

**WESTLAKE CITY SCHOOLS
BOARD OF EDUCATION MINUTES**

**Regular Meeting – December 18, 2003 – 7:00 p.m.
Administration Building - 27200 Hilliard Blvd.**

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

Roll Call:

Mr. LeChaix	<u>Present</u>	
Mrs. D'Ettorre Wargo	<u>Present</u>	
Mr. Beal	<u>Present</u>	
Ms. Rocco	<u>Present</u>	
Mr. Swanson	<u>Absent</u>	Entered the meeting at 7:25 p.m.

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

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

Approval of Agenda as Amended to replace *Item I Executive Session – Personnel* with *Discussion of Board Vacancy*

Motion by Ms. Rocco
Seconded by Mrs. D'Ettorre Wargo
Roll Call Vote:

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

***Hearing of Public (15 minutes) Agenda Items**

- Councilman and former board member, Jim Connole, thanked Mr. LeChaix and Mr. Swanson for their service and dedication to the Westlake City School District.
- David Hessler commented on Item E.1. He doubts if the schools would consider the demon as a mascot in today's times and thinks its image is not consistent with the Board's goals and beliefs. In addition, he doesn't think the mascot teaches respect to the students.

A. Approval of Minutes

1. Work Session Meeting – November 6, 2003
Motion by Mrs. D'Ettorre Wargo
Seconded by Mr. Beal
Roll Call Vote:

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

2. Special Meeting – November 13, 2003

Motion by Ms. Rocco

Seconded by Mrs. D'Ettorre Wargo

Roll Call Vote:

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

3. Regular Meeting – November 20, 2003

Motion by Ms. Rocco

Seconded by Mrs. D'Ettorre Wargo

Roll Call Vote:

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

B. Superintendent's Report – WHS Choral Presentation

- WHS choral group, Company D, directed by Eric Richardson, sang a few holiday songs for the Board.

C. Special Reports and Recognitions

1. Resolution of Appreciation

Exhibit C-1

D. Treasurer's Report/Recommendations

1. Action Items

- | | |
|---|---------------|
| a. Resolution to Adjust FY04 Appropriations | Exhibit D-1-a |
| b. Resolution to Authorize Treasurer to Advance Funds | Exhibit D-1-b |
| c. Resolution Authorizing a Cooperative Health Benefits Program with Westlake, Avon, Avon Lake, and Rocky River Schools | Exhibit D-1-c |

E. CAC Report

1. Westlake High School Mascot

- Nancy Rodeno, CAC President, and Robin Moodley Shoredock presented their findings from a community survey regarding the high school mascot.
- Ms. Rocco would like the Superintendent to speak with the Athletic Director regarding the use of the mascot on athletic uniforms.

Mr. Swanson entered the meeting at 7:25 p.m.

F. New Business

1. Action Items:

- | | | |
|----|--|-----------------|
| a. | Resolution to Accept Gifts and Contributions | Exhibit F-1-a |
| b. | Resolution to Approve Staff Recommendations | |
| 1. | Resolution to Approve Employment of Substitute Teachers | Exhibit F-1-b-1 |
| 2. | Resolution to Approve Supplemental Contract | Exhibit F-1-b-2 |
| 3. | Resolution to Approve Extension of Parental Leave for Certificated Staff Member | Exhibit F-1-b-3 |
| 4. | Resolution to Approve Resignation and Employment of Classified Staff Members and Classified Substitutes | Exhibit F-1-b-4 |
| c. | Resolution to Approve Job Description of Assistant to the Director of Business Affairs - TABLED | Exhibit F-1-c |
| d. | Resolution to Approve Field Trip | Exhibit F-1-d |
| e. | Resolution to Approve Agreement for Admission of Tuition Pupils | Exhibit F-1-e |
| f. | Resolution to Approve District Officials to Sign Change Orders and Approve the Expenditure of Allowances for the Performing Arts Center Construction | Exhibit F-1-f |
| g. | Resolution to Approve Amended School Year Calendar for 2004-2005 | Exhibit F-1-g |
| h. | Resolution to Approve Westlake High School Program of Studies for the 2004-2005 School Year | Exhibit F-1-h |
2. Discussion Items
- a. First Reading – Athletics and Extra-Curricular Activities Policy
- Superintendent Costanza discussed the Athletics and Extra-Curricular Activities Policy to the Board.
 - Mr. Swanson wanted the district to consider adding additional athletic teams instead of cutting students.

