WESTLAKE CITY SCHOOLS BOARD OF EDUCATION MINUTES

Monday, August 28, 2006 – 5:30 p.m. – Regular Meeting Administration Building – Board Room 27200 Hilliard Blvd.

Call to Order: Time: 5:31 p.m.

Roll Call:

Mrs. D'Ettorre Wargo	Present
Mr. Beal	Present
Mr. Mays	Present
Mr. O'Malley	Present
Ms. Rocco	Present

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

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

Approval of Agenda

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Motion by	Mr. O'Malley
Seconded by	Mr. Beal
Roll Call Vote:	
Mrs. D'Ettorre	Wargo <u>AYE</u>
Mr. Beal	AYE
Mr. Mays	AYE
Mr. O'Malley	AYE
Ms. Rocco	AYE

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

A. Approval of Minutes

1. Regular Meeting of July 24, 2006

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Motion by		Mr. Ma	iys
Seconded by		Ms. Ro	0000
Roll Call Vote	e:		
Mrs. I)'Ettorre	e Wargo	AYE
Mr. Be	eal	-	ABSTAIN
Mr. M	lays		AYE
Mr. O	'Malley		AYE
Ms. R	occo		AYE

2. Board Retreat Meeting of July 26, 2006 Motion by <u>Ms. Rocco</u> Seconded by <u>Mr. O'Malley</u> Roll Call Vote:

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

3. Board Retreat Meeting of July 27, 2006 Motion by <u>Mr. Mays</u> Seconded by <u>Mr. O'Malley</u> Roll Call Vote: Mrs. D'Ettorre Wargo <u>AYE</u> Mr. Beal AYE

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

- B. Special Reports and Recognitions None
- C. Superintendent's Report CIP Presentation
 - Mark Bregar, Parkside Principal, provided an overview of the District's Continuous Improvement Plan (CIP). The CIP provides a framework for continuous improvement throughout the district. It was initially developed in 1999. The CIP helps users implement action plans targeted at specific focus areas using a strategic decision making process.
- D. Treasurer's Report/Recommendations
 - 1. Action Items
 - a. Resolution to Approve Student Activity Purpose Statements and Budgets Exhibit D-1-a
 - b. Resolution to Accept FundsExhibit D-1-bc. Resolution to Authorize Treasurer to Return AdvanceExhibit D-1-c
 - c. Resolution to Authorize Treasurer to Return Advance Exhibit D-1-c
 - d. Resolution to Authorize Treasurer to Transfer Funds Exhibit D-1-d
- E. CAC Report None.

President D'Ettorre Wargo declared a brief recess at 5:53 p.m. and resumed the meeting at 5:54 p.m.

F. New Business

1.	Ac	tion	Items	
	a.	Exhibit F-1-a		
	b.	Res	solutions to Approve Staff Recommendations	
		1.	Resolution to Approve WHS Department Chairs	Exhibit F-1-b-1
		2.	Resolution to Approve Extended Time, FMLA/Parental Leave, Con-	Exhibit F-1-b-2
			tinuing Contract & Change in Contract for Certificated Staff Members	
		3.	Resolution to Approve Reclassification of Certificated Staff Members	Exhibit F-1-b-3

4. Resolution to Approve Substitutes for Certificated Staff Members Exhibit F-1-b-4

		5.	Resolution to Approve Employment of Auxiliary Services Personnel	Exhibit F-1-b-5
		6.	Resolution to Approve Certificated Employment	Exhibit F-1-b-6
		7.	Resolution to Approve Use of Part-B IDEA Funds	Exhibit F-1-b-7
		8.	Resolution to Approve Employment & Resignation for Classified	Exhibit F-1-b-8
		0.	Staff Members	
		9.	Resolution to Approve Substitutes for Classified Staff Members	Exhibit F-1-b-9
		10.	Resolution to Approve Project Link Employment and Step Increase	Exhibit F-1-b-10
		11.	Resolution to Approve Supplemental Contracts	Exhibit F-1-b-11
		12.	Resolution to Approve Employment of Project Link Personnel	Exhibit F-1-b-12
			Resolution to Approve Resignation of Project Link Personnel	Exhibit F-1-b-13
	с.		solution to Approve Agreement for Admission of Tuition Pupils	Exhibit F-1-c
	d.	Re	solution to Approve Lorain County ESC Contract	Exhibit F-1-d
	e.	Re	solution to Approve Sunday Building Use	Exhibit F-1-e
	f.	Re	solution to Approve Continuous Improvement Plan	Exhibit F-1-f
	g.	Re	solution to Approve Health Services for Non-Public Schools	Exhibit F-1-g
	h.		solution to Approve Service Agreement for Health Aide Services	Exhibit F-1-h
	i.	Re	solution to Approve Lease Agreement	Exhibit F-1-i
	j.	Res	solution to Approve Change Order for Dover Parking Lot Paving	Exhibit F-1-j
	-	Pro	vject	-
	k.		solution to Approve Participation in the Education Concert Production and Program	Exhibit F-1-k
	1.		solution to Approve KidzArt Collaboration	Exhibit F-1-l
	m		solution to Approve Cook Manager Job Description	Exhibit F-1-m
	n.		solution to Approve Assistant Cook Job Description	Exhibit F-1-n
	0.		solution to Approve Cashier Job Description	Exhibit F-1-o
	p.		solution to Approve Dishwasher Job Description	Exhibit F-1-p
	-		solution to Approve Kitchen Helper Job Description	Exhibit F-1-q
	2. Di	SCHS	sion Items	
	2. Di a.		cond Reading of Administrative Handbook	
	a.	1.	Resolution to Approve Administrative Handbook	Exhibit F-2-a-1
~	D'			
G.			Business Affairs Report	
			er reported on the following District projects:	
			ldings are ready for the opening of school.	
	• Th	e tra	nsportation fleet has been inspected and is ready to go for opening day.	
H.	Direct	or of	Curriculum & Instruction Report	
			reported on the following District initiatives:	

- Opening day activities for staff went well.
- A comprehensive new-teacher orientation was held on August 8th. Professional development for new staff on curriculum and standards was held on August 23rd.
- I. Board Items

- 1. Action Items
 - a. Resolution to Reject Purchase Offer

- 2. <u>O'Malley</u>: Requested the treasurer contact Keller Williams Realty and inquire about possible professional development opportunities on the auction process.
- 3. Letter of Intent

The Board discussed the draft of letter of intent to the Westlake Westshore Arts Council. <u>O'Malley</u>: The Arts Council has requested a three-year timeline.

