

**WESTLAKE CITY SCHOOLS
BOARD OF EDUCATION MINUTES**

**Monday, September 27, 2010 – 5:30 p.m. – Regular Meeting
Board of Education – 27200 Hilliard Blvd.**

Call to Order: Time: 5:30 p.m.

Roll Call Vote:

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

Appointment of Ms. Rocco as Treasurer Pro Tem

Board Discussion:

Sullivan: What does our policy manual say regarding the nomination of a treasurer pro tem with respect to the position of president and vice president?

Winter: Stated to Mr. Sullivan it is not defined and that she asked Ms. Rocco to perform this duty because she had done so before.

Motion by Ms. Winter

Seconded by Mr. Mays

Roll Call Vote:

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

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

Acknowledgment of Visitors: President Winter thanked all in attendance.

Approval of Agenda

Motion by Mr. Sullivan

Seconded by Mr. Mays

Roll Call Vote:

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

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

A. Approval of Minutes

1. Regular Meeting of August 23, 2010

Motion by Ms. Rocco

Seconded by Mr. Sullivan

Roll Call Vote:

Ms. Winter AYE

Mr. Sullivan AYE

Mr. Cross AYE

Mr. Mays AYE

Ms. Rocco AYE

B. Special Reports & Recognitions

1. Resolution to Recognize Westlake City School Student for Westlake Watershed Group Contest Exhibit B-1
2. Resolution to Recognize Westlake High School 2010-2011 National Merit Semi-Finalists Exhibit B-2

C. Superintendent's Report

Superintendent Keenan reported on the following:

1. Recognized three contributors to the Westlake Schools that passed away this summer: John D'Ettorre, principal at Hilliard Elementary for 18 years; Regina King, community member and fundraiser; and Franklin Walter, former Superintendent at Westlake City Schools in the early 1960's.
2. WHS symphonic wind ensemble and string orchestra will perform at the State music association conference.
3. WHS girls soccer team participated in the Race for the Cure for the fifth consecutive year and raised \$6,400.00.
4. A District partnership meeting will be held this Thursday.
5. The Board retreat is scheduled for October 2nd from 9 a.m. – 12:30 p.m.

D. Treasurer's Report/Recommendations

1. Action Items

- a. Resolution to Authorize and Amend Change Fund for Athletics Exhibit D-1-a
- b. Resolution to Authorize Treasurer to Return Advance Exhibit D-1-b
- c. Resolution to Approve Student Activity Purpose Statement and Budget Exhibit D-1-c
- d. Resolution to Adjust the FY11 Appropriations Exhibit D-1-d
- e. Resolution to Establish Appropriations Exhibit D-1-e

E. CAC Report

Ms. Winter recommended the following seven members for approval to the CAC: Susan Carroll, Patty McHugh, Tom Horwitz, Sarah Rintamaki, Dave Centa, Tom Carroll (WHS junior), and Kevin Wang (WHS sophomore).

RES. #10-283

Resolution to approve the Motion for approval:

Motion by Ms. Sullivan

Seconded by Mr. Cross

Roll Call Vote:

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

Winter: Indicated the CAC will study the following projects: healthy foods and start times for schools. Presentations on these topics will be made to the Board in October.

F. New Business

1. Action Items

- | | |
|--|------------------|
| a. Resolution to Accept Gifts and Contributions | Exhibit F-1-a |
| b. Resolutions to Approve Staff Recommendations | |
| 1. Resolution to Approve Resignations, FMLA and Employment for Staff Members | Exhibit F-1-b-1 |
| 2. Resolution to Approve Resignation and Employment of Substitutes and Approval of Volunteer Coaches | Exhibit F-1-b-2 |
| 3. Resolution to Approve Reclassification of Certified Staff Members | Exhibit F-1-b-3 |
| 4. Resolution to Approve Resignation and Employment for Supplemental Contracts | Exhibit F-1-b-4 |
| 5. Resolution to Approve Certified Home Instruction | Exhibit F-1-b-5 |
| 6. Resolution to Amend WHS Department Chair | Exhibit F-1-b-6 |
| 7. Resolution to Approve Employment of Administrative Staff Member | Exhibit F-1-b-7 |
| 8. Resolution to Approve Resolution to Approve the Employment of Adjust Basic Literacy Education Personnel 2010-2011 | Exhibit F-1-b-8 |
| 9. Resolution to Approve Stipend for ESL Lead Teacher | Exhibit F-1-b-9 |
| 10. Resolution to Approve Stipend for IEP Interpreter Services | Exhibit F-1-b-10 |
| 11. Resolution to Approve Stipend for District AIMSWeb Leader | Exhibit F-1-b-11 |
| c. Resolution to Approve Agreements for Admission of Tuition Pupils and Purchased Services | Exhibit F-1-c |
| d. Resolution to Approve Field Trips | Exhibit F-1-d |
| e. Resolution to Approve Seniors' Seasonal Delights Program | Exhibit F-1-e |
| f. Resolution to Approve Master Facility Project Contracts and Purchase Orders | Exhibit F-1-f |

*See Item F-1-f for verbatim discussion

2. Discussion Items

- First Reading of Policy ACAA-R-Sexual Harassment
- First Reading of Policy EBAA-Reporting of Hazards
- First Reading of Policy EBBA-First Aid
- First Reading of Policy EBBC-Bloodborne Pathogens
- First Reading of Policy ECA-Buildings and Grounds Security
- First Reading of Policy ECAB-Vandalism
- First Reading of Policy EEACC and JFCC-Student Conduct on School Vehicles
- First Reading of Policy EF/EFB-Food Services Mgmt/Free & Reduced Lunch

- i. First Reading of Policy EFF-Food Sale Standards
- j. First Reading of Policy EFG-Student Wellness Program
- k. First Reading of Policy GBCC-Staff Dress and Grooming
- l. First Reading of Policy GBH and JM-Staff and Student Relations
- m. First Reading of Policy IGAE-Health Education
- n. First Reading of Policy JEB-Entrance Age (Mandatory Kindergarten)
- o. First Reading of Policy JEB-R-Entrance Age (Mandatory Kindergarten)
- p. First Reading of Policy JEBA-Early Entrance to Kindergarten
- q. First Reading of Policy JEE-Student Attendance Counting
- r. First Reading of Policy JFCF-Hazing & Bullying
- s. First Reading of Policy JHCB-~~Innoculations of Students~~ Immunizations
- t. First Reading of Policy JHF-Student Safety
- u. First Reading of Policy JHH-Notification about Sex Offenders

G. Master Facility Plan Phase I Report

Keenan: Indicated that neighborhood meetings to discuss the progress of the facilities process were held this past week. Concerns from local residents are listed on the construction blog.

H. Director of Business Affairs Report

Dave Puffer reported on the following District projects:

- Updated the Board on minor gas leaks at Holly Lane, Lee Burneson and Westlake High School. All leaks have been mitigated and necessary repairs are underway.

I. Board Items

1. Discuss Treasurer's Bond Accountability and Oversight Commission

Cross: Stated he would like to table this discussion until the next Board agenda.

*Hearing of Public (15 Minutes)

Don Bowman: Spoke of his recent WHS 50th year class reunion and the importance of preserving the Red Brick building.

J. Adjournment

President Winter adjourned the meeting at 7:31 p.m.

President

Treasurer Pro Tem

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

EXHIBIT B-1
RES. #10-276

RESOLUTION TO RECOGNIZE WESTLAKE CITY SCHOOL STUDENT
FOR WESTLAKE WATERSHED GROUP CONTEST

RESOLVED that the Westlake Board of Education recognizes and congratulates the following
Westlake City School student for their participation in the Westlake Watershed Group Contests:

Macey Chatterton
Holly Lane Elementary
First Grade Winner - Coloring Contest

Motion by _____ Mr. Sullivan _____

Seconded by _____ Mr. Mays _____

Roll Call Vote:

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

RESOLUTION TO RECOGNIZE WESTLAKE HIGH SCHOOL
2010-2011 NATIONAL MERIT SEMI-FINALISTS

RESOLVED that the Westlake Board of Education recognizes and congratulates the following 2010-2011 Westlake High School National Merit Semi-Finalists.

Semi-Finalists

Katherine Beaton

Rachel Braun

Matthew Canestraro

Joseph Craven

Colin Graber

Elizabeth Greco

Raymond Heimann

Guarav Idnany

Arunaditya Kulshreshtha

Ryan McNeilly

Daniel Meehan

Lynn Orfahli

Abhinay Ramachandran

Andrew Zheng

Motion by _____ Mr. Sullivan

Seconded by _____ Mr. Mays

Roll Call Vote:

Ms. Winter _____ AYE

Mr. Sullivan _____ AYE

Mr. Cross _____ AYE

Mr. Mays _____ AYE

Ms. Rocco _____ AYE

EXHIBIT D-1-a
RES. #10-278

RESOLUTION TO AUTHORIZE AND AMEND
CHANGE FUND FOR ATHLETICS

RESOLVED that the Westlake Board of Education authorizes and amends the Athletics change fund from \$1,000.00 to \$2,000.00;

and

RESOLVED that the Westlake Board of Education authorizes the Athletics change fund for Lee Burneson Middle School for \$125.00.

Motion by _____ Mr. Mays

Seconded by _____ Mr. Sullivan

Roll Call Vote:

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

RESOLUTION TO AUTHORIZE TREASURER TO RETURN ADVANCE

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

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

Motion by _____ Mr. Mays

Seconded by _____ Mr. Sullivan

Roll Call Vote:

Ms. Winter _____ AYE

Mr. Sullivan _____ AYE

Mr. Cross _____ AYE

Mr. Mays _____ AYE

Ms. Rocco _____ AYE

EXHIBIT D-1-c
RES. #10-280

RESOLUTION TO APPROVE STUDENT ACTIVITY
PURPOSE STATEMENT AND BUDGET

RESOLVED that the Westlake Board of Education approves the following Student Activity Purpose Statement and Budget (see attached).

