

**WESTLAKE CITY SCHOOLS
BOARD OF EDUCATION MINUTES**

**Monday, August 25, 2008 – 5:30 p.m. – Regular Meeting
Administration Building – Board Room
27200 Hilliard Blvd.**

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

Roll Call:

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

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

Acknowledgment of Visitors: President Rocco thanked all in attendance.

Approval of Agenda

Motion by Mr. Marinucci
Seconded by Mr. Mays

Motion to Amend Agenda to *remove the Executive Session*

Motion by Mr. Marinucci
Seconded by Mr. Sullivan

Roll Call Vote:

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

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

A. Approval of Minutes

1. Regular Meeting of July 14, 2008

Motion by Ms. Winter
Seconded by Mr. Sullivan

Roll Call Vote:

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

B. Special Reports and Recognitions – None.

C. Superintendent's Report

Superintendent Keenan reported on the following:

1. Opening day ceremonies for staff will take place on August 26th in the PAC.
2. Opening day for students is August 27th with the exception of kindergarten which is August 28th.
3. The District had a successful athletic week with girls soccer, boys soccer and football winning their first games.
4. It appears the Home Team Marketing advertising initiative is successful.
5. The District Report Card comes out August 26th. Westlake obtained an Excellence with Distinction rating.
6. The District website is in the process of being revised.
7. Kim Bonvissuto will be collecting photos/videos on facilities at neighboring districts.
8. The Board Policy Subcommittee (Sullivan, Marinucci, Laub and Keenan) recently met to discuss/review policies.
9. The Board Curriculum Subcommittee (Mays, Winter, Griebel and Keenan) will meet on August 26th.

D. Treasurer's Report/Recommendations

1. Action Items

- | | |
|--|---------------|
| a. Resolution to Accept Funds | Exhibit D-1-a |
| b. Resolution to Approve FY09 Temporary Appropriations – Other Funds | Exhibit D-1-b |
| c. Resolution to Adjust FY09 Temporary Appropriations | Exhibit D-1-c |
| d. Resolution to Approve Student Activity Purpose Statements and Budgets | Exhibit D-1-d |
| e. Resolution to Approve Then and Now Certificates | Exhibit D-1-e |
| f. Resolution to Authorize Treasurer to Advance Funds | Exhibit D-1-f |

E. CAC Reports

1. Exploration of Funding Alternatives

Troy Miller from the CAC presented a report on school funding alternatives and cost savings strategies. His report focused on two main areas of facilities and operations. The report recommended the Board consider a fee-based system for students and entertain the concept of municipal leasing/public-private partnership for funding its capital requirements.

Rocco: How have other districts communicated to the public about the implementation of student fees?

Miller: He's not sure.

2. Westlake's Gifted & Honors Programs – No report
3. 21st Century & Beyond – Teaching Financial Responsibility – No report

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 and Employment for Staff Members Exhibit F-1-b-1
2. Resolution to Approve Appointment of Classified Substitutes Exhibit F-1-b-2
3. Resolution to Approve Stipends for 2008-2009 Literacy Leaders (Revised Funding) Exhibit F-1-b-3
4. Resolution to Approve Use of VI-B IDEA Funds Exhibit F-1-b-4
5. Resolution to Approve Additional Hours for Adult Basic Literacy Education Personnel 2007-2008 Exhibit F-1-b-5
6. Resolution to Approve Employment for Adult Basic Literacy Education Personnel 2008-2009 Exhibit F-1-b-6
7. Resolution to Approve Certified Employment Exhibit F-1-b-7
8. Resolution to Approve Employment of Auxiliary Services Personnel Exhibit F-1-b-8
9. Resolution to Approve Health Services for Non-Public Schools Exhibit F-1-b-9
10. Resolution to Approve Supplemental Resignations and Contracts Exhibit F-1-b-10
11. Resolution to Approve Summer Athletic Camp Employment Exhibit F-1-b-11
12. Resolution to Approve Project Link Resignation and Employment Exhibit F-1-b-12
13. Resolution to Approve Reclassification of Certified Staff Members Exhibit F-1-b-13
14. Resolution to Approve Bus Drivers and Hours Exhibit F-1-b-14
15. Resolution to Approve Stipends for STEM Grant Salaries Exhibit F-1-b-15
16. Resolution to Approve Resignations and Appointment of Substitutes for Staff Members Exhibit F-1-b-16
17. Resolution to Approve Employment of 2008 Fall Semester STEM Technicians Exhibit F-1-b-17
- c. Resolution to Approve Agreements for Admission of Tuition Pupils Exhibit F-1-c
- d. Resolution to Approve Lease Agreement Exhibit F-1-d
- e. Resolution to Approve Sunday Building Use Exhibit F-1-e
- f. Resolution to Approve Job Description of Westlake City Schools Clerk/Typist-WHS Exhibit F-1-f
- g. Resolution to Approve Job Description of Westlake City Schools Special Education Assistant Exhibit F-1-g
- h. Resolution to Approve Job Description of Westlake City Schools Teacher Assistant (Special Needs) Exhibit F-1-h
- i. Resolution to Approve Job Description of Westlake City Schools Student Attendant Exhibit F-1-i
- j. Resolution to Approve Change Order for Lee Burneson Middle School HVAC Project Exhibit F-1-j
- k. Resolution to Approve Bus Routes for 2008-2009 School Year Exhibit F-1-k
- l. Resolution to Approve Continuous Improvement Plan Exhibit F-1-l

G. Director of Business Affairs Report

Dave Puffer reported on the following District projects:

1. The Burneson HVAC project is almost complete. The District is still waiting on the air handler units to be delivered.
2. The independent analysis of the air quality at Bassett revealed all levels are in the acceptable range.
3. Custodial and Maintenance staff are working diligently on all the facilities for opening day.
4. There is a defective fire hydrant at the high school.

H. Director of Academic Services Report – None.

I. Board Items

The Board discussed and arrived at a consensus with respect to the following CAC reports:

1. Communications
 - a. As a result of the report, the District proactively responded in formulating Board notes.
 - b. The Board felt the presentation was thorough and the survey was helpful.
 - c. The recommendations appear to be fiscally responsible.
2. Field Trips
 - a. The report revealed valid comments about the investigation of District volunteers.
 - b. The Board and the administration felt that some particular bus manifestos may be difficult to manage.
 - c. Required fingerprinting appears to be an issue for volunteers due to cost.
 - d. The Board agreed the District should follow up on the recommendations.
3. Gifted Programs
 - a. Based upon the Superintendents comments, the Board is not sure additional focus needs to be placed on this area at this time.
 - b. Policies should dictate any further Board direction in this area.
 - c. The Superintendent stated that due to changes in law, some services the District offers do not officially count by the state.
4. School Funding Alternatives
 - a. The Board agreed that the financing options discussed in this report may warrant additional investigation. They directed the CFO to contact Mr. Miller for additional information.

Ms. Winter was requested to compile a summary evaluation report for Board review and then submission to the CAC.

*Meeting Open to Public (15 Minutes)

J. Adjournment

President Rocco adjourned the meeting at 7:14 p.m.