<u>Beal</u>: What happens if the group cannot obtain funding. Is the Board locked in for three years? <u>Pepera</u>: If this is a concern, the Board might want to consider language allowing the revocation of the letter of intent.

Mays: To Heather Drago: How are your fundraising efforts going?

<u>Drago</u>: The project is still in the planning stages. Potential donors seem to be enthused about the concept of using the red brick facility.

Beal: Why three years?

<u>Drago</u>: The ideal time is 18-24 months, but, honestly, we padded the timeline to be conservative. Maybe the Board could establish some benchmarks in the process.

<u>Beal</u>: What about an initial intent of two years with an extension for a third year if progress is being made?

<u>O'Malley</u>: To Mr. Puffer: Requests the District fix the sign at the red brick facility and secure any window air conditioning units.

<u>O'Malley</u>: Thanked Superintendent Costanza and Mr. Puffer for dealing with a recent transportation request. He is concerned, though, with the amount of time children are spending on busses. He would like the Board to consider modifying the 30-minute rule or make an exception for the current issue stemming from a recent transportation request.

<u>Wargo</u>: Ideally, she would like to accommodate every request, but there must be a standard to go by.

<u>Beal</u>: He is meeting with representatives from the Music Boosters on August 29th. The Boosters want the Board to consider the concept of corporate sponsorship at halftime during athletic contests.

<u>Mays</u>: When he first discussed this concept (corporate sponsorship), the idea was for the activity to benefit the general fund and not isolated to benefit any particular group.

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

K. Adjournment

President D'Ettorre Wargo adjourned the meeting at 6:35 p.m.

President

Treasurer

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

EXHIBIT D-1-a RES. #06-234

RESOLUTION TO APPROVE STUDENT ACTIVITY PURPOSE STATEMENTS AND BUDGETS

RESOLVED THAT

the Westlake Board of Education approves the following Student Activity Purpose Statements and Budgets:

2006-07 PURPOSE STATEMENTS AND BUDGETS*

Fund	SCC	Description	Estimated Revenue	Estimated Expenses
018	9726	Board Contribution Fund Total 018 Fund	\$ <u>5,000.00</u> \$5,000.00	\$ <u>2,150.00</u> \$2,150.00
200	9615	Student Council – Bassett Total 200 Fund	\$ <u>3,200.00</u> \$3,200.00	\$ <u>3,200.00</u> \$3,200.00

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

Motion by	Mr. O'Malley
Seconded by	Mr. Beal
Roll Call Vote:	
Mrs. D'Ettorre	e Wargo <u>AYE</u>
Mr. Beal	AYE
Mr. Mays	AYE
Mr. O'Malley	AYE
Ms. Rocco	AYE

EXHIBIT D-1-b RES. #06-235

RESOLUTION TO ACCEPT FUNDS

RESOLVED THAT

the Westlake Board of Education accepts the following funds:

Local Funds	Amount	Fund	Special Cost Center
Adult Basic & Literacy Education – Instructional FY07	\$75,732.00	501	9307
Adult Basic & Literacy Education EL &Civics FY07	\$28,169.00	501	9507

Motion by	Mr. Beal
Seconded by	Mr. O'Malley
Roll Call Vote:	-
Mrs. D'Ettorre	Wargo <u>AYE</u>
Mr. Beal	AYE
Mr. Mays	AYE
Mr. O'Malley	AYE
Ms. Rocco	AYE

RESOLUTION TO AUTHORIZE TREASURER TO RETURN ADVANCE

RESOLVED THAT

the Westlake Board of Education authorizes the Treasurer to return the following advances:

From	То	Amount
State Institute for Reading Instruction K-4 (019-9195)	General Fund (001)	\$6,230.14
State Institute for Reading Instruction 7-12 (019-9196)	General Fund (001)	\$7,825.00
State Institute for Reading Instruction Reading Assessment Follow-Up (019-9197)	General Fund (001)	\$13,188.55
A.B.L.E. English Literacy & Civics Education FY06 (501-9506)	General Fund (001)	\$5,571.64

Motion by	Mr. Mays
Seconded by	Mr. Beal
Roll Call Vote:	
Mrs. D'Ettorre	e Wargo <u>AYE</u>
Mr. Beal	AYE
Mr. Mays	AYE
Mr. O'Malley	AYE
Ms. Rocco	AYE

EXHIBIT D-1-d RES. #06-237

RESOLUTION TO AUTHORIZE TREASURER TO TRANSFER FUNDS

RESOLVED THAT

the Westlake Board of Education authorizes the Treasurer to transfer \$9,570.25 from the General Fund (001) to the Athletic Fund (300).