2010-11 Policy and Purpose Statements*

Fund SCC	Description	Estimated Revenue	Estimated Expenses
200 9847	Class of 2014 – WHS	<u>\$1,100.00</u>	<u>\$150.00</u>
	Total 200 Fund	\$1,100.00	\$150.00

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

Motion by _____ Mr. Mays

Seconded by _____ Mr. Sullivan

Roll Call Vote:

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

RESOLUTION TO ADJUST FY11 APPROPRIATIONS

RESOLVED that the Westlake Board of Education adjusts the following FY11 appropriations:

MARTHA HOLDEN JENNINGS FY10 (MCMASTERS)			
Account	From	To	Difference
007-1100-500-9810			
Supplies	<u>\$1,557.00</u>	<u>\$1,557.93</u>	<u>\$.93</u>
Total	\$1,557.00	\$1,557.93	\$.93
ARRA OHIO CLEAN DIESEL SCHOOL BUS EPA FUND FY10			
Account	From	To	Difference
599-2800-400-932N			
Trans - Purchased Services	<u>\$7,072.02</u>	<u>\$7,784.07</u>	<u>\$712.05</u>
Total	\$7,072.02	\$7,784.07	\$712.05

Motion by _____ Mr. Mays

Seconded by _____ Mr. Sullivan

Roll Call Vote:

Ms. Winter _____ AYE

Mr. Sullivan _____ AYE

Mr. Cross _____ AYE

Mr. Mays _____ AYE

Ms. Rocco _____ AYE

EXHIBIT D-1-e
RES. #10-282

RESOLUTION TO ESTABLISH APPROPRIATIONS

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

HUGH LIVINGSTONE SCHOLARSHIP	
Account	Amount
007-4600-490-9073	
Scholarship	\$463.05

Motion by _____ Mr. Mays

Seconded by _____ Mr. Sullivan

Roll Call Vote:

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

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:

Bob Evans Mr. Jeff Coates, Asst. GM 29750 Detroit Road Westlake, OH 44145	Donated 500 Kids Meal certificates to the Project Link Program at Westlake City Schools to promote positive sportsmanship and reading.
Mr. and Mrs. Michael Brown 2967 Waterfall Way Westlake, OH 44145	Donated \$215.00 to the Blue Team at Lee Burneson Middle School to supplement field trip fees for five students in need.
Dean's Greenhouse Ms. Debbie Dean Espie 3984 Porter Road Westlake, OH 44145	Donated three raised flower beds, materials, labor and seeds to the Dover and Lee Burneson Project Link garden to facilitate on-going Project Link vegetable and flower gardens at Dover Elementary.
Mr. Daniel F. Gourash 692 Bridgeside Drive Avon Lake, OH 44012	Donated \$200.00 to the Environmental Club at Lee Burneson Middle School to complete the Maasai Music Project and other E-Club projects.
Mr. and Mrs. Thomas C. Mays 1811 Sperry's Forge Trail Westlake, OH 44145	Donated \$60.00 to Hilliard Library at Hilliard Elementary School in memory of John D'Ettorre, former Hilliard Elementary School principal (1967-1985).
Stevens Strategic Communications, Inc. 1991 Crocker Road, Suite 500 Westlake, OH 44145	Donated four five-drawer file cabinets, one four-drawer file cabinet and two large cork boards to the Westlake City Schools Pupil Services Department to provide storage for files and materials used within the Special Education department.
XIM Products Inc. 1169 Bassett Road Westlake, OH 44145	Donated \$1,000.00 to Westside Connections at Westlake High School to provide social and educational opportunities for adults with special needs in the Westlake area.

Motion by _____ Ms. Rocco

Seconded by _____ Mr. Mays

Roll Call Vote:

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

EXHIBIT F-1-b-1
RES. #10-285

RESOLUTION TO APPROVE RESIGNATIONS, FMLA,
AND EMPLOYMENT FOR STAFF MEMBERS

RESOLVED that the Westlake Board of Education approves resignations, FMLA, and employment for staff members:

Classified Resignations

Karen DiCaprio Hilliard Cashier Effective 09/02/2010

Classified FMLA

Karen Herzberger Effective: 08/23/2010 Carole Metzger Effective: 08/23/2010

Classified Resignation for Purpose of Retirement

None

Certified Employment

<u>Name</u>	<u>Building/Position</u>	<u>Effective Date</u>	<u>Step</u>	<u>Rate</u>	<u>FTE</u>
None					

Classified Employment

<u>Name</u>	<u>Building/Position</u>	<u>Effective Date</u>	<u>Step</u>	<u>Hours</u>
Karen DiCaprio	Driver	08/24/2010	From 7 to 8	From 2.00 to 4.25 (08/31/2010)
Debbie Yehlik	Cook Mgr.-LBMS	08/25/2010	12	From 7.0 to 7.25
Sandi Lewis	Driver	09/01/2010	10	From 6.0 to 8.0
Jennifer Weaver	Driver	09/02/2010	12	From 6.0 to 8.0
Bonnie Sliva	Hilliard Cashier	09/20/2010	5	2.5 Hrs/Day, 5 Days/Wk

Motion by Mr. Sullivan

Seconded by Mr. Mays

Roll Call Vote:

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

RESOLUTION TO APPROVE RESIGNATIONS AND EMPLOYMENT
OF SUBSTITUTES FOR STAFF MEMBERS, AND APPROVAL OF VOLUNTEER COACHES

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

Classified Substitute Resignations

Mary Price Cynthia Spinelli Charise Winter

Certified Substitute Resignation

Melissa Barner	Stacy Cislo	Sarah Koesel	Terri Persing
Alison Bohnenkamp	Bonnie Gomez	Penny Mead	Kelly Pyros
Margareth Braathen	Emily Harris	Joanne Merker	Jessica Reedy
Kim Bregar	Katy Kehoe	Dana Neroni	Patricia Wielinski

Classified Substitutes

Robert Antognazzi	Kirsten Cahill	Sue Graham	Jill Minerd	Robert Thomas
Colleen Arends	Robert Cichocki	Randa Ibrahim	Barbara Rochford	Justine Tinline
Amy Bennett	Karen DiCaprio	Alyssa Karim	Durrell Scott	Cinthya Welden
Jennifer Bernath	Amy Franklin	Randi Kjaer	Charles Silavent	Stephen White
Jennifer Besel	Laura Godfray	Joanna Young		

Certified Substitutes

Deborah Basiewicz	Robert Clark	Joseph Hasenohrl	Martha Nagele	Scott Smith
Margo Bell	Deanne Conley	Jeremy Krausz	Jaclyn Nara	Courtney Thanos
Jennifer Bernath	Christina Efpraxias	Matthew Laurenzi	Erin Overcashier	Trent Thornton
Lindsey Bigeck	Ariella Epstein	Stephanie Lekas	Nancy Pommerening	Rebecca Walton
Beverly Block	Kim Fahrion	Elizabeth Little	Michael Rasch	Kristina Weindel
Rebecca Boyce	Erika Feador	David Macri	Kelly Roach	Gretchen Woodburn
Cindy Brown	Susan Fernandez	Mariana Martinez-Gigena	Megan Roche	Mark Wurstle
Jessica Brown	Anne Ferry	Stephanie McMahan	Sara Salim	
Andrea Caito	Laura Godfray	Angeline Melendez	Nora Slusar	

Volunteer Coaches

Dave Newman-Football	Matt Greco-Football	Greg Paul-Football
Lingga Djohan-Tennis	Kevin Golick -Tennis	

Motion by Mr. Sullivan

Seconded by Mr. Mays

Roll Call Vote:

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

EXHIBIT F-1-b-3
RES. #10-287

RESOLUTION TO APPROVE RECLASSIFICATION
OF CERTIFIED STAFF MEMBERS

RESOLVED that the Westlake Board of Education approves the reclassification of certified staff members, effective 08/01/2010, as follows:

<u>Name</u>	<u>Step</u>	<u>From</u>	<u>To</u>	<u>Name</u>	<u>Step</u>	<u>From</u>	<u>To</u>
Hannah Archer	0	BA	BA+10	Mary Pat Kahler	19	MA+20	MA+30
Tiffany Baskette	3	BA+30	MA	Karen Kane	13	MA	MA+10
James Bingham	16	BA+30	MA	Shaun Koski	9	MA+20	MA+30
Catherine Boettcher	4	BA+10	BA+20	Chelsea McDonald	3	BA	BA+10
William Bongers	14	MA	MA+10	Chris Milano	4	BA+20	BA+30
Jennifer Britton	7	MA	MA+10	Jacy Nichols	7	MA+10	MA+20
Donna Collins	19	MA+20	MA+30	Elizabeth Noren	1	BA+20	MA
Melissa Crist	2	BA	BA+10	Simon O'Doherty	5	BA+30	MA
Donna Dieterich	8	MA	MA+10	Matt Planisek	7	MA+10	MA+20
Shannon Fortuna	6	MA	MA+10	Eneida Ruiz	6	MA+10	MA+20
Rebecca Gorek	11	MA+10	MA+20	Jennifer Seighman	12	MA+20	MA+30
Alison Gregory	5	BA+20	MA	Jeff Short	19	MA	MA+10
Travis Haselswerdt	9	MA+20	MA+30	LaVonne Szafranski	19	MA+10	MA+20
Kelly Hoover	3	MA+20	MA+30	Ann Marie Thomas	9	MA+10	MA+20
John Horwatt	7	BA+30	MA	William Wilson	2	MA+20	MA+30
Daniel Jennings	2	BA	MA	Anne Zaborniak	9	MA+10	MA+20
G. Scott Jones	12	BA+30	MA				

Motion by Mr. Sullivan

Seconded by Mr. Mays

Roll Call Vote:

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

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

RESOLVED that the Westlake Board of Education approves the following resignations and employment of 2010-2011 supplemental contracts (in-district and out-of-district):

2010-2011 Supplemental Contract Resignations

Jennifer Britton	WHS Drama-Fall Only	Resign 12 Units Only
G. David Newman	WHS Asst. Football Coach	Effective 08/01/2010
Roger Konrad	WHS Boys' Asst. Soccer Coach	Effective 08/01/2010
Shannon Morrison	LBMS 7 th Grade Volleyball Coach	Effective 08/01/2010
Marc Pogachar	WHS Head Volleyball Coach	Effective 08/25/2010
Brittany Jacko	WHS Asst. Volleyball Coach	Effective 08/25/2010
Robert Cole	WHS 9 th Grade Volleyball Coach	Effective 08/25/2010
Terry Kennedy	WHS Asst. Wrestling Coach	Effective 08/25/2010

2010-2011 Supplemental Contracts

<u>Name</u>	<u>Building/Position</u>	<u>Step</u>	<u>In District</u>
Colleen Steidel	Parkside Academic Contest Advisor	From 4 to 3	Y
Emerson Emser	WHBS Technical Assistant	0	N
Les Szekely	WHBS Advisor	From 0 to 3	Y
Rob Pace	WHS Asst. Football Coach (42%/20 Units)	0	Y
Mike Akers	WHS Asst. Football Coach (58%/28 Units)	15	N
Ruben Lucio	WHS Asst. Football Coach	11	N
John Nesbit	WHS Asst. Football Coach	11	N
Nancy English	WHS Varsity/JV Football Cheer Coach	6	Y
Hannah Archer	WHS 9 th Grade Football Cheer Coach	0	Y
Jessica Dye	WHS Girls' Swim Head Coach	1	Y
Jessica Dye	WHS Boys' Swim Head Coach	1	Y
Rebecca Weible	WHS Girls' Swim Asst. Coach	0	Y
Rebecca Weible	WHS Boys' Swim Asst. Coach	0	Y
Doug Foster	WHS Asst. Softball Coach	4	N
Traci Edmunds	WHS Freshman Softball Coach	2	N
Nick Hillman	WHS Asst. Baseball Coach	8	N
Matt Stricker	WHS 9 th Grade Baseball Coach	4	N
Jamie Marie Justus	WHS 9 th Grade Volleyball Coach (8-26-10)	0	N
Robert Cole	WHS Asst. Volleyball Coach (8-26-10)	0	N
Brittany Jacko	WHS Head Volleyball Coach (8-26-10)	0	N
Matthew Planisek	WHS Boys' Asst. Soccer Coach	0	Y

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Michelle Slak	LBMS 7 th Grade Volleyball Coach	0	Y
Jake Percival	WHS Asst. Wrestling Coach	1	Y
Matthew Jankowski	WHS 9 th Grade Basketball Coach	1	N

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

Motion by _____ Mr. Sullivan _____

Seconded by _____ Mr. Mays _____

Roll Call Vote:

Ms. Winter _____ AYE _____

Mr. Sullivan _____ AYE _____

Mr. Cross _____ AYE _____

Mr. Mays _____ AYE _____

Ms. Rocco _____ AYE _____

RESOLUTION TO APPROVE CERTIFIED HOME INSTRUCTION

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

Karen Schmidt to provide home instruction for three students, effective 08/25/10 - 01/28/11, not to exceed 300 total hours.