3. Information Items – None.

G. Director of Business Affairs Report

Gary Slocum reported on the following District projects:

- Building layout and soil analysis for the Performing Arts Center will be completed shortly.
- Appropriate seating heights for the Performing Arts Center have been carefully studied, and the high-back seats are being recommended.
- A preliminary Permanent Improvement list for the summer of 2004 will be completed in the near future.

H. Director of Curriculum & Instruction Report – None.

President LeChaix passed the gavel to Vice President Wargo who then chaired the meeting.

I. Discussion of Board Vacancy

- Wargo - Mr. Swanson has resigned and the Board needs to decide on a process it will use to appoint a replacement. According to statute, the Board determines its own procedures for the selection of a replacement candidate and is required to wait at least 10 days but no more than 30 days to make their selection.
- Beal - He would like the replacement to be selected prior to January 15th or before the organizational meeting of the Board.
- Rocco - Asked the Board to consider having the organizational meeting on January 12, 2004 at 7 p.m.
- Beal - The selection process for the board candidate should come to closure no later January 11th. In addition, the Board will need to issue a notice for potential applicants. He further commented that he would like Mr. LeChaix to submit an application for this vacancy.
- Rocco - Asked the Board about the selection process and if interviews should be conducted. In order to comply with time constraints, she inquired as to whether Mr. LeChaix should be required to be interviewed if he chooses to apply.
- O'Malley - The entire Board should not interview Mr. LeChaix if he chooses to apply, but O'Malley indicated he would want to interview Mr. LeChaix via the phone.
- Wargo - There is some merit to see the next highest vote getter in the November election to take over the vacated board seat.
- Beal - Would like the Board to make applications available to interested persons for the board vacancy.
- O'Malley - Indicated that January 12th may be a tight timeframe to select a replacement. Also, he indicated the selection process should be open to any interested individual.
- Wargo - Applications would be offered to interested community members on December 19th and due no later than 4 p.m. on January 5th in the board administration offices. Interviews will be conducted sometime in the first week of January.
- Beal - Asked if it was permissible for the board to meet prior to their organizational meeting. Superintendent Costanza indicated it was permissible to do so.
- Wargo - Indicated that she and Mr. O'Malley will be sworn in on January 5th at 7 p.m.

Vice President Wargo passed the gavel to President LeChaix who then chaired the balance of the meeting.

J. Board Items

1. Elect President Pro Tem to Conduct Organizational Meeting

Mr. Beal nominated Mrs. D'Ettorre Wargo as President Pro Tem to conduct meetings of the Board in January prior to the selection of officers.

Motion by Mr. Beal

Seconded by Mrs. D'Ettorre Wargo

Roll Call Vote:

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

K. *Meeting Open to Public (15 Minutes)

- Swanson - He commented that he enjoyed serving on the Board over the years and has seen the Board work together to accomplish many things for the betterment of the community and the children of the Westlake City Schools.

On another note, he questioned the purpose of Mr. O'Malley running for the position of school board member and commented that he didn't want Mr. O'Malley to use the children of the schools to benefit his own personal cause. He wondered why Mr. O'Malley, who stated he is concerned with district finances, would use taxpayer dollars to pay for stationary, envelopes and business cards.

- Beal - He would like to have the Crocker Park representatives provide an overview of the project at an upcoming meeting of the Board.
- O'Malley - He commented to the Board that he requested stationary and business cards to communicate with people of the community and stated that Mr. Swanson was out of line with his comments as indicated at the Board table. He further stated that Mr. Swanson does not know him and that his comments mean nothing to him.
- Rocco - She indicated that what Mr. Swanson is saying is that there have not been any personal or political agendas exhibited by the current board members, and the Board has acted very well through their President. Further, a Board member cannot act in an individual capacity, and the Board should communicate its views as a whole unit.
- LeChaix - The Board will miss Mr. Swanson's leadership and historical perspective. He commended Mr. Swanson for his time, dedication and representation on the Board.

December 18, 2003
03-686

L. Adjournment

President LeChaix adjourned the meeting at 8:44 p.m.