Motion by	Mr. Beal
Seconded by	Ms. Rocco
Roll Call Vote:	
Mrs. D'Ettorre	Wargo <u>AYE</u>
Mr. Beal	AYE
Mr. Mays	AYE
Mr. O'Malley	NO
Ms. Rocco	AYE

EXHIBIT F-1-a RES. #06-238

RESOLUTION TO ACCEPT GIFTS AND CONTRIBUTIONS (ORC 3313.36)

RESOLVED THAT

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

Peter and Kim Hoty Donated granite and marble slabs - 1" thick (150 sq. ft.) to WHBS-TV at Westlake High School to build 3033 Bennington Avenue a 12'x12' patio outside the new studio for a variety Columbus, OH 43231 of outdoor broadcast shoots. Donated \$100.00 to WHBS-TV at Westlake High Mr. Jimmy Lee 29798 Schwartz Road School to help purchase new digital microphones Westlake, OH 44145 for the new studio. Neverman Insurance Agency Donated \$200.00 to WHBS-TV at Westlake High Mr. Jeff Neverman School to help purchase a third digital studio camera for the studio. 27594 Detroit Road Westlake, OH 44145 Tuffy Auto Service Center Donated \$81.00 in services and parts (oil, brakes, Mr. Morad Cheriki, Manager etc.) to WHBS-TV at Westlake High School to 27303 Detroit Road keep the WHBS-TV van in top operating condition Westlake, OH 44145 meeting all state safety guidelines. Sherwin Williams Paint Company Donated \$60.00 in flame control products and paint Mr. Todd Jagodzinzki, Manager to WHBS-TV at Westlake High School to fireproof 27331 Detroit Road all exposed wood on the three new studio sets, per Westlake, OH 44145 Westlake Fire Department. The paint will be used for the new studio and truck interiors. Westlake Soccer Association Donated \$2,170.00 to the Athletic Department at Mr. Dave McCrone Westlake High School to purchase equipment for Boys Soccer. 29961 Persimmon Drive Westlake, OH 44145 Huntington Playhouse

Mr. Tom Meyrose, Managing Director P.O. Box 770056 Lakewood, OH 44107 Donated three pairs of tickets to WHBS-TV at Westlake High School to award to the student athlete of the month for September, October and November 2006 on the *Demon Zone* show.

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EXHIBIT F-1-a (Continued)

Thomas and Leslie Basista 23503 Winged Foot Westlake, OH 44145

Evan and Morgan Dawson 309 Eaglehead Road E. Rochester, NY 14445 Donated \$500.00 to WHBS-TV at Westlake High School to help complete construction of the new broadcast sets in Studio A.

Donated \$100.00 to WHBS-TV at Westlake High School to help complete construction of the new broadcast sets in Studio A.

Motion by	Mr. Mays
Seconded by	Mr. O'Malley
Roll Call Vote:	-
Mrs. D'Ettorre	e Wargo <u>AYE</u>
Mr. Beal	AYE
Mr. Mays	AYE
Mr. O'Malley	AYE
Ms. Rocco	AYE

EXHIBIT F-1-b-1 RES. #06-239

RESOLUTION TO APPROVE WHS DEPARTMENT CHAIRS

RESOLVED THAT

the Westlake Board of Education approves the following Westlake High School Department Chairs for the 2006-2007 school year.

Name	Department	Salary Level
Chris Filmer	Art/Industrial Tech/Music (Co-Chair)	.045
Scott Kutz	Art/Industrial Tech/Music (Co-Chair)	.045
David Titterington	Business & Vocational	.08
Sue Tarr	Computer	.07
Wade Werner	English	.10
Nickie Miller	Foreign Language	.09
Deb Petro	Guidance	.08
Art Daniels	Health & Phys. Ed. (Co-Chair)	.04
Joe Schofield	Health & Phys. Ed. (Co-Chair)	.04
Duane Miller	Math	.09
John Packis	Science	.09
Robert Curtis	Social Studies	.09
Sandy Packis	Special Education (Co-Chair)	.045
Joanne Harootunian	Special Education (Co-Chair)	.045

Motion by	Mr. O'Malley
Seconded by	Mr. Beal
Roll Call Vote:	
Mrs. D'Ettorre	e Wargo <u>AYE</u>
Mr. Beal	AYE
Mr. Mays	AYE
Mr. O'Malley	AYE
Ms. Rocco	AYE

EXHIBIT F-1-b-2 RES. #06-240

RESOLUTION TO APPROVE EXTENDED TIME, FMLA AND PARENTAL LEAVE, CONTINUING CONTRACT AND CHANGE IN CONTRACT FOR CERTIFICATED STAFF MEMBERS

RESOLVED THAT

the Westlake Board of Education approves continuing contract and change in contract for certificated staff members for the 2006-2007 school year as follows:

		Extended 7	<u>`ime</u>	
Jacy Nichols		WHS Media Sp	ecialist 4 D	Days
FMLA/Parental Leave				
Heather Zepp	FMLA:	08/28/06-10/18/06	Parental Leave:	10/19/06-01/19/07
<u>Continuing Contract</u> Julie Milkie				
		Change in Co	ontract	
Kathleen Burkart Speech Pathologist		Change: Effective:	From 60% Contr 08/28/06	act to 80% Contract

Motion by	Mr. O'Malley
Seconded by	Mr. Beal
Roll Call Vote:	
Mrs. D'Ettorre	e Wargo <u>AYE</u>
Mr. Beal	AYE
Mr. Mays	AYE
Mr. O'Malley	AYE
Ms. Rocco	AYE

EXHIBIT F-1-b-3 RES. #06-241

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 09-01-06:

Name	From	<u>To</u>	<u>Step</u>	
Erin Blahnik	MA	MA+10	4	
Anthony Chiaravalle	BA+30	MA	8	
Mindy Clark	MA+20	MA+30	9	
Julie Davidson	BA+30	MA	9	
Shannon Fortuna	BA+10	BA+20	2	
Darlene Fossesco	MA+20	MA+30	9	
Jeff Huber	MA	MA+10	0	
Joanna Knopf	BA	BA+10	3	
Christina Meecha	BA+30	MA	3	
Sara Neville	BA	BA+10	2	
Mary Beth Opron	MA+20	MA+30	11	
Debra Schrembeck	MA+10	MA+20	20	
Jennifer Seighman	MA	MA+10	8	
Kathleen K. Smith	MA	MA+10	7	(75% contract)
Jack Stipek	MA+10	MA+20	16	
Kurt Thonnings	BA+30	MA	16	
Brittany Troy	BA+20	MA	3	

Mr. O'Malley
Mr. Beal
e Wargo <u>AYE</u>
AYE
AYE
AYE
AYE

EXHIBIT F-1-b-4 RES. #06-242

RESOLUTION TO APPROVE SUBSTITUTES FOR CERTIFICATED STAFF MEMBERS

RESOLVED THAT

the Westlake Board of Education approves substitute teachers for certificated staff members for the 2006-2007 school year, 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.