Geoff Friedrich to provide home instruction for a student effective 08/25/10 - 10/15/10, not to exceed 50 total hours.

Julie Priebe to provide home instruction for a student effective 09/16/10 - 10/15/10, not to exceed 16 total hours.

Hannah Archer to provide home instruction for a student effective 09/20/2010 - 06/16/2011, not to exceed 75 hours.

Motion by Mr. Sullivan

Seconded by Mr. Mays

Roll Call Vote:

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

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EXHIBIT F-1-b-6
RES. #10-290

RESOLUTION TO APPROVE WHS DEPARTMENT CHAIR

RESOLVED that the Westlake Board of Education approves the following Westlake High School Department Chair for the school year 2010-2011:

<u>Name</u>	<u>Department</u>	<u>Salary Level</u>
Brendan Zepp	Special Education	.10

Motion by _____ Mr. Sullivan _____

Seconded by _____ Mr. Mays _____

Roll Call Vote:

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

RESOLUTION TO APPROVE EMPLOYMENT
OF ADMINISTRATIVE STAFF MEMBER

RESOLVED that the Westlake Board of Education accepts and approves the employment of the following administrative staff member. The Superintendent shall be authorized to finalize employment contract details, terms and conditions of this contract.

Employment

Timothy Rickard	Effective: 10/01/2010	Step 0 - Pupil Services Director Rate
Coordinator of Pupil Services	Not to Exceed 135 Days	Administrative Salary Schedule

Motion by _____ Mr. Sullivan

Seconded by _____ Mr. Mays

Roll Call Vote:

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

EXHIBIT F-1-b-8
RES. #10-292

RESOLUTION TO APPROVE THE EMPLOYMENT AND RESIGNATION
OF ADULT BASIC LITERACY EDUCATION PERSONNEL 2010 - 2011

RESOLVED that The Westlake Board of Education approves the employment and resignation of personnel for the Adult Basic Literacy Education (A.B.L.E.) Program. Contracts are to be paid out of the following grants: A.B.L.E. Project Number 045062-AB-S1-2010C, A.B.L.E. Project Number 045062-AB-S1-2011 and A.B.L.E. English Literacy and Civics Education Project Number 045062-AB-S2-2011.

RESIGNATIONS

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Hourly Rate</u>	<u>Not to Exceed</u>
Michelle Cseh	EL Civics/ESOL Instr.	99	\$23.19	\$2,295.81
Michelle Cseh	A.B.L.E./ESOL Instr.	99	\$23.19	\$2,295.81

EMPLOYMENT

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Hourly Rate</u>	<u>Not to Exceed</u>
Minerva Matos-Garner	EL Civics/ESOL Instr.	99	\$23.19	\$2,295.81
Minerva Matos-Garner	A.B.L.E./ESOL Instr.	99	\$23.19	\$2,295.81

Motion by Mr. Sullivan

Seconded by Mr. Mays

Roll Call Vote:

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

RESOLUTION TO APPROVE STIPEND FOR ESL LEAD TEACHER

RESOLVED that the Westlake Board of Education approves a \$500.00 stipend for Celina Bigio for the 2010-2011 school year, to be paid from Title III Grant Funds for serving as the ESL Lead Teacher.

Motion by _____ Mr. Sullivan

Seconded by _____ Mr. Mays

Roll Call Vote:

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

September 27, 2010
10-625

EXHIBIT F-1-b-10
RES. #10-294

RESOLUTION TO APPROVE STIPEND FOR
IEP INTERPRETER SERVICES

RESOLVED that the Westlake Board of Education approves a stipend for a Westlake City Schools certified staff member for IEP Interpreter Services, paid at the negotiated rate as follows:

Interpreter Services

Not to exceed 5 hours

Claudia Vakos

Motion by _____ Mr. Sullivan _____

Seconded by _____ Mr. Mays _____

Roll Call Vote:

Ms. Winter _____ AYE _____

Mr. Sullivan _____ AYE _____

Mr. Cross _____ AYE _____

Mr. Mays _____ AYE _____

Ms. Rocco _____ AYE _____

RESOLUTION TO APPROVE STIPEND FOR
DISTRICT AIMSWEB LEADER

RESOLVED that the Westlake Board of Education approves a \$1,000.00 stipend for Westlake City Schools certified staff member for AIMSWeb program administration and staff development, to be paid from the Title IIA Grand Funds.

AIMSWeb Leader 2010-2011

Valerie O'Connor

Motion by _____ Mr. Sullivan

Seconded by _____ Mr. Mays

Roll Call Vote:

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

September 27, 2010
10-627

EXHIBIT F-1-c
RES. #10-296

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

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

2010-2011 School Year

Cuyahoga County Board of Developmental Disabilities

ProCare Therapy, Inc.

The Eleanor Gerson West School

Lorene Mihalko, Independent Contractor - Gifted Testing

ESC Interdistrict Agreement

Motion by _____ Mr. Sullivan

Seconded by _____ Mr. Mays

Roll Call Vote:

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

RESOLUTION TO APPROVE FIELD TRIPS

RESOLVED that the Westlake Board of Education approves the following field trips:

Lee Burneson Middle School
Environmental Club - Cincinnati Zoo
Cincinnati, Ohio
Friday, 11/19/10 9:00 AM - Saturday, 11/20/10 8:00 PM
Approximate Cost Per Pupil: \$100.00

Lee Burneson Middle School
Washington, DC/Gettysburg, PA
American History Tour
Wednesday, 06/01/11 5:30 AM - Friday, 06/03/11 11:30 PM
Approximate Cost Per Pupil: \$450.00

Motion by _____ Mr. Sullivan

Seconded by _____ Mr. Mays

Roll Call Vote:

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

September 27, 2010
10-629

EXHIBIT F-1-e
RES. #10-298

RESOLUTION TO APPROVE SENIORS' SEASONAL DELIGHTS PROGRAM

RESOLVED that the Westlake Board of Education approves the Seniors' Seasonal Delights program on Monday, December 13, 2010 at 5:00 p.m. at Westlake High School at the cost of \$10.00 per person.

Motion by _____ Mr. Sullivan

Seconded by _____ Mr. Mays

Roll Call Vote:

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

RESOLUTION TO APPROVE MASTER FACILITY PROJECT
CONTRACTS AND PURCHASE ORDERS

RESOLVED that the Westlake Board of Education approves the following Master Facility Project Contracts and Purchase Orders:

<u>Company</u>	<u>Scope of Work</u>	<u>Amount</u>
EMH&T	Surface Water Assessment/Wetlands Delineation	\$5,000.00
Emerald Environmental	Phase I, Phase II and Asbestos Consulting and Assessment	\$3,900.00
Geo-Sci, Inc.	Geotechnical Consulting	\$25,000.00
R. E. Warner	Site Surveying Services	\$25,000.00
e-Blueprint	Plan House and Printing Services	\$25,000.00

Motion by Mr. Sullivan
Seconded by Mr. Mays

Board Discussion

Cross: I actually have a question about F-1-f. I'm not sure if it's to Dr. Keenan.

Winter: Dr. Keenan, yes.

Cross: There are five contracts here and I just wanted to double check and make certain that with those five contracts are purchase orders. I'm guessing those are not purchase orders but are contracts that we follow through with the different affidavits of non-collusion that we were requesting have been completed. I can go through a list of these. I actually sent to you, Dr. Keenan, in the interest of everyone's time, not going through this whole long list of steps. I will if you want me to, but I was just hoping you could address some of the things that hopefully were submitted which I'm guessing were along with these contracts. Some of the requirements, for instance, affidavits of non-disclosure. Do you want me to go through them all, Dr. Keenan?

Keenan: Whatever you prefer, Mr. Cross.

Cross: I just would like to ask for all five of these if you could just clarify that, first of all, affidavits of non-collusion and compliance with ethics and conflict of interest requirement form was completed by all bidders. That the delinquent personal property tax affidavits and contract disclosure forms were completed by all project bidders; that each bidder included a bid guaranty with its bid as required by Ohio Revised Code; that the contract bond guaranty was provided; that

the contract award was based on the statutory competitive bidding process to the lowest responsible bidder; and that the bid submittals were reviewed by the construction manager and the district's legal counsel for accuracy in all documents submitted; that the winning bid for each of these five, the information was provided as requested in the instructions to bidders part of signed contract; and that the contractors fulfilling the requirement are part of the Ohio Bureau of Workers' Comp Drug Free Workplace program or equivalent; and that we as a district are prepared to post all change orders on the board agenda if indeed that comes into place. So I just wanted to find out for these five firms: EMH&T, Emerald Environmental, Geo-Sci, Inc., R.E. Warner, and e-Blueprint, if those steps were followed and if those forms were completed accurately and are on file.

Keenan: Thank you. I did receive that from you. Those are things you got from what we've listed in regards to what we'd do for our bid contracts, correct? Is that what you just read? You read what we listed we would get from people who bid on the project. Is that correct? I guess what I'm asking you before I answer that is, those came from the list of what we said we would get from the groups when they submitted bids?

Cross: Yes, and I wanted to see if that's a sufficient list.

Keenan: I'll tell you why I asked. I just needed to know because one of the things we did last board meeting was we clarified what our attorneys had recommended, and we're doing those things. But I wanted to point out a couple of things. We are not doing it for all bidders. Last meeting when we provided the other update then we provided the information for your proposal. Sylvia Gilles from Bricker & Eckler indicated and we reported last work session that we would do it for those who eventually receive the bid. Part of the reason that you're asking that, and I understand why, is the way that I phrased this in a board update that we received bids, and you have to be careful, including myself, when you're wording these. In short, I will say that every, and I'll go back over that in a second, every person that's on this list before they will be compensated will have to fill out an owner-consultant agreement, as you can see, these are the pages, and we have these for each of these vendors. They're coming in. I think e-Blueprint's is still coming in. They've indicated they will. They've passed these through their attorneys on their end. But I want to know a couple things. And part of the reason I've asked Mr. Teitenberg, and hopefully he'll be able to make it on Saturday to spend an hour with us or so to go over facilities, because there are some differences, and when we use some of these terms, and again, I interchange them as well, there's a little bit of difference. Actually, these agreements or contracts come from a group of professional services, and many of the things that you read will automatically be part of a competitive bid process which is slightly different. This is more comparable to what I had read earlier. If you refer to an earlier resolution which we do monthly, F-1-c, those contracts or agreements that we have: Board of Developmental Disabilities, ProCare Therapy, Gerson, and so on, I want to point out there's a little bit of difference in how the packets and forms go out. This owner-consultant agreement will have them sign off that the non-collusion and the non-procurement and those type of things are all part of this contract. There's not a separate affidavit as such. It's an agreement. And that's what Mr. Puffer was explaining to the Board last work session that we did indicate we would have some of those forms, but when we went back to our attorney to look at those forms and said we'd do it for all bidders or we'd do some of those separate forms, she felt strongly that this would be the way to achieve some of those. I will point out that there are some things in here, and Mr. Tietenberg, please correct me if I'm wrong, there's some things that we put in here that are part of the requirements such as the non-procurement and the non-collusion. So that's going to be something that's part of the requirements. We have asked them to do it differently than the standard protocol for doing so that it stands out so the Board can see it, but we haven't asked them to do anything additional. We've asked them to do it differently than what they're used to in the standard protocol so that when the Board (interrupted).