President

Treasurer

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

EXHIBIT D-1-a
RES. #08-257

RESOLUTION TO ACCEPT FUNDS

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

State Funds	Amount	Fund	Special Cost Center
Montessori Children's School 2008-2009	\$30,938.22	401	9509
Westlake Montessori 2008-2009	\$3,362.85	401	9609
St. Paul 2008-2009	\$166,797.36	401	9709
St. Bernadette 2008-2009	\$228,001.23	401	9809
Le Chaperon Rouge 2008-2009	\$24,212.52	401	9909

Federal Funds	Amount	Fund	Special Cost Center
Adult Basic & Literacy Education – Instruction Fund FY09	\$75,732.00	501	9309
Adult Basic & Literacy Education – EL & Civics Fund FY09	\$18,000.00	501	9509
Title VI Special Education, Part–B-IDEA FY09	\$748,957.33	516	9609
Title III LEP/Immigrant FY09	\$16,212.00	551	9519
Title I FY09	\$413,928.57	572	9109
Title V Innovative Programs FY09	\$4,411.37	573	9209
Title IV Safe and Drug Free Schools FY09	\$7,490.74	584	9859
Early Childhood Special Education FY09	\$17,944.27	587	9009
Title II-A Improving Teacher Quality FY09	\$96,544.72	590	9009
Title II-D Technology Fund FY09	\$3,886.48	599	9909

Motion by Mr. Marinucci

Seconded by Ms. Winter

Roll Call Vote:

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

August 25, 2008
08-442

EXHIBIT D-1-b
RES. #08-258

RESOLUTION TO APPROVE FY09 TEMPORARY APPROPRIATIONS – OTHER FUNDS

RESOLVED THAT
the Westlake Board of Education approves FY09 Temporary Appropriations – Other Funds (see attached).

Motion by Mr. Sullivan

Seconded by Mr. Marinucci

Roll Call Vote:

Ms. Rocco AYE

Mr. Sullivan AYE

Mr. Marinucci AYE

Mr. Mays AYE

Ms. Winter AYE

EXHIBIT D-1-c
RES. #08-259

RESOLUTION TO ADJUST FY09 TEMPORARY APPROPRIATIONS

RESOLVED THAT
the Westlake Board of Education adjusts the following FY09 temporary appropriations:

GENERAL FUND			
Account	From	To	Difference
001-2200-400			
Support Services-Purchased Services	\$54,385.00	\$75,824.35	\$21,439.35
001-2200-500			
Support Services-Supplies	\$34,462.00	\$29,963.26	(\$4,498.74)
001-2200-600			
Support Services-Equipment	\$700.00	\$5,948.39	\$5,248.39
001-2200-800			
Support Services-Miscellaneous	\$197.00	\$2,089.00	\$1,892.00
001-2400-500			
Admin-Supplies	\$12,815.00	\$11,641.01	(\$1,173.99)
001-2400-600			
Admin-Equipment	\$397.00	\$1,570.99	\$1,173.99
001-2400-800			
Admin-Miscellaneous	\$29,873.00	\$32,504.00	\$2,631.00
001-2500-400			
Fiscal-Purchased Services	\$15,975.00	\$29,124.74	\$13,149.74
001-2600-800			
Business-Miscellaneous	\$1,141.00	\$1,277.00	\$136.00
001-2800-800			
Transportation-Miscellaneous	\$0.00	\$75.00	\$75.00
001-7400-900			
Advances Out	\$5,175.00	\$21,546.85	\$16,371.85
Total	\$155,120.00	\$211,564.59	\$56,444.59

EXHIBIT D-1-c
(Continued)

UNIFORM SCHOOL SUPPLIES			
Account	From	To	Difference
009 1100 500 9009			
Uniform School Supplies-Supplies	\$25,000.00	\$32,029.23	\$7,029.23
Total	\$25,000.00	\$32,029.23	\$7,029.23
SUMMER SCHOOL			
Account	From	To	Difference
011-1100-100-9011			
Summer School-Salaries	\$51,070.00	\$35,934.16	(\$15,135.84)
011-1100-500-9011			
Summer School-Supplies	\$500.00	\$15,635.84	\$15,135.84
Total	\$51,570.00	\$51,570.00	\$0.00
SUNSHINE - TRANSPORTATION			
Account	From	To	Difference
018-3900-500-9722			
Sunshine - Transportation Supplies	\$500.00	\$600.00	\$100.00
Total	\$500.00	\$600.00	\$100.00
ST. PAUL FY08			
Account	From	To	Difference
401-3200-100-9708			
Salaries & Wages	\$11,600.28	\$11,668.03	\$67.75
Total	\$11,600.28	\$11,668.03	\$67.75
ST. BERNADETTE FY08			
Account	From	To	Difference
401-3200-100-9808			
Salaries & Wages	\$4,754.19	\$4,938.20	\$184.01
Total	\$4,754.19	\$4,938.20	\$184.01

EXHIBIT D-1-c
(Continued)

Motion by Mr. Sullivan

Seconded by Mr. Marinucci

Roll Call Vote:

Ms. Rocco AYE

Mr. Sullivan AYE

Mr. Marinucci AYE

Mr. Mays AYE

Ms. Winter AYE

RESOLUTION TO APPROVE STUDENT ACTIVITY
PURPOSE STATEMENTS AND BUDGETS

RESOLVED THAT

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

2008-09 Policy and Purpose Statements*

Fund	SCC	Description	Estimated Revenue	Estimated Expenses
018	9724	Vending Machine - WHS Teachers Lounge	\$1,200.00	\$1,200.00
018	9726	Board Contribution Fund	\$5,000.00	\$3,000.00
018	9764	In-Service WHS	\$17,222.00	\$16,800.00
018	9765	Music Fees - WHS	\$7,000.00	\$7,000.00
018	9766	Guidance - WHS	\$51,500.00	\$59,000.00
018	9767	Library - WHS	\$2,200.00	\$3,950.00
018	9772	Music Programs - Hilliard	\$500.00	\$475.00
018	9776	Band-Music Programs - WHS	\$8,000.00	\$8,000.00
018	9778	Choral-Music Program - WHS	<u>\$1,000.00</u>	<u>\$3,000.00</u>
		Total 018 Fund	\$93,622.00	\$102,425.00
200	9111	Art Gallery - WHS	\$2,200.00	\$1,000.00
200	9131	Drama Club - WHS	\$18,400.00	\$18,400.00
200	9140	WHBS-TV50 - WHS	\$43,000.00	\$43,000.00
200	9151	Computer Club - WHS	\$100.00	\$50.00
200	9165	German Club - WHS	\$150.00	\$220.00
200	9185	Spanish Club - WHS	\$700.00	\$500.00
200	9195	French Club - WHS	\$300.00	\$275.00
200	9200	Foreign Language Club - WHS	\$6,360.00	\$5,800.00
200	9314	Work Study Lab - WHS	\$20.00	\$1,300.00
200	9350	American Field Service (AFS) - WHS	\$1,450.00	\$980.00
200	9390	Work Study - WHS	\$800.00	\$2,000.00
200	9490	Band - WHS	\$190,000.00	\$190,000.00
200	9491	Choir - WHS	\$45,000.00	\$45,000.00
200	9559	Ski Club - WHS	\$90,000.00	\$90,000.00
200	9604	Project Support - WHS	\$600.00	\$550.00

EXHIBIT D-1-d
(Continued)

