ORC **3307.01**

**3707.53**

3313.53

3319.02; 3319.07; 3319.11; 3319.21; 3319.22-3319.31; 3319.39

3323.06

OAC 3301-35-03(A)

CROSS REFS.: AC, Nondiscrimination

ACA, Nondiscrimination on the Basis of Sex

ACB, Nondiscrimination on the Basis of Disability

GBA, Equal Opportunity Employment

GBQ, Criminal Record Check

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 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, 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:

LEGAL REFS.: Fair Credit Reporting Act; 15 USC 1681 et seq.  
ORC Chapter 124  
**3309.345**  
3319.04; 3319.081 et seq.  
3327.10  
4141.29  
OAC 3301-35-03(A)

CROSS REFS.: AC, Nondiscrimination  
GBA, Equal Opportunity Employment  
GBQ, Criminal Record Check  
GCC, Professional Staff Recruiting

CONTRACT REF.: Support Staff Negotiated Agreement

File: IE

## ORGANIZATION OF FACILITIES FOR INSTRUCTION

The Board recognizes that the grouping of grades and services within the facilities of the District can promote the efficient operation of the District and help achieve a more effective instructional program.

The housing of grade levels in school facilities and the administration of the instructional program is according to plans developed by the superintendent and the administrative staff and approved by the Board.

Modifications in the organizational plan of each school may be made only by the Board upon the recommendation of the superintendent. The superintendent shall continually monitor the effectiveness of the organizational plan and recommend to the Board modifications in the plan which are in the best interest of the students; provide for the equivalency of instructional materials, equipment and personnel and make the wisest use of resources and personnel to serve the educational goals of the Board.

**The organization of facilities may be reorganized to comply with the provisions of No Child Left Behind.**

[Adoption date: May 23, 2002]  
Revision date: October 24, 2002  
Revision date:

LEGAL REFS.: ORC 121.22  
3311.29  
3313.53-3313.531; 3313.641

CROSS REFS.: IGBJ, Title I Programs  
JECBD, Intradistrict Open Enrollment  
IGBI, English As a Second Language

## 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 ~~disabled students with disabilities (SWD) of within~~ the District are identified, evaluated and placed in appropriate educational programs. Due process requirements, procedural safeguards and confidential treatment of information are adhered to as provided for in Ohio Department of Education Standards.

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 ~~disabled students, the diagnosis of disabilities,~~ and the design of Individualized Education Programs (IEP) and plans for these students and for placement and evaluation procedures. All procedures are in accordance with 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 ~~frequent 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.**

~~Each disabled student is considered individually relative to his/her participation in the District's educational program, proficiency testing program and achievement and ability testing programs.~~

**~~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 are 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 in 12 years~~ 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 directs the administration to develop a plan to comply with school choice and supplemental service sanctions.**

[Adoption date: May 23, 2002]  
Revision date:



File: IGBA

LEGAL REFS.: Education for All Handicapped Children Act; 20 USC 1401 et seq.  
Rehabilitation Act; 29 USC 706(8), 794, 794a  
504 Regulations 34 C.F.R. Part 104  
Americans With Disabilities Act; USC 12112 et seq.  
IDEA, 1997  
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 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  
KBA, Public's Right to Know

## 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.

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 ~~will be~~ is replaced with the third grade reading guarantee.

~~Third grade students who receive a below basic score on the third grade reading achievement test are provided one of the three options:~~

**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 grade;
2. promotion to the next grade with "intensive intervention" in that grade or
3. retention in the current 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:

LEGAL REFS.: ORC 3301.07; **3301.0711(D)**  
3313.608; **3313.6012**  
OAC 3301-35-02

CROSS REF: IKE, Promotion and Retention of Students

ENGLISH AS A SECOND LANGUAGE  
(Limited English Proficiency)

The Board recognizes the following facts:

- ~~1. Westlake's schools have children in attendance who are limited in English proficiency.~~
- ~~2. Every individual is entitled to equal educational opportunities.~~
- ~~3. To require that students limited in English proficiency meet the same standards as those students for whom English is a native language does not constitute equality of treatment.~~

~~Therefore, the Board adopts this position on instructional programs for students who dominant language is one other than English.~~