Winter: Can I just? Point of clarification, when you say it's a requirement, it's a State requirement. That's part of the process. Is that what you (interrupted)?

Keenan: The non-collusion is, there's an Ohio law for non-procurement, and what they would typically do is it would be in the fine print or throughout the contract, so it would be in there. What we have essentially done is pulled it out and brought it to the forefront. We actually are having them sign it and notarize it. But it's really the same requirement. It's just the format we've asked them to follow is a little bit different. Hence, we don't get these in as quickly as maybe Turner would like to have them as quickly. And so we don't have all of them, but they understand until we have the agreement signed, they won't be compensated. So there's no payment given until they agree to all those things. In respect to non-collusion or procurement, those are certainly things that, because they haven't signed off on it, it's not like we're not aware. They understand what's in there. Those are things that take time after the bid takes place for Mr. Tietenberg and Mr. Puffer to review with them, and they're all well aware of that requirement, because that's not new to them. What's new to them is when they see the different forms that are done. Again, to answer your question, I can say we have done all we have committed to do with these groups with this form. They are all required to fill it out, and before they are compensated for their work, they will have met all those. And right now, out of the five, we have them in for four. We expect, by the end of this week, I believe we'll have all five, and certainly before they're compensated. It is through a PO. These are agreements, a little bit different than your standard contract. It just has an amount in it and then it works toward that. Again, a lot more detail. I would say I'm happy to answer, but I really think it's real important that Turner goes through some of the differences between that competitive bid process which is a little bit more tightly overseen by Ohio Revised Code and the RFP process which certainly allows us to do some of these things, and we are doing them, but it's a little bit different format.

Winter: Thank you, Dr. Keenan, and I think that will be very beneficial for us on Saturday to have Mr. Tietenberg there to answer any further questions about just the process and the differences between all of the bids and RFPs and all of that. Does that help clarify for you?

Cross: Actually it doesn't, because we are supposed to vote on this right now. Is that correct?

Winter: Yes.

Cross: Dr. Keenan, maybe I'm missing something, but that owner-consultant agreement that you just referenced, have I seen that before? Sounds to me like something new that we're being informed of right now, and if four out of the five firms have completed that and those are on file, why would we not see that before we're asked to vote on something. So if you could just clarify that, that would be helpful.

Keenan: Sure, that's no problem. Again, as I stated, very similar to F-1-f which you've been doing since January it's the same. This is an RFP process. It's not a competitive bid process, and so it hasn't been our practice to give, in fact, I think Mr. Pepera might have stated before there's thousands of contracts that we do as a district, certainly hundreds. And we haven't had that as our practice. That hasn't been something the Board has asked to have. What the Board has asked is to make sure that that's in there. This isn't the first time you've heard of this. In fact, last work session is when Mr. Puffer went through what was the recommendation from Ms. Gillis. It was actually indicated that we were going to change what we put out in regards to that list which I know you reviewed with the Commentary which is on our website. And so still consistent with what we do and those are things that we have to ensure. What the Board's directed us to do as a Board, we have done. Again, I don't know if you've seen a teacher's contract or you've seen some of those other agreements. I know you certainly have individually asked to see some of these, and what I can tell you in regards to your answer is no person on that list from what I've recommended tonight will be compensated without signing this form. So it would be much like many of the

resolutions that I have asked you to approve contingent on them meeting the conditions that we set forth and one I feel very comfortable saying publicly and clearly would be them fulfilling this obligation on the owner-consultant agreement.

Winter: OK. Thank you, Dr. Keenan. Mr. Sullivan, I believe you had a question?

Sullivan: Dr. Keenan, you said these five contracts are similar to special needs contracts that we sometimes enter into. I don't follow what that means.

Keenan: They are professional services, consulting services.

Sullivan: So they're similar in the sense that it's a similar type of service?

Keenan: No, those are not similar type of services, in regards to one is with a student and, but in similar ways they are. There's some consulting that goes on. They're similar in the format of how they're presented in a resolution. Period.

Sullivan: What is the relevance between special needs contracts and these contracts?

Keenan: Well, it doesn't have to be special needs. We have professional services for our architects and our construction and management firms. We have professional services for the special needs. A lot of them or most of them are professional services for special needs. There have been consulting services for many of the things that Mr. Puffer has put through in the last couple of years to get work done for our facilities when we've had to make repairs. When we had to put the modular units in, we've had those. Mr. Pepera has professional services at times. So they are similar. Not just to that one category. I just happened to use that as an example because it's a couple of resolutions away. And you and I had talked about that this morning when you asked that question. So I brought that up so that you could understand this is not the first time or it's not a practice the Board has not participated in, and also in response to Mr. Cross saying this is the first time that he's seen this. I want to make sure that I corrected that.

Sullivan: That makes sense, if you're saying we've done things this way before.

Keenan: Correct.

Sullivan: OK, that's what I wasn't sure of.

Keenan: I'd say that's the standard practice for this in respect to across the state and probably nationally.

Sullivan: Another question. I got the Board packet over the weekend and saw the names of the companies, and I went on, for example, e-Blueprint's website. I'm reading that the resolution says that the Board tonight approves the following master facility project contracts, but when I go on their website, or when I went on it on Friday e-Blueprint lists the Westlake City Schools Red Brick abatement and demolition as a project on which they are currently working. They have a page on there with a reference to Turner with the Westlake City Schools as the client, a project number, I don't know what that reference is. I don't know if that's internal. And then they also have attached, I believe it is our own notice to bidders, that this project will be bid on October 6th. I guess my question, what I don't understand and would like to, is just the timing between this. They way there's going to be an envelope opened with the winning bidder on October 6th, but we're approving the bid now, and the vendor already has it on their website. I just don't follow that.

Keenan: I can see. It's easy to get mixed up. Again, I will do a brief response, but certainly one that hopefully you're comfortable answering or taking a vote tonight. But again, I really think needs to be a little bit more intensive information coming from Turner for you guys to understand, since you have that high interest in it. And I think that that's understandable. But the work is being done right now so that we can meet the timeline that we need to do to follow the timeline and the schedule of the project. It would be like, again, I'm using an analogy just to help you understand, because I think your question was, how are they starting the work and we're approving this tonight, and it should be done in October. If I'm wrong on that, just cut me off. It's similar to

many of our substitutes who work or even some of our staff members who work, we hire them after the last board meeting of the year. We have a need. We certainly put them in the classroom. We have them work with our students, and then we put them up for Board approval. We make sure they meet all the requirements, and they won't be compensated until they are Board approved and certainly pending making sure that they are approved. There's that little bit of a risk with the vendors or those who do that that they won't be approved. Typically those things are approved because they're done right, they meet the guidelines, and they're thorough. You have your license, and again I'm drawing a parallel, you have your license, your BCI came back and you're an appropriate fit. You've gone through the interview process here for an employee, for an example. So you follow something similar here as we all know the Red Brick building is something that we'd like to have come down before the winter season, and we've talked about the schedule for quite some time now. If we would wait until the next Board meeting, which would be this one, to have them get started, then everything would be pushed back several weeks, anywhere from three to three and a half weeks, which would put us off schedule. Are you looking to say something?

Puffer: If you don't mind, maybe I could add some clarification. This is a fairly complicated process, construction. I've done it in my four previous districts but haven't done it in a while, so I did do some research leading up to this and perhaps I can help answer some of the confusion. There are two types of services or activities that are going to occur in a construction project. The first is what we're dealing with tonight which is professional services. Professional services are not required to be bid out. They are, in fact, to put out an RFP, a request for proposal, and those firms respond back to that RFP.

Sullivan: That's very helpful because one of my questions was going to be. Dr. Keenan kind of said a difference between an RFP process and a competitive bid process. And my question was going to be, what's the difference? I don't know.

Puffer: The competitive bid process is any project that affects, and there's a whole litany of things, but basically it's any project that affects the facilities of a district. And if exceeds more than \$25,000, you have to go out for competitive public bid. What we're doing tonight in your example with e-Blueprint is we're providing the professional services so that once we get the specifications drawn up, we give them to e-Blueprint. They duplicate them, require a \$100 refundable deposit for any firm that wants to bid on the construction part of the process. Because we're anticipating it will cost significantly over \$25,000 to do the asbestos abatement and the demolition. So you have both actually in this one little process. Competitive bid process, that construction project over \$25,000, is regulated very strictly by Revised Code, specifically 3313.46. And it details how you go about it, and how you complete it, and what kind of monies you save, and so on and so forth, and references other parts of the Revised Code. And so that kind of addresses that particular concern. As far as Mr. Cross' eleven items that Dr. Keenan shared with me, I want to make sure that there's some clarification. First of all, this is a contract for beginning amounts of money to get these firms started on each of the areas, scope of work that's listed in the resolution. This is not a total estimated cost of what it will ultimately end up costing the district to do each of those. Because when you drill a hole in the ground, for instance, for geothermal consulting, you're not sure what you're going to find. If you find good stuff, then it's relatively simple. If you don't, then you have to go back and so on and so forth. So first of all, I want to make sure that the estimated total contract cost on Mr. Cross' checklist, there's no misunderstanding here, these contracts for all of these professional service consultants will probably cost significantly more than what's listed here. This is just to get them started. Item 2, Affidavits of Non-collusion. Dr. Keenan's done a nice job of explaining that. In that contract that Sylvia Gillis drew up to clarify the Board's concern about specifically and highlighted non-collusion compliance with ethics and conflicts of interest. The affidavit of non-compliance is not applicable, but it is part of the contract

or the agreement. Item 3, Delinquent Personal Property Tax Affidavit. Delinquent personal property tax is not required, but we will ask them to provide it. Each bidder included a bid guaranty. There is no bid because it's a request for proposal, so there is no requirement for a bid guaranty. Contract bond. Again, there is no bond part of this because it's not a bid process. Contract awarded based on the requirements. It's not competitive bidding, but there are requirements to respond to an RFP. We did follow that. Bid submittals reviewed by construction manager. We did, although again, it's not a bid, it's a response for proposal. Contractor winning bid provided in requested instructions to bidders was Mr. Cross' number 8. It's not applicable because there were no instructions to bidders because it's not a bid situation. Number 9, Contractors fulfilling the requirement to be part of Ohio Bureau of Workers' Comp Drug Free Workplace. There is no requirement to responses to RFPs. District prepared to post all change orders on Board agenda. There won't be any change orders, but there will be additional work that will be required of each of these consultants because, as I mentioned, you drill a hole in the ground and you hope you find what you want, but you may not. You may have to drill more holes. And number 11, All bids for each of these contracts followed. We did follow the process as it's required for requests for proposals, but again, I want to make sure that these are not bids. They are responses to requests for proposals.

Keenan: And again, I know part of that is my own doing. Sort of like using the term "Kleenex" for "tissue" and interchanging words. So when you saw my update, it's understandable when you see that word, "bid," I'm using it as what their response was and it's getting confused with the other bidding. So I think that communication, the way I presented that probably resulted in that misunderstanding. When I refer to their bids, I'll try to refer to them as response for proposals for professional services. Although I don't think we're going to see too many more professional services, Mr. Tietenberg, after this. Not too many. It will be as Mr. Puffer stated. It will be more from these groups, most likely, as we go through.

Puffer: If I may? One last thing. The litany of explanations I just gave came in response to a request from Ms. Gillis down at Bricker & Eckler, because, again, it's a fairly complication situation and it changes periodically. And I wanted to make sure that I was giving the Board correct, up-to-date information. She sent me an email today, about 4:30, responding back with what I just told you.