NEW SUBSTITUTES:

Jeannie Feldkamp Amy Fletcher David Gaglione Amanda Hendricks Susan Kozar Richard Kozub Anne Kramer Audrey Leonhardt Adam Moeller Joe Scherma Amy Sexton Lindsey Shapiro Christine Van Horn Rebecca Vavro

Motion by	Mr. O'Malley
Seconded by	Mr. Beal
Roll Call Vote:	
Mrs. D'Ettorre	e Wargo <u>AYE</u>
Mr. Beal	AYE
Mr. Mays	AYE
Mr. O'Malley	AYE
Ms. Rocco	AYE

EXHIBIT F-1-b-5 RES. #06-243

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 2006-2007 school year to be paid from the Auxiliary Services Fund.

20% Contract

Anna Bakalar	Rate: Class A, Step 20
St. Bernadette -Clerk/Typist	9 Months Plus 10 days extended time
Corlett Bine	Rate: Class B, Step 15
St. Paul Lutheran – Clerk/Typist	30 hours/week
Barbara Sennhenn	Rate: BA, Step 20
St. Paul Lutheran – SST Teacher	3-1/2 hours/day
Donna Collins	Rate: MA+20, Step 20

Motion by	Mr. O'Malley
Seconded by	Mr. Beal
Roll Call Vote:	
Mrs. D'Ettorre	e Wargo <u>AYE</u>
Mr. Beal	AYE
Mr. Mays	AYE
Mr. O'Malley	AYE
Ms. Rocco	AYE

St. Paul Lutheran – Speech Therapist

EXHIBIT F-1-b-6 RES. #06-244

RESOLUTION TO APPROVE CERTIFICATED EMPLOYMENT

RESOLVED THAT

the Westlake Board of Education approves the following certificated employment and substitutes for the 2006-2007 school year, 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.

Kathleen Keaggy Smith Speech Language Pathologist (Paid from Early Childhood Spec. Ed. Grant) Effective: 08/28/06 Rate: MA+10, Step 7 (25% Contract)

Motion by	Mr. O'Malley
Seconded by	Mr. Beal
Roll Call Vote:	
Mrs. D'Ettorre	Wargo <u>AYE</u>
Mr. Beal	AYE
Mr. Mays	AYE
Mr. O'Malley	AYE
Ms. Rocco	AYE

EXHIBIT F-1-b-7 RES. #06-245

RESOLUTION TO APPROVE USE OF PART-B IDEA FUNDS

RESOLVED THAT

the Westlake Board of Education approves the following classified staff members to be paid from Part-B IDEA funds for the 2006-2007 school year:

Kristine Hamilton Bassett Spec. Ed. Assistant Step 4 6.5 Hours/Day

Patricia Wasko Bassett Spec. Ed. Assistant Step 8 6.5 Hours/Day

Mr. O'Malley
Mr. Beal
e Wargo <u>AYE</u>
AYE
AYE
AYE
AYE

EXHIBIT F-1-b-8 RES. #06-246

RESOLUTION TO APPROVE EMPLOYMENT AND RESIGNATION FOR CLASSIFIED STAFF MEMBERS

RESOLVED THAT

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

Employment:	Dan Jennings	Effective:	08/28/06
	WHS Sp. Ed. Assistant	Rate:	Step 2 + \$0.30, 7 Hrs/Day
	Camilia Saliba	Effective:	09/01/06
	ESL Assistant	Rate:	Step 5, 6 Hrs/Day
Resignation:	Lynda Machuca Parkside Cashier	Effective:	08/24/06

Motion by	Mr. O'Malley
Seconded by	Mr. Beal
Roll Call Vote:	
Mrs. D'Ettorr	e Wargo <u>AYE</u>
Mr. Beal	AYE
Mr. Mays	AYE
Mr. O'Malley	AYE
Ms. Rocco	AYE

EXHIBIT F-1-b-9 RES. #06-247

RESOLUTION TO APPROVE SUBSTITUTES FOR CLASSIFIED STAFF MEMBERS

RESOLVED THAT

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

Tina Bacik	Mary Dunn	Maria Krucek	Rebecca Perrings
Ceclia Baker	Susan Dvorak	Maureen Leheney	Reda Perusek
Rena Beck	Gina Ferrara	Jerry Lewis	Pamela Phillips
Barb Biel	Carol Flannick	Sandy Lewis	Mary Scavelli
Lisa Bowser	Carol Fox	Katarina Liegl	Cynthia Schwan
Laurie Bowles	Judy Gifford	Bhanumati Maheshwer	Anthony Silaghi
Karen Brown	Joanne Grace	Steve Maler	Anna Synek
Hanora Cadek	Jackie Hollis	Susan Martynowski	Tina Staggs
Amanda Caja	Barb Italiano	Jacqueline Massa	Mary Tarueska-Spoth
Jim Carlin	Terry Janmey	Rose Monnolly	Dale Tremaine
Robert Carlin	Karen Jones	Robyn Nock	Fran Varvir
Diane Christian	Kathleen Kelly	Jacqueline Noonan	Jennifer Weaver
Linda Clemons	Karen Kieltyka	Michelle O'Meara	Elizebeth West
Daryle Cook	Jacqueline King	Karen Ormsby	Laurie Whiting
Elizabeth Coyle	Lorrie Knapp	Terri Orszak	Georgia Wilder
Barbara Detwiler	Sandee Kodysh	Sophie Paul	Shirley Wolfe
	Joan Kotulak	Erin Peacock	Donna Wright
Lisa Bruno	Teacher Asst., Libra	ry Asst., Receptionist	
William Carlin	lin Clerical-Transportation (Summer)		
Zita Goldberg Teacher Asst., Student Attendant			
Margaret Laskowski Clerk/Typist, Teacher Asst., Library Asst., Playground Asst.			
Jeanne Samenyk	Kitchen Helper		
Kathleen Ursetti	Clerk/Typist, Secretary, Teacher Asst., Playground Asst., Receptionist		