- ~~1. In order to assure both a class assignment appropriate to the student's ability to function and the presence of the ESL tutor, the school may require 24 hours notice prior to the enrollment of an ESL student.~~
- ~~2. Students enrolling without records shall be given an age appropriate grade assignment (unless otherwise agreed upon) for a period of up to one month. During that time, the child's placement shall be re-evaluated by the principal after consultation with the parents and appropriate staff.~~
- ~~3. If school records are available from an American school or one in which instruction is in English, the student will be placed at the recommended grade level.~~

**The Board recognizes the need to provide equal educational opportunities for all students in the District. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the District, the District shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Students in a language minority or who have limited English proficiency are identified, assessed and provided appropriate services.**

**The Board directs the administration to develop and implement language instruction programs that:**

- 1. appropriately identify language minority students;**
- 2. determine the appropriate instructional environment for students with an English language deficiency and**
- 3. annually assess the English proficiency of students and monitor the progress of students receiving English or bilingual instruction in order to determine their readiness for the mainstream classroom environment.**

**File: IGBI**

**The District requires all students with limited English proficiency to be tested. 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 in 12 years.**

**The Board directs the administration to develop a plan to comply with school choice and supplemental service sanctions.**

**Limited English proficient students who have been enrolled in U.S. schools for less than one full school year are exempt from the requirement to take the reading and writing proficiency or achievement tests administered to their grade levels. However, such students who choose to take these tests are permitted to do so. (Proficiency or achievement tests in math, science, and social studies are not exempt.)**

**The District provides parents with notice of and information regarding the instructional program as required by law. Parental involvement is encouraged and parents are regularly apprised of their child's progress.**

**[Adoption date: May 23, 2002]**

**Revision date:**

**LEGAL REFS.: 42USC 2000d**

**The Elementary and Secondary Education Act; 20 U.S.C. 1221 et seq.**

**ORC 3301.0711**

**3302.02; 3302.03**

**3313.61; 3313.611; 3313.612**

**OAC 3301-35-02; 3301-35-04; 3301-35-06; 3301-35-07**

**CROSS REFS.: AC, Nondiscrimination**

**IE, Organization of Facilities for Instruction**

**IGBJ, Title I Programs**

**IGBL, Parental Involvement in Education**

**JB, Equal Educational Opportunities**

## INTERSCHOLASTIC ATHLETICS

The Board believes that interscholastic and intramural athletics are a desirable part of the total school program. The athletic program has great potential to contribute to the sound growth and all around development of students.

The Board believes that standards and ideals established and practiced will influence greatly the youth, the school and community; therefore, only the best traditions of good citizenship and conduct will be fostered.

Participation by students in athletic competition is a privilege subject to Board policies and regulations. While the Board takes pride in winning, it emphasizes and requires good sportsmanship and positive mental attitude as a prerequisite to participation.

The superintendent and administrative staff schedule frequent conferences with all physical education instructors, coaches and athletic directors to develop a constructive approach to physical education and athletics throughout the District and to maintain a program that is an educational activity.

Interscholastic sports programs are subject to approval by the Board. The building principal is responsible for the administration of the interscholastic athletic program within his/her school. In discharging this responsibility, the principal consults with the athletic directors, coaches and physical education instructors on various aspects of the interscholastic athletic program. It is the responsibility of the principal and his/her staff to ensure the proper management of all athletic and physical education programs and the safety of students and the public.

Coaches are required to complete an approved course in sports-related first aid training and a course in cardiopulmonary resuscitation in order to qualify to serve as a coach.

Trained and competent leadership and coaching, adequate equipment and facilities are essential prerequisites for any sponsored activity.

The welfare of the students takes precedence over any other interests.

The athletic program of the District shall follow the rules and regulations as established and maintained by the Ohio High School Athletic Association.

Scheduling, arrangements and organization shall be under the direct supervision of the athletic coordinator.

In the conduct of interscholastic athletic programs, the rules, regulations and limitations outlined by the Ohio High School Athletic Association (OHSAA) must be followed. It is the responsibility of the District's voting delegate to OHSAA to advise the management team of all pending changes in OHSAA's regulations.