Sullivan: Thank you, Mr. Puffer. Is there a contract that's been executed between e-Blueprint and anybody else, and if there is one, who will be the parties to the contract?

Keenan: Again, I think you're referring to maybe subcontracting out. Is that what you mean for some of the work that we gave them? Is that what you're asking? Are they subcontracting any of that work?

Sullivan: No, just e-Blueprint is going to receive \$25,000 or more for doing services, and I would think whoever is going to have them do the services is going to have them sign a services agreement. I was just wondering who the parties to that agreement would be. Maybe they won't sign. Maybe they'll just do it through POs.

Keenan: Right. They're going to sign an owner-consultant agreement. We're going to put a PO open for about what we think is around 75% of the costs just so we keep a little bit of control on it. So if they have to do more than what we think it will cost, they'll have to come back to us. And, again, somewhat related, and please correct me if I'm wrong, Mr. Puffer, part of why Mr. Puffer indicated that you're likely going to see this increase again because we put it at a little bit lower than, well in some of these cases much lower because it really depends on the work of the project, if we're only talking about one small aspect of the project. No, in regards to a contract, like my contract I signed with the District and my salary and amount or an amount that will give a vendor, these professional services run a little bit differently. So right now they'll be a PO.

Sullivan: OK.

Winter: Thank you very much.

Sullivan: I have another.

Winter: One more question?

Sullivan: I think so. The owner-consultant agreement. I have not seen it. Can I get a copy? And who is the owner? Who is the consultant?

Keenan: First of all, you or anybody else can get a copy of that, and certainly I could get you copies of a generic one or one of these if you'd like. Just let me know specifically or talk to Mark afterward. Mark Pepera could get you any of these and they're certainly available, so the answer to that is yes.

Sullivan: A generic one is fine.

Keenan: We are the owner. The consultant is the group that we are working with. So in this case, those listed on the resolution would be the consultants that we are working with. So EMH&T, Emerald Environmental, Geo-Sci Incorporated, R.E. Warner and e-Blueprint.

Sullivan: Are the owner-consultant agreements used only with the RFP process rather than the competitive bid process when we're doing professional services contracts?

Keenan: That is correct.

Sullivan: Is that a District form or is that provided to us by Bricker & Eckler?

Keenan: Actually that's what I was stating. It's actually a form that Bricker & Eckler changed per some of our conversations, and it wasn't to change what we're asking. It was to change to make it, ironically, a little bit easier for you guys to see. And again, part of the reason why I want to spend some time this weekend to point some of those things out. What's really changed is just like anything else. You have a form for something, and the form should meet the needs of, we were just talking about that earlier, the individual school district or the individual situation. So these forms were developed specifically for this process. We do have other owner-consultant agreements in the district.

Cross: If I could ask a follow-up question? So this Saturday which is encouraging we're going to spend some time going through really this process so when we get to situations like tonight when we have to vote on whether it's a consultant agreement or a competitive bid situation, it will be clearer. And again, change orders, you mentioned that some of these amounts are going to exceed the \$25,000. That's really what I'm trying to get my arms around and maybe if you could just share with me what we're going to do this Saturday in terms of understanding the process.

Winter: Right now that's off topic.

Cross: Let me just, if I could, tell you why I would like to understand that. So these five firms here for professional services that we would approve tonight, we also have previously, for instance, that I know of: Squire Sanders, RBC, Sudsina and Associates, for instance from the financial bond standpoint, we've contracted with them. We know MKC and Turner. We're cutting checks to them. The bond proceeds. Are there others? I'm not asking for an answer now on that, but that's why I'm asking. It just seems to me, I want to get a handle on this, because especially at the last meeting, Dr. Keenan, you mentioned that obviously, and we all know this, the pace will pick up. And that's why I think it's helpful now to have a process so that we don't get in the way with questions I think are legitimate questions to ask just to have a better understanding. And so if you could just share with me your sense for what we're going to go through.

Winter: First of all, I just want to let you know that yes, this can be kind of a daunting task for those of us without construction backgrounds. And that is something that the District has been trying to give us information on this. And I think all five of us sitting at this table are at different levels of understanding. Some of us have had more experience with this than others. It is about

asking the questions. The questions are important are important to ask, so thank you. But Dr. Keenan, if you want to address just very briefly.

Keenan: Mr. Tietenberg could probably do a month-long inservice on everything. I'm really being serious. Right now we meet weekly or every other week. There's a lot to learn with it. We have an hour dedicated to it. We have the bulk of that, as you know, to setting some goals with our costs as a District. I think that's just going to be part of the process throughout. It's going to be educating the Board on some of these. I wouldn't expect you to know all of them either, but there is going to be a time where we have to figure out the balance between what the expertise, we hired Turner for their expertise. We have Mr. Puffer here for his experience. We hire our attorneys for their expertise. We hire MKC for their expertise. I think what we need to find is that ground where the Board feels comfortable letting that run and how we work with that. And so that's probably going to be the same with any district where you find that ground where the Board feels comfortable. So what I'll do in that hour's time what we planned on going over was much of what we've talked about tonight but certainly learning a little bit more about the process and what's going on now and what's to come. I think that speaks to what you're asking right now. I'll develop that throughout. If we need to do this more often or through our work sessions, our work sessions will have a half hour or an hour, whatever the Board wants to afford, we'll do it.

Winter: Thank you, Dr. Keenan. Mr. Sullivan has one more question.

Sullivan: I do. And just as we have background too. I am probably one of those who needs to read Construction for Dummies. I don't have a big background in construction, but what I do have is a number of comments, too many to ignore from constituents who said, Mr. Sullivan, we see you're asking questions, we want you to continue to do it. You cannot delegate your core (interrupted)

Winter: Is this a question?

Sullivan: Yes... (Not spoken into the microphone)

Winter: But again off topic. Can you just give us the question, please?

Sullivan: I'll ask the question. I ask that you please not interrupt me.

Winter: But that is my job as Board president to make sure we're on topic, because we've been on this topic for 30 minutes.

Sullivan: I will finish up very briefly. For example, I had someone come to me and said, Mr. Sullivan, I'm on board with this. I think this is a great idea. But remember, Mr. Sullivan, the amount of taxes I will pay (interrupted)

Winter: Again, what is your question, Mr. Sullivan? You are on the verge. Let's just get to the question. Let's not pontificate.

Winter: The constituent said, Mr. Sullivan, I will invest probably \$20 to \$30,000 of my money in these new schools and I want it done and I want it done right and I want you asking questions, and I want you to know where the money is spent, because the amount of money I will spend is equal to a year of college tuition. Please know what's going on. Please take a direct role.

Winter: Again, your question please.

Sullivan: My question is, the interruptions I think are unfair and impolite.

Winter: Well again, you said you had a question, and I don't hear a question.

Sullivan: The question is, "Is eBlueprint or any of these vendors, have they disclosed whether any of the principles of the companies, let's say eBlueprint has a relationship, family, relative, or prior business with anybody in the district or on the board?" This is something our taxpayers want to know, so we need to get the answer to this. They want to know whether any of these vendors have disclosed whether they have any relationships with anybody on the Board or anybody in the district through business or family.

Winter: Are you asking Dr. Keenan? I think that would be appropriate. Thank you.

Sullivan: Yes.

Keenan: Well, you've asked me that today, and I answered that today, and the answer is, they did not disclose anything. But I don't mind doing so publicly if that's what you wanted, you could have asked me to do that and I could have done that.

Sullivan: We have to do that.

Keenan: But I would tell you that that question wasn't asked other than we asked the question whether they have any legal conflicts of interest. I've indicated to the Board of Education what the standard is and what we asked, because I don't really think there's agreement of whether somebody being related to a certain degree is impactful in this. Really it's circumstantial. And it could be. There's a huge spectrum there between somebody's brother that's an employee like myself and a fifth cousin that drives a bus for the district. There's a lot to go through there. So what we do is we stick to what's legal. That's part of what we've said is in the owner consultant agreement. So they sign off on that. And so the answer is there right in that first question that I answered. Certainly if there's something I feel that the Board needs to know, I've committed to bringing that up and making sure the Board's informed.

Sullivan: I believe as I've said at the last meeting, maybe the last two meetings, what we're doing is necessary but not sufficient. I think we should go beyond that. I think we should take every step possible to avoid even the appearance of impropriety.

Winter: Mr. Sullivan, this is no longer a question. I believe now we can call the vote. Ms. Rocco if you would take roll call, please.

Cross: Ms. Winter, can I ask a question real quick on a procedural matter, a point of order? The motions are for, F-1-f, are clumped together.

Keenan: All of that.

Winter: All of that.

Cross: Is there any way we might be able to separate F-1-f apart from the other exhibits.

Winter: We could do that. At this point, we already have a motion to approve all of them. If you would like to make an amended motion to vote on exhibit F-1-f individually, I would suggest that would be the way you do that. We would need to have a second on that.

Cross: I would ask that the motion be amended to separate exhibit F-1-f from the other exhibits that are currently in the motion on the table.

Winter: Is there a second?

Sullivan: I'll second it.

Winter: Thank you. And discussion. I would just say let's remember what we're voting on right now is to just separate it out. Then we will have to have a separate motion to vote on that. And then we will go back after we vote on this amendment and vote on the original which would be all of the other resolutions excluding resolution F-1-f. Just to clarify.

Cross: I understand that. Thank you.

Winter: So right now we're voting on the motion to separate F-1-f from all of the others. Ms. Rocco, if you would take roll.

Sullivan: Can we have discussion?

Winter: There is discussion. I've started the discussion. Is there further discussion?

Sullivan: My question to Mr. Cross would be the purpose of doing it.

Cross: I support all the resolutions exhibit F-1-b-1 all the way through F-1-e. But what I want to do as Dr. Keenan just eluded to before is getting to that point where board members have a comfort level and I do not want to vote in the affirmative until I have a comfort level. And so I will definitely this weekend work to have a better understanding of these things being voted on and getting to that point where I have a comfort level, but I don't at this point. So that's why I didn't want my vote against F-1-f to suggest that I don't support the other exhibits.

Winter: Thank you, Mr. Cross, for clarifying that. Dr. Keenan.

Keenan: I just want to note that it will be longer than this weekend. It will be another month. Just so you know and so I understand that. If we get to that point, I would like you to at least indicate, especially after hearing what you've heard tonight, what you'd to know to be comfortable so that we don't hold up the project and delay the project, because as we've stated, those don't apply the same way for this process.

Cross: Actually, I want to look very closely at the owner consultant agreement, look at that as a specific document, especially as it relates as I understand to some of the professional services.

Winter: Thank you, Mr. Cross. Roll call, please.

Rocco: I still don't understand why you couldn't vote on this. The only thing you want to look at is the owner consultant agreement? What don't you understand about this that would make you want to amend the motion instead of just abstaining from it?

Cross: Well, again, I do support all of those other exhibits. And with regard to F-1-f, I just want to have a strong comfort level. And, again, from my standpoint, before the process accelerates, I want to have a good comfort level that the types of questions I asked today are being addressed. It sounds like they are. I'm just one vote here. So that's why.

Winter: Thank you. And I do want to say publicly also that those questions have been addressed before. And previously I've certainly asked individual questions of Dr. Keenan and he has addressed all of those questions. And some of these things we're very familiar with. At this time, is there further discussion?