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EXHIBIT F-1-b-10 RES. #06-248

RESOLUTION TO APPROVE PROJECT LINK EMPLOYMENT AND STEP INCREASE

RESOLVED THAT

the Westlake Board of Education approves the employment and salary step increase for the following staff members for the 2006-2007 school year:

Camp Link Employment

Suzannah Vujevich	Rate:	Step 1
Project Link Site Coordinator	Effective:	06/12/06
Lisa Morrow	Rate:	Step 3
Camp Link Leader	Effective:	06/12/06

Project Link Step Increase

Dorothy Yee

Rate:From Step 8 to Step 9Effective:10/01/05

Motion by	Mr. O'Malley
Seconded by	Mr. Beal
Roll Call Vote:	
Mrs. D'Ettorre	e Wargo <u>AYE</u>
Mr. Beal	AYE
Mr. Mays	AYE
Mr. O'Malley	AYE
Ms. Rocco	AYE

EXHIBIT F-1-b-11 RES. #06-249

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

RESOLVED THAT

the Westlake Board of Education approves the following supplemental contracts (in-district and out-ofdistrict) and resignations for the 2006-2007 school year.

Name	Position	In District	<u>Step</u>
SUPPLEMENTAL EMPLOYMENT			
Joel Woods	WHS Head Freshman Football Coach	Ν	4
Marcello Velasquez	WHS Assistant Freshman Football Coach	Ν	2
Sean Chalkwater	WHS Assistant Football Coach	Ν	0
Peter (Chip) Weiss	WHS Assistant Football Coach	Ν	2
Colleen Seres	WHS Girls Assistant Soccer Coach	Ν	0
Roger Konrad	WHS Boys Assistant Soccer Coach	Ν	0
John Howard	WHS Freshman Volleyball Coach – 60% Contract	Ν	0
Lauren Thaler	WHS Freshman Volleyball Coach – 40% Contract	Ν	0
Nancy Koehler	WHS Asst. Girls Tennis Coach	Ν	2

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

Board Discussion:

<u>Beal</u>: Requested the Superintendent investigate the effectiveness of prorating contracts for departmental chairs.

Motion by	Mr. O'Malley
Seconded by	Mr. Beal
Roll Call Vote:	
Mrs. D'Ettorre	e Wargo <u>AYE</u>
Mr. Beal	AYE
Mr. Mays	AYE
Mr. O'Malley	AYE
Ms. Rocco	AYE

EXHIBIT F-1-b-12 RES. #06-250

RESOLUTION TO APPROVE THE EMPLOYMENT OF PROJECT LINK PERSONNEL

RESOLVED THAT

the Westlake Board of Education approves the employment of the following Project Link personnel for the 2006-2007 school year effective 08/28/06:

Name	Position	Step
Roberta Ahern	Site Coordinator	7
Cora Miner	Site Coordinator	6
Jaclyn Marquitz	Site Coordinator	7
Courtney Seman	Site Coordinator	7
Erin Fenderbosch	Site Coordinator	2
Tricia Anezinis	Project Link Leader	5
Dorothy Yee	Project Link Leader	9
Sandra Kearney	Project Link Leader	3
Stephanie Bishop	Project Link Leader	4
Tamara Shelley	Project Link Leader	3
Susan Tochek	Project Link Leader	3
Jodi Carlson	Project Link Leader	3
Beth Prather	Project Link Leader	3
Kelly Pyros	Project Link Leader	3

Motion by	Mr. O'Malley
Seconded by	Mr. Beal
Roll Call Vote:	
Mrs. D'Ettorre	e Wargo <u>AYE</u>
Mr. Beal	AYE
Mr. Mays	AYE
Mr. O'Malley	AYE
Ms. Rocco	AYE

EXHIBIT F-1-b-13 RES. #06-251

RESOLUTION TO APPROVE RESIGNATION OF PROJECT LINK PERSONNEL

RESOLVED THAT

the Westlake Board of Education approves the resignation of the following Project Link personnel:

Christine Bott Site Coordinator	Effective:	08/25/06
Suzanah Vujevich Site Coordinator	Effective	08/21/06

Motion by	Mr. O'Malley
Seconded by	Mr. Beal
Roll Call Vote:	
Mrs. D'Ettorre	e Wargo <u>AYE</u>
Mr. Beal	AYE
Mr. Mays	AYE
Mr. O'Malley	AYE
Ms. Rocco	AYE

EXHIBIT F-1-c RES. #06-252

RESOLUTION TO APPROVE AGREEMENT FOR ADMISSION OF TUITION PUPILS

RESOLVED THAT

the Westlake Board of Education approves the following Agreement for Admission of Tuition Pupils for the 2006-2007 school year:

Berea Children's Home & Family Services

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YE

EXHIBIT F-1-d RES. #06-253

RESOLUTION TO APPROVE LORAIN COUNTY ESC CONTRACT

RESOLVED THAT

the Westlake Board of Education approves the Educational Service Center of Lorain County Multi-Agreement Contract for the 2006-2007 school year.