President

Treasurer

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

EXHIBIT C-1
RES. #03-357

Westlake City Schools
RESOLUTION OF APPRECIATION

Thomas LeChaix

Board Member
1996-2003

President
2002-2003

WHEREAS, Thomas LeChaix has served as a member of the Westlake Board of Education for seven years, and

WHEREAS, during his tenure he has served in the capacity as president for three years, and

WHEREAS, his leadership has been instrumental in the district being recognized by the State of Ohio as being excellent and for the community approval of the construction of the Performing Arts Center, and

WHEREAS, his good judgment, vision and concern for the education of youth has been exceedingly valuable to the Board in the fulfillment of its responsibilities, and

WHEREAS, his dedicated service, leadership and commitment to the Westlake School District has brought lasting and enduring benefits to the youth and citizens of the Westlake City School District, and

WHEREAS, his personal characteristics of vision, integrity, concern, good humor, sincerity and commitment to the children of the community have had a positive impact on the entire school district,

NOW, THEREFORE, BE IT RESOLVED that the Westlake Board of Education adopts this "Resolution of Appreciation" commending Thomas LeChaix for dedication and faithful service and does hereby express its sincere appreciation to him on behalf of the citizens of the Westlake City School District and the staff of their schools, and

FURTHER BE IT RESOLVED that this resolution be duly recorded and spread on the minutes this 18th day of December, 2003, and the Treasurer is directed to deliver a copy of this resolution to Mr. LeChaix.

Vice-President

Motion by Mrs. D'Ettorre Wargo

Seconded by Ms. Rocco

Roll Call Vote:

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

RESOLUTION TO ADJUST FY04 APPROPRIATIONS

GENERAL FUND

Account	From	To	Amount
001-1100-500 Instruction-Supplies	\$708,405.50	\$706,405.50	-\$2,000.00
001-1100-600 Instruction-Capital Outlay	\$8,737.01	\$9,733.01	\$996.00
001-1100-700 Instruction-Replace. Equip.	\$262,623.97	\$261,627.97	-\$996.00
001-1200-400 Special Ed-Purchased Serv.	\$2,231.72	\$2,427.35	\$195.63
001-1300-500 Vocational-Supplies	\$7,670.96	\$9,670.96	\$2,000.00
001-2200-400 Support Serv. Pur. Services	\$112,121.36	\$112,191.10	\$69.74
001-2200-500 Support Services-Supplies	\$108,014.00	\$105,312.55	-\$2,701.45
001-2200-600 Support Services-Equipment	\$401.00	\$3,075.58	\$2,674.58
001-2300-500 Board of Ed-Supplies	\$2,450.00	\$2,476.87	\$26.87
001-2300-800 Board of Ed-Misc.	\$7,250.72	\$6,941.72	-\$309.00

EXHIBIT D-1-a
(Continued)

001-2400-400			
Admin. Purchased Serv.	\$341,094.92	\$340,280.55	-\$814.37
001-2400-800			
Admin. Misc	\$70,973.28	\$71,282.28	\$309.00
001-2600-500			
Business-Supplies	\$3,500.00	\$3,183.00	-\$317.00
001-2600-600			
Business-Capital Outlay	\$0.00	\$317.00	\$317.00
001-2900-400			
Gen. Support- Pur. Serv.	<u>\$41,800.00</u>	<u>\$42,349.00</u>	<u>\$549.00</u>
Total	\$1,677,274.44	\$1,677,274.44	\$0.00

E.M.I.S. Fiscal Year 2002

Account	From	To	Amount
432-2900-100-9442	\$5,188.07	\$4,155.22	-\$1,032.85
Salaries and Wages			
432-2900-200-9442	<u>\$1,932.37</u>	<u>\$2,965.22</u>	<u>\$1,032.85</u>
Benefits			
Total	\$7,120.44	\$7,120.44	\$0.00

Motion by Mr. Beal

Seconded by Ms. Rocco

Roll Call Vote:

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

December 18, 2003
03-690

EXHIBIT D-1-b
RES. #03-359

RESOLUTION TO AUTHORIZE TREASURER TO ADVANCE FUNDS

RESOLVED THAT
the Westlake Board of Education authorize the Treasurer to advance \$3,441.49 from the General Fund (001) to Project Link (011).