200	9612	Student Council - WHS	\$35,000.00	\$30,500.00
200	9614	Academic Challenge - WHS	\$150.00	\$110.00
200	9632	Key Club - WHS	\$2,100.00	\$2,150.00
200	9635	Pep Club - WHS	\$200.00	\$125.00
200	9636	Students Against Drunk Driving - WHS	\$300.00	\$150.00
200	9650	TechMates Club - WHS	\$250.00	\$250.00
200	9680	Panorama - WHS	\$3,000.00	\$2,600.00
200	9691	Green & White - WHS	\$3,500.00	\$3,650.00
200	9692	Literary Magazine - WHS	\$1,200.00	\$1,200.00
200	9710	National Honor Society - WHS	\$2,100.00	\$2,200.00
200	9720	Leadership Challenge - WHS	\$10,900.00	\$8,800.00
200	9805	P. E. Action - WHS	\$500.00	\$1,000.00
200	9842	Class of 2009 - WHS	\$35,000.00	\$30,175.00
200	9843	Class of 2010 - WHS	\$19,800.00	\$4,100.00
200	9845	Class of 2012 - WHS	<u>\$1,200.00</u>	<u>\$350.00</u>
		Total 200 Fund	\$513,080.00	\$486,085.00
300	9500	Athletics - WHS	\$235,000.00	\$308,800.00
300	9502	Vending Machine Athletics - WHS	\$10,000.00	\$10,000.00
300	9563	Swim Pool - WHS	<u>\$10,000.00</u>	<u>\$10,000.00</u>
		Total 300 Fund	\$255,000.00	\$328,800.00

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

Motion by Mr. Sullivan

Seconded by Mr. Marinucci

Roll Call Vote:

Ms. Rocco AYE

Mr. Sullivan AYE

Mr. Marinucci AYE

Mr. Mays AYE

Ms. Winter AYE

RESOLUTION TO ISSUE THEN AND NOW CERTIFICATES

RESOLVED THAT
the Westlake Board of Education authorizes Then and Now Certificates for the following purchase orders:

PO No.	Vendor	Description	Amount
73345	Camp Cheerful	General Purchased Service ESY	\$5,205.00
73503	Lakewood Board of Education	General Tuition	\$3,900.00
73504	Lakewood Board of Education	General Tuition	\$3,900.00
73505	Cleveland Municipal School District	General Tuition	\$4,000.00

Motion by Ms. Winter

Seconded by Mr. Sullivan

Roll Call Vote:

Ms. Rocco AYE

Mr. Sullivan AYE

Mr. Marinucci AYE

Mr. Mays AYE

Ms. Winter AYE

EXHIBIT D-1-f
RES. #08-262

RESOLUTION TO AUTHORIZE TREASURER TO ADVANCE FUNDS

RESOLVED THAT
the Westlake Board of Education authorizes the Treasurer to advance the following funds:

From	To	Amount
General Fund (001)	Uniform School Supply Fund (009 9009)	\$21,546.85

Motion by Mr. Mays

Seconded by Mr. Sullivan

Roll Call Vote:

Ms. Rocco AYE

Mr. Sullivan AYE

Mr. Marinucci AYE

Mr. Mays AYE

Ms. Winter 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:

Tony & JoAnn Hoty
27050 Hilliard Blvd.
Westlake, OH 44145

Donated \$163.64 in supplies to WHBS-TV at Westlake High School to keep WHBS-TV equipment, van and grounds in top shape. Also to provide beverages and snacks for the summer student crews.

Mr. Jimmy Lee
29798 Schwartz Road
Westlake, OH 44145

Donated \$150.00 to WHBS-TV at Westlake High School to purchase a new digital DVD on-air broadcast player.

Mike Pruitt Honda
Mr. Mike Pruitt
43 Pruitt Blvd.
P.O. Box 4600
Akron, OH 44310

Donated \$300.00 to WHBS-TV at Westlake High School to help purchase new digital broadcasting equipment for the TV station.

Rego's Fresh Market
Mr. Chuck Rego
1499 Columbia Road
Westlake, OH 44145

Donated 30 green and white cupcakes (\$33.00) to WHBS-TV at Westlake High School to give out to all of our coaches and guests on the 350th *Demon Zone* show.

Motion by Mr. Marinucci

Seconded by Ms. Winter

Roll Call Vote:

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

EXHIBIT F-1-b-1
RES. #08-264

RESOLUTION TO APPROVE RESIGNATIONS AND
EMPLOYMENT FOR STAFF MEMBERS

RESOLVED THAT
the Westlake Board of Education approves substitutes, resignations, and employment for staff
members as follows:

Classified Resignation

Jackie Nackowicz	Parkside Elementary Asst.	Effective:	08/11/2008
Sue Kantner	Dover Elementary Asst.	Effective:	08/11/2008
Cathy Rasmussen	Holly Lane Elementary Asst.	Effective:	08/11/2008
Sandra Lewis	Holly Lane Cashier	Effective:	08/11/2008
Cindy Manning	Lee Burneson Cashier	Effective:	08/11/2008
Jackie Massa	WHS Supervision Asst.	Effective:	08/15/2008
Laura Winchester	Parkside Spec. Ed. Asst.	Effective:	08/04/2008

Classified Employment

Ryan Falin	Dover Summer Help	Effective:	07/21/08, Step 0, 8 Hrs/Day, 5 Day/Wk
Jackie Nackowicz	Parkside Spec. Ed. Asst.	Effective:	08/26/08, Step 3, 6.5 Hrs/Day, 9 Mos/Yr
Julie Lindsey	Parkside Spec. Ed. Asst.	Effective:	08/26/08, Step 2, 6.5 Hrs/Day, 9 Mos/Yr
Jackie Massa	WHS Clerk/Typist	Effective:	08/26/08, Step 1, 7.5 Hrs/Day, 9.5 Mos/Yr
Patricia Riegling	LBMS Cashier	Effective:	08/27/08, Step 5, 3 Hrs/Day, 9 Mos/Yr
Karen Siegmeyer	Holly Lane Cashier	Effective:	08/27/08, Step 12, 2.5 Hrs/Day, 9 Mos/Yr
Donna Corrigan	Bus Driver	Effective:	08/12/08, Step 0, 2.25 Hrs/Day
Jennifer Dossa	Bus Driver	Effective:	08/12/08, Step 0, 4 Hrs/Day
Madonna Faragher	Bus Driver	Effective:	08/12/08, Step 7, 4 Hrs/Day
Denise Higgins	Bus Driver	Effective:	08/12/08, Step 0, 4.25 Hrs/Day
Patricia Riegling	Bus Driver	Effective:	08/12/08, Step 8, 4.5 Hrs/Day
Suzan Chambers	Bus Driver	Effective:	08/12/08, Step 0, 4.75 Hrs/Day
Mike Hannah	Bus Driver, Relief	Effective:	08/12/08, Step 0, 4 Hrs/Day

Certified Employment

Karen Schmidt	WHS Long-Term Sub	Effective:	08/26/08, Step 10, BA+30
James Patrizi	WHS Business Ed.	Effective:	08/26/08, from Step 7 to 8
Kristen Russ	Dover Long-Term Sub	Effective:	08/26/08, Step 2, BA

Motion by Mr. Sullivan

Seconded by Mr. Marinucci

Roll Call Vote:

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

RESOLUTION TO APPROVE APPOINTMENT OF CLASSIFIED SUBSTITUTES

RESOLVED THAT

the Westlake Board of Education approves appointment of classified substitutes for the 2008-2009 school year as follows:

Classified Substitutes

Cathy Allen	Susan Dvorak	Sean Koltiska	Terri Orszak
Beverly Ankert	J. Edward Failor	Melissa Kuzyk	Michael Paskert
Tina Bacik	Lindy Finucan	Margaret Laskowski	Pam Pearlman
Cecelia M. Baker	Carol Flannick	Maureen Leheney	Leona Pennington
Megan Basch	Kathy Fordos	Jerry Lewis	Reda Perusek
Barbara Biel	Carol Fox	Sandra Lewis	Pamela Phillips
James Bigenho	Tami Fuller	Katarina Liegl	Cathy Rasmussen
Delores Bott	Darlene Glass	Diane Linstead	Patricia Riegling
Laurie Bowles	Zita Goldberg	Tim Lloyd	Angela Robinson
Lisa Bowser	Ellen Goggins	Doris Locklear	Juan Sanchez
Karen Brown	John Heiman	Jeanne Long	Mary Scavelli
Lisa Bruno	Jackie Hollis	Emma Loving	Cynthia Schwan
Hanora Cadek	Dale C Hudak	Deborah Lukas	Jerry Slabaugh
Amanda Caja	Adria Hughes	Judy Mack	Callie Smith
Diane Campo	Megan Hughes	Bhanumati Maheshwer	Michael L. Sobera
Dorothy Cantrall	Joanne Hurst	Julia Marquard	David Stringer
Jim Carlin	Barb Italiano	Rich Martinek	Sandy Strodbeck
Robert Carlin	Terry Janmey	Susan Martynowski	Maureen Tabor
William Carlin	Denice Johnson	Mike McPhee	Mary Tarieska-Spoth
Margaret Carsey	Karen Jones	Lesley Miller	Fran Varvir
Linda Clemons	Susan Kantner	Jill Minerd	Jennifer Weaver
Diane Christian	Stephanie Karohl	Denis Mone	Elizabeth West
Barbara Detwiler	Kathleen Kelly	Ed Moran	Sherry West
Ana Colic-Timm	Karen Kietyka	Nettie Morgan	Laurie S. Whiting
Jennifer Dossa	Janis Kingsbury	Robyn Nock	Georgia Wilder
Judy Duffy	Lorrie Knapp	Jacqueline Noonan	Donna Winter
Helen Patricia Dukov	Sandy Kodysh	Karen Ormsby	Donna Wright

Motion by Mr. Sullivan

Seconded by Mr. Marinucci

Roll Call Vote:

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

EXHIBIT F-1-b-3
RES. #08-266

RESOLUTION TO APPROVE STIPENDS FOR
2008-2009 LITERACY LEADERS
(Revised Funding)

RESOLVED THAT
the Westlake Board of Education approves \$500 stipends for staff member for the 2008-2009 school year, paid from Title I or Title IIA Funds as follows:

LITERACY LEADERS

Jenny Clark – Holly Lane	Title I
Julie Hildebrand – Dover	Title I
Jenny Larcey – Bassett	Title IIA
Julie Szucs - Hilliard	Title I

Motion by _____ Mr. Sullivan _____

Seconded by _____ Mr. Marinucci _____

Roll Call Vote:

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

RESOLUTION TO APPROVE USE OF VI-B IDEA FUNDS

RESOLVED THAT
the Westlake Board of Education approves the following classified staff members to be paid from VI-B IDEA funds for the 2008-2009 school year:

Kristine Hamilton Bassett Spec. Ed. Assistant	Step 6 6.5 Hours/Day
Patricia Wasko Bassett Spec. Ed. Assistant	Step 10 6.5 Hours/Day

Motion by Mr. Sullivan
Seconded by Mr. Marinucci

Roll Call Vote:

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

EXHIBIT F-1-b-5
RES. #08-268

RESOLUTION TO APPROVE ADDITIONAL HOURS FOR
ADULT BASIC LITERACY EDUCATION PERSONNEL 2007-2008

RESOLVED THAT

The Westlake Board of Education approves the additional employment hours for the following personnel for the Adult Basic Literacy Education (A.B.L.E.) Program. Contracts are to be paid out of A.B.L.E. Project Number 045062-AB-S1-2007C, A.B.L.E. Project Number 045062-AB-S1-2008 and A.B.L.E. English Literacy and Civics Education Project Number 045062-AB-S2-2008.

ADDITIONAL HOURS

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Hourly Rate</u>	<u>Not to Exceed</u>
Paula Kertes	A.B.L.E. Coordinator	8.5	\$ 32.00	\$272.00

Motion by Mr. Sullivan

Seconded by Mr. Marinucci

Roll Call Vote:

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

RESOLUTION TO APPROVE EMPLOYMENT OF ADULT
BASIC LITERACY EDUCATION PERSONNEL 2008-2009

RESOLVED THAT

The Westlake Board of Education approves the employment of personnel for the Adult Basic Literacy Education (A.B.L.E.) Program. Contracts are to be paid out of A.B.L.E. Project Number 045062-AB-S1-2007C, A.B.L.E. Project Number 045062-AB-S1-2008C, A.B.L.E. Project Number 045062-AB-S1-2009 and A.B.L.E. English Literacy and Civics Education Project Number 045062-AB-S2-2009.

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Hourly Rate</u>	<u>Not to Exceed</u>
Victoria Emblom	EL Civics/ESOL Instr.	210	\$ 22.00	\$4,620.00
Sharon Forschen	EL Civics/ESOL Instr.	210	\$ 22.00	\$4,620.00
Paula Kertes	EL Civics/ Director	36	\$ 33.00	\$1,188.00
Gloria Muntean	EL Civics/ESOL Instr.	210	\$ 22.00	\$4,620.00
Melissa Cheers	A.B.L.E./Orientation	96	\$ 22.00	\$2,112.00
Michelle Cseh	A.B.L.E./ESOL Instr.	39	\$ 22.00	\$858.00
Paula Kertes	A.B.L.E. / Director	675	\$ 33.00	\$22,275.00
Gloria Muntean	A.B.L.E./ESOL Instr.	168	\$ 22.00	\$3,696.00
Jan Sheffler	A.B.L.E./Orientation	96	\$ 22.00	\$2,112.00
Cheryl Williams	A.B.L.E./GED Instr.	168	\$ 22.00	\$3,696.00

Motion by Mr. Sullivan

Seconded by Mr. Marinucci

Roll Call Vote:

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

EXHIBIT F-1-b-7
RES. #08-270

RESOLUTION TO APPROVE CERTIFIED EMPLOYMENT

RESOLVED THAT

the Westlake Board of Education approves the following certified employment for the 2008-2009 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.

Karen Kane
Speech Language Pathologist
(Paid from Early Childhood Spec. Ed. Grant)

Effective: 08/26/08
Rate: MA, Step 11 (25% Contract)

Motion by Mr. Sullivan

Seconded by Mr. Marinucci

Roll Call Vote:

Ms. Rocco AYE

Mr. Sullivan AYE

Mr. Marinucci AYE

Mr. Mays AYE

Ms. Winter AYE

RESOLUTION TO APPROVE EMPLOYMENT
OF AUXILIARY SERVICES PERSONNEL

RESOLVED THAT

the Westlake Board of Education approves the employment of the following auxiliary personnel for St. Paul Lutheran School and St. Bernadette School for the 2008-2009 school year to be paid from the Auxiliary Services Fund.

Anna Bakalar
St. Bernadette -Clerk/Typist

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

Corlett Bine
St. Paul Lutheran – Clerk/Typist

Rate: Class A, Step 18
9.5 Months, 30 hours/5 days per week

Barbara Sennhenn
St. Paul Lutheran – SST Teacher

Rate: BA, Step 20
3-1/2 hours/day, 5 days per week

Donna Collins
St. Paul Lutheran – Speech Therapist

Rate: MA+20, Step 20
20% Contract

Motion by Mr. Sullivan

Seconded by Mr. Marinucci

Roll Call Vote:

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

EXHIBIT F-1-b-9
RES. #08-272

RESOLUTION TO APPROVE HEALTH SERVICES
FOR NON-PUBLIC SCHOOLS

RESOLVED THAT
the Westlake Board of Education approves services for non-public schools for the 2008-2009 school year as follows to be paid out of Auxiliary Service Funds.