Motion by	Mr. Beal
Seconded by	Mr. O'Malley
Roll Call Vote:	
Mrs. D'Ettorre	Wargo <u>AYE</u>
Mr. Beal	AYE
Mr. Mays	AYE
Mr. O'Malley	AYE
Ms. Rocco	AYE

EXHIBIT F-1-e RES. #06-254

RESOLUTION TO APPROVE SUNDAY BUILDING USE

RESOLVED THAT

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

Westlake Bobcats Baseball Team Baseball Games Westlake High School WHS JV Baseball Field Sunday, 09/09/06, 09/16/06, 09/30/06, 10/07/06 12:00 PM – 6:00 PM

Motion by	Mr. Beal
Seconded by	Mr. O'Malley
Roll Call Vote:	
Mrs. D'Ettorr	e Wargo <u>AYE</u>
Mr. Beal	AYE
Mr. Mays	AYE
Mr. O'Malley	AYE
Ms. Rocco	AYE

EXHIBIT F-1-f RES. #06-255

RESOLUTION TO APPROVE CONTINUOUS IMPROVEMENT PLAN

RESOLVED THAT

the Westlake Board of Education approves the Continuous Improvement Plan (2006-2008).

Motion by	Mr. Mays
Seconded by	Mr. O'Malley
Roll Call Vote:	
Mrs. D'Ettorre	e Wargo <u>AYE</u>
Mr. Beal	AYE
Mr. Mays	AYE
Mr. O'Malley	AYE
Ms. Rocco	AYE

EXHIBIT F-1-g RES. #06-256

RESOLUTION TO APPROVE HEALTH SERVICES FOR NON-PUBLIC SCHOOLS

RESOLVED THAT

the Westlake Board of Education approves services for non-public schools for the 2006-2007 school year as follows to be paid out of Auxiliary Service Funds.

PSI Affiliates, Inc.

St. Bernadette

School Nurse Speech & Hearing Pathologist Psychologist	180 days 110 days 111 days	\$39,960.00 \$34,320.00 \$31,968.00
	St. Paul Lutheran	
School Nurse	9 days	\$1,998.00
Health Aides	540 hours	\$7,506.00
Cuyahoga County Board of Health		

Registered Nurse

8 hours/month

\$3,040.00

Motion by	Ms. Rocco
Seconded by	Mr. O'Malley
Roll Call Vote:	·
Mrs. D'Ettorr	e Wargo AYE
Mr. Beal	AYE
Mr. Mays	AYE
Mr. O'Malley	AYE
Ms. Rocco	AYE

EXHIBIT F-1-h RES. #06-257

RESOLUTION TO APPROVE SERVICE AGREEMENT FOR HEALTH AIDE SERVICES

RESOLVED THAT

the Westlake Board of Education approves the Service Agreements for Health Aide Services with PSI Affiliates, Inc. for the 2006-2007 school year as follows:

Green Road Development Center	\$36,270
North Olmsted Middle School	\$39,060
Parma Development Center	\$36,270

Motion by	Ms. Rocco
Seconded by	Mr. O'Malley
Roll Call Vote:	
Mrs. D'Ettorre	Wargo <u>AYE</u>
Mr. Beal	AYE
Mr. Mays	AYE
Mr. O'Malley	AYE
Ms. Rocco	AYE

EXHIBIT F-1-i RES. #06-258

RESOLUTION TO APPROVE LEASE AGREEMENT

RESOLVED THAT

the Westlake Board of Education approves the following lease agreement for the 2006-2007 school year to be paid out of Auxiliary Service Funds.

John Lance Lease of property upon which St. Bernadette's Mobile Unit rests.

Twelve month lease - \$1,200.00

Motion by	Ms. Rocco
Seconded by	Mr. O'Malley
Roll Call Vote:	
Mrs. D'Ettorre	e Wargo <u>AYE</u>
Mr. Beal	AYE
Mr. Mays	AYE
Mr. O'Malley	AYE
Ms. Rocco	AYE

EXHIBIT F-1-j RES. #06-259

RESOLUTION TO APPROVE CHANGE ORDER FOR DOVER PARKING LOT PAVING PROJECT

RESOLVED THAT

the Westlake Board of Education approves Change Order #1 for Dover Elementary Asphalt Paving project as follows:

Vendor	<u>Amount</u>	Change
Chagrin Valley Paving, Inc.	\$6,785.90	Overlay Fabric – install 3.5 oz overlay fabric with PG64-22 tack coat.

Motion by	Ms. Rocco
Seconded by	Mr. Mays
Roll Call Vote:	
Mrs. D'Ettorre	Wargo <u>AYE</u>
Mr. Beal	AYE
Mr. Mays	AYE
Mr. O'Malley	AYE
Ms. Rocco	AYE

EXHIBIT F-1-k RES. #06-260

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 2006-2007 school year.

Motion by	Mr. Mays
Seconded by	Mr. O'Malley
Roll Call Vote:	
Mrs. D'Ettorre	Wargo <u>AYE</u>
Mr. Beal	AYE
Mr. Mays	AYE
Mr. O'Malley	AYE
Ms. Rocco	AYE

EXHIBIT F-1-1 RES. #06-261

RESOLUTION TO APPROVE KIDZ ART COLLABORATION

RESOLVED THAT

the Westlake Board of Education approves the collaboration between Project Link and KidzArt to provide after school art enrichment classes once weekly at Bassett, Dover, Hilliard, Holly Lane and Parkside. Classes will consist of three sessions commencing September 2006 and concluding May 2007.

Motion by	Mr. Mays
	Mr. O'Malley
Roll Call Vote:	
Mrs. D'Ettorre	Wargo AYE
Mr. Beal	AYE
Mr. Mays	AYE
Mr. O'Malley	AYE
Ms. Rocco	AYE

EXHIBIT F-1-m RES. #06-262

RESOLUTION TO APPROVE JOB DESCRIPTION OF WESTLAKE CITY SCHOOLS COOK MANAGER

RESOLVED THAT

the Westlake Board of Education approves the job description of Westlake City Schools Cook Manager (see attached).

