

## WESTLAKE CITY SCHOOLS BOARD OF EDUCATION MINUTES

**Thursday, September 16, 2004 – 7:00 p.m. – Regular Meeting**  
**Administration Building – Board Room**  
**27200 Hilliard Blvd.**

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

Roll Call:

Mr. LeChaix	<u>Present</u>	
Mrs. D'Ettorre Wargo	<u>Absent</u>	Entered the meeting at 7:02 p.m.
Mr. Beal	<u>Present</u>	
Mr. O'Malley	<u>Absent</u>	Entered the meeting at 7:04 p.m.
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.

Motion to Amend Agenda to *change* Item F-1-b-3 (effective date: 9-20-04), Item F-1-g (*Barbara O'Doherty*) and to *add Executive Session as Item K*.

Approval of Agenda as Amended

Motion by Mr. Beal

Seconded by Ms. Rocco

Roll Call Vote:

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

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

Mrs. D'Ettorre Wargo entered the meeting at 7:02 p.m.

Mr. O'Malley entered the meeting at 7:04 p.m.

A. Approval of Minutes

1. Work Session Meeting of August 5, 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>AYE</u>
Ms. Rocco	<u>AYE</u>

2. Special Meeting of August 12, 2004

Motion by Ms. Rocco

Seconded by Mrs. D'Ettorre Wargo

Roll Call Vote:

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

3. Regular Meeting of August 19, 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>AYE</u>
Ms. Rocco	<u>AYE</u>

B. Superintendent's Report

1. Summer Reading Program

- Principals Mary Flanagan, Hilliard Elementary, and Pam Griebel, Holly Lane Elementary, spoke about the summer reading program that the building leadership teams formulated for elementary students.

2. TV Station Equipment

- Chris Laho, Patlin Electronics Audio Visual consultant for the Board, spoke about the planned specifications for the Performing Arts Center television studio as well as the proposed project budget.

C. Special Reports and Recognitions

1. Resolution to Recognize Certificated Staff Member  
Marilyn Lester - Wal-Mart Ohio Teacher of the Year

Exhibit C-1

2. Superintendent Costanza presented a Certificate of Achievement for Academic Excellence from the State of Ohio to the Board.

President LeChaix declared a brief recess at 8:04 p.m. and resumed the meeting at 8:14 p.m.

D. Treasurer's Report/Recommendations

1. Action Items

- |   |               |
|---|---------------|
| a. Resolution to Accept Funds   | Exhibit D-1-a |
| b. Resolution to Adjust FY05 Temporary Appropriations                   | Exhibit D-1-b |
| c. Resolution to Adopt the FY05 Permanent Appropriations                | Exhibit D-1-c |
| d. Resolution to Issue Then and Now Certificate                         | Exhibit D-1-d |
| e. Resolution to Approve Student Activity Policy and Purpose Statements | Exhibit D-1-e |

E. CAC Report – None.

F. New Business

1. Action Items

- |   |                 |
|---|-----------------|
| a. Resolution to Accept Gifts and Contributions   | Exhibit F-1-a   |
| b. Resolutions to Approve Staff Recommendations   |                 |
| 1. Resolution to Approve Reclassification of Certificated Staff Members                                     | Exhibit F-1-b-1 |
| 2. Resolution to Approve Certificated Employment, Substitutes and Supplemental Contracts (In-District)      | Exhibit F-1-b-2 |
| 3. Resolution to Approve Parental Leave for Certificated Staff Member                                       | Exhibit F-1-b-3 |
| 4. Resolution to Approve Stipends for Certificated Staff Members for Mentor Program                         | Exhibit F-1-b-4 |
| 5. Resolution to Approve Resignation, Employment, and Change In Employment for Classified Staff Members     | Exhibit F-1-b-5 |
| 6. Resolution to Approve Appointment and Reappointment of Classified Substitutes and Supplemental Contracts | Exhibit F-1-b-6 |
| 7. Resolution to Approve Project Link Employment  | Exhibit F-1-b-7 |
| 8. Resolution to Approve Home Instruction   | Exhibit F-1-b-8 |
| c. Resolution to Approve Bus Routes for 2004-2005 School Year   | Exhibit F-1-c   |
| d. Resolution to Approve Continuous Improvement Plan  | Exhibit F-1-d   |
| e. Resolution to Approve Agreements for Day Treatment and Partial Hospitalization Program                   | Exhibit F-1-e   |
| f. Resolution to Approve Agreement for Health Aide Service  | Exhibit F-1-f   |
| g. Resolution to Approve Agreement for Physical Therapy Services  | Exhibit F-1-g   |
| h. Resolution to Approve Agreement for Visual Therapy Services  | Exhibit F-1-h   |
| i. Resolution to Approve Construction Change Orders   | Exhibit F-1-i   |
| j. Resolution to Approve Sunday Building Use  | Exhibit F-1-j   |
| k. Resolution to Approve Agreement for Orientation and Mobility Services                                    | Exhibit F-1-k   |
| l. Resolution to Accept Bids and Award Bus Bids   | Exhibit F-1-l   |
| m. Resolution to Approve Service Agreement for Health Aide Services   | Exhibit F-1-m   |

2. Discussion Items

- |   |                 |
|---|-----------------|
| a. Second Reading – Policy DJH – Credit Cards (new)                       |                 |
| 1) Resolution to Adopt New Board of Education Policy DJH – Credit Cards   | Exhibit F-2-a-1 |
| b. Second Reading – Policy DJH-R – Credit Cards (new)                     |                 |
| 1) Resolution to Adopt New Board of Education Policy DJH-R – Credit Cards | Exhibit F-2-b-1 |
| c. Second Reading – Policy EGACAA – Cellular Telephone Use (new)          |                 |