PSI Affiliates, Inc.

St. Bernadette

Intervention Specialist	108 days	\$34,020.00
School Nurse	720 hours	\$23,248.80
Speech & Hearing Pathologist	90 days	\$29,880.00
Psychologist	111 days	\$33,855.00

St. Paul Lutheran

School Nurse	9 days	\$2,034.00
Health Aides	540 hours	\$7,668.00

Cuyahoga County Board of Health

Montessori Children's School

Registered Nurse	8 hours/month	\$3,678.00
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Motion by Mr. Sullivan

Seconded by Mr. Marinucci

Roll Call Vote:

Ms. Rocco AYE

Mr. Sullivan AYE

Mr. Marinucci AYE

Mr. Mays AYE

Ms. Winter AYE

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

RESOLVED THAT

the Westlake Board of Education approves the following supplemental resignations and contracts for the 2008-2009 school year (in-district and out-of-district):

Resignation

James Patrizi	WHS Asst. Football Coach	Effective: 07/31/08
Brendan Zepp	WHS Asst. Football Coach	Effective: 07/31/08

Employment

<u>Name</u>	<u>Position</u>	<u>In District</u>	<u>Step</u>
Jennifer Parker	LBMS Girls' Cross Country Coach	N	0
James Patrizi	WHS Asst. Freshman Football Coach-50%	Y	6
Brendan Zepp	WHS Asst. Freshman Football Coach-50%	Y	0
Daniel Berkheimer	WHS Head Volleyball Coach	Y	From 14 to 16
Jennifer Britton	WHS Drama Club Advisor	Y	4
Lisa MacLaren	WHS Asst. Volleyball Coach	N	0
Albie Weiss	Webmaster	Y	N/A

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. Marinucci

Roll Call Vote:

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

EXHIBIT F-1-b-11
RES. #08-274

RESOLUTION TO APPROVE SUMMER ATHLETIC CAMP EMPLOYMENT

RESOLVED THAT

the Westlake Board of Education approves Summer 2008 Athletic Camp employment as follows:

<p>Baseball Camp <u>Student Coaches</u> Matt Kelley Will Shortreed</p>

<p>High School Volleyball Camp <u>Coach</u> Ashley Dreher (changed from Student Coach to Coach)</p>
--

Motion by _____ Mr. Sullivan

Seconded by _____ Mr. Marinucci

Roll Call Vote:

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

RESOLUTION TO APPROVE THE RESIGNATION AND
EMPLOYMENT OF PROJECT LINK PERSONNEL

RESOLVED THAT
the Westlake Board of Education approves the resignation and employment of the following Project
Link personnel as follows:

RESIGNATION

<u>Name</u>	<u>Effective</u>	<u>Position</u>
Courtney Seman	08/15/2008	Site Coordinator

EMPLOYMENT

<u>Name</u>	<u>Effective</u>	<u>Position</u>	<u>Step</u>
Roberta Ahern	08/26/2008	Site Coordinator	10
Cora Miner	08/26/2008	Site Coordinator	8
Nancy English	08/26/2008	Site Coordinator	6
Erin Fenderbosch	08/26/2008	Site Coordinator	6
Stacie Connors	08/26/2008	Site Coordinator	6
Christi-Ann McCulloch	08/26/2008	Site Coordinator	6
Carol Andrews	08/26/2008	Project Link Leader	4
Christine Matejcik	08/26/2008	Project Link Leader	5
Beth Prather	08/26/2008	Project Link Leader	5
Laura Roeder	08/26/2008	Project Link Leader	4
Judith Mack	08/26/2008	Project Link Leader	3
Callie Smith	08/26/2008	Project Link Leader	3
Stefanie Wagner	08/26/2008	Project Link Leader	3
Christie Leake	08/26/2008	Project Link Leader	3

Motion by Mr. Sullivan

Seconded by Mr. Marinucci

Roll Call Vote:

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

EXHIBIT F-1-b-13
RES. #08-276

RESOLUTION TO APPROVE RECLASSIFICATION
OF CERTIFIED STAFF MEMBERS

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

<u>Effective</u>	<u>Name</u>	<u>From</u>	<u>To</u>	<u>Step</u>
08/01/08	Kelly Atkinson	BA	BA+20	3
08/01/08	Cindy Bailey	MA	MA+10	12
08/01/08	Celina Bigio	MA	MA+10	9
08/01/08	Amy Butcher	BA	BA+10	10
08/01/08	Amanda Caunter	BA	BA+10	2
08/01/08	Kimberly Cerrito	BA	BA+20	2
08/01/08	Katherine McGlynn	MA+10	MA+20	4
08/01/08	Nick Miller	BA+10	BA+20	2
08/01/08	Sandra Stanley	BA+20	BA+30	3
08/01/08	LaVonne Szafranski	MA	MA+10	18
08/01/08	Tom Urich	MA+10	MA+20	15
08/01/08	Claudia Vakos	MA+10	MA+20	10
08/01/08	Sandra Vontroba	MA+10	MA+20	19
08/01/08	Ashley Witman	BA+10	BA+30	4

Motion by Mr. Sullivan

Seconded by Mr. Marinucci

Roll Call Vote:

Ms. Rocco AYE

Mr. Sullivan AYE

Mr. Marinucci AYE

Mr. Mays AYE

Ms. Winter AYE

RESOLUTION TO APPROVE BUS DRIVERS AND HOURS

RESOLVED THAT

the Westlake Board of Education approves the following Bus Drivers and hours for the 2008-2009 school year, beginning August 2008:

<u>Name</u>	<u>Step</u>	<u>Hours</u>	<u>Name</u>	<u>Step</u>	<u>Hours</u>	<u>Name</u>	<u>Step</u>	<u>Hours</u>
Anost, Charles	9	4	Joyce, James	7	6.5	Riegling, Patty	8	4.5
Ashwood, Bruce	4	5	Kantner, Susan	15	7	Robinson, Angela	12	5.5
Biel, Barbara	17	8	Kelly, Kathleen, Relief	13	4	Rooney, Debra	3	4.5
Bugaj, Margaret	7	2.5	Knapp, Lorrie	25	7.25	Sanchez, Juan	3	5.25
Carlin, James	7	5.25	Kodysh, Sandee	18	2.5	Scavelli, Mary	17	6.25
Carlin, Robert	6	4.75	Kubincanek, Celia	19	2	Schmidt, William	3	2.75
Carlin, William, Relief	7	4	Johnson, Reda	16	8	Selvaggio, Joseph	12	7.75
Cavender, Anna	3	4.75	Laskowski, Margaret	1	4.5	Slabaugh, Jerry	10	6
Chambers, Suzan	0	4.75	Lewis, Jerry	14	8	Smith, Margaret	22	8
Christian, Diane	34	8	Lewis, Sandee	8	8	Urban, Melodie	14	5
Clemons, Linda	27	7.75	Loving, Emma	7	5.25	Weaver, Jennifer	10	2.75
Corrigan, Donna	0	2.25	Maler, Steve	5	5.25	Wering, Denise	8	5
Croyle, Judy (LOA)	9	0	Meadows, Roger	8	5.5	West, Elizabeth	25	8
Dossa, Jennifer	0	4	Metzger, Carole	13	6.25	West, Sherry	14	8
Faragher, Madonna	7	4	Mitterholzer, Ronald	4	2.5	Whiting, Laurie	18	8
Flannick, Carol	19	7	Moran, Edward	7	4.75	Winter, Eileen	8	4.5
Gatens, Joseph	4	5	Muzychak, James	8	4.25	Wright, Donna	3	5.25
Geib, Rosemary	17	8	Nock, Robyn	4	4.5	Yehlik, Michelle	19	8
Hannah, Michael, Relief	0	4	O'Boyle, John, Relief	3	4			
Higgins, Denise	0	4.25	Ormsby, Karen	19	8	Pennington, Leona, Aide	10	4.25
Hollis, Jackie	25	7.25	Ovelgonne, Jody	15	5.25	Orszak-Sima, Terri, Aide	10	4
Hughes, Adria	9	6.75	Phillips, Pam	22	8			
Hurst, Joanne	7	5	Pietrzak, Cynthia	6	5.75	Karohl, Edward, Mechanic	36	8
Italiano, Barbara	19	8	Rasmussen, Cathy	8	8	Klein, Paul, Mechanic	31	8
			Reynolds, Dawn	1	2.25	Naymik, David, Mechanic	18	8