Motion by	Mr. Mays
Seconded by	Mr. O'Malley
Roll Call Vote:	
Mrs. D'Ettorre	e Wargo <u>AYE</u>
Mr. Beal	AYE
Mr. Mays	AYE
Mr. O'Malley	AYE
Ms. Rocco	AYE

WESTLAKE CITY SCHOOLS JOB DESCRIPTION

TITLE: Cook Manager

QUALIFICATIONS:

- 1. High school graduate or equivalent.
- 2. Effective and appropriate oral and written skills.
- 3. High standards for sanitation and safety.

RESPONSIBLE TO:

Is responsible to the principal and to the supervisor of food service.

GENERAL DUTIES:

Oversee the operation of the school kitchen and provide for preparation of food.

ESSENTIAL ELEMENTS:

- 1. Ability to manually lift items up to 40 lbs. to shoulder level as associated with food work.
- 2. Ability to stand for duration of duty.
- 3. Ability to use one's senses to promote safety and quality.
- 4. Knowledge and performance of sanitation.
- 5. Ability to work in a team.
- 6. Interest in communicating with children.
- 7. Ability to perform mathematics (money and measurement and judgment on prices).
- 8. Continuous interest in self-improvement.
- 9. Willingness to pursue and accept added responsibilities.

SPECIFIC DUTIES:

- 1. Order and record all food utilized in school lunch program.
- 2. Secure kitchen appliances and area.
- 3. Organize materials, tools, and food for daily operation.
- 4. Plan for necessary items for the daily menu.
- 5. Manage personnel related paperwork and general inventory.
- 6. Ensure overall appearance of kitchen and storage of food.
- 7. Prepare and clean necessary kitchen linen
- 8. Additional duties as assigned by the building principal or assistant principal, or food service supervisor that are within the general scope of the job description.
- 9. Manage HACCP (Hazard Analysis Critical Control Point) program that is required by the State.

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EXHIBIT F-1-n RES. #06-263

RESOLUTION TO APPROVE JOB DESCRIPTION OF WESTLAKE CITY SCHOOLS ASSISTANT COOK

RESOLVED THAT

the Westlake Board of Education approves the job description of Westlake City Schools Assistant Cook (see attached).

Motion by	Mr. Mays
Seconded by	Mr. O'Malley
Roll Call Vote:	
Mrs. D'Ettorre	Wargo <u>AYE</u>
Mr. Beal	AYE
Mr. Mays	AYE
Mr. O'Malley	AYE
Ms. Rocco	AYE

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WESTLAKE CITY SCHOOLS JOB DESCRIPTION

TITLE: Assistant Cook

QUALIFICATIONS:

- 1. High school graduate or equivalent.
- 2. Effective and appropriate oral and written skills.
- 3. High standards for sanitation and safety.

RESPONSIBLE TO:

Is responsible to the principal and the department supervisor.

GENERAL DUTIES:

Assist in managing the overall operation of the lunchroom under the direction of the head cook.

ESSENTIAL ELEMENTS:

- 1. Ability to manually lift items up to 40 lbs. to shoulder level as associated with food work.
- 2. Ability to stand for duration of duty.
- 3. Ability to-use one's senses to promote safety and quality.
- 4. Knowledge and performance of sanitation.
- 5. Ability to work in a team.
- 6. Interest in communicating with children.
- 7. Ability to perform mathematics (money and measurement and judgment on prices).
- 8. Continuous interest in self-improvement.
- 9. Willingness to pursue and accept added responsibilities.

SPECIFIC DUTIES:

- 1. As assigned by the Cook Manager. May include duties also assigned to helper, dishwasher, and cashier.
- 2. Assume the duties of the Cook Manager in his/her absence.
- 3. Food preparation in accordance with district standards.
- 4. Additional duties as assigned by the building principal or assistant principal that are within the general scope of the job description.
- 5. State required HACCP (Hazard Analysis Critical Control Point) program duties as assigned by the Cook Manager.

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EXHIBIT F-1-0 RES. #06-264

RESOLUTION TO APPROVE JOB DESCRIPTION OF WESTLAKE CITY SCHOOLS CASHIER

RESOLVED THAT

the Westlake Board of Education approves the job description of Westlake City Schools Cashier (see attached).

Motion by	Mr. Mays
Seconded by	Mr. O'Malley
Roll Call Vote:	
Mrs. D'Ettorre	e Wargo <u>AYE</u>
Mr. Beal	AYE
Mr. Mays	AYE
Mr. O'Malley	AYE
Ms. Rocco	AYE

TITLE: Cashier

QUALIFICATIONS:

- 1. High school graduate or equivalent.
- 2. Effective and appropriate oral and written skills.
- 3. High standards for sanitation and safety.

RESPONSIBILE TO:

Is responsible to the principal and department supervisor.

GENERAL DUTIES:

Collection, recording, and depositing funds from daily food purchases.

ESSENTIAL ELEMENTS:

- 1. Ability to manually lift items up to 40 lbs. to shoulder level as associated with food work.
- 2. Ability to sit/stand for duration of duty.
- 3. Ability to use one's senses to promote safety and quality.
- 4. Knowledge and performance of sanitation.
- 5. Ability to work in a team.
- 6. Interest in communicating with children.
- 7. Ability to perform mathematics (money and measurement and judgment on prices).
- 8. Continuous interest in self-improvement.
- 9. Willingness to pursue and accept added responsibilities.

SPECIFIC DUTIES:

- 1. Collect the money from students in the lunch line.
- 2. Operate cash register.
- 3. Prepare money collected for deposit.
- 4. Keep records of number of meals, milk and daily receipts.
- 5. Submit lunchroom daily record form and maintain a count of daily transactions for reference if necessary.
- 6. Perform other duties with in the general scope of job description as assigned by the Cook Manager or the acting Cook Manager in the absence of the Cook Manager.
- 7. Additional duties as assigned by the building principal or assistant principal that are within the general scope of the job description.
- 8. State required HACCP (Hazard Analysis Critical Control Point) program duties assigned by the Cook Manager or Assistant Cook in the absence of Cook Manager.