File: IGDJ

Eligibility requirements for participating in athletic programs must conform to regulations of the OHSAA. They include the requirements that a student have the written permission of his/her parent(s) and shall have been determined as physically fit for the chosen sport by a licensed physician.

All students participating in interscholastic athletics must purchase insurance available through the school, or the parent(s) must sign a waiver ensuring that such coverage is not necessary.

As character building is one of the major objectives of interscholastic athletics, the athlete assumes responsibility for regulating his/her personal life in such ways as make him/her a worthy representative of his/her school.

Any student may be suspended from an athletic team practice and competition for a period of time, designated by the principal, for infraction of school rules and regulations or for any other unacceptable conduct in or out of school.

**Beginning in the fall of the 2001 school year, students are ineligible for athletics for one year when they transfer from one district to another without changing residency. Transfers within the school district are not affected. There are exceptions to the ineligibility provisions contained in the Ohio School Athletic Bylaws.**

~~Students are ineligible for athletics for one year when they transfer from one district to another without changing residency. Transfers within the District are not affected.~~

Foreign exchange students not enrolled in a state-approved educational or exchange program must be legally adopted by a resident of that school district in order to be eligible for athletics.

[Adoption date: May 23, 2002]

Revision date:

LEGAL REFS.: ORC 2305.23; 2305.231  
3313.66; 3313.661; 3313.664  
3315.062  
OAC 3301-27  
3301-35-03(I)

CROSS REFS.: IGDK, Interscholastic Extracurricular Eligibility  
JGD, Student Suspension  
JGE, Student Expulsion  
Student Handbook

File: JEC

## SCHOOL ADMISSION

The District provides free education to District nonhandicapped residents between the ages of five through 21 and for handicapped students from the ages of three through 21 who do not possess a diploma. Students who do not legally qualify as residents will be required to pay tuition as established by law and Board policy.

A student is considered a resident of the District if he/she resides with a parent or parents or a person or government agency with legal custody whose place of residence is within the boundaries of the school District.

The superintendent shall develop, implement and enforce regulations to insure that children entering the schools of the District meet the requirements of law regarding admission to the public schools. This shall include, but shall not be limited to, residency affidavit attesting to the fact that they are the parents/legal guardian of the child and that they are residents of the District, custody affidavit and records as appropriate, birth certificate or the proof of birth and proof of having receiving or being in the process of receiving required immunizations, **and copies of those records pertaining to him/her which are maintained by the school most recently attended.**

**In addition, students released from the Department of Youth Services (DYS) just prior to requesting admission to the District may not be admitted until the superintendent has received all required documents provided by DYS. Forwarded documents are:**

- 1. an updated copy of the student's transcript;**
- 2. a report of the student's behavior in school while in DYS custody;**
- 3. the student's current individualized education program (IEP), if developed; and**
- 4. a summary of the institutional record of the student's behavior.**

**DYS has 14 days to send the documents to the superintendent.**

The Board will permit a child to attend to Westlake City Schools without the payment of tuition provided evidence is submitted that the parent will, in fact, become a resident within 90 days. Such evidence shall include:

For a home under construction:

1. a sworn statement explaining the situation, revealing the location of the house being built, and stating the parent's intention to reside there upon its completion.
2. a statement from the builder confirming that a new house is being built for the parent and that the house is at the location indicated in the parent's statement.

For an existing home:

1. a sworn statement explaining the situation, revealing the location of the house being purchased, and stating the parent's intent to reside there;
2. a statement from a real estate broker or bank officer confirming that the parent has contract to purchase the house, that the parent is waiting upon the date of closing of the mortgage loan, and that the house is at the location indicated in the parent's statement.



File: JEC

Admission of Students Expelled in Other Districts

The superintendent is authorized to temporarily deny admittance to the Westlake City Schools any student who is otherwise entitled to be admitted to the District, if the student has been expelled from schools of another district and if the period of expulsion has not expired. The student and parent will have an opportunity for a hearing before the superintendent or his/her designee to determine the admittance or nonadmittance of the student. Any appeal of the superintendent's decision shall be to a court of appropriate jurisdiction.