Motion by Mr. Sullivan

Seconded by Mr. Marinucci

Roll Call Vote:

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

RESOLUTION TO APPROVE STIPENDS FOR
STEM GRANT SUMMER INSERVICE

RESOLVED THAT

the Westlake Board of Education approves stipends for the following staff members for attendance at STEM grant related summer inservice opportunities, to be paid from the STEM Grant Funds:

STEM Salary Stipend

Judy McMasters \$32,308

STEM Technology Stipend - \$500.00

Lynn Pettyjohn
Matt Bourn

STEM Salary Reimbursement to General Fund

Kurt Thonnings \$10,444.75

STEM Summer Workshops Training & Coordination
(Technology Camp, Sharepoint, & Web Maintenance)

Kurt Thonnings 75 Hrs @ \$22.71/Hour

August 11-15, 2008

Technology Camp @ WHS - Half Days - \$45/Half-Day

Janet Vinciguerra 3 Half-Days
Daniel Grigson 5 Half-Days

Motion by Mr. Sullivan

Seconded by Mr. Marinucci

Roll Call Vote:

Ms. Rocco AYE
Mr. Sullivan AYE
Mr. Marinucci AYE
Mr. Mays AYE
Ms. Winter AYE

RESOLUTION TO APPROVE RESIGNATIONS AND APPOINTMENT
OF SUBSTITUTES FOR STAFF MEMBERS

RESOLVED THAT
the Westlake Board of Education approves resignations and appointment of substitutes for staff
members as follows:

Classified Substitute Resignations

Mary Coleman	Steve Maler	Sophie Paul	Rebecca Perring
Elizabeth Coyle	Peggy Leaver		

Certified Substitute Resignations

Meredith Farrow Herndon	Heather Kama-Starr	Malinda Johnson	Ryan McCartney	Sheryl Martin
Kathryn Szambecki	Amanda Wilkinson	Stacie Novak	Carol Wittkopf	Brenna Posa
Eva Reitenbach Haeberle	Patricia McGinty	Leah Halloran	Vanessa Tang	Susan Kiss
Beth Prather				

Classified Substitutes

Cassandra Gilbert Substitute Bus Driver

Certified Substitutes

Stacie Connors	Jason Jennings	Deborah Kennedy	Christina Lahoud	Bayda Maatouk
Stephanie Markley	Janet Tabler	Melissa Graham		

Motion by _____ Mr. Sullivan

Seconded by _____ Mr. Marinucci

Roll Call Vote:

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

EXHIBIT F-1-b-17
RES. #08-280

RESOLUTION TO APPROVE EMPLOYMENT OF
2008 FALL SEMESTER STEM TECHNICIANS

RESOLVED THAT

the Westlake Board of Education approves employment of the following STEM 2008 Fall Semester Technicians, to be paid from the STEM Grant Funds:

Tim Bucknell Effective: 08/25/08 Rate: \$12.00

Mark Petrie Effective: 08/25/08 Rate: \$12.00

Motion by _____ Mr. Sullivan

Seconded by _____ Mr. Marinucci

Roll Call Vote:

Ms. Rocco AYE

Mr. Sullivan AYE

Mr. Marinucci AYE

Mr. Mays AYE

Ms. Winter AYE

RESOLUTION TO APPROVE AGREEMENTS FOR
ADMISSION OF TUITION PUPILS

RESOLVED THAT
the Westlake Board of Education approves the following Agreements for Admission of Tuition Pupils
and Contracts:

Summer 2008

ESC Cuyahoga County – Extra Service Days

2008-2009 School Year

Education Alternatives

Ombudsman

Physical Therapy Services – Mary O’Doherty

Motion by _____ Mr. Mays _____

Seconded by _____ Ms. Winter _____

Roll Call Vote:

Ms. Rocco _____ AYE _____

Mr. Sullivan _____ AYE _____

Mr. Marinucci _____ AYE _____

Mr. Mays _____ AYE _____

Ms. Winter _____ AYE _____

EXHIBIT F-1-d
RES. #08-282

RESOLUTION TO APPROVE LEASE AGREEMENT

RESOLVED THAT

the Westlake Board of Education approves the following lease agreement for the 2008-2009-school year to be paid out of Auxiliary Service Funds.

John Lance Lease of property upon which St. Bernadette's Mobile Unit rests.
 Twelve month lease - \$1,200.00

Motion by _____ Mr. Mays _____

Seconded by _____ Ms. Winter _____

Roll Call Vote:

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

RESOLUTION TO APPROVE SUNDAY BUILDING USE

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

Emily's Rainbow Fund
5K Run, 1 Mile Walk, &
Children's Runs

Westlake High School
Sunday, April 26, 2009
7:00 AM – 12:00 PM
WHS Track & Stadium Restrooms

Riverside Church
Church Services

Westlake High School
Sundays, 09/07/08-09/27/09
8:30 AM – 1:30 PM
Cafeteria & Two Classrooms

Motion by Mr. Mays

Seconded by Ms. Winter

Roll Call Vote:

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

EXHIBIT F-1-f
RES. #08-284

RESOLUTION TO APPROVE JOB DESCRIPTION OF
WESTLAKE CITY SCHOOLS CLERK/TYPIST - WHS

RESOLVED THAT
the Westlake Board of Education approves the job description of Westlake City Schools District
Clerk/Typist - WHS.

Motion by _____ Mr. Mays _____

Seconded by _____ Ms. Winter _____

Roll Call Vote:

Ms. Rocco AYE

Mr. Sullivan AYE

Mr. Marinucci AYE

Mr. Mays AYE

Ms. Winter AYE

WESTLAKE CITY SCHOOLS
JOB DESCRIPTION

POSITION: Clerk/Typist – WHS
RESPONSIBLE TO: Building Principal
TERM OF EMPLOYMENT: 9 1/2 Months

QUALIFICATIONS:

1. High school graduate or equivalent.
2. Have the ability to use a computer and typewriter.
3. Have the ability to use office equipment.
4. Effective and appropriate oral and written skills.
5. Genuine interest in working with high school students.

GENERAL DUTIES:

Assists with clerical, secretarial and desk top publishing associated with the Principal's office.