Motion by Mr. Beal

Seconded by Mrs. D'Ettorre Wargo

Roll Call Vote:

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

EXHIBIT D-1-c
RES. #03-360

RESOLUTION AUTHORIZING A COOPERATIVE HEALTH BENEFITS PROGRAM
WITH WESTLAKE, AVON, AVON LAKE, AND ROCKY RIVER SCHOOLS

The Board of Education of the Westlake City School District, Ohio, met in regular session on December 18, 2003, commencing at 7:00 p.m., at 27200 Hilliard Blvd., Westlake, Ohio, with the following members present:

Thomas LeChaix

Renee D'Ettorre Wargo

David Beal

Andrea Rocco

The Treasurer advised the Board that the notice requirements of Section 121.22 of the Revised Code and the implementing rules adopted by the Board pursuant thereto were complied with for the meeting.

Mrs. D'Ettorre Wargo moved the adoption of the following resolution:

WHEREAS, this Board of Education and the Boards of Education of the Avon, Avon Lake, and Rocky River City School Districts have been discussing the advantages which might result from a cooperative effort on health benefits for the employees of each of the four school districts; and

WHEREAS, it is important to this Board of Education and the other participating Boards of Education that the advantages of cooperating not impede, restrict or compromise the individual nature of each District and its health benefits; and

WHEREAS, the Westlake Board of Education and the other three Boards of Education have determined that it is possible to establish such a program for the benefit each Board of Education and that they will do so;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Westlake City School District, County of Cuyahoga, State of Ohio, that:

Section 1. This Board hereby finds, determines and declares that it is necessary and in the best interests of this School District to cooperate with the Boards of Education of the Avon, Avon Lake and Rocky River City School Districts in the authorization and establishment of a health benefits cooperative which shall be known as the "4 Schools Cooperative". Pursuant to that arrangement, the four participating School Districts will use the same thirty party administrator, use the same consultants, cooperatively buy stop loss coverage, and commit to each other for three years. At the end of the three years, this Board will evaluate the 4 Schools Cooperative and the programs which it has been able to offer to determine whether to continue in the cooperative arrangement.

Section 2. The Superintendent and the Treasurer are hereby authorized and directed to take any and all acts or actions, do any and all things which are necessary in order to establish the 4 Schools Cooperative, including entering into such contracts as are necessary to enter into such contracts that are necessary to accomplish the purposes of the 4 Schools Cooperative program, subject to ratification of the Board and to further the Board's interests in connection therewith, provided, however that the total amount of money to which this Board can be obligated at any one time under the 4 Schools Cooperative program cannot exceed the amount appropriated by this Board of Education for that purpose.

Section 3. This Board finds and determines that all formal actions of this Board and of any of its committees concerning and relating to the adoption of this Resolution were taken, and that all deliberations of this Board and of any of its committees that resulted in those formal actions were held, in meetings open to the public in compliance with the law.

Section 4. This Resolution shall be in full force and effect upon its adoption.

Mr. Beal seconded the motion.

Upon roll call on the adoption of the resolution, the vote was as follows:

<u>Thomas LeChaix</u>	<u>AYE</u>	<u>Renee D'Ettorre Wargo</u>	<u>AYE</u>
<u>David Beal</u>	<u>AYE</u>	<u>Andrea Rocco</u>	<u>AYE</u>

TREASURER'S CERTIFICATION

The above is a true and correct excerpt from the minutes of the regular meeting of the Board of Education of Westlake City School District, held on December 18, 2003.

[Written notice of the time and place of the regular meeting of the Board of Education held on December 18, 2003, was served personally upon, or actually received by, each Board member at least two days in advance of such meeting; and notice of the time, place and purposes of that special meeting, was, at least twenty-four (24) hours in advance of the time of such meeting, given to and received by all news media that had heretofore requested notification of such special meetings pursuant to Section 121.22 of the Revised Code and the procedures established by the Board for that purpose.]

Dated: December 18, 2003

Treasurer, Board of Education
Westlake City School District, Ohio

EXHIBIT F-1-a
RES. #03-361

RESOLUTION TO ACCEPT
GIFTS AND CONTRIBUTIONS
(ORC 3313.36)

RESOLVED THAT

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

Amica Mutual Insurance Company
Mr. Edward Doodian, Sales Manager
25000 Country Club Blvd., #220
North Olmsted, OH 44070

Donated \$1,000.00 to WHBS-TV at
Westlake High School to help purchase
a van to transport the student crew safely
to away events.

Mr. and Mrs. Wayne Pawuk
27725 Southbridge Circle
Westlake, OH 44145

Donated 500 feet of co-axial video cable
(total value \$125.00) to WHBS-TV at
Westlake High School to wire the new
production truck for mobile broadcasting
at update truck #3's wiring.