[Adoption date: May 23, 2002]  
Revision date:

## REPORTING CHILD ABUSE

All employees of the District who know or suspect that a child under 18 years of age or a disabled child under 21 years of age has suffered or is suffering any type of abuse or neglect are required to report such information to the Public Children Services Agency or the local law enforcement agency. Procedures for ensuring prompt reports 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 shall direct the Superintendent to develop a program of in-service training in child abuse prevention for all elementary school nurses, teachers, counselors, school psychologists and administrators. ~~The Board shall develop this program~~ 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 nurse, teacher, counselor, school psychologist or administrator shall complete at least four hours of in-service training in child abuse prevention within three years of commencing employment with the District.

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:

LEGAL REFS.: ORC 2151.421  
3319.073

File: JHH

## NOTIFICATION ABOUT SEX OFFENDERS

Megan's Law requires certain sexual predators and sex offenders to register with the sheriff in the county of their residence. In some circumstances the sheriff notifies the superintendent that a sexual predator or habitual sex offender has moved into the area.

If the superintendent receives information from the sheriff concerning a sexual predator or habitual sex offender subject to community notification, the superintendent disseminates the information regarding the sexual predator or habitual sex offender to employees whose duties include supervision of or responsibility for students. Employees who receive the information are instructed to promptly notify the superintendent if the sexual predator or habitual sex offender is observed in the vicinity of the school. The superintendent notifies the local law enforcement agency if, in the judgment of the superintendent, the presence of the sexual predator or habitual sex offender appears to be without a legitimate purpose or otherwise creates concern for the safety of the students. The law enforcement agency evaluates the situation and takes whatever action it deems appropriate. The law enforcement agency informs the superintendent of any action taken and may provide advice regarding any additional action which the superintendent should consider taking.

If the superintendent receives information from the sheriff concerning a sexual predator or habitual sex offender subject to community notification, the superintendent may inform parents, guardians and adult students that he/she has received notice that a sexual predator or habitual sex offender is residing within the District and that certain information concerning the offender is public record and is open to inspection at the office of the sheriff with whom the offender has registered.

**With juvenile sex offenders, the superintendent's notification duties are the same as with adult offenders. The superintendent provides a copy of the county sheriff's sexual offender notice to his/her staff so that they are aware of the juvenile offender's information and photograph. The superintendent must then notify parents that the school has received notice that a juvenile sex offender is attending school (or if an adult offender, working or attending school) in the district, and direct parents who want more information to the county sheriff's office.**

If the superintendent receives information from the sheriff concerning a sexual predator or habitual sex offender subject to community notification, he/she shall not release any other information and shall direct any inquiries to the office of the sheriff with whom the offender has registered.

[Adoption date: May 23, 2002]

Revision date:

LEGAL REFS.: ORC Chapter 2950, §149.93  
OAC Chapter 109:5-2

CROSS REF.: GBQ, Criminal Record Check

## 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.

If the District receives Disadvantaged Pupil Impact Aid funds, it cannot charge a student recipient of Aid to Dependent Children or Disability Assistance a fee for any materials needed to participate fully in a course of instruction. This provision does not apply to extracurricular 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.

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 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.**

File: JN

**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.**
- 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:

LEGAL REFS.: ORC 3313.642  
3329.06

CROSS REFS.: IGCB, Experimental Programs  
IGCD, Educational Options (Also LEB)

## PUBLIC CONDUCT ON DISTRICT PROPERTY

All persons on District grounds are expected to abide by applicable laws, local ordinances, Board policies and building regulations.

No person on District property may assault, strike, threaten, menace or use improper, indecent or obscene language toward a teacher, instructor, other employees of the schools or students.

No person may disrupt, disturb or interfere with the teaching of any class of students or any other activity conducted in a school building or upon the campus or grounds.

**No person is permitted to bring deadly weapons or dangerous ordnances into a school safety zone.**

Whoever violates the above policy and building regulations will be asked to leave the property by whoever is in charge. Should that person refuse, the police will be called. If the offender should be a student, the person in charge 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.

[Adoption date: May 23, 2002]  
Revision date:

LEGAL REFS.: ORC 2907.03  
2909.05-2909.07  
3313.20

CROSS REF.: KG, Community Use of School Facilities

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