ESSENTIAL ELEMENTS:

1. Good human relation skills and ability to nurture tact with public relations, students, staff and parents.
2. Have the ability to use a computer and typewriter.
3. Have the ability to operate office equipment.
4. Have the ability to answer telephone and give an impression of friendliness and efficiency.
5. Must maintain confidentiality concerning students and personnel.
6. Must contribute to orderly and pleasant work environment.
7. Punctual and regular attendance.
8. Effective and appropriate oral and written skills.

SPECIFIC DUTIES:

1. Performs duties of receptionist in the main office which includes telephone messages, greeting and routing visitors for the principal, teaching and support staff.
2. Assist in the word processing and preparation of school publications.
3. Dictation and transcription of letters, minutes and reports.
4. Assist in distribution of interoffice and US mail.
5. Assist in preparation of student bills and price lost and damaged books.
6. Assist in the opening and marking of incoming textbooks and supplies.
7. Schedule substitutes for school assistants.
8. Assist with school mailings.
9. Assist the Principal's secretary when deemed appropriate.
10. Assist in the, first aid to injured students and the care of ill students.
11. Administers daily medication to students as instructed by physicians and with the consent of parents.
12. Performs any other duties as assigned by building principal within the general scope of the job description.

WESTLAKE CITY SCHOOLS
JOB DESCRIPTION

ENVIRONMENTAL AND SAFETY REQUIREMENTS:

1. May be required to handle bodily fluids and may be exposed to blood borne pathogens.
2. May be required to handle chemicals and other hazardous materials and substances.

ADDITIONAL WORKING CONDITIONS:

1. Occasional operation of a vehicle in inclement weather conditions, e.g. being prepared to come to work on all scheduled work days
2. Potential interaction among unruly children
3. Lift, carry, push and pull various items up to a maximum of 20 pounds, e.g., paper boxes, deliveries of supplies and equipment.
4. Occasional exposure to blood, bodily fluids and tissue.
5. Occasional exposure to loud noises.
6. Occasional requirement to work near moving mechanical parts.
7. Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop.
8. Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing.

August 25, 2008
08-474

EXHIBIT F-1-g
RES. #08-285

RESOLUTION TO APPROVE JOB DESCRIPTION OF
WESTLAKE CITY SCHOOLS SPECIAL EDUCATION ASSISTANT

RESOLVED THAT
the Westlake Board of Education approves the job description of Westlake City Schools District
Special Education Assistant.

Motion by _____ Mr. Mays

Seconded by _____ Mr. Marinucci

Roll Call Vote:

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

WESTLAKE CITY SCHOOLS
JOB DESCRIPTION

TITLE: Special Education Assistant
RESPONSIBLE TO: Building Principal, Director of Pupil Services or Designee
TERM OF EMPLOYMENT: To work on days teachers are contracted to work

QUALIFICATION:

1. Ohio Educational Aide permit as defined in section 3319.088 of the Ohio Revised Code.
2. High school graduate or equivalent diploma.
3. Ability to assist and/or supervise students.
4. Experience working with persons with disabilities, preferably in a school setting.

GENERAL DUTIES:

1. Under direction of instructor, monitor and/or implement instructional activities in groups or one-to-one situations using appropriate motivational and reinforcement techniques.
2. Provide for the safety of students.
3. Assist with the implementation of student IEPs including related services as required.
4. Work on days that are designated as teacher work days.

ESSENTIAL ELEMENTS:

1. Ability to interact with students and their families in a manner that demonstrates respect and concern.
2. Knowledge of child development.
3. Maintain confidentiality in all work responsibilities.
4. Ability to work with students of different ages, mental and physical abilities.
5. Commitment to the improvement of educational programs.
6. Willingness to participate in professional development activities.
7. Possesses appropriate and effective oral and written communication skills in addition to sufficient math aptitude.
8. Punctual and regular attendance.
9. Possess some working knowledge of any or all office equipment.

SPECIFIC DUTIES:

1. Perform health and medically related procedures as permitted by state and local regulations.
2. Toilet and change children when needed using appropriate cleansing and sanitary procedures.
3. May be assisting students who are non-ambulatory, medically fragile or other low incidence disabilities.
4. Ride with and supervise children in vehicle when being transported (if needed).
5. Assist and supervise children in any instructional or school related setting including, but not limited to: community-based instruction, regular education classrooms, special education classrooms, lunchroom, playground, recreation/physical education activities, field trips, hallways or bathrooms.

WESTLAKE CITY SCHOOLS
JOB DESCRIPTION

6. Knowledge of and ability with training to use appropriate techniques involving physical crisis intervention.
7. Assists in the production of teacher materials.
8. Recommends ideas for overall program.
9. Assists students with organizational skills and study skills.
10. Reinforces goals and objectives of the students' IEP.
11. Use appropriate behavior management techniques with students.
12. Use appropriate motivational and reinforcement techniques with students.
13. Successfully complete training in supporting students with special needs as determined by the Director of Pupil Services.
14. Support in the collection of data, maintenance of charts, assist with informal assessments and write anecdotal records as requested by instructor.
15. May participate in or attend appropriate team meetings as necessary.
16. Provide ongoing feedback regarding changes in student performance.
17. Assist in care and organization of instructional materials and equipment.
18. May feed, dress and perform other personal care routines for students, as needed
19. Participate in bus loading and unloading, as necessary.
20. Performs other job-related duties as assigned within the general scope of the job description by the classroom teacher, building principal and Director of Pupil Services.

ENVIRONMENTAL AND SAFETY REQUIREMENTS:

1. May be required to handle bodily fluids and may be exposed to blood borne pathogens.
2. May be required to handle chemicals and other hazardous materials and substances.

ADDITIONAL WORKING CONDITIONS:

1. Occasional operation of a vehicle in inclement weather conditions, e.g. being prepared to come to work on all scheduled work days.
2. Potential interaction among unruly children.
3. Lift, carry, push and pull various items up to a maximum of 20 pounds, e.g., paper boxes, deliveries of supplies and equipment.
4. Occasional exposure to blood, bodily fluids and tissue.
5. Occasional exposure to loud noises.
6. Occasional requirement to work near moving mechanical parts.
7. Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop.
8. Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing.

WESTLAKE CITY SCHOOLS
JOB DESCRIPTION

TITLE: Teacher Assistant (Special Needs)
RESPONSIBLE TO: Building Principal, Director of Pupil Services or Designee
TERM OF EMPLOYMENT: To work on days teachers are contracted to work

QUALIFICATIONS:

1. Ohio Educational Aide permit as defined in section 3319.088 of the revised code.
2. High school graduate or equivalent diploma.
3. Physical ability to perform transfer techniques and operate student equipment for elementary through high school age students.
4. Ability to assist and/or supervise students.

GENERAL DUTIES:

1. Assist special needs students with personal health care needs within the confines of the educational setting.
2. Work on days that are designated as teacher work days.

ESSENTIAL ELEMENTS:

1. Respond and interact with staff and students in a positive, supportive, thoughtful and appropriate manner.
2. Maintain confidentiality as it relates to student(s), staff and all work responsibilities.
3. Possess appropriate and effective oral and written communication skills.
4. Willingness to participate in professional development activities.
5. Possess some working knowledge of any or all office equipment.
6. Possesses appropriate and effective oral and written communication skills in addition to sufficient math aptitude.
7. Punctual and regular attendance.