W.O.W. Cable
Mr. Kirk Zerkle, Manager
8868 Ridge Road
North Royalton, OH 44133

Donated \$500.00 to WHBS-TV at Westlake
High School to help purchase a 15 foot
production truck.

Westlake High School PTSA
Mrs. Tammy Smanik, President
2125 Salem Parkway
Westlake, OH 44145

Donated \$50.00 to WHBS-TV at Westlake
High School to purchase new microphones
for the studios at Westlake High School
and Lee Burneson Middle School.

Westlake Town Criers
Mr. Richard Masciere, Treasurer
P.O. Box 45224
Westlake, OH 44145

Donated \$350.00 to WHBS-TV at Westlake
High School to purchase two new Sony
ECM-44B lapel microphones for the studio.

Westlake Kiwanis Club
Mr. Keith Jenkins
2914 Dover Center Road
Westlake, OH 44145

Donated \$310.00 to WHBS-TV at Westlake
High School to help purchase a new
Videonics Titlemaker TM-3000 for the
broadcast truck.

EXHIBIT F-1-a
(Continued)

Martin and Diane Williams
25990 Williams Drive
Westlake, OH 44145

Donated \$25.00 to WHBS-TV at Westlake High School to purchase new audio equipment for the studio.

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

Donated \$2,100.00 in coupons for car washes and car interior detailing to WHBS-TV at Westlake High School to award to coaches and student athletes on the *Demon Zone*.

Dean's Greenhouse
3984 Porter Road
Westlake, OH 44145

Donated eight Poinsettia plants to the 5th and 6th grade music concerts at Parkside Intermediate School to decorate the stage during the Winter Concert performances.

VSM Sewing Inc.
31000 Viking Parkway
Westlake, OH 44145

Donated \$100.00 to the Work Study Lab at Westlake High School to support the students' fundraising efforts.

Mr. and Mrs. Morris Jr.
1545 Roseland Way
Westlake, OH 44145

Donated \$250.00 to Work Study Lab at Westlake High School to support the students' fundraising efforts.

Mark and Karen Schmidt
571 Lindford
Bay Village, OH 44140

Donated a 100 lb. Heavy Bag (punching bag) to the Athletic Department at Westlake High School for physical fitness in the weight room.

Mr. John Shumway
24382 Hilliard Blvd.
Westlake, OH 44145

Donated \$250.00 to Leadership Challenge at Westlake High School to supplement skills-building leadership training for our students.

Westlake Town Criers
Mr. Richard Masciere, Treasurer
P.O. Box 45224
Westlake, OH 44145

Donated \$150.00 to Frosh Volleyball at Westlake High School to defray the cost of running the freshman volleyball tournament.

EXHIBIT F-1-a
(Continued)

Anonymous

Donated an audio enhancement system to
Dover Elementary to be used to instruct
students.

Motion by Mrs. D'Ettorre Wargo
Seconded by Mr. Beal

Roll Call Vote:

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

RESOLUTION TO APPROVE EMPLOYMENT
OF SUBSTITUTE TEACHERS

RESOLVED THAT

the Westlake Board of Education approve the employment of the following substitute teachers for the 2003-2004 school year, contingent upon full and complete compliance with all State of Ohio and Westlake Board of Education employment eligibility criteria and paid from General Fund unless otherwise noted.

Joseph Ayoub
Tiffany Napier
Larry Booty
Tiffany Zemek

Brooke Mason
Stephanie Sawyer
Lisa Amador
Jaclyn Riley

Motion by Mrs. D'Ettorre Wargo

Seconded by Mr. Beal

Roll Call Vote:

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

EXHIBIT F-1-b-2
RES. #03-363

RESOLUTION TO APPROVE SUPPLEMENTAL CONTRACTS

RESOLVED THAT
the Westlake Board of Education approve the following supplemental contracts for the 2003-2004
school year.

<u>Name</u>	<u>Position</u>	<u>Years Experience</u>
Chad Pado	WHS Winter Athletic Contest Advisor	0
Scott Rovniak	WHS Asst. Band Director	14

Motion by Mrs. D'Ettorre Wargo

Seconded by Mr. Beal

Roll Call Vote:

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

RESOLUTION TO APPROVE EXTENSION OF PARENTAL
LEAVE FOR CERTIFICATED STAFF MEMBER

RESOLVED THAT

the Westlake Board of Education approve the extension of parental leave (6 weeks) for the following
certificated staff member.