- |  |                 |
|--|-----------------|
| 1) Resolution to Adopt New Board of Education Policy<br>EGACAA – Cellular Telephone Use Policy                                     | Exhibit F-2-c-1 |
| d. Second Reading – Policy EHA – Data and Records Retention<br>(revised)   |                 |
| 1) Resolution to Adopt Revised Board of Education Policy<br>EHA – Data and Records Retention                                       | Exhibit F-2-d-1 |
| e. Second Reading – Policy EHA-R – Data and Records<br>Retention (Electronic Mail) (new)   |                 |
| 1) Resolution to Adopt New Board of Education Policy<br>EHA-R – Data & Records Retention (Electronic Mail)                         | Exhibit F-2-e-1 |
| f. Second Reading – Policy GBCB – Staff Conduct (revised)  |                 |
| 1) Resolution to Adopt Revised Board of Education Policy<br>GBCB – Staff Conduct   | Exhibit F-2-f-1 |
| g. Second Reading – Policy GCD – Professional Staff Hiring<br>(revised)  |                 |
| 1) Resolution to Adopt Revised Board of Education Policy<br>GCD – Professional Staff Hiring  | Exhibit F-2-g-1 |
| h. Second Reading – Policy GDC/GDCA/GDD – Support Staff<br>Recruiting/Posting of Vacancies/Hiring (revised)                        |                 |
| 1) Resolution to Adopt Revised Board of Education Policy<br>GDC/GDCA/GDD – Support Staff Recruiting/Posting<br>of Vacancies/Hiring | Exhibit F-2-h-1 |
| i. Second Reading – Policy IE – Organization of Facilities for<br>Instruction (revised)  |                 |
| 1) Resolution to Adopt Revised Board of Education Policy<br>IE – Organization of Facilities for Instruction                        | Exhibit F-2-i-1 |
| j. Second Reading – Policy IGBA – Programs for Students with<br>Disabilities (revised)   |                 |
| 1) Resolution to Adopt Revised Board of Education Policy<br>IGBA – Programs for Students with Disabilities                         | Exhibit F-2-j-1 |
| k. Second Reading – Policy IGBE – Remedial Instruction (revised)   |                 |
| 1) Resolution to Adopt Revised Board of Education Policy<br>IGBE – Remedial Instruction  | Exhibit F-2-k-1 |
| l. Second Reading – Policy IGBI – English as a Second Language<br>(revised)  |                 |
| 1) Resolution to Adopt Revised Board of Education Policy<br>IGBI – English as a Second Language                                    | Exhibit F-2-l-1 |
| m. Second Reading – Policy IGDJ – Interscholastic Athletics<br>(revised)   |                 |
| 1) Resolution to Adopt Revised Board of Education Policy<br>IGDJ – Interscholastic Athletics                                       | Exhibit F-2-m-1 |
| n. Second Reading – Policy JEC – School Admission (revised)  |                 |
| 1) Resolution to Adopt Revised Board of Education Policy<br>JEC – School Admission   | Exhibit F-2-n-1 |
| o. Second Reading – Policy JHG – Reporting Child Abuse (revised)   |                 |
| 1) Resolution to Adopt Revised Board of Education Policy<br>JHG – Reporting Child Abuse  | Exhibit F-2-o-1 |
| p. Second Reading – JHH – Notification about Sex Offenders (revised)   |                 |

- |   |                 |
|---|-----------------|
| 1) Resolution to Adopt Revised Board of Education Policy<br>JHH – Notification about Sex Offenders    | Exhibit F-2-p-1 |
| q. Second Reading – Policy JN – Student Fees, Fines and Charges<br>(revised)                          |                 |
| 1) Resolution to Adopt Revised Board of Education Policy<br>JN – Student Fees, Fines and Charges      | Exhibit F-2-q-1 |
| r. Second Reading – Policy KGB – Public Conduct on District<br>Property (revised)                     |                 |
| 1) Resolution to Adopt Revised Board of Education Policy<br>KGB – Public Conduct on District Property | Exhibit F-2-r-1 |

G. Director of Business Affairs Report

Gary Slocum reported on the following District projects:

- Working with Patlin Electronics on the Performing Arts Center audio visual specifications bid documents.
- School operations are going well since opening in August.

H. Director of Curriculum & Instruction Report

Ray Conti reported on the following District initiatives:

- The District is creating assessments for the language arts curriculum and working on developing better assessment instruments for the District as a whole.

I. \*Meeting Open to Public (15 Minutes)

Carol Drapek: Would the Board ever consider a pay-to-play option for music-affiliated extracurriculars?

Kim Lovelace: Indicated she has heard there is an issue regarding adequate resources in the classroom for students.

Jeff Tasse: He indicated he is representing the “music parents,” a group primarily representing high school students. He asked the Board if there was a change in the initial budget of \$15,000 for music equipment?

Superintendent Costanza: Indicated that all district-wide equipment accounts, including music, were reduced in conjunction with the Board-mandated reduction of \$500,000.

Jeff Tasse: Would like the Board to reevaluate its funding for the music program. He is disappointed there has been no positive change in the allocation for music funding.

O’Malley: Would like the music parent group to address these issues with the music teachers and advisors.

Rocco: Wanted to reiterate last year the administration evaluated the instructional schedules for the music program and decided modifications could not be made. This year, however, Parkside is currently evaluating their program.

Kim Lovelace: She is pleased up to this point with her child’s education, but she is concerned with the basic needs of the music students and, in particular, the GLOW program.

Wargo: Wondered why there appears to be a gap between the administration and the superintendent on this issue?

Kevin Kelley, WestLife: Asked the Board if they have a list of the proposed budget reductions and whether or not any decision has been made to place an issue on the ballot.

LeChaix: Indicated the Board is currently discussing all of its options and should be making a decision in the new future. Budget reduction information can be obtained from the District treasurer.

Jeff Tasse: We are concerned about the total music program. Would like the Board to re-open discussion about the music program.

Rocco: Is there a formal District process to assess musical need?

Costanza: The administration does have a process that allows input from staff, and it was carried out for the coming year. Based upon that process, the administration initiated the original equipment allocation request.