SPECIFIC DUTIES:

1. Assist handicapped children with personal health care needs and non-medical procedures.
2. Consult with school nurse regarding instruction on health care procedures.
3. Toilet and change child when needed using appropriate cleansing and sanitary procedures.
4. Inventory and organize supplies for the washroom to service the students.
5. Position and/or perform one-person to two-person lift of child when needed.
6. Maintain confidentiality in all work responsibilities.
7. Demonstrate a professional image for Westlake City Schools through the use of appropriate interpersonal skills. These skills include but are not limited to courteous manners, proper work attire, positive attitude and cooperative demeanor.

5.11b

WESTLAKE CITY SCHOOLS **JOB DESCRIPTION**

8. Is willing to learn and utilize basic sign language when needed.
9. Assist and supervise child in any instructional or school related setting including, but not limited to: community-based instruction, regular classrooms, special education classrooms, lunchroom, playground, recreation/physical education activities, field trips, hallways, or bathrooms.
10. Assist with instruction of children as directed by classroom teacher using appropriate methods and materials.
11. Assists in the production of teacher materials.
12. Recommends ideas for overall program.
13. Assists student with organizational and study skills.
14. Reinforces goals and objectives of the students' IEPs.
15. Assist with behavioral management of children as directed by classroom teacher using appropriate methods and techniques.
16. Assist and supervise arrival and departure of students.
17. Assist with access to all areas of school building needed for instructional program.
18. Performs other duties as assigned by building principal, Director of Pupil Services or classroom teacher within the general scope of the job description.

ENVIRONMENTAL AND SAFETY REQUIREMENTS:

3. May be required to handle bodily fluids and may be exposed to blood borne pathogens.
4. May be required to handle chemicals and other hazardous materials and substances.

ADDITIONAL WORKING CONDITIONS:

9. Occasional operation of a vehicle in inclement weather conditions, e.g. being prepared to come to work on all scheduled work days.
10. Potential interaction among unruly children.
11. Lift, carry, push and pull various items up to a maximum of 20 pounds, e.g., paper boxes, deliveries of supplies and equipment.
12. Occasional exposure to blood, bodily fluids and tissue.
13. Occasional exposure to loud noises.
14. Occasional requirement to work near moving mechanical parts.
15. Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop.
16. Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing.

August 25, 2008
08-480

EXHIBIT F-1-i
RES. #08-287

RESOLUTION TO APPROVE JOB DESCRIPTION OF
WESTLAKE CITY SCHOOLS STUDENT ATTENDANT

RESOLVED THAT
the Westlake Board of Education approves the job description of Westlake City Schools District
Student Attendant.

Motion by _____ Mr. Mays _____

Seconded by _____ Mr. Marinucci _____

Roll Call Vote:

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

WESTLAKE CITY SCHOOLS
JOB DESCRIPTION

TITLE: Student Attendant
RESPONSIBLE TO: Building Principal, Director of Pupil Services or Designee
TERM OF EMPLOYMENT: Work on days those students they are assigned to attend school.

QUALIFICATIONS:

1. Ohio Educational Aide permit as defined in section 3319.088 of the revised code.
2. High school graduate or equivalent diploma.
3. Physical ability to perform transfer techniques and operate student equipment for elementary through high school age students.
4. Ability to assist and/or supervise students.

GENERAL DUTIES:

1. Assist special needs students with personal health care needs within the confines of the educational setting.
2. Work on days that student's they are assigned to attend school.

ESSENTIAL ELEMENTS:

1. Respond and interact with staff and students in a positive, supportive, thoughtful and appropriate manner.
2. Maintain confidentiality as it relates to student(s), staff and all work responsibilities.
3. Willingness to participate in professional development activities.
4. Compensated employment may be interrupted by a student's extended absence (e.g. hospitalization).
5. Possess some working knowledge of any or all office equipment.
6. Possesses appropriate and effective oral and written communication skills in addition to sufficient math aptitude.
7. Punctual and regular attendance.

SPECIFIC DUTIES:

1. Assist handicapped children with personal health care needs and non-medical procedures.
2. Consult with school nurse regarding instruction on health care procedures.
3. Toilet and change child when needed using appropriate cleansing and sanitary procedures.
4. Inventory and organize supplies for the washroom to service the students.
5. Position and/or perform one-person to two-person lift of child when needed.
6. Ride with and supervise child in vehicle if needed when being transported to ensure safety.
7. Maintain confidentiality in all work responsibilities.

WESTLAKE CITY SCHOOLS
JOB DESCRIPTION

8. Demonstrate a professional image for Westlake City Schools through the use of appropriate interpersonal skills. These skills include but are not limited to courteous manners, proper work attire, positive attitude and cooperative demeanor.
9. Is willing to learn and utilize basic sign language when needed.
10. Assist and supervise child in any instructional or school related setting including, but not limited to: community-based instruction, regular classrooms, special education classrooms, lunchroom, playground, recreation/physical education activities, field trips, hallways, or bathrooms.
11. Assist with instruction of children as directed by classroom teacher using appropriate methods and materials.
12. Assist with behavioral management of children as directed by classroom teacher using appropriate methods and techniques.
13. Assist and supervise arrival and departure of students.
14. Assist with access to all areas of school building needed for instructional program.
15. Performs other duties as assigned by building principal, Director of Pupil Services or classroom teacher within the general scope of the job description.

ENVIRONMENTAL AND SAFETY REQUIREMENTS:

5. May be required to handle bodily fluids and may be exposed to blood borne pathogens.
6. May be required to handle chemicals and other hazardous materials and substances.

ADDITIONAL WORKING CONDITIONS:

17. Occasional operation of a vehicle in inclement weather conditions, e.g. being prepared to come to work on all scheduled work days.
18. Potential interaction among unruly children.
19. Lift, carry, push and pull various items up to a maximum of 20 pounds, e.g., paper boxes, deliveries of supplies and equipment.
20. Occasional exposure to blood, bodily fluids and tissue.
21. Occasional exposure to loud noises.
22. Occasional requirement to work near moving mechanical parts.
23. Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop.
24. Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing.

EXHIBIT F-1-j
RES. #08-288

RESOLUTION TO APPROVE CHANGE ORDER FOR
LEE BURNESON HVAC PROJECT

RESOLVED THAT
the Westlake Board of Education approves Change Order #3, dated August 7, 2008, to North Bay Construction in the amount of \$2,783.00 for Lee Burneson Middle School HVAC Project, for providing and installing seven fire dampers and duct modifications in the Library as recommended by Karpinski Engineering.

Motion by Mr. Marinucci

Seconded by Ms. Winter

Roll Call Vote:

Ms. Rocco AYE

Mr. Sullivan AYE

Mr. Marinucci AYE

Mr. Mays AYE

Ms. Winter AYE

RESOLUTION TO APPROVE BUS ROUTES
FOR 2008-2009 SCHOOL YEAR

RESOLVED THAT
the Westlake Board of Education approves the bus routes for the 2008-2009 school year.

Board Discussion:

Winter: Is there a policy on drop off and pickup of kindergarten students?

Puffer: The District informally tries to accommodate kindergarten stops.

Motion by _____ Mr. Sullivan _____

Seconded by _____ Mr. Mays _____

Roll Call Vote:

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

EXHIBIT F-1-1
RES. #08-290

RESOLUTION TO APPROVE CONTINUOUS IMPROVEMENT PLAN

RESOLVED THAT
the Westlake Board of Education approves the Westlake City Schools Continuous Improvement Plan
2008-2010 dated August 1, 2008.

Board Comment:

Mr. Marinucci commended the CIP planning committee.

Motion by _____ Mr. Sullivan _____

Seconded by _____ Mr. Mays _____

Roll Call Vote:

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

August 25, 2008
08-486

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