Kristen Regas
Dover – Art Teacher

Motion by Mrs. D'Ettorre Wargo

Seconded by Mr. Beal

Roll Call Vote:

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

EXHIBIT F-1-b-4
RES. #03-365

RESOLUTION TO APPROVE RESIGNATION, EMPLOYMENT
OF CLASSIFIED STAFF MEMBERS AND CLASSIFIED SUBSTITUTES

RESOLVED THAT

the Westlake Board of Education approve the resignation and employment of the following classified staff members and classified substitutes for the 2003-2004 school year, contingent upon full and complete compliance with all State of Ohio and Westlake Board of Education employment eligibility criteria and paid from General Fund unless otherwise noted.

Resignation

Toby Barvincak	Effective:	11-24-03
Burneson – Cleaner (10 Months)		

Employment

Toby Barvincak	Rate:	8 hours/day, Step 1 (+\$.30)
Burneson – Cleaner (12 Months)	Effective:	11-24-03

David Basch	Rate:	8 hours/day, 10 Months
Burneson – Cleaner	Effective:	12-09-03

Substitutes

Beth Hudak	Clerk/Typist, Teacher Asst., Student Asst., Library Asst., Playground Asst., Kitchen Helper
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James Mann	Custodial
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Motion by Mrs. D'Ettorre Wargo

Seconded by Mr. Beal

Roll Call Vote:

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

EXHIBIT F-1-c
(TABLED)

RESOLUTION TO APPROVE JOB DESCRIPTION
OF ASSISTANT TO THE DIRECTOR OF BUSINESS AFFAIRS

RESOLVED THAT

the Westlake Board of Education approve the job description of Assistant to the Director of Business Affairs (see attached).

- No action was taken.
- Mrs. Wargo moved to table Exhibit F-1-c until all support staff job descriptions were reviewed for political correctness.

Motion by Mrs. D'Ettorre Wargo

Seconded by Ms. Rocco

Roll Call Vote:

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

Westlake City Schools

JOB DESCRIPTION

TITLE: Assistant to the Director of Business Affairs

RESPONSIBLE TO: Director of Business Affairs

QUALIFICATIONS:

- High school diploma
- 2 years of previous experience in support of management/administration
- Have the ability to communicate and deal with people in a congenial and positive manner.
- Extensive knowledge Microsoft Word, Excel, and Access
- Typing speed of 45 wpm
- Strong people and organizational skills.
- Outstanding attendance record

CONTRACT: 260 work days, exempt position

GENERAL RESPONSIBILITIES:

To assist in the operations of the business office and perform all secretarial services of the business office in a professional and courteous manner including but not limited to telephone and written communication skills, and skilled in the operation of the computer and other related business machines.

SPECIFIC DUTIES:

- Serves as receptionist for the business office
- Assists in data collection, research, preparation, typing, and duplicating of all written materials pertinent to the office.
- Maintains accurate files of all business office records and data
- Has the ability to compose letters and other correspondence with correct spelling and grammar.
- Maintains respect for confidential information.
- Maintains a working knowledge of all office machines and equipment, including computer, copier, fax.
- Prepares bidding documents for district projects.
- Submits estimates to the group purchasing associations
- Assists with the coordination of the food service program, including placing food and commodity orders,
 - verifying deposits, preparation of weekly and monthly status reports, inventory entry, publish and distribute the monthly menus, and preparation of the food service payroll.
- May be required to act as intermediate in chain of command, passing on instructions from his/her supervisor to other classified employees.
- Assists other central office staff when assigned or available.

Maintains files and assists with the coordination of the workers compensation program
Prepare requisitions and reconciles invoices for payment
Coordinate meetings for the business manager
Performs other duties as assigned.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essentials functions.

While performing the duties of this position, the employee is regularly required to sit, talk or hear, stand, walk and stoop. The employee is frequently required to reach with hands and arms and will frequently repeat the same hand, arm or finger motion such as when typing. The employee is continuously required to sit and interact with public and staff while meeting multiple demands from several people. The employee may occasionally have to lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

EXHIBIT F-1-d
RES. #03-366

RESOLUTION TO APPROVE FIELD TRIP

RESOLVED THAT
the Westlake Board of Education approve the following Field Trip.