O'Malley: Wanted to make sure the community is aware the Board reduced its appropriations by \$500,000 in cutting a bus, reducing the permanent improvement allocation, and reducing the District-wide equipment allocation.

J. Board Items – None.

K. Adjourn to Executive Session

Time: 10:05 p.m.

Purpose: To discuss negotiations

Motion by Mr. Beal

Seconded by Mrs. D'Ettorre Wargo

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>

Others in Attendance: Costanza, Pepera

Adjourn Executive Session and Return to Regular Session

Time: 10:50 p.m.

L. Adjournment

President LeChaix adjourned the meeting at 10:51 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.

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.

Motion by Mrs. D'Ettorre Wargo

Seconded by Mr. Beal

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>



EXHIBIT D-1-a  
RES. #04-244

RESOLUTION TO ACCEPT FUNDS

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

<u>State Funds</u>	<u>Amount</u>	<u>Fund</u>	<u>Special Cost Center</u>
ONEnet Ohio FY05 Public Communications Subsidy	\$21,000.00	451	9351

Child Abuse Detection Training	\$240.00	499	9499
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<u>Federal Funds</u>	<u>Amount</u>	<u>Fund</u>	<u>Special Cost Center</u>
Adult Basic and Literacy Education English Literacy & Civics Education Fiscal Year 2005	\$12,733.00	501	9505

Innovative Programs, Title V Fiscal Year 2005	\$19,020.52	573	9205
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Improving Teacher Quality, Title II-A Fiscal Year 2005	\$75,168.55	590	9005
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Safe and Drug-Free Schools Title IV-A Fiscal Year 2005	\$9,541.00	584	9855
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Special Education, Part B-IDEA Fiscal Year 2005	\$762,215.23	516	9605
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Early Childhood Special Education Fiscal Year 2005	\$21,734.66	587	9005
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Motion by Mr. O'Malley

Seconded by Mrs. D'Ettorre Wargo

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>

RESOLUTION TO ADJUST FY05 TEMPORARY APPROPRIATIONS

RESOLVED THAT  
the Westlake Board of Education adjusts 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	\$311,294.13	\$314,909.80	\$3,615.67
001-2100-400			
Support Services-Pupils	\$81,610.00	\$400,356.09	\$318,746.09
001-2400-600			
Admin-Capital Outlay	\$362.00	\$646.30	\$284.30
001-2600-400			
Business-Purchased Services	\$24,886.00	\$28,979.30	\$4,093.30
001-2800-400			
Transportation-Purchased Services	\$97,362.01	\$99,854.62	\$2,492.61
001-4500-800			
General Sports-Miscellaneous	<u>\$0.00</u>	<u>\$60.00</u>	<u>\$60.00</u>
<b>Total</b>	<b>\$515,514.14</b>	<b>\$844,806.11</b>	<b>\$329,291.97</b>

**FOOD SERVICE**

006-3100-500-9600			
Food Services-Supplies	\$63,530.37	\$69,074.50	\$5,544.13
<b>Total</b>	<b>\$63,530.37</b>	<b>\$69,074.50</b>	<b>\$5,544.13</b>

EXHIBIT D-1-b  
(Continued)

**UNIFORM SUPPLY**

<b>Account</b>	<b>From</b>	<b>To</b>	<b>Difference</b>
009-1100-500			
Uniform Supplies	\$13,000.00	\$13,186.98	\$186.98
<b>Total</b>	<b>\$13,000.00</b>	<b>\$13,186.98</b>	<b>\$186.98</b>

Motion by Mr. O'Malley

Seconded by Mrs. D'Ettorre Wargo

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>

RESOLUTION TO ADOPT THE FY05 PERMANENT APPROPRIATIONS

RESOLVED THAT  
the Westlake Board of Education adopts the following FY05 appropriations (see attached)\*.

\*The FY05 Appropriations are on file in the CFO/Treasurer's Office

Motion by Mr. Beal

Seconded by Mrs. D'Ettorre Wargo

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>

EXHIBIT D-1-d  
RES. #04-247

RESOLUTION TO ISSUE THEN AND NOW CERTIFICATE

RESOLVED THAT

the Westlake Board of Education authorizes a Then and Now Certificate for Purchase Order 56790 to Alco dated 8/31/04 in the amount of \$5,494.18 for miscellaneous custodial supplies for the District.

Alco-Chem Inc.	Invoice 138266	8/18/04	\$1,867.04
Alco-Chem Inc.	Invoice 138252	8/18/04	\$1,304.56
Alco-Chem Inc.	Invoice 138255	8/18/04	\$269.64
Alco-Chem Inc.	Invoice 138269	8/18/04	\$501.49
Alco-Chem Inc.	Invoice 138271	8/18/04	\$590.99
Alco-Chem Inc.	Invoice 138254	8/18/04	\$314.18
Alco-Chem Inc.	Invoice 138265	8/18/04	\$333.66
Alco-Chem Inc.	Invoice 138268	8/18/04	\$312.62
			\$5,494.18

Motion by Mrs. D'Ettorre Wargo

Seconded by Mr. Beal

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>

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:

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

<b>Fund</b>	<b>SCC</b>	<b>Description</b>	<b>Estimated Revenue</b>	<b>Estimated Expenses</b>
018	9778	Choral Music Program – WHS	\$500.00	\$500.00
		<b>Total 018 Fund</b>	<b>\$500.00</b>	<b>\$500.00</b>
200	9185	Spanish Club – WHS	\$300.00	\$300.00
200	9314	Work Study Lab – WHS	\$1,000.00	\$1,000.00
200	9827	Class of 1994 – WHS	\$0.00	\$1,000.00
		<b>Total 200 Fund</b>	<b>\$1,300.00</b>	<b>\$2,300.00</b>

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

Motion by Mr. Beal

Seconded by Mrs. D'Ettorre Wargo

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>

EXHIBIT F-1-a  
RES. #04-249

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:

Geiger's Clothing and Sports Mr. Gordon Geiger 14710 Detroit Avenue Lakewood, OH 44107	Donated \$400.00 (20 gift certificates at \$20.00 each) to WHBS-TV at Westlake High School to award to a student athlete on 20 <i>Demon Zone</i> shows.
Dave and Buster's Ms. Christy McGuken 25735 First Street Westlake, OH 44145	Donated \$2,050.00 in coupons to WHBS-TV at Westlake High School to be awarded to a student athlete each week on all 30 <i>Demon Zone</i> shows.
Bennigan's Grille & Tavern Mr. Jeff Birdwell, General Mgr. 4824 Great Northern Blvd. North Olmsted, OH 44070	Donated \$700.00 (70 \$10 lunch coupons) to WHBS-TV at Westlake High School to award to student athletes and coaches each week on the <i>Demon Zone</i> show.
Daffy Dan's Mr. Dan Grey 2101 Superior Avenue Cleveland, OH 44114	Donated \$384.00 (60 custom shirts at \$6.40 each) to WHBS-TV at Westlake High School to give to two student athletes each week on the <i>Demon Zone</i> show.
Scott Fetzer Foundation Ms. Edith M. DeSantis Foundation Administrator 28800 Clemens Road Westlake, OH 44145	Donated \$500.00 to WHBS-TV at Westlake High School to purchase two color digital LCD monitors for the new broadcast truck.
T.G.I. Friday's Mr. Gary Dawson, GM 30115 Detroit Road Westlake, OH 44145	Donated \$240.00 (30 coupons at \$8.00 each) to WHBS-TV at Westlake High School to award to the Educator of the Week on every <i>Demon Zone</i> show.

EXHIBIT F-1-a  
(Continued)

Mr. Keith McCrone, Owner  
Automotive Specialty Services  
749 Avon Belden Road  
Avon Lake, OH 44012

Donated \$2,100.00 (30 coupons at \$70.00 each) to WHBS-TV at Westlake High School to award to a student athlete each week on the *Demon Zone* show.

Carrabba's Italian Grill  
Mr. Michael Mondozi, GM  
25054 Sperry Drive  
Westlake, OH 44145

Donated \$400.00 (20 coupons at \$20.00 each) to WHBS-TV at Westlake High School to award to a student athlete each week on the fall and winter *Demon Zone* shows.

Holiday Inn Cleveland West  
Ms. Sandy Britten, GM  
1100 Crocker Road  
Westlake, OH 44145

Donated a deluxe overnight stay for two adults and dinner for two (\$250.00 value) to WHBS-TV at Westlake High School to award to the Educator of the Year as voted on by WHBS-TV officers.

Lehman's Deli  
Mr. George Bagsarian  
24961 Detroit Road  
Westlake, OH 44145

Donated \$1,100.00 (10 party dinner trays at \$80 and 30 coupons at \$10 each) to WHBS-TV at Westlake High School to feed the TV crew at all ten football games and to award the coupons to one student athlete every week on *the Demon Zone* show.

Max & Erma's  
Ms. Amy Lockwood  
30105 Detroit Road  
Westlake, OH 44145

Donated \$300.00 (30 gift certificates at \$10 each) to WHBS-TV at Westlake High School to award to a student athlete each week on all 30 *Demon Zone* shows.

Quizno's Classic Subs  
Ms. Lisa Lee, Manager  
21804 Center Ridge Road  
Rocky River, OH 44116

Donated 10 three-foot subs valued at \$350.00 and \$300.00 (60 coupons at \$5 each) to WHBS-TV at Westlake High School to feed the TV crew on evening sports broadcasts and award the coupons to two student athletes each week on all 30 *Demon Zone* shows.

Stan and Marcia Bullard  
1864 Halls Carriage Path  
Westlake, OH 44145

Donated \$500.00 to WHBS-TV at Westlake High School to help purchase a new digital switcher for the editing room.



EXHIBIT F-1-a  
(Continued)

Outback Steakhouse  
Mr. Matt Wissman, GM  
24900 Sperry Drive  
Westlake, OH 44145

Donated \$450.00 (10 dinner coupons at \$45.00 each) to WHBS-TV at Westlake High School to award to student athletes on the *Demon Zone* shows.

K-Pro Productions  
Mr. Jeff Kopcak  
1497 Canterbury Road  
Westlake, OH 44145

Donated services valued at \$500.00 for a new digital opening for all WHBS programs to WHBS-TV at Westlake High School to open every broadcast show in 2004-05 on digital DV tape with five separate renditions of the "new" WHBS-TV.

Regal Cinema  
Ms. Liz Seadden  
30147 Detroit Road  
Westlake, OH 44145

Donated \$480.00 (60 movie tickets) to WHBS-TV at Westlake High School to award two tickets to one student athlete each week on all 30 *Demon Zone* shows.

Neverman Insurance Agency  
Jeff and Patty Neverman  
27594 Detroit Road  
Westlake, OH 44145

Donated \$100.00 to WHBS-TV at Westlake High School to purchase two Furman PL-Plus power regulators for the broadcast truck.

#1 Express Car Wash  
Mr. Don Sears  
25247 Detroit Road  
Westlake, OH 44145

Donated \$540.00 (15 car wash coupons at \$36.00 each) and \$375.00 (15 detail cleaning coupons at \$25.00 each) to WHBS-TV at Westlake High School to award to student athletes on the *Demon Zone* show each week.

Giant Eagle, Promenade  
Mr. Jonathan Tallman  
30275 Detroit Road  
Westlake, OH 44145

Donated \$714.00 (102 coupons at \$7.00 each) to WHBS-TV at Westlake High School to award to two or three student athletes each week on all 30 *Demon Zone* and LBMS shows.

Amica Insurance Company  
Mr. Gregg Dube, Manager  
2500 Country Club Blvd., Ste. 220  
North Olmsted, OH 44070

Donated \$500.00 to WHBS-TV at Westlake High School to help purchase a new digital switcher for the editing room.

EXHIBIT F-1-a  
(Continued)

Hillow Getsay & Connors LTD.  
Mr. George Hillow  
27476 Detroit Road, Ste. 104  
Westlake, OH 44145

Donated \$250.00 to WHBS-TV at Westlake High School to help purchase a new digital switcher for the editing room.

Mr. Steve A. Gladstone  
10902 Florian Avenue  
Cleveland, OH 44109-3709

Donated \$425.00 to the Wrestling Team at Westlake High School for wrestling camp.

Dr. Lewis E. Patterson  
30967 Sassafras Lane  
Westlake, OH 44145

Donated two sixth edition copies of *The Counseling Process*, co-authored by Elizabeth Welfel and Lewis E. Patterson, to enhance our professional library.

Westlake Music Boosters  
27200 Hilliard Blvd.  
Westlake, OH 44145

Donated 4 jazz ensemble arrangements (\$147.00) (In the Mood, Blues is Loose, Monday Morning Blues and Secret Agent Man) to the Jazz Ensemble at Lee Burneson Middle School to enhance the middle school jazz library.

Westlake Music Boosters  
27200 Hilliard Blvd.  
Westlake, OH 44145

Donated 3 band arrangements (\$113.00) (Batman Theme, Sunset on the Sahara, and Themes from Harry Potter) to the 5<sup>th</sup> and 6<sup>th</sup> grade band at Parkside Intermediate School to enhance the beginning band library.

Celebrate Westlake  
Mr. Bud Hagy, Chairman  
P.O. Box 45094  
Westlake, OH 44145

Donated \$4,000.00 to WHBS-TV at Westlake High School to help purchase a new Panasonic digital MX-70 switcher to replace the studio switcher that broke on September 2, 2004.

Mrs. Amne Orra  
DBA Orra Realty  
1964 Newbury Drive  
Westlake, OH 44145

Donated \$1,500.00 to the Principal's Inservice account at Lee Burneson Middle School. The Guidance Department will receive \$200.00 and the remainder will be used to enhance the educational experiences/opportunities of students at Lee Burneson, specifically the 7<sup>th</sup> grade Earth Team.

EXHIBIT F-1-a  
(Continued)

Nordson Corporation Foundation Ms. Constance T. Haqq, Exec. Dir. 28601 Clemens Road Westlake, OH 44145	Donated \$500.00 to WHBS-TV at Westlake High School to help purchase a new Panasonic MX-70 digital mixer-editor for the master control booth.
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Motion by Mr. Beal

Seconded by Mrs. D'Ettorre Wargo

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>

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>
Shannon Basile	MA+10	MA+20	4
Anthony Chiaravalle	BA	BA+10	6
Darlene Fossesco	MA	MA+10	7
Tracie Lees	MA+10	MA+30	10
Tammie Mihet	BA+30	MA	5
Paul Roth	MA+10	MA+20	7
Tracy Scully	MA+10	MA+20	8
Tom Seighman	MA	MA+20	8
Ann Smythe	MA	MA+10	8
Kim Toncar	BA+30	MA	5
Jennifer Williams	MA	MA+10	3

Motion by Mrs. D'Ettorre Wargo

Seconded by Mr. Beal

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>

EXHIBIT F-1-b-2  
RES. #04-251

RESOLUTION TO APPROVE CERTIFICATED EMPLOYMENT,  
SUBSTITUTES AND SUPPLEMENTAL CONTRACTS (IN-DISTRICT)

RESOLVED THAT

the Westlake Board of Education approves certificated employment, substitutes and supplemental contracts as follows for the 2004-2005 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.:

EMPLOYMENT:

Stacy Ryan	Rate:	MA, Step 2
Holly Lane – Speech Therapist	Effective:	09-13-04
(Long-Term Sub for Laurie Demchak)		

Kathleen Keaggy Smith	Rate:	MA, Step 5 (25% Contract)
Speech Language Pathology	Effective:	08-23-04
(to be paid from Early Childhood Special Education Grant)		

NEW SUBSTITUTES:

Drew Hocevar	Mary Beth Schneider	Cheryl Williams	Edward Czubek
Eric Fortuna	Kristine Gallagher	Denise Hamame	Kristen Barnett
Neil Korey	Stacie Lonsway	Carly Morrison	Jeanne Paras
Steve Rebro	Angela Sayre	Sharon Stickler	Carol Wittkopf
Darlene Zidek			

SUPPLEMENTAL CONTRACTS (In-District):

<u>Name</u>	<u>Position</u>	<u>Step</u>
Dawn Dawson	Parkside Academic Contest Advisor	0
William Bongers	Burneson 7 <sup>th</sup> Grade Head Football 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 Mrs. D'Ettorre Wargo

Seconded by Mr. Beal

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>

RESOLUTION TO APPROVE PARENTAL LEAVE  
FOR CERTIFICATED STAFF MEMBER

RESOLVED THAT

the Westlake Board of Education approves parental leave for certificated staff members as follows:

Laurie Demchak  
Holly Lane – Speech Pathologist  
FMLA – First 12 Weeks  
Parental leave through August, 2005

Effective: 09-20-04 through  
2004-2005 school year

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

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

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>

EXHIBIT F-1-b-4  
RES. #04-253

RESOLUTION TO APPROVE STIPENDS FOR CERTIFICATED  
STAFF MEMBERS FOR MENTOR PROGRAM

RESOLVED THAT

the Westlake Board of Education approves stipends in the amount of \$1,000 each for certificated staff members for the mentor program for the 2004-2005 school year as follows.

<u>Mentor</u>	<u>School</u>	<u>Grade/Subject</u>	<u>Mentee</u>
Janet Vinciguerra	Burneson	Foreign Language	Brian Reynolds
Shannon Basile	Parkside	Grade 6	Brianne Kenneally
Tammy Mihet	Dover	Grade 3	Ashley Witman
Trudy Pauken	Hilliard	Grade 1	Julie Szucs
Kathy Nash	Hilliard	Pre-school	Erin Hosty
Tracy Scully	Holly Lane	Spec. Ed.	Rachel Lowery
Duane Miller	WHS	Math	Heather Marinelli
Cheryl Bendik	WHS	Foreign Language	Anne-Frances Zaborniak

Motion by Mrs. D'Ettorre Wargo

Seconded by Mr. Beal

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>

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

RESOLVED THAT

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

RESIGNATIONS:

Brenda Hilpert	Special Education Assistant	Effective 08/24/04
Nathaniel Ploscik	Special Education Assistant	Effective 08/24/04
Christine Ward	Library Assistant	Effective 10/04/04

NEW EMPLOYMENT AND CHANGES IN EMPLOYMENT:

Laura Keane	Rate:	Step 3 (from 5.75 to 6.5 hours/day)
Elementary Assistant	Effective:	08-23-04
Donna Stephenson (replace Carol Hartle)	Rate:	Step 3 (from 3.5 to 6.5 hours/day)
Preschool Attendant	Effective:	08-23-04
Callie Smith	Rate:	Step 4 + \$0.30 (3.5 hours/day)
Spec. Ed. Assistant (moved to Bassett)	Effective:	08-23-04
James Daugherty	Rate:	Step 6 + \$0.50 (8 hours/day)
WHS-Cleaner 3 <sup>rd</sup> Shift	Effective:	08-20-04
Sandy Lewis	Rate:	Step 5 (2.5 hours/day)
Cashier (replace Jackie Nackowitz)	Effective:	08-24-04

LEAVE OF ABSENCE:

Karen Herzberger	Effective:	08-23-04
Workers Compensation		

Motion by Mrs. D'Ettorre Wargo

Seconded by Mr. Beal

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>



EXHIBIT F-1-b-6  
RES. #04-255

RESOLUTION TO APPROVE APPOINTMENT AND REAPPOINTMENT  
OF CLASSIFIED SUBSTITUTES AND SUPPLEMENTAL CONTRACTS

RESOLVED THAT

the Westlake Board of Education approves appointment and reappointment of classified substitutes and supplemental contracts for the 2004-2005 school year as follows:

NEW SUBSTITUTES:

Amanda Caja	Student Attendant, Teacher Asst., Library Asst., Supervision Asst., Playground Asst., Receptionist, Kitchen Helper
Denise Wering	Clerk/Typist, Secretary, Teacher Asst., Student Attendant, Library Asst., Supervision Asst., Playground Asst., Handicap Supervision Asst. Trans., Receptionist, Kitchen Helper
Callie Smith	Pre-School Attendant, Teacher Asst., Supervision Asst.
Dan Cooley	Custodial
Mark Howell	Custodial

REAPPOINTMENT:

Beth Hudak

SUPPLEMENTAL CONTRACT:

Laura Wolverton	WHS Majorette Advisor	Step 11
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Motion by Mrs. D'Ettorre Wargo

Seconded by Mr. Beal

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>

RESOLUTION TO APPROVE PROJECT LINK EMPLOYMENT

RESOLVED THAT

the Westlake Board of Education approves employment of Project Link personnel for the 2004-2005 school year as follows:

Christine Bott Bassett Link Site Coordinator	Rate: Effective:	Step 1 08-19-04
Kristie Varga Dover Link Leader	Rate: Effective:	Step 0 08-23-04
Sandra Kearney Holly Lane Link Leader	Rate: Effective:	Step 0 08-23-04
Erin Fenderbosch Bassett Link Leader	Rate: Effective:	Step 0 08-23-04

Motion by Mrs. D'Ettorre Wargo

Seconded by Mr. Beal

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>

EXHIBIT F-1-b-8  
RES. #04-257

RESOLUTION TO APPROVE HOME INSTRUCTION

RESOLVED THAT

the Westlake Board of Education approves home instruction as follows:

Joanne Harootunian to provide home instruction for an IDEA eligible student for a total of 5 hours effective August 27, 2004 at the negotiated rate of pay.

Motion by Mrs. D'Ettorre Wargo

Seconded by Mr. Beal

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>

RESOLUTION TO APPROVE BUS ROUTES  
FOR 2004-2005 SCHOOL YEAR

RESOLVED THAT  
the Westlake Board of Education approves the bus routes for the 2004-2005 school year.

Motion by Mr. O'Malley

Seconded by Mr. Beal

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>

September 16, 2004  
04-517

EXHIBIT F-1-d  
RES. #04-259

RESOLUTION TO APPROVE CONTINUOUS IMPROVEMENT PLAN

RESOLVED THAT

the Westlake Board of Education approves the Westlake City Schools Continuous Improvement Plan 2004-2007 dated August 23, 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>AYE</u>
Ms. Rocco	<u>AYE</u>

RESOLUTION TO APPROVE AGREEMENTS FOR DAY TREATMENT PROGRAM  
AND PARTIAL HOSPITALIZATION PROGRAM

RESOLVED THAT

the Westlake Board of Education approves the Berea Children's Home & Family Services Tuition Agreements for Day Treatment Program and Partial Hospitalization Program for the 2004-2005 school year.

Motion by Mrs. D'Ettorre Wargo

Seconded by Mr. O'Malley

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>

EXHIBIT F-1-f  
RES. #04-261

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 from General Fund as follows:

Westlake Developmental Center	\$29,250.00
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Motion by Mrs. D'Ettorre Wargo

Seconded by Mr. O'Malley

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>

RESOLUTION TO APPROVE AGREEMENT FOR  
PHYSICAL THERAPY SERVICES

RESOLVED THAT

the Westlake Board of Education approves the agreement with Barbara O'Doherty to provide Physical Therapy Services for special needs students in the Westlake City Schools at \$50.00 per hour, not to exceed 24 hours per week, for the 36-week period during the 2004-2005 school year.

Motion by Mrs. D'Ettorre Wargo

Seconded by Mr. O'Malley

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>



EXHIBIT F-1-h  
RES. #04-263

RESOLUTION TO APPROVE AGREEMENT FOR  
VISUAL THERAPY SERVICES

RESOLVED THAT

the Westlake Board of Education approves the agreement with Sue DelVecchio to provide Visual Therapy Services for special needs students in the Westlake City Schools at \$35.00 per hour, 1 hour per week, for the 36-week period during the 2004-2005 school year.

Motion by Mrs. D'Ettorre Wargo

Seconded by Mr. O'Malley

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>

RESOLUTION TO APPROVE CONSTRUCTION CHANGE ORDERS

RESOLVED THAT

the Westlake Board of Education approves the following Change Orders for construction of the Performing Arts Center as follows:

Change Order #4 dated July 20, 2004 to Summit Construction for design changes due to code review for \$2,287 as presented in attachment;

Change Order #8 dated August 17, 2004 to Fortney & Weygandt Construction for fire alarm modifications for \$3,500 as presented in attachment; and

Change Order #10 dated August 9, 2004 to Summit Construction for site revisions for \$4,504.83 as presented in attachment.

Motion by Mr. Beal

Seconded by Mrs. D'Ettorre Wargo

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>

EXHIBIT F-1-j  
RES. #04-265

RESOLUTION TO APPROVE SUNDAY BUILDING USE

RESOLVED THAT

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

Westlake Recreation Program  
Adult Basketball

Burneson Gym  
Sundays 12:30 pm – 5:30 pm  
11/14/04 through 04/10/05

Motion by Mr. O'Malley

Seconded by Mr. Beal

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>

RESOLUTION TO APPROVE AGREEMENT FOR  
ORIENTATION AND MOBILITY SERVICES

RESOLVED THAT

the Westlake Board of Education approves the agreement with Barbara Wolansky to provide Orientation and Mobility Therapy Services for special needs students in the Westlake City Schools at \$65.00 per hour, ½ hour per week, for the 36-week period during the 2004-2005 school year.

Motion by Mr. O'Malley

Seconded by Mr. Beal

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>

EXHIBIT F-1-1  
RES. #04-267

RESOLUTION TO ACCEPT BIDS AND AWARD BUS BIDS

WHEREAS, bids were solicited by advertisement on behalf of the Westlake City School District by the Ohio Schools Council, for 2 transit school bus bodies and chassis and 1 handicap lift bus as required by law, received and publicly opened July 15, 2004, and

WHEREAS, the following bids were received less trade-in:

Cardinal Bus Sales, Blue Bird	\$189,455
Myers Equipment, Thomas	\$192,760
Ohio Bus Sales, Blue Bird	\$189,316
Wise International/International	\$184,344

and

NOW, THEREFORE, BE IT RESOLVED THAT  
the Board of Education of the Westlake City School District award the school bus bid to the lowest responsible bidder who met specifications, Wise International, for the 2 transit and 1 handicap lift school busses, for a combined cost of \$184,344.

Motion by Mr. O'Malley

Seconded by Mrs. D'Ettorre Wargo

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>

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 2004-2005 school year as follows:

North Olmsted Middle School	\$31,500.00
Westlake Patrick Day Preschool	\$18,000.00

Motion by Mrs. D'Ettorre Wargo

Seconded by Mr. O'Malley

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>

**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

RESOLUTION TO ADOPT NEW BOARD OF EDUCATION  
POLICY DJH – CREDIT CARDS

RESOLVED THAT  
the Westlake Board of Education adopts new Board of Education Policy DJH – Credit Cards.

Motion by Mrs. D'Ettorre Wargo

Seconded by Mr. O'Malley

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>



## NEW POLICY

File: DJH-R

### CREDIT CARDS

Credit cards may be used for the following purposes:

9. School business travel, meetings, lodging and meals for out-of-district meetings or seminars are subject to the reimbursable limits established by the Board.
10. Gratuities are permissible only when card use is for group purchases and the tip is automatically added to bill.
11. 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.
12. 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.
13. 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:

- 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;
- payment of any fines, penalties or personal liabilities incurred by the administrator or anyone else;
- alcoholic beverages or tobacco;
- fuel for use in a personal vehicle;
- entertainment expenses, including pay-per-view movie charges; and/or
- 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:

RESOLUTION TO ADOPT NEW BOARD OF EDUCATION  
POLICY DJH-R – CREDIT CARDS

RESOLVED THAT  
the Westlake Board of Education adopts new Board of Education Policy DJH-R – Credit Cards.

Motion by Mr. Beal

Seconded by Mrs. D'Ettorre Wargo

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>

**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:

EXHIBIT F-2-c-1  
RES. #04-271

RESOLUTION TO ADOPT NEW BOARD OF EDUCATION  
POLICY EGACAA – CELLULAR TELEPHONE USE

RESOLVED THAT  
the Westlake Board of Education adopts new Board of Education Policy EGACAA – Cellular  
Telephone Use.

Motion by Mrs. D'Ettorre Wargo

Seconded by Mr. Beal

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>

## 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).

RESOLUTION TO ADOPT REVISED BOARD OF EDUCATION  
POLICY EHA – DATA AND RECORDS RETENTION

RESOLVED THAT  
the Westlake Board of Education adopts revised Board of Education Policy EHA – Data and  
Records Retention.

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>



## 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:

14. 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.
15. 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

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

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

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

- a. 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:

EXHIBIT F-2-e-1  
RES. #04-273

RESOLUTION TO ADOPT NEW BOARD OF EDUCATION  
POLICY EHA-R – DATA AND RECORDS RETENTION (ELECTRONIC MAIL)

RESOLVED THAT

the Westlake Board of Education adopts new Board of Education Policy EHA-R – Data and Records Retention (Electronic Mail).

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>

## 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

EXHIBIT F-2-f-1  
RES. #04-274

RESOLUTION TO ADOPT REVISED BOARD OF EDUCATION  
POLICY GBCB – STAFF CONDUCT

RESOLVED THAT  
the Westlake Board of Education adopts revised Board of Education Policy GBCB – Staff  
Conduct.

Motion by Mrs. D'Ettorre Wargo

Seconded by Mr. Beal

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>

## 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.

### 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.**

File: GCD

[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

RESOLUTION TO ADOPT REVISED BOARD OF EDUCATION  
POLICY GCD – PROFESSIONAL STAFF HIRING

RESOLVED THAT  
the Westlake Board of Education adopts revised Board of Education Policy GCD – Professional Staff Hiring.

Motion by Mrs. D'Ettorre Wargo

Seconded by Mr. Beal

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>



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

RESOLUTION TO ADOPT REVISED BOARD OF EDUCATION POLICY  
GDC/GDCA/GDD – SUPPORT STAFF RECRUITING/POSTING OF VACANCIES/HIRING

RESOLVED THAT

the Westlake Board of Education adopts revised Board of Education Policy GDC/GDCA/GDD – Support Staff Recruiting/Posting of Vacancies/Hiring.

Motion by Mrs. D'Ettorre Wargo

Seconded by Mr. Beal

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>

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

RESOLUTION TO ADOPT REVISED BOARD OF EDUCATION  
POLICY IE – ORGANIZATION OF FACILITIES FOR INSTRUCTION

RESOLVED THAT  
the Westlake Board of Education adopts revised Board of Education Policy IE – Organization of  
Facilities for Instruction.

Motion by Mr. Beal

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>

File: IGBA

## PROGRAMS FOR STUDENTS WITH DISABILITIES

The Board is committed to providing education for all youth of compulsory age who are legal residents of the District. All ~~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:

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

EXHIBIT F-2-j-1  
RES. #04-278

RESOLUTION TO ADOPT REVISED BOARD OF EDUCATION  
POLICY IGBA – PROGRAMS FOR STUDENTS WITH DISABILITIES

RESOLVED THAT  
the Westlake Board of Education adopts revised Board of Education Policy IGBA – Programs  
for Students with Disabilities.

Motion by Mrs. D'Ettorre Wargo

Seconded by Mr. Beal

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>

## 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

RESOLUTION TO ADOPT REVISED BOARD OF EDUCATION  
POLICY IGBE – REMEDIAL INSTRUCTION

RESOLVED THAT  
the Westlake Board of Education adopts revised Board of Education Policy IGBE – Remedial Instruction.

Motion by Mrs. D'Ettorre Wargo

Seconded by Mr. Beal

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>

File: IGBI

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**

EXHIBIT F-2-1-1  
RES. #04-280

RESOLUTION TO ADOPT REVISED BOARD OF EDUCATION  
POLICY IGBI – ENGLISH AS A SECOND LANGUAGE

RESOLVED THAT  
the Westlake Board of Education adopts revised Board of Education Policy IGBI – English as a  
Second Language.

Motion by Mrs. D'Ettorre Wargo

Seconded by Mr. Beal

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>

## 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

RESOLUTION TO ADOPT REVISED BOARD OF EDUCATION  
POLICY IGDJ – INTERSCHOLASTIC ATHLETICS

RESOLVED THAT  
the Westlake Board of Education adopts revised Board of Education Policy IGDJ –  
Interscholastic Athletics.

Motion by Mrs. D'Ettorre Wargo

Seconded by Mr. Beal

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>



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 DHS. Forwarded documents are:**

- 1. an updated copy of the student's transcript;**
- 2. a report of the student's behavior in school while in DHS 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:

September 16, 2004  
04-563

EXHIBIT F-2-n-1  
RES. #04-282

RESOLUTION TO ADOPT REVISED BOARD OF EDUCATION  
POLICY JEC – SCHOOL ADMISSION

RESOLVED THAT  
the Westlake Board of Education adopts revised Board of Education Policy JEC – School Admission.

Motion by Mrs. D'Ettorre Wargo

Seconded by Mr. Beal

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>

## 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

EXHIBIT F-2-o-1  
RES. #04-283

RESOLUTION TO ADOPT REVISED BOARD OF EDUCATION  
POLICY JHG – REPORTING CHILD ABUSE

RESOLVED THAT  
the Westlake Board of Education adopts revised Board of Education Policy JHG – Reporting  
Child Abuse.

Motion to Amend Paragraph 3 to read, “The Board **hereby directs** the Superintendent to develop  
a program of in-service training...”

Motion by Mr. O’Malley

Seconded by Mr. Beal

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>

Motion to adopt amended Policy JHG – Reporting Child Abuse:

Motion by Mr. O’Malley

Seconded by Mr. Beal

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>

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

EXHIBIT F-2-p-1  
RES. #04-284

RESOLUTION TO ADOPT REVISED BOARD OF EDUCATION  
POLICY JHH – NOTIFICATION ABOUT SEX OFFENDERS

RESOLVED THAT

the Westlake Board of Education adopts revised Board of Education Policy JHH – Notification about Sex Offenders.

Motion to Amend Paragraph 3 to read, “If the superintendent receives information from the sheriff concerning a sexual predator or habitual sex offender subject to community notification, the superintendent **must** inform parents, guardians and adult students...”

Motion by Mr. Beal

Seconded by Mrs. D’Ettorre Wargo

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>

Motion to adopt amended Policy JHH – Notification about Sex Offenders:

Motion by Mr. Beal

Seconded by Mrs. D’Ettorre Wargo

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>

## 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)

RESOLUTION TO ADOPT REVISED BOARD OF EDUCATION  
POLICY JN – STUDENT FEES, FINES AND CHARGES

RESOLVED THAT  
the Westlake Board of Education adopts revised Board of Education Policy JN – Student Fees,  
Fines and Charges.

Motion by Mr. Beal

Seconded by Mrs. D'Ettorre Wargo

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>

File: KGB

## 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

RESOLUTION TO ADOPT REVISED BOARD OF EDUCATION  
POLICY KGB – PUBLIC CONDUCT ON DISTRICT PROPERTY

RESOLVED THAT  
the Westlake Board of Education adopts revised Board of Education Policy KGB – Public  
Conduct on District Property.

Motion by Mrs. D'Ettorre Wargo

Seconded by Mr. O'Malley

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>