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EXHIBIT F-1-p RES. #06-265

RESOLUTION TO APPROVE JOB DESCRIPTION OF WESTLAKE CITY SCHOOLS DISHWASHER

RESOLVED THAT

the Westlake Board of Education approves the job description of Westlake City Schools Dishwasher (see attached).

Motion by	Mr. Mays
Seconded by	Mr. O'Malley
Roll Call Vote:	
Mrs. D'Ettorre	Wargo <u>AYE</u>
Mr. Beal	AYE
Mr. Mays	AYE
Mr. O'Malley	AYE
Ms. Rocco	AYE

WESTLAKE CITY SCHOOLS JOB DESCRIPTION

TITLE: Dishwasher

QUALIFICATIONS:

- 1. High school graduate or equivalent.
- 2. Effective and appropriate oral and written skills.
- 3. High standards for sanitation and safety.

RESPONSIBILE TO:

Is responsible to the principal and department supervisor.

GENERAL DUTIES:

Operate the dishwasher.

ESSENTIAL ELEMENTS:

- 1. Ability to manually lift items up to 40 lbs. to shoulder level as associated with food work.
- 2. Ability to stand for duration of duty.
- 3. Ability to use one's senses to promote safety and quality.
- 4. Knowledge and performance of sanitation.
- 5. Ability to work in a team.
- 6. Interest in communicating with children.
- 7. Ability to perform mathematics (money and measurement and judgment on prices).
- 8. Continuous interest in self-improvement.
- 9. Willingness to pursue and accept added responsibilities.

SPECIFIC DUTIES:

- 1. Prepare dishes and silverware for washing.
- 2. Operate the dishwasher.
- 3. Load/unload the dishwasher.
- 4. Store clean dishes as directed by the Cook Manager.
- 5. Wash pots and pans.
- 6. Clean and prepare dishwasher and surrounding area for operation for next school day.
- 7. Perform other duties with in the general scope of job description as assigned by the Cook Manager or the acting Cook Manager in the absence of the Cook Manager.
- 8. Additional duties as assigned by the building principal or assistant principal that are within the general scope of the job description.
- 9. State required HACCP (Hazard Critical Control Point) program duties as assigned by the Cook Manager or Assistant Cook in the absence of Cook Manager.

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EXHIBIT F-1-q RES. #06-266

RESOLUTION TO APPROVE JOB DESCRIPTION OF WESTLAKE CITY SCHOOLS KITCHEN HELPER

RESOLVED THAT

the Westlake Board of Education approves the job description of Westlake City Schools Kitchen Helper (see attached).

Motion by	Mr. Mays
Seconded by	Mr. O'Malley
Roll Call Vote:	
Mrs. D'Ettorre	Wargo <u>AYE</u>
Mr. Beal	AYE
Mr. Mays	AYE
Mr. O'Malley	AYE
Ms. Rocco	AYE

TITLE: Kitchen Helper

QUALIFICATIONS:

- 1. High school graduate or equivalent.
- 2. Effective and appropriate oral and written skills.
- 3. High standards for sanitation and safety.

RESPONSIBLE TO:

Is responsible to the principal and department supervisor.

GENERAL DUTIES:

Assist the Cook Manager and the Assistant Cook in the preparation and serving of the food and in the clean up of the kitchen.

ESSENTIAL ELEMENTS:

- 1. Ability to manually lift items up to 40 lbs. to shoulder level as associated with food work.
- 2. Ability to stand for duration of duty.
- 3. Ability to use one's senses to promote safety and quality.
- 4. Knowledge and performance of sanitation.
- 5. Ability to work in a team.
- 6. Interest in communicating with children.
- 7. Ability to perform mathematics (money and measurement and judgment on prices).
- 8. Continuous interest in self-improvement.
- 9. Willingness to pursue and accept added responsibilities.

SPECIFIC DUTIES:

- 1. Assist in preparation of food as assigned by the Cook Manager.
- 2. Assist in preparation of dishes, trays/ etc. for dishwasher as assigned by the Cook Manager.
- 3. Assist in washing pots and pans as assigned by the Cook Manager.
- 4. Prepares food as assigned by the Cook Manager.
- 5. Perform other duties with in the general scope of job description as assigned by the Cook Manager or the acting Cook Manager in the absence of the Cook Manager.
- 6. Additional duties as assigned by the building principal or assistant principal that are within the general scope of the job description.
- 7. State required HACCP (Hazard Analysis Critical Control Point) program duties assigned by the Cook Manager or the acting Cook Manager in the absence of Cook Manager.

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EXHIBIT F-2-a-1 RES. #06-267

RESOLUTION TO APPROVE ADMINISTRATIVE HANDBOOK

RESOLVED THAT the Westlake Board of Education approves the Administrative Handbook.

Motion by	Ms. Rocco
Seconded by	Mr. O'Malley
Roll Call Vote:	-
Mrs. D'Ettorre	Wargo <u>AYE</u>
Mr. Beal	AYE
Mr. Mays	AYE
Mr. O'Malley	AYE
Ms. Rocco	AYE

EXHIBIT I-1-a RES. #06-268

RESOLUTION TO REJECT PURCHASE OFFER

RESOLVED THAT

the Westlake Board of Education rejects the offer dated March 23, 2006 from the City of Westlake to purchase the school district's 41.9-acre parcel of land on Bradley Road, Westlake Ohio for \$1.9 million dollars.

Motion by	Mr. O'Malley
Seconded by	Mr. Mays
Roll Call Vote:	
Mrs. D'Ettorre	e Wargo <u>AYE</u>
Mr. Beal	AYE
Mr. Mays	AYE
Mr. O'Malley	AYE
Ms. Rocco	ABSTAIN