WHS Latin Club

National Junior Classical League Convention
Columbus, Ohio
Friday-Sunday, March 12-14, 2004
Approximate Cost Per Pupil – \$110

Motion by Mr. Beal

Seconded by Ms. Rocco

Roll Call Vote:

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

RESOLUTION TO APPROVE AGREEMENT
FOR ADMISSION OF TUITION PUPILS

RESOLVED THAT

the Westlake Board of Education approve the Agreement for Admission of Tuition Pupils with the North Olmsted Board of Education for services for a special needs student for the 2003-2004 school year.

Motion by _____ Mr. Beal

Seconded by _____ Ms. Rocco

Roll Call Vote:

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

EXHIBIT F-1-f
RES. #03-368

RESOLUTION TO APPROVE DISTRICT OFFICIALS TO SIGN
CHANGE ORDERS AND APPROVE THE EXPENDITURE OF
ALLOWANCES FOR THE PERFORMING ARTS CENTER CONSTRUCTION

WHEREAS, the School District has entered into and will enter into various contracts for the construction of the performing arts center; and

WHEREAS, it is likely that there will be a need for School District representatives to approve change orders and the expenditure of allowances from time to time during construction and construction completion may be delayed if each change order must be approved directly by this Board; and

WHEREAS, delays in construction could lead to disruptions in the School District's calendar and academic program and lead to increased construction costs; and

WHEREAS, this Board believes that the construction of the performing arts center will be expedited by providing authority to certain School District officials to sign certain change orders and the expenditure of allowances in the name of and on behalf of the School District as provided and subject to the limitations set forth in this Resolution;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education that after careful consideration and evaluation of the information before it:

Section 1. The Business Manager, Superintendent, and President of this Board are hereby authorized to approve, sign and deliver, in the name of and on behalf of the School District, change orders and to use allowances as recommended by the Architect and Owner's Representative in connection with contracts for the performing arts center; provided that (i) no District official shall approve, sign or deliver any such change order or spend any allowance that would require the District to spend an additional amount for costs of the performing arts center unless the Treasurer of this Board shall first certify that there is available, or in the process of collection, to the credit of an appropriate fund and not encumbered for any other purpose the amount needed to meet the School District's additional obligations incurred by virtue of the change order; (ii) the Business Manager may approve, sign and deliver any change order or spend allowance money up to \$15,000; and (iii) the Project Committee consisting of a Board Member, Business Manager and Superintendent acting collectively may approve, sign and deliver any change order or spend allowance money up to \$25,000. The Business Manager shall provide a monthly report to the Board regarding change orders and allowances.

Section 2. The Treasurer and President of this Board, the Superintendent of Schools, the Business Manager, as appropriate, are each authorized to sign any certificates and documents and to take such actions as are necessary or appropriate to consummate the transactions contemplated by this Resolution.

EXHIBIT F-1-f
(Continued)

Section 3. The Treasurer is hereby directed to notify the Architect, the Construction Manager and the Commission that the aforementioned District officials have change order and allowance authority.

Section 4. This Board finds and determines that all formal actions of this Board and of any of its committees concerning and relating to the adoption of this Resolution were taken, and that all deliberations of this Board and of any of its committees that resulted in such formal actions were held, in meetings open to the public, in compliance with the law.

Section 5. This resolution shall be in full force and effect from and immediately after its adoption.

Motion by Mr. Swanson

Seconded by Mrs. D'Ettorre Wargo

Roll Call Vote:

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

EXHIBIT F-1-g
RES. #03-360

RESOLUTION TO APPROVE AMENDED
SCHOOL YEAR CALENDAR FOR 2004-2005

RESOLVED THAT
the Westlake Board of Education approve the amended school year calendar for 2004-2005 (see
attached).