Rocco: So are there any specific questions you can outline for us that you still need to know today after the extensive amount of time we took at the last meeting and then again today?

Cross: I want to be comfortable that, for instance, when we talk about competitive bids and the issue of change orders, for instance, that's not something before us today, but I want to have a good, strong comfort level with that. With regard to professional services, I just want to make sure, for instance. I want to look at the owner consultant agreement. What would have been helpful would have been having those four documents for the four firms. If I had seen that ahead of time, I would probably have felt comfortable approving this. Again, I'm just one vote. I don't know how the vote is going to play out. That's just my view.

Winter: Okay. We've had these kinds of resolutions and it hasn't been our standard practice. Just a reminder that we have already approved the process for change orders on some of those other things. But I think the more we discuss it and the more we have education and can be proactive, the better for all of us as board members. Okay. Further discussion? Let's vote on it – on the amendment.

Cross: This is for separating it?

Winter: Separate it out.

Amended motion to separate Exhibit F-1-f from other exhibits on table.

Motion by Mr. Cross

Seconded by Mr. Sullivan

Roll Call Vote:

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

Motion to approve F-1-b-1 through F-1-e but not Exhibit F-1-f:

Motion by Mr. Sullivan

Seconded by Mr. Mays

Roll Call Vote:

Ms. Winter AYE

Mr. Sullivan AYE

Mr. Cross AYE

Mr. Mays AYE

Ms. Rocco AYE

Motion to approve Exhibit F-1-f:

Motion by Mr. Mays

Seconded by Mr. Sullivan

Roll Call Vote:

Ms. Winter AYE

Mr. Sullivan AYE

Mr. Cross NO

Mr. Mays AYE

Ms. Rocco AYE

File: ACAA-R
SEXUAL HARASSMENT

Procedure:

All sexual harassment complaints are investigated in accordance with the following procedure:

1. Any ~~employee~~ **member of the school community** who believes that he/she has been subjected to sexual harassment ~~will~~ **shall** report the incident(s) to the appropriate Grievance Officer.
2. The Grievance Officer attempts to resolve the problem through the following process:
 - A. The Grievance Officer promptly confers with the charging party in order to obtain a clear understanding of that party's statement of **the** alleged facts. The statement is put in writing by the Grievance Officer and signed by the charging party as a testament to the statement's accuracy.
 - B. The Grievance Officer meets with the charged party in order to obtain his/her response to the complaint. The response is put in writing by the Grievance Officer and signed by the charged party as a testament to the statement's accuracy.
 - C. The Grievance Officer holds as many meetings with the parties and witnesses (if any) as are necessary to gather facts. The dates of meetings and the facts gathered are all put in writing.
 - D. On the basis of the Grievance Officer's perception of the problem, he/she will:
 1. bring both parties together and attempt to resolve the matter informally through conciliation or
 2. formally notify the parties by certified mail of his/her official action relative to the complaint.
3. If either party disagrees with the decision of the Grievance Officer, he/she may appeal to the Superintendent/designee. After reviewing the record made by the Grievance Officer, the Superintendent/designee may attempt to gather further evidence necessary to decide the case and to determine appropriate action to be taken. The decision of the Superintendent/designee is final.

If any of the named officials are the charged or charging party, the Board designates an alternate investigator and retains final decision-making authority.

All matters involving sexual harassment complaints remain confidential to the extent possible.

Adoption Date: May 23, 2002
Revision Date: August 14, 2006

Revision Date: April 27, 2009
Revision Date:

File: EBAA
REPORTING OF HAZARDS

The Board is concerned with the safety of students and staff members and, therefore, complies with all federal and state laws and regulations to protect ~~them~~ **students and staff** from known hazards that pose an immediate risk to health and safety.

Toxic Hazards

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

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

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

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

Asbestos Hazards

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

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

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

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

Occupational Exposure Training

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

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

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

Records Availability

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

Other Conditions Injurious to the Safety or Health of Building Occupants

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

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

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

Liability Disclaimer

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

Adoption Date:	May 23, 2002	Revision Date:	May 24, 2010
Revision Date:	September 22, 2008	Revision Date:	

Legal Refs.: 29 CFR 1910.1030
Asbestos School Hazard Abatement Act, 20 USC 4011 et seq.
Asbestos Hazard Emergency Response Act, 15 USC 2641 et seq.
Comprehensive Environmental Response, Compensation and Liability Act,
42 USC 9601 et seq.
ORC ~~117.102; 3313.473~~; 3313.643; 3313.71; 3313.711; ~~3313.719 3314.15~~; 3327.10;
3707.26; 4113.23; 4123.01 et seq.
Public Employment Risk Reduction Act, ORC 4167.01 et seq.

Cross Refs.:	EB, Safety Program	ECG, Integrated Pest Management
	EBBC, Bloodborne Pathogens	GBE, Staff Health and Safety
	EBC, Emergency/Safety Plans	

File: EBBA
FIRST AID

The school nurse develops guidelines for the emergency care of any student or staff member who is injured or becomes ill at school or while engaged in a school-sponsored activity. The guidelines are reviewed by the Board prior to implementation.

The guidelines provide for at least one person in each building to have special training in first aid. In the case of an emergency involving a student, the emergency medical authorization form is followed and efforts are made to contact the parent/guardian.

Adoption Date: May 23, 2002 Revision Date:

LEGAL REFS.: ORC 2305.23; 3301.56; 3313.712

OAC 3301-27-01; ~~3301-27-02~~; 3301-35-06

CROSS REFS.: EB, Safety Program
EBBC, Bloodborne Pathogens
EBC, Emergency/Safety Plans
Staff Handbook

IGD, Cocurricular and Extracurricular Activities
JHCD, Administering Medicines to Students
Emergency Medical Authorization Form

File: EBBC
BLOODBORNE PATHOGENS

Staff and students incur some risk of infection and illness each time they are exposed to bodily fluids or other potentially infectious materials. While the risk to staff and students of exposure to body fluids due to casual contact with individuals in the school environment is very low, the Board regards any such risk as serious.

~~The Board is committed to reduce risk of infection and illness from exposure to blood or other potentially infectious material.~~ Consequently, the Board directs adherence to universally recognized precautions. Universally recognized precautions require that **employees staff and students** approach infection control as if all direct contact with **human** blood and body fluids is known to be infectious for HIV, HBV and/or other bloodborne pathogens*.

~~In order~~ To reduce the risk to **employees staff and students** by minimizing or eliminating staff exposure incidents to bloodborne pathogens*, the Board directs the superintendent to develop and implement an exposure control plan.

~~The plan shall include training followed by an offer of immunization with Hepatitis B vaccine for all staff that are required to provide first aid to students or staff and/or all staff who have occupational exposure as determined by the District.~~

The plan includes annual in-service training for staff and students; first-aid kits in each school building and each student transportation vehicle; correct procedures for cleaning up body fluid spills and for personal cleanup.

~~District employees are required to use universal precautions and other approved safeguards in handling blood and other body fluids and to follow the guidelines outlined in the safety manual.~~

*Bloodborne pathogens are pathogenic microorganisms that are present in human blood and can cause disease in humans. These include, but are not limited to, Hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Adoption Date: May 23, 2002
Revision Date: June 9, 2008

Revision Date:

Legal Refs.: ORC **4167; 4167.01 et.seq.; 3707.26; 29 CFR 1910.1030**
Public Employment Risk Reduction Act

Cross Refs.: ~~ECG—Integrated Pest Management~~
EBBA, First Aid
EBC, Emergency/Safety Plans
GBEA, HIV/AIDS (Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome) (Also JHCCA)

File: ECA
BUILDINGS AND GROUNDS SECURITY

Buildings and grounds of the District constitute one of the greatest investments of the Board. It is in the best interest of the District to protect **such investments. ~~the investment adequately.~~**

Security **~~includes means not only~~** maintenance of a secure building **and but** protection from fire hazards, faulty equipment and **safe unsafe** practices in the use of electrical, plumbing and heating equipment. The Board **~~requires and encourages close cooperation~~** shall cooperate with local **police-law enforcement agencies** and fire departments, and with insurance company inspectors.

Access to **school District** buildings and grounds outside of regular school hours will be limited to personnel whose work requires such access. **~~An adequate key control~~** A security control system **will be is** established which **will limit limits** access to buildings to authorized personnel and **will safeguard safeguards** against the entrance to buildings by **unauthorized persons. persons unauthorized to have keys.**

Video Surveillance On School Property And Vehicles

~~The Board, as part of the District's ongoing program to improve student discipline and ensure the health, welfare, and safety of all those using school buildings and riding school vehicles, may utilize video cameras in school buildings, on school property and school vehicles transporting students.~~

~~The video cameras will be used to monitor student behavior and may be used as evidence in student disciplinary proceedings. The videotapes are student records subject to school District confidentiality, Board policy, and administrative regulations. The District may also use such recordings for other purposes it deems as appropriate.~~

~~The superintendent is directed to develop administrative regulations governing the use of video cameras in accordance with the provisions of law and policy.~~

Surveillance Equipment

The Board recognizes the District's responsibility to maintain order and discipline on school property and in school vehicles. Recognizing the value of electronic surveillance systems in monitoring activity, the Board directs the administration to develop regulations to implement the surveillance program. The regulations must be in compliance with law to protect the privacy rights of students and staff.

1. Cameras

Surveillance cameras may be used both inside and outside of buildings to assist in the security of students, staff and property.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: ORC 3313.20
**The Elementary and Secondary Education Act; 20 USC 1221 et seq.
Family Educational Rights and Privacy Act; 20 USC Section 1232g
U.S. Const. Amend. IV**

Cross Refs.: EBC, Emergency Plans **JFG, Interrogations and Searches**
JFC, Student Conduct (Zero Tolerance) JO, Student Records
JFCJ, Weapons in the Schools KK, Visitors to the Schools
EEACCA, Video Cameras on Transportation Vehicles

File: ECAB
VANDALISM

Parents and students ~~are~~ **will be** made aware of the legal consequences of vandalism. Students, employees and citizens of the District are urged to report any incidents of vandalism to property belonging to the District together with the name(s) of the person(s) believed to be responsible. The Board may offer a reward for information leading to the arrest and conviction of any person who steals or damages ~~District~~ **Board** property.

The Superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property. The Superintendent is further authorized to delegate authority, as he/she sees fit, to sign such complaints and to press charges.

Any student found guilty of any form of vandalism or defacement of school property may be subject to suspension or expulsion. ~~Students 18 and older will be responsible for replacement costs as a result of their acts.~~

Parents are liable up to the amount provided by law for the willful destruction of property by a minor in their custody or control. If parents are found liable for monetary damages and are unable to make restitution, the Board may allow the parents **and/or students** to perform community service for the District instead of repayment of the damages.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: ORC 2909.05; 3109.09; 3313.173; **3737.73**; 3737.99

Cross Refs.: JG, Student Discipline
JGA, Corporal Punishment
JGD, Student Suspension

JGDA, Emergency Removal of Student
JGE, Student Expulsion

File: EEACC (Also JFCC)
STUDENT CONDUCT ON SCHOOL VEHICLES

The Board furnishes transportation in compliance with State law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the vehicle and after the student leaves the vehicle at the end of the school day.

Students on a school vehicle are under the authority of, and directly responsible to, the vehicle driver. The driver has the authority to enforce the established regulations for vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper procedures are followed.

The Board authorizes the Superintendent or other administrators to suspend a student from school ~~bus~~ **vehicle** riding privileges for a period not to exceed one school year. The only due process required is the student must receive notice of an intended bus riding suspension and an opportunity to appear before the Superintendent or other administrator before the suspension is imposed.

The Board's policy regarding suspension from school vehicle riding privileges must be posted in a central location in each school building and made available to students upon request.

Regulations regarding conduct on school vehicles, as well as general information about the school transportation program, are available to all parents and students.

Adoption Date: May 23, 2002
Revision Date: April 27, 2009

Revision Date: January 25, 2010
Revision Date:

Legal Refs.: ORC 3327.01; 3327.014
OAC 3301-83-08

Cross Refs.: JFC, Student Conduct (Zero Tolerance)
~~JGA, Corporal Punishment~~
JG, Student Discipline
Student Handbooks
Staff Handbooks

File: EF/EFB

FOOD SERVICES MANAGEMENT/FREE AND REDUCED-PRICE FOOD SERVICES

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

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

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

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

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

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

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

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

Students with Special Dietary Needs

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

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

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

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

Adoption Date: May 23, 2002

Revision Date: October 24, 2002

Revision Date: May 24, 2010

Legal Refs.: ORC 3313.719; 3313.81; 3313.812; 3313.813; **3313.815**; ~~3314.03~~; ~~3326.11~~;

3314.18

OAC **3301-91-01 through 3301-91-09**

Child Nutrition & WIC Reauthorization Act; Pub. L. No. 108-265 (Title I, Section 204), 118 Stat.729

National School Lunch Act, 42 USC 1751 et seq.

Child Nutrition Act of 1966, 42 USC 1771 et seq.

Americans with Disabilities **Act Amendments** Act of 2008, 42 USC 12101 et seq.

Rehabilitation Act of 1973, 29 USC 794

Cross Refs.: ACB, Nondiscrimination on the Basis of Disability

EFF, Food Sale Standards

EFG, Student Wellness Program

EFH, Food Allergies

JHCD, Administering Medicines to Students

File: EFF
FOOD SALE STANDARDS

Through its food service program, the Board has a responsibility to encourage students to form healthful eating habits. Many students may tend to eat non-nutritious or “junk” foods, which contribute to tooth decay, ~~obesity, diabetes and heart disease~~ **poor health and child obesity**. The Board enforces standards governing the types of food sold in the schools and the time and place at which each type of food is sold. These standards are based on the following guidelines.

1. The types of food sold in the schools are determined ~~as to~~ **by** their potential to contribute significantly to the:
 - A. daily nutritional needs of students **consistent with the guidelines established by the US Department of Agriculture and** ~~and to enhance the District’s nutrition philosophy.~~
 - B. **provisions of the District’s student wellness program.**
2. The time of day and place for the sale of food to students must be consistent with the nutrient intake needs and eating patterns of students and compatible with class schedules for schools within the District. ~~Separate standards may be established for the types of food to be sold to staff members and for special or extracurricular events.~~ The following restrictions should be enforced:
 - A. Vending machines offering foods or beverages which do not meet the nutritional standards established by the District may not be operated during the school lunch period. **The Board reserves the right to totally restrict the sale of non-nutritious foods and beverages in vending machines.**
 - B. **Bake sale and other** school fund-raising activities **involving food items** ~~, such as bake sales,~~ may not be held during the school **breakfast and** lunch period.
3. **Annually**, the food service **supervisor** ~~coordinator annually~~ reviews and recommends to the Board the types of foods to be sold as part of the school **breakfast and** lunch programs.

Separate standards may be established for the types of food to be sold to staff members and for special or extracurricular events.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: ORC 3313.814
OAC 3301-91-09

Cross Refs.: **EF, Food Services Management**
IGDF, Student Fund-Raising Activities

EFG, Student Wellness Program

File: EFG
STUDENT WELLNESS PROGRAM

In response to the reauthorization of the Child Nutrition and Women, Infants and Children Act, the Board directs the Superintendent/designee to develop and maintain a student wellness program.

The student wellness program:

- includes goals for nutrition education, physical activity and other school-based activities designed to promote student wellness;
- includes nutrition guidelines for all foods available in the District during the school day in order to promote student health and reduce childhood obesity;
- provides assurance that District guidelines for reimbursable school meals are, at a minimum, equal to the guidelines issued by the U. S. Department of Agriculture; and
- establishes a plan of implementation and evaluation, including designating one or more persons within the District with the responsibility for ensuring that the District is compliant with Federal law.

Development of the student wellness program must be a collaborative effort between parents, students, food service workers, administrators, the Board and the public.

Adoption Date: August 24, 2005

Revision Date:

Legal Refs.: Child Nutrition and WIC Reauthorization Act; Pub. L. No. 108-265 (Title I, Section 204), 118 Stat. 729
National School Lunch Act; 42 USC 1751 et seq.
Child Nutrition Act; 42 USC 1771 et seq.
7 CFR, Subtitle B, Chapter 11, Part 210
7 CFR 220; 7 CFR 225; 7 CFR 245
ORC 3313.814
OAC 3301-91-09

Cross Refs.:	EF, Food Services Management	IGAE, Health Education
	EFB, Free and Reduced-Price Food Services	IGAF, Physical Education
	EFF, Food Sale Standards	

NEW POLICY
File: GBCC
STAFF DRESS AND GROOMING

Staff dress and grooming should enhance a positive image of the District and not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety and decency.

The Board retains the authority to specify the following dress and grooming guidelines for staff. All staff members will, when assigned to District duty, including extracurricular activities:

1. Be physically clean, neat and well-groomed;
2. Dress in a manner reflecting their professional assignment, and
3. Dress in a fashion that is commonly accepted in this community.

Adoption Date:

ORC 3313.20

Cross Refs.: Staff Handbook

File: GBH (Also JM)
STAFF-STUDENT RELATIONS

The relationship between the District's staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with individual students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines.

1. Staff members shall not make derogatory comments to students regarding the school, **its staff, and/or other students** ~~and/or its staff~~.
2. The exchange of purchased gifts between staff members and ~~a student~~s is discouraged.
3. Staff-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. Dating between staff members and students is prohibited.
7. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
8. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
9. Staff members shall not send students on personal errands.
10. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
11. Staff members shall not attempt to **counsel**, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
12. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

Social Networking Web Sites

- 1. District staff who personally participate in social networking web sites are prohibited from posting data, documents, photographs or inappropriate information on any web site that might result in a disruption of classroom activity. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.**
- 2. District staff is prohibited from providing social networking web site passwords to students.**
- 3. Fraternization between District staff and students via the Internet, personal e-mail accounts, social networking web sites and other modes of virtual technology is also prohibited.**
- 4. Access of social networking web sites during school hours is prohibited.**

Violation of the prohibitions listed above will result in staff and/or student discipline in accordance with State law, Board policies and regulations, the Student Code of Conduct and/or staff negotiated agreements. Nothing in this policy prohibits District staff and students from the use of education web sites.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: ~~ORC 3313.20~~

Cross Refs.:	GBC, Staff Ethics	JHG, Reporting Child Abuse
	GBCA, Staff Conflict of Interest	JL, Student Gifts and Solicitations
	GBCB, Staff Conduct	JO, Student Records
	GBI, Staff Gifts and Solicitations	KBA, Public's Right to Know
	JFC, Student Conduct (Zero Tolerance)	Student Handbooks
	JG, Student Discipline	

Contract Refs.: Teachers' Negotiated Agreement

Support Staff Negotiated Agreement

File: IGAE
HEALTH EDUCATION

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

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

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

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

Adoption Date: May 23, 2002

Revision Date: August 14, 2006

Revision Date: May 24, 2010

Legal Refs.: ORC 3313.60; **3313.666; 3319.073** OAC ~~3301-35-02~~ **3301-35-04; 3301-35-06**

Cross Refs.:	EB, Safety Program	IGAH, Family Life Education
	EBC, Emergency/Safety Plans	IGAI, Sex Education
	EFG, Student Wellness	JHG, Reporting Child Abuse
	IGAF, Physical Education	JHF, Student Safety
	IGAG, Drugs, Alcohol & Tobacco Ed.	JFC, Student Conduct (Zero Tolerance)
	JFCF, Hazing & Bullying (Harassment, Intimidation & Dating Violence)	

File: JEB
ENTRANCE AGE
(Mandatory Kindergarten)

Each child who is five years of age on or before ~~September 30~~ **August 1** shall be eligible to enroll in kindergarten. Each child who is six years of age on or before ~~September 30~~ **August 1** and who has successfully completed kindergarten shall be eligible to enroll in the first grade.

When a request for early entrance to kindergarten is received, the building principal interviews the parent(s) and child and arranges for the testing. The child's fifth birthday must fall between ~~October 1~~ **August 2** and December 31 of the year requested for early entrance. The testing assists the superintendent by measuring the following areas.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: ORC 3321.01
 OAC 3301-35-03(F)(1)

File: JEB-R
ENTRANCE AGE
(Mandatory Kindergarten)

Kindergarten Admission

To enter kindergarten in the Westlake City Schools, a child must be five years old on or before ~~September 30~~ **August 1** with consideration given to admission of a younger child in the following instance:

1. Children whose fifth birthday is after ~~September 30~~ **August 1** but on or before December 31 of that school year will be considered for early admission at parental request.

Early admission will be granted if:

1. The school psychologist recommends early admission based on the school psychologist's evaluation that finds the child to be of superior mental ability and mature enough to participate in classroom activities.
2. The director of pupil services approves the recommendation of the school psychologist.
3. The principal and teacher recommend that the child continue in the kindergarten program after the initial 30 to 60 day period.

First Grade Admission

To enter first grade in the Westlake City Schools, a child must be six years old on or before ~~September 30~~ **August 1** with consideration given to admission of a younger child in the following instance:

1. Children whose sixth birthday is after ~~September 30~~ **August 1** but on or before December 31 of that school year will be considered for early admission at parental request.

Early admission will be granted if:

1. The school psychologist recommends early admission based on the school psychologist's evaluation that finds the child to be of superior mental ability and mature enough to participate in classroom activities.
2. The director of pupil services approves the recommendation of the school psychologist.
3. The principal and teacher recommend that the child continue in the first grade after the initial 30 to 60 day trial period.

Adoption Date: May 23, 2002

Revision Date:

File: JEBA
EARLY ENTRANCE TO KINDERGARTEN

State law establishes minimum age requirements for admission to kindergarten and first grade and sets forth requirements for a standardized testing program to evaluate those students deemed ready by parents for early admission. The district shall admit a child who fails to meet minimum age requirement for admission to kindergarten or first grade, if the child meets necessary standards deemed appropriate as outlined in the standardized testing program.

Children who will be the proper age for entrance to kindergarten or first grade by the first day of January of the school year for which admission is requested are evaluated upon the request of the child's parent or legal guardian.

Children who will not yet be the proper age for entrance to kindergarten or first grade by the first day of January of the school year for which admission is requested are also evaluated for possible early admittance if referred by an educator within the District or a preschool educator, a pediatrician or a psychologist who knows the child. The building principal may also request evaluation at his/her discretion.

When a request for early entrance to kindergarten or first grade is received for a student, the building principal/designee interviews the parent(s) and child and arranges for testing.

Children referred for early entrance evaluation shall be evaluated based upon the following:

- 1) Superior performance on individually administered intellectual measures,
- 2) Social maturity appropriate for participation in classroom activities at the grade level.
- 3) Appropriately developed readiness and personality skills as determined by the evaluation committee upon review of evaluation results and information provided by parents, preschool teachers, and others in the course of the evaluation.

An evaluation committee consisting of at least the building principal, examiner, parent/legal guardian, and a teacher of the grade to which the student is to be admitted will meet following the evaluation to determine if a probationary enrollment period will be granted. Early entrance will continue upon the principal and teacher recommendation that the child continue in the kindergarten or first grade program after the initial 30 to 60 day period from the first date of attendance.

The District will not admit any child who has not successfully completed a kindergarten program to the first grade. Upon parent request, the evaluation committee may exempt a student from this requirement if the committee determines that the student will be six years of age by the ~~thirtieth day of September~~ **first day of** August of the year of admittance and finds that the student demonstrates the necessary intellectual, social, and emotional skills necessary for first grade (in accordance with the early entrance evaluation criteria described above).

Adoption Date: August 14, 2006

Revision Date: April 27, 2009

Legal Refs.: ORC 3321.01; 3324.01 et. seq. OAC 3301-51-15

Cross Refs.: IGBB, Programs for Gifted and Talented Students
IKEB, Acceleration

File: JEE
STUDENT ATTENDANCE ACCOUNTING
(Missing And Absent Children)

The Board believes in the importance of trying to decrease the number of missing children; therefore, efforts are made to identify missing children and to notify the proper adults or agencies.

~~A student, at~~ At the time of initial entry into school, **a student** shall present to the person in charge of admission an official copy of a birth certificate and copies of those records pertaining to him/her that were maintained by the school that he/she most recently attended. In lieu of a birth certificate, birth documentation may include:

1. a passport or attested transcript thereof filed with a registrar of passports at a point of entry of the United States showing the date and place of birth of the child;
2. an attested transcript of the certificate of birth;
3. an attested transcript of the certificate of baptism or other religious record showing the date and place of birth of the child;
4. an attested transcript of a hospital record showing the date and place of birth of the child or
5. a birth affidavit.

If the student does not present copies of the required documents, the principal shall call the school from which the student transferred and request the information. If that district has no record on file of the student or if that district does not send the records within 14 days, the principal shall notify the ~~police department~~ **law enforcement agency** having jurisdiction in the area where the student resides of the possibility that the student might be a missing child.

The primary responsibility for supervision of a student resides with his/her parent(s). The staff provides as much assistance as is reasonable to parents with this responsibility.

Parents must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The principal or his/her designee is also required to notify a student's parent(s) when the student is absent from school. The parent(s) or other responsible person shall be notified by telephone or written notice, which is mailed on the same day that the student is absent. Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers, home addresses and any emergency telephone numbers.

The Board shall designate the superintendent to develop informational programs for students, parents and community members relative to the subject of missing children.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: ORC 109.65; 2901.30; 3313.205; 3313.672; 3313.96; 3319.321; 3319.322; 3321.12; 3705.05

Cross Refs.:	JEC, Student Admission	JEC , Student Admission
	JED , Student Absences and Excuses	JEC , Admission of Homeless Students
	JHF, Student Safety	JEDB, Student Dismissal Precautions

File: JFCC (Also EEACC)
STUDENT CONDUCT ON SCHOOL VEHICLES

The Board furnishes transportation in compliance with State law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the vehicle and after the student leaves the vehicle at the end of the school day.

Students on a school vehicle are under the authority of, and directly responsible to, the vehicle driver. The driver has the authority to enforce the established regulations for vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper procedures are followed.

The Board authorizes the Superintendent or other administrators to suspend a student from school ~~bus~~ **vehicle** riding privileges for a period not to exceed one school year. The only due process required is the student must receive notice of an intended bus riding suspension and an opportunity to appear before the Superintendent or other administrator before the suspension is imposed.

The Board's policy regarding suspension from school vehicle riding privileges must be posted in a central location in each school building and made available to students upon request.

Regulations regarding conduct on school vehicles, as well as general information about the school transportation program, are available to all parents and students.

Adoption Date: May 23, 2002
Revision Date: April 27, 2009

Revision Date: January 25, 2010
Revision Date:

Legal Refs.: ORC 3327.01; 3327.014
OAC 3301-83-08

Cross Refs.: JFC, Student Conduct (Zero Tolerance)
~~JGA, Corporal Punishment~~
JG, Student Discipline
Student Handbooks
Staff Handbooks

File: JFCF
HAZING AND BULLYING

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

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

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental and/or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity.

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

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

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher, or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

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

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

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

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

Adoption Date:	May 23, 2002	Revision Date:	April 27, 2009
Revision Date:	August 24, 2005	Revision Date:	May 24, 2010
Revision Date:	March 19, 2007	Revision Date:	
Revision Date:	September 22, 2008		
Legal Refs.:	ORC 117.53; 2307.44; 2903.31; 3301.22; 3313.666; 3313.667; 3314.03; 3319.073		
Cross Refs.:	AC, Nondiscrimination	JFCEA, Gangs	
	EDE, Computer/Online Services	JG, Student Discipline	
	IGAE, Health Education	JHG, Reporting Child Abuse	
	IIBH, District Website Publishing	Student Handbook	
	JFC, Student Conduct (Zero Tolerance)		
	JFCK, Use of Electronic Communications Equipment by Students		

File: JHCB
IMMUNIZATIONS ~~INOCULATIONS~~ OF STUDENTS

In order to minimize the spread of preventable illnesses in schools and provide students with a healthier learning environment, the Board requires immunizations in compliance with State law and the Ohio Department of Health for each student unless the parent(s) file an objection. The Board may also require tuberculosis examinations in compliance with the law. ~~against diphtheria, pertussis, tetanus, poliomyelitis, rubella, rubella and mumps is required for each student unless the parent(s) file an objection. The Board also requires tuberculosis examinations in compliance with law.~~

Students eligible for kindergarten and students new to the District must present written evidence of similar immunizations, or written evidence to indicate that they are in the process of receiving such immunizations, to be completed no later than the day of entrance. ~~Students entering the seventh grade must present evidence of an MMR booster.~~ Students failing to complete such immunizations within 14 days after entering are not permitted to return to school.

~~Beginning with the 1999-2000 school year, all kindergarten students are required to receive hepatitis B and varicella (chicken pox) immunizations.~~

The District maintains an immunization record for each student, available in writing to parents upon request.

Adoption Date: May 23, 2002

Revision Date: August 14, 2006
Revision Date:

Legal Refs.: ORC 3313.67; 3313.671; 3313.71; 3313.711; 3701.13

Cross Refs.: JEC, School Admission
JEG, Exclusions and Exemptions from School Attendance
JHCA, Physical Examinations of Students

File: JHF
STUDENT SAFETY

The Board believes that students have the right to be protected in all facets of the education program and directs the Superintendent/designee to develop and maintain a safety instruction program for all students.
~~The objectives of Safety instruction in the District includes:~~

1. **Establishing appropriate safety rules;**
2. learning how to practice safety and prevent accidents;
3. learning how to safely use and properly care for tools and equipment so as to reduce the potential for accidents;
4. developing habits of good housekeeping, proper storage and handling of materials, and sanitation;
5. becoming familiar with personal protection devices and the proper clothing to be worn for safety purposes;
~~and~~
6. learning how to cooperate with others in the promotion and operation of a safety program in the schools, ~~and~~ on school **grounds, and in school** vehicles;
7. ~~Staff members~~ **instructing** students not to accept gifts or automobile rides from strangers. Students are also instructed to tell staff members, parents, **or law enforcement officials** ~~police or school safety patrols~~ of any suspicious strangers in or around school property;
8. ~~The Board provides~~ **providing** instruction in personal safety **and assault prevention** in grades kindergarten through six. Upon the written request of a parent, a student shall be excused from such instruction; **and**
9. **providing age-appropriate instruction in dating violence prevention in grades 7 through 12.**

~~Instruction in courses in industrial technology, science, family consumer science, art, physical education, health and safety includes and emphasizes safety and accident prevention.~~

~~Safety instruction precedes the use of materials and equipment by students in the courses listed above, and instructors teach and enforce all safety rules established for the particular courses. These include the wearing of personal protective devices in appropriate situations.~~

In an attempt to further ensure student safety, staff members:

1. shall not send students on errands that would require the student to leave school property and/or drive a vehicle;
2. shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance;
3. shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background and
4. shall ~~pursuant to law and Board policy,~~ immediately report any suspected signs of child abuse or neglect.

In addition to instruction in safety, buildings are inspected annually to detect and remedy health and safety hazards. Staff members shall immediately report to the building administrator any accident or safety hazard he/she detects. The Superintendent is authorized and directed to develop appropriate means for the implementation of this policy.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: ORC 3313.60; 3313.643; 3313.96; 3705.05; 3737.73; 4107.31
OAC 3301-35-03

Cross Refs.: AFI, Evaluation of Educational Resources
EB, Safety Program
~~EBD, Crisis Management~~
GBH, Staff-Student Relations
IGAE, Health Education
JFCF, Hazing & Bullying (Harassment, Intimidation & Dating Violence)

JFCH, Alcohol Use by Students
JHG, Reporting of Child Abuse
JO, Student Records
JHH, Notification About Sex Offenders
JFCI, Student Drug Abuse
JEE, Student Attendance Accounting
(Missing and Absent Children)

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 must 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:
Revision Date:	September 16, 2004	
Legal Refs.:	ORC Chapter 2950, §149.93 ; 149.43; 2151.355; 2152.83; 2152.84 42 USC 14071 OAC Chapter 109:5-2	
Cross Refs.:	GBQ, Criminal Record Check JO, Student Records	

File: JM (Also GBH)
STAFF-STUDENT RELATIONS

The relationship between the District's staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with individual students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines.

10. Staff members shall not make derogatory comments to students regarding the school, **its staff, and/or other students** ~~and/or its staff~~.
11. The exchange of purchased gifts between staff members and ~~a student~~ students is discouraged.
12. Staff-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
13. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
14. Staff members shall not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
15. Dating between staff members and students is prohibited.
16. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
17. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
18. Staff members shall not send students on personal errands.
10. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
11. Staff members shall not attempt to **counsel**, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
12. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

Social Networking Web Sites

- 5. District staff who personally participate in social networking web sites are prohibited from posting data, documents, photographs or inappropriate information on any web site that might result in a disruption of classroom activity. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.**
- 6. District staff is prohibited from providing social networking web site passwords to students.**
- 7. Fraternization between District staff and students via the Internet, personal e-mail accounts, social networking web sites and other modes of virtual technology is also prohibited.**
- 8. Access of social networking web sites during school hours is prohibited.**

Violation of the prohibitions listed above will result in staff and/or student discipline in accordance with State law, Board policies and regulations, the Student Code of Conduct and/or staff negotiated agreements. Nothing in this policy prohibits District staff and students from the use of education web sites.

Adoption Date: May 23, 2002

Revision Date:

Legal Refs.: ~~ORC 3313.20~~

Cross Refs.:	GBC, Staff Ethics GBCA, Staff Conflict of Interest GBCB, Staff Conduct GBI, Staff Gifts and Solicitations JFC, Student Conduct (Zero Tolerance) JG, Student Discipline	JHG, Reporting Child Abuse JL, Student Gifts and Solicitations JO, Student Records KBA, Public's Right to Know Student Handbooks
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Contract Refs.: Teachers' Negotiated Agreement

Support Staff Negotiated Agreement