Motion by Mr. Beal

Seconded by Ms. Rocco

Roll Call Vote:

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

WESTLAKE CITY SCHOOL DISTRICT SCHOOL CALENDAR 2004-2005 School Year

AUGUST/SEPTEMBER

(27)

M	T	W	TH	F
16	17	18	19	20
23	24	25	26	27
30	31	1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

OCTOBER

(20)

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

NOVEMBER

(19)

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

DECEMBER

(13)

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JANUARY

(19)

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

FEBRUARY

(19)

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

MARCH

(18)

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

APRIL

(20)

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

MAY/JUNE

(25)

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31	1	2	3
6	7	8	9	10
13	14	15	16	17

Opening Staff Meeting	Aug. 23	End of 2 nd Grading Period	Jan. 14
All Students	Aug. 24	Martin Luther King Day	Jan. 17
Kindergarten Starts	Aug. 25	Teacher Records Day	Jan. 18
Labor Day	Sept. 6	Presidents' Day	Feb. 21
NEOEa Day	Oct. 8	End of 3 rd Grading Period	March 24
End of 1 st Grading Period	Oct. 27	Spring Break	March 25-April 1
Teacher Inservice Day	Nov. 2	Memorial Day Observance	May 30
Compensatory Day	Nov. 24	Last Student Day	June 6

Thanksgiving Vacation	Nov. 25-26	Teacher Records Day	June 7
Winter Vacation	Dec. 20-31		

⊗ = No School

● = Teacher Work Day (Students NOT in Session)

■ = Compensatory Day

First Semester - August 24 through January 14 = 90 days

Second Semester - January 19 through June 6 = 90 days

December 18, 2003
03-710

EXHIBIT F-1-h
RES. #03-370

RESOLUTION TO APPROVE THE WESTLAKE HIGH SCHOOL
PROGRAM OF STUDIES FOR 2004-2005

RESOLVED THAT

the Westlake Board of Education approve the Westlake High School Program of Studies for the 2004-2005 school year.

Motion by Mr. Swanson

Seconded by Ms. Rocco

Roll Call Vote:

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

FILE: IGDJ-A

Athletics and Extra-Curricular Activities Philosophy and Principles

The Westlake Board of Education believes that extra-curricular activities, including interscholastic athletics, are a desirable part of the total school program. The extracurricular program is essential to the social, emotional and intellectual development of the student. We will compete athletically at the highest degree of excellence through a program that is structured, developmentally appropriate, increasingly competitive and respects the dignity of all participants. All students are encouraged to participate and enjoy the privilege of representing their school and community under the guidelines and terms of the Westlake Board of Education and Ohio High School Athletic Association.

The Westlake Board of Education will foster and promote the following beliefs:

- Standards and ideals established and practiced will greatly influence the youth, the school and community; and therefore, only the best traditions of good citizenship and conduct will be promoted.
- In education, it must be remembered that athletics exists for the education of the youth rather than the youth existing for the performance of athletic activities.
- The welfare of the pupils takes precedence over any other interests.
- Participation in extracurricular activities and athletics is a privilege that carries with it responsibilities to the school, the activity, to the student body, to the community, and to the students themselves.
- In areas of competition, activities add to our school spirit and help all students and spectators, as well as participants, to develop pride in their school.
- Athletics offer opportunities to represent the school and community, to assist in the development of fellowship and goodwill, to promote self-realization and all-around growth and to encourage the learning of civic responsibility.
- School activities should be school-controlled and school-directed.
- While the Board of Education takes great pride in winning, it does not condone “winning at all cost” and discourages any and all pressures which might tend to neglect good sportsmanship and/or discourage an athlete from participating in any activities of their choice.

- Trained and competent leadership and coaching, appropriate equipment and facilities are essential prerequisites for any sponsored activity.
- To work with others in a democratic society, a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. Teamwork is an important skill to be learned and applied.
- Coaches should teach the specific skills necessary for improvement and provide guidance in the development of self-realization, good sportsmanship, cooperation, leadership, ethical behavior and appreciation for the importance of practice.
- Good learning habits foster civic responsibility.

In order to put these beliefs into practice, the following operating principles and standards should be followed.

- The program of activities should be fully integrated and consistent with the administrative policies and Code of Conduct of the school so that students experience common expectations.
- Scheduling arrangements and organization shall be under the direct supervision of the Athletic Coordinator.
- Participants may be required to meet expectations beyond those of non-participants.
- Activities and programs shall be established to promote good sportsmanship consistent with standards of the Ohio High School Athletic Association.
- Athletic programs shall have consistent goals, objectives and fundamentals from level to level.
- Breaking the law in any manner, using narcotics or alcohol, smoking, using foul language, or acting in any disrespectful manner are all examples of unacceptable behavior by any teenager, especially by a teenage athlete.
- The administration shall be responsible for implementing the best possible program to meet the conditions of this policy.

FILE: IGDJ-A
Page 3

ADOPTION DATE:

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

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

December 18, 2003
